

BOARD OF TRUSTEES MEETING

Tuesday, November 25, 2025 at 7:00 PM
Village Hall Board Room 118 W. Cook Avenue Libertyville, IL 60048

MINUTES

1. Roll Call

-Employee Recognitions

Mayor Johnson called to order a meeting of the Board of Trustees at 7:00 p.m. Those present were Mayor Donna Johnson, Village Trustees Pete Garrity, Matt Krummick, Casey Rooney, Kara Macdonald, and Andrew Herrmann. Trustee Scott Adams and Village Clerk Margaret Clark were absent. Also in attendance were Deputy Village Clerk Kelly Amidei, and Village Attorney Hart Passman.

The Mayor acknowledged the following employees for their years of service and read their bios into the record.

Paul Kendzior- 10 years

Crystin Gindorf- 10 years

Derek Kwong- 25 years

2. Items Not on the Agenda | *Presentation of items not on the Agenda will be limited to three (3) minutes*

Mayor Johnson asked for public comment for items not on the agenda. There were none.

3. Omnibus Vote Agenda

A. Summary of Omnibus Vote Agenda Items

Mayor Johnson presented the Omnibus Vote Agenda and asked if there were any items requested for removal by the Village Board or any Board questions on items. There were none.

B. Approval of Minutes of the November 11, 2025 Village Board Meeting and the Executive Session Minutes of March 4, 2025 and August 26, 2025.

C. Bills for Approval

D. **RESOLUTION NO. 25-R-192:** A Resolution to Approve a Requested Display of a Menorah in Cook Park

E. **ORDINANCE NO. 25-O-66:** An Ordinance Amending Chapters 16 and 23 of the Village Code Regarding Bicycles and Vehicles

F. **RESOLUTION NO. 25-R-193:** A Resolution for Maintenance Work within State Rights-of-Ways

- G. **RESOLUTION NO. 25-R-194:** A Resolution to Waive Competitive Bidding and Accept the Proposals from Apollo Glass LLC and Shakes Roofing, Inc. for Roof, Siding and Window Replacements at the Newberry Avenue and Second Street Well Houses
- H. **ORDINANCE NO. 25-O-67:** An Ordinance Amending the Classification and Compensation Plan within the Annual Budget of the Village of Libertyville, County of Lake, State of Illinois, for the Fiscal Year Beginning May 1, 2025 and Ending April 30, 2026
- I. Police and Fire Pension Funds – Acceptance of Municipal Compliance Report and Tax Levy Request
- J. **RESOLUTION NO. 25-R-195:** A Resolution to Approve Change Order No. 1 for the Purchase of the Cityworks Asset Management Software Program with Trimble Inc.
- K. **RESOLUTION NO. 25-R-196:** A Resolution Approving a Cable Franchise Renewal Agreement With Comcast of Illinois XIII, L.P.
- L. **ORDINANCE NO. 25-O-68:** An Ordinance Approving a Major Adjustment to the Site Plan Permit (939 E. Park Avenue)
- M. **RESOLUTION NO. 25-R-197:** A Resolution Approving and Authorizing the Execution of a Plat of Easement for Libertyville 45 Corporate Center
- N. **RESOLUTION NO. 25-R-198:** A Resolution Approving a Professional Services Agreement with Civiltech Engineering, Inc. for the South Milwaukee Avenue Corridor Streetlight Replacement Project
- O. **RESOLUTION NO. 25-R-199:** A Resolution to Approve a Contract Renewal and Change Order No.1 with Buhrman Design Group, Inc. for Part B of the Annual Contractual Landscaping & Mowing Program
- P. Report of the HPC

Motion made by Village Trustee Garrity to approve the Omnibus Vote Agenda. Seconded by Village Trustee Krummick.

Voting Yea: Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann. The item was approved with a 5-0 vote.

REGULAR AGENDA

4. Tax Levy Public Hearing – 2025 Tax Levy

Mayor Johnson opened the public hearing.

Roll Call:

PRESENT

Village President Donna Johnson

Village Trustee Pete Garrity

Village Trustee Matthew Krummick

Village Trustee Casey Rooney
Village Trustee Kara Macdonald
Village Trustee Andrew Herrmann

ABSENT

Village Trustee Scott Adams

Mayor Johnson read the summary into the record:

At the November 11, 2025, Committee of the Whole meeting, the Village Board discussed the 2025 property tax levy. The Corporate levy funds fire protection, streets and bridges, recreation and parks, pensions, and other government services. Based upon review of several options, the Committee recommended a Corporate levy in the amount of \$8,522,964. The total increase is related to the 2.9% CPI allowance under the Property Tax Extension Limitation Law (PTELL), as well as new growth. This represents a 3.27% increase over last year's extension.

While not subject to a cap, the Tax Year 2025 proposed property tax levy for Special Recreation is \$238,204. For General Obligation Bonds, the amount is \$1,716,230 after abatements.

During the November 11, 2025 Village Board meeting, the Board adopted Resolution 25-R-191, which formally estimated the total property taxes levied for Tax Year 2025 to be \$14,247,278 and the estimated amount to be extended after debt service abatements to be \$10,477,398. The impact on a \$500,000 home is an approximately \$8 increase compared to last year. The Village portion of a taxpayer's total property tax bill is about 8.6%.

The Village also administers two special service areas (SSA's). The Timber Creek Special Service Area (SSA) was established to provide a funding mechanism to maintain outlots A, C and E, the directional sign, and the retention basins within the subdivision. At the Committee of the Whole meeting on November 11, 2025, the Village Board estimated a 2025 SSA tax levy for Timber Creek in the amount of \$21,140. The current levy amount will remain the same for tax year 2025.

The Concord at Interlaken SSA was established to maintain the perimeter landscaping screening, fence, water detention basins, signage, and outlet A within this subdivision. At the Committee of the Whole meeting on November 11, 2025, the Village Board estimated a 2025 SSA tax levy for Concord at Interlaken in the amount of \$23,040. The current levy amount will remain the same for tax year 2025. This levy is assessed evenly on a per lot basis over the entire 90 lots in the subdivision as approved by the Village Board in November 1998.

The public hearing concerning the proposed tax levy allows taxpayers an opportunity to provide comments, as required by law, and was advertised in the Daily Herald on November 17, 2025. Following the Public Hearing, staff will prepare the appropriate ordinances adopting the Tax Year 2025 property tax levy for consideration at the December 9, 2025 Village Board Meeting.

No public comment was received.

Motion to close the public hearing made by Village Trustee Rooney, Seconded by Village Trustee Macdonald.

Voting Yea: Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann.

The Public Hearing was closed by a 5-0 vote.

Trustee Rooney thanked the Village Administrator and Finance Director for their work on the tax levy. She recognized the work that was done to ensure that the recommended levy is appropriate and fiscally responsible.

5. **A.) REPORT OF THE PLAN COMMISSION PC 25-21, Special Use Permit for a Planned Development PC 25-22, Planned Development Concept Plan and Final Plan Village of Libertyville, Applicant 200 E. Cook Avenue**

The Mayor stated the following:

The applicant, the Village of Libertyville, represented by FGM Architects, is requesting approval of a Special Use Permit for a Planned Development and simultaneous Concept Plan and Final Plan related to the Planned Development request. The applicant is proposing to construct a new Police Station at 200 E. Cook Avenue. The proposal includes demolition of the existing Police Station, which was constructed in 1968, and the construction of a new building to provide a new and improved municipal facility for Police services on the same site. The subject property is zoned in the IB Institutional Buildings District.

The Plan Commission heard these requests at their November 10, 2025 meeting and concurred with the requests. Motions to recommend Village Board of Trustees approval passed with votes of 7 – 0, with the with the Planned Development Concept Plan and Final Plan subject to the following conditions:

That the following conditions shall be addressed at time of permit:

The applicant shall consider how the wall visually transitions and blends with the adjacent residential properties.

If the Board approves the Report of the Plan Commission, an ordinance has been prepared for consideration and adoption at tonight's meeting.

Trustee Garrity commented that he is happy to see this moving forward and that changes that were requested have been made.

Trustee Krummick thanked staff for their hard work on this.

Trustee Rooney thanked the Village Commissions for their work. She recognized the collaboration between the architect and the owners rep. She thanked the residents for their interest and participation. She thanked the Police Chief for his work on the project.

Trustee Macdonald noted that she had an opportunity to tour the facility and realized that it needed a lot of upgrades. She is very supportive of the project.

Trustee Herrmann thanked staff, the consultants and the Police Chief. He thanked the Village Administrator and the Mayor on her leadership.

Mayor Johnson stated that she is so happy with the energy put towards the project. This has been a priority of hers since she took office. She thanked Kelly and Ed for their work on the project. She is happy that staff and the commissions have been moving it forward efficiently. She noted that an alternative source of revenue is being used to help fund the project.

Motion made by Village Trustee Rooney to approve the Report, Seconded by Village Trustee Herrmann

Voting Yea: Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann. The item was approved with a 5-0 vote.

B.) ORDINANCE NO. 25-O-69: An Ordinance Approving a Planned Development Final Plan and Special Use Permit for a Planned Development – Village of Libertyville Police Station, 200 E. Cook Avenue

Staff Report: This ordinance approves a Planned Development Final Plan and Special Use for a Planned Development for the Village of Libertyville Police Station at 200 E. Cook Avenue. The attached ordinance has been prepared for consideration and adoption at tonight’s meeting in the event that the Report of the Plan Commission has been approved.

Staff recommend the Village Board approve the attached ordinance.

Motion made by Village Trustee Herrmann to approve the Ordinance, Seconded by Village Trustee Macdonald.

Voting Yea: Village Trustee Garrity, Village Trustee Krummick, Village Trustee Rooney, Village Trustee Macdonald, Village Trustee Herrmann. The item was approved by 5-0 vote.

6. Mayor's Update

A. Petitions and Communications

The Mayor read the following into the record:

Village Hall and all non-emergency offices will be closed on Thursday, November 27, 2025 and Friday, November 28, 2025, in observance of the Thanksgiving holiday.

The annual Tree Lighting Ceremony will be held at 6:30p.m. on Friday, November 28, 2025, at Cook Park.

The Parks and Recreation Committee will meet at 6:00 p.m. on Tuesday, December 2, 2025.

The Plan Commission/Zoning Board of Appeals will meet at 7:00 p.m. on Monday, December 8, 2025.

The Committee of the Whole will meet at 5:30 p.m. on Tuesday, December 9, 2025.

The Village Board will meet at 7:00 p.m. on Tuesday, December 9, 2025

7. Village Administrator Update

Village Administrator Amidei noted the following:

OMA training for the Board is scheduled for Tuesday, December 16th.

There is a new sign for Nicholas Dowden park.

She encouraged all to shop local on small business Saturday.

8. Executive Session

There is a need to go into Executive Session to discuss the following:

Closed Session Minutes Review 5 ILCS 120/2 (c)(21)

Pending litigation against, affecting, or on behalf of public body. 5 ILCS 120/2(c)(11)

Purchase/lease of real property for use by public body. 5 ILCS 120/2(c)(5)

Motion: Trustee Garrity

Second: Trustee Krummick

Ayes: Garrity, Krummick, Herrmann, Macdonald and Rooney

Nays: None

The item was approved by a 5 to 0 vote.

Adjournment

With no further business to come before the Board, Village Trustee Garrity moved to adjourn at 7:38 pm, Seconded by Village Trustee Macdonald.

The item was approved with a 5-0 voice vote.

Respectfully submitted,



Margaret Clark, Village Clerk