

VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES
September 25, 2018

President Weppler called to order a meeting of the Board of Trustees at 8:00 p.m. in the Village Hall, 118 West Cook Avenue, Libertyville, IL. Those present were: President Terry Weppler, Trustees Donna Johnson, Richard Moras, Jay Justice, Scott Adams, and Patrick Carey. Trustee Peter Garrity was absent

Employment Recognition: Anthony Baratti

President Weppler offered congratulations to Anthony Baratti on his five-year employment anniversary

Appointment – Director of Finance

President Weppler issued the Oath of Office to the Village's new Finance Director Nicholas "Nick" Mostardo. Nicholas joins the Village as Finance Director, Village Treasurer, and Budget Officer beginning October 15, 2018.

President Weppler congratulated Public Works Director Paul Kendzior and his department on achieving a CRS Classification of 6 from FEMA, which will provide a discount on flood insurance for Village residents with NFIP insurance policies.

ITEMS NOT ON THE AGENDA

President Weppler asked if anyone had anything to bring before the Village Board that was not already listed on the meeting agenda. There were no items.

OMNIBUS VOTE AGENDA

President Weppler introduced the Omnibus Vote Agenda and asked if there were any items to be removed for separate discussion. There were no items.

Omnibus Vote Agenda

- A. Minutes of the September 11, 2018 Village Board Meeting
- B. Bills for Approval
- C. **ORDINANCE NO. 18-O-53:** An Ordinance Declaring Surplus Property
- D. **RESOLUTION NO. 18-R-180:** A Resolution to Accept a Proposal from Okeh Electric Co.
- E. **RESOLUTION NO. 18-R-181:** A Resolution to Release Certain Executive Session Minutes
- F. **RESOLUTION NO. 18-R-182:** A Resolution for a Fee Waiver for American Legion Post 329 Libertyville
- G. **RESOLUTION NO. 18-R-183:** A Resolution Appointing an IRMA Director and Alternate Director
- H. ARC Report
- I. Historic Preservation Commission Report

Trustee Johnson moved to adopt the items listed on the Omnibus Vote Agenda in a single group pursuant to the omnibus vote procedures of the Libertyville Municipal Code. Trustee Moras seconded. President Wepler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey

NAYS: None

ABSENT: Trustee Garrity

RESOLUTION NO. 18-R-184: A Resolution Authorizing the Acceptance of the April 30, 2018 Audit

President Wepler explained that annually, the Village hires an independent licensed certified public accountant firm to review the annual financial statements that have been prepared to provide reasonable assurance that the financial statements of the Village of Libertyville for the fiscal year are free of material misstatement. Ron Amen of the accounting firm Lauterbach and Amen, LLP was in attendance at the Village Board meeting to present the Village's April 30, 2018 Comprehensive Annual Financial Report.

In 2017, the Village received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Award. The attainment of this award ensures that the report goes beyond the minimum requirements of generally accepted accounting principles to include comprehensive annual financial reports that evidence the spirit of transparency and full disclosure. The Village intends to submit the 2018 Audit for consideration of the Certificate of Achievement for Excellence in Financial Reporting Award.

Staff recommended the Village Board formally accept the Annual Audit for the fiscal year ended April 30, 2018.

Mr. Amen provided a brief overview of the Comprehensive Annual Financial Report. Trustee Justice asked if the Village's management turnover had caused any issue with the report. Mr. Amen stated that during a transition, an audit is not as easy, but in the process, every person brings ideas and concepts. He noted the excellent Staff support.

Trustee Johnson stated her appreciation of the Staff and asked that Village Administrator Amidei acknowledge her Staff's hard work. President Wepler thanked the interim Finance Director Ed McKee.

Trustee Moras moved to approve the resolution authorizing acceptance of the April 30, 2018 Audit. Trustee Carey seconded. President Wepler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey

NAYS: None

ABSENT: Trustee Garrity

REPORT OF THE ZONING BOARD OF APPEALS

**(ZBA 18-14, Variation of Lot Coverage) – Nathan and Alissa Knuteson, Applicants
295 Ridgeway Lane**

President Weppler reported that the property owners at 295 Ridgeway Lane requested a variation for lot coverage in order to allow installation of a patio and sidewalk. Members of the Zoning Board of Appeals noted the lot is unique as it contains a roadway that is not included in an ingress/egress easement. The applicants will execute an updated easement, which will allow for the roadway to no longer be counted as lot coverage. Additional reduction in lot coverage will bring the total lot coverage at the site to approximately 36%. The Zoning Board of Appeals recommended approval of the variation with a 5 - 0 vote, subject to the following development conditions:

1. That the batting cage gravel surface be replaced with permeable material to include sod, soil or other types of natural materials limited to organic or soft landscaping.
2. That prior to the issuance of a Construction Permit, a Plat of Easement be recorded for Ridgeway Lane in a form approved by the Village Engineer.

President Weppler asked for questions or comments. Mr. Ted Bond, Attorney for the applicants, was available to answer any questions. There were no questions or comments.

Trustee Justice moved to approve the variation for Lot Coverage at 295 Ridgeway Lane. Trustee Johnson seconded. President Weppler asked for further questions or comments and there were none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey

NAYS: None

ABSENT: Trustee Garrity

**ORDINANCE NO. 18-O-54: An Ordinance Granting a Variation for Lot Coverage
(ZBA 18-14) at 295 Ridgeway Lane – Nathan and Alissa Knuteson, Applicants**

President Weppler introduced the ordinance to grant a variation for lot coverage to construct a patio and sidewalk at 295 Ridgeway Lane. In order to expedite the review process, it was requested that if the Village Board approved this request, the ordinance would be adopted at their September 25, 2018 meeting. Staff recommended the Village Board approve the ordinance.

Trustee Johnson moved to approve the ordinance, and Trustee Adams seconded. President Wepler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey
NAYS: None
ABSENT: Trustee Garrity

RESOLUTION NO. 18-R-185: A Resolution to Approve a Plat of Consolidation – 1214 Park, LLC, Applicant

President Wepler introduced a resolution that would approve a Plat of Consolidation for property located at 1214 W. Park Avenue. This plat will combine seven (7) parcels located in the McJunkin and Sayre’s Second Kenloch Park Subdivision into a single lot. These lots are currently considered a single zoning lot serving the Care Animal Hospital. The plat preserves stormwater management and drainage easements currently located on the properties.

Staff has reviewed the Plat of Consolidation and recommended approval of the resolution. President Wepler asked for questions and comments. Scott Richmond, attorney for the applicant, was available to answer questions. No questions or comments were made.

Trustee Carey moved to approve the resolution to approve a Plat of Consolidation. Trustee Moras seconded. President Wepler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey
NAYS: None
ABSENT: Trustee Garrity

RESOLUTION NO. 18-R-186: A Resolution Adopting an Update to the Village of Libertyville Economic Development Strategy: Key Land Redevelopment Opportunities & Priorities

President Wepler explained that in May 2017 and September 2015, the Village Board of Trustees approved revisions to the November 2010 Economic Development Strategy which identified Key Land Redevelopment Opportunities & Priorities. The document identifies key redevelopment efforts for the Village, and each site has a description and recommended action steps. This Strategy was intended as an update to the Village’s 2004 Economic Development Strategy, which was incorporated into the 2005 Comprehensive Plan.

The Economic Development Commission reviews this strategy annually, and uses it to guide its efforts. In light of recent redevelopment activity and land sales transactions, the

Commission suggested an update to the Strategy. Updates and recommendations are included in the proposed draft, which would replace prior versions in their entirety.

At their July 18, 2018 meeting, the Economic Development Commission recommended the Village Board's adoption of the Strategy. The document has been revised to reflect renovation of the Mobil station at Milwaukee & Buckley, pending development at Libertyville Corporate Center, and re-prioritization of several sites. The adopted Strategy will be incorporated into the Village's new Comprehensive Plan as part of the update process currently underway. President Weppler asked for any questions or comments and there were none.

Trustee Adams moved to approve the resolution adopting an update to the Village of Libertyville Economic Development Strategy, and Trustee Justice seconded. President Weppler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey
NAYS: None
ABSENT: Trustee Garrity

RESOLUTION NO. 18-R-187: A Resolution to Approve Change Order No. 1 with Auto Truck Group for the Purchase of Aftermarket Equipment for Fleet Services Vehicle Unit #901

President Weppler reported that on August 28, 2018, the Village's Board of Trustees approved the purchase of the aftermarket equipment for Fleet Services Vehicle #901 with Auto Truck Group in the amount of \$28,363 with the passage of Resolution 18-R-169. The aftermarket equipment included the truck body, air compressor and lighting.

The original quoted price indicated the final price would be dependent on the outcome of Federal Government Import Tariff increases on steel (25%) and aluminum (10%). The final quoted price was an additional \$2,267 due to the increased tariffs. This will necessitate a Change Order. The new total purchase price for the aftermarket equipment will be \$30,630. Sufficient funds are available in the Fleet Services & Replacement Fund in Account # 30-0000-6-782 for the additional cost. Staff has also verified with the vendor that the revised quoted price will be honored beyond the expiration date of September 5, 2018.

Staff recommended adoption of the Resolution for approval of Change Order No. 1 for the purchase of the aftermarket equipment for the Fleet Services Vehicle Unit #901 with the Auto Truck Group. President Weppler asked for Village Board and public comments or questions and there was none.

Trustee Johnson moved to approve the resolution approving Change Order No.1 with Auto Truck Group for the purchase of aftermarket equipment for Fleet Services Vehicle Unit #901. Trustee Justice seconded. President Weppler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey

NAYS: None

ABSENT: Trustee Garrity

RESOLUTION NO. 18-R-188: A Resolution to Approve Change Order No. 1 with Patrick McCann, Inc. for the Additional Work to Complete the Cook House Link Windows

President Weppler stated the 2018/19 Fiscal Year Annual Budget provides \$40,000 in the Hotel-Motel Tax Fund in Account 13-0000-0-720 for the replacement of windows in the link between Cook House and Cook Library. Staff solicited quotations for the replacement of the link windows and the lowest responsive quotation was received from Patrick McCann, Inc. on June 20, 2018 for \$19,255. A purchase order for the work was issued on June 27, 2018. This work did not require Board Action because the link window replacement is below \$20,000.

During the course of the work, the contractor discovered rot, which requires the removal of the existing south and north walls and replacement with new framing, insulation, drywall, and vinyl siding. This extra work will cost \$10,250 and is required to complete the link window replacement. The original quotation of \$19,255 and the extra work of \$10,250 totals \$29,505. This requires Village Board approval of a Change Order to the agreement with Patrick McCann, Inc.

Staff recommended adoption of the resolution for approval of the Change Order No. 1 for the extra work to replace the Cook House link windows with Patrick McCann, Inc. President Weppler asked for questions and comments. President Weppler asked why the rot had not been discovered earlier. Director of Public Works Paul Kendzior explained the rot could not be seen until the windows were removed.

Trustee Johnson moved to approve the resolution to approve Change Order No. 1 with Patrick McCann, Inc. for additional work to complete the Cook House link windows. Trustee Adams seconded. President Weppler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey

NAYS: None

ABSENT: Trustee Garrity

RESOLUTION NO. 18-R-19: A Resolution to Purchase a Replacement Public Works Aerial Boom Truck Unit #P-9

President Wepler explained the Fiscal Year 2018/2019 Annual Budget provides \$150,000 in the Fleet Services & Replacement Fund in Account #30-0000-6-782 for the purchase of a replacement aerial boom truck (Unit# P-9). The new aerial boom truck will replace the current machine, which is sixteen years old and is in a deteriorated condition. The deterioration includes worn boom pins and seepage of the hydraulic system.

The Village is a member of Sourcewell, formerly known as the National Joint Powers Alliance (NJPA), which is a purchasing cooperative with more than 50,000 member agencies that provides competitively solicited purchasing contracts. The quote presented in the amount of \$175,961 from Altec Industries, Inc. is for an ALTEC Model LR7-56 articulating aerial device with an insulated boom in accordance with Sourcewell Contract #012418-ALT. Although the quoted price is \$25,961 over budget, sufficient funds are available in the Vehicle Replacement Fund. Staff confirmed with the vendor that the quoted price would remain the same despite the 45-day contract expiration date from June 25, 2018.

Staff recommended approval of the Resolution to award the purchase of the replacement Public Works aerial boom truck to Altec Industries, Inc. in the amount of \$175,961 and authorize the execution of the purchase by the Village Administrator. President Wepler asked for questions and comments. He then asked if a better price could be secured with bidding. Director Kendzior explained that Fleet Services had checked, and this price was better by far.

Trustee Johnson moved to approve the resolution to purchase a replacement Public Works Aerial Boom Truck Unit #P-9. Trustee Justice seconded. President Wepler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey

NAYS: None

ABSENT: Trustee Garrity

RESOLUTION NO. 18-R-190: A Resolution to Award a Contract to Cahill Heating & Air Conditioning for the Village Hall Heating & Air Conditioner Unit Project

President Wepler explained that the existing Heating, Ventilation and Air Conditioning (HVAC) unit at the Village Hall is 24 years beyond its useful life and requires replacement of the condensing air unit and terminal units. The project also includes the addition of electric baseboard, reworking of select ductwork and air terminals, updates to the HVAC controls and maintenance of the HVAC air handling unit. The Fiscal Year 2018/19 Public Building Improvement Fund Account #46-000-0-790 includes \$200,000 budgeted for this work.

On August 31, 2018, Staff opened bids for this work and four bids were received. The lowest responsive bid was from Cahill Heating & Air Conditioning in the amount of \$172,470.00. The four bids are summarized below.

Bidder	Bid Amount
Cahill Heating & Air Conditioning	\$172,470.00
MG Mechanical Contracting Inc.	\$200,631.00
Amber Mechanical Contractors Inc.	\$251,000.00
C. Acitelli Heating & Piping Contractors Inc.	\$321,000.00

Staff recommended approval of the resolution presented to award the contract for the Village Hall HVAC Renovation to Cahill Heating & Air Conditioning in the amount of \$172,470.00 and authorize execution of the contract by the Village Administrator. President Wepler asked for questions and comments.

Trustee Justice asked for clarification of the bid discrepancies. Director Kendzior stated that maintenance was a factor.

Trustee Johnson moved to approve the resolution to award a contract to Cahill Heating & Air Conditioning for the Village Hall Heating & Air Conditioner Unit Project. Trustee Moras seconded. President Wepler asked for further Board or public comment and there was none. The motion carried on roll call vote as follows:

AYES: Trustees Johnson, Moras, Justice, Adams, and Carey

NAYS: None

ABSENT: Trustee Garrity

REPORT OF THE PARKS & RECREATION COMMITTEE – FOUNDERS 55 DISPLAY REQUEST

President Wepler explained that following an initial request to the Village Board, and review at Parks and Recreation Committee meetings, it was recommended that a “mock display” be utilized in order to receive feedback for the Committee on the request from the Founders 55 group to provide the Village with the Charters of Freedom display in Cook Park.

The Village Board provided approval of the temporary use of Village property for this purpose on April 10, 2018 (for a 30-day time period). On July 11, 2018, the Founders 55 group placed a “true to size” mock display of the Charters of Freedom Monument in Cook Park. An online survey was placed on the Village website, Facebook, e-news and in front of the mock display in Cook Park. The survey was intended to provide a simple way for residents to provide input to the Parks and Recreation Committee about the location of this monument in Cook Park.

At the September 4, 2018 Parks & Recreation Committee meeting, the Committee reviewed the survey results received for the temporary displays of the Charters of Freedom in Cook Park. The complete survey results are included in the report provided at the Committee meeting. The survey was used as a tool to gauge feedback from the community. A total of 1,317 responses were received; of the 1,317 surveys, 1,163 were considered to be from Village resident addresses, and 85% of respondents did not support the use. As a result of the feedback, the Committee did not recommend approval of the use of Village property (Cook Park as the specific request) for this display. The vote was 3-0 not to recommend the display in Cook Park.

The report from the Committee is now provided to the full Village Board for consideration. In the event the Village Board decides to recommend the use of Cook Park for the display by majority vote, a subsequent agenda item will be developed for consideration. President Wepler thanked Trustee Carey and the Founders 55 group for their work on the project. Trustee Carey stated he had reviewed all surveys and asked Jay Cash, a member of Founders 55, if there was a fallback location. Mr. Cash stated that there was a Plan B. Trustee Adams thanked also thanked Founders 55 and Trustee Carey for their work. Trustee Carey thanked Founders 55 for their efforts and expense on the project. The Mayor noted that the group had provided for a survey of Cook Park. Trustee Johnson noted that the survey did provide a true representative sampling of residents. She also noted that the Founders 55 represented solid residents of the Village.

Trustee Moras moved to confer with the Parks & Recreation Committee – Founders 55 Display Request. Trustee Johnson seconded. The motion failed on the following roll call vote:

AYES: None

NAYS: Trustees Johnson, Moras, Justice, Adams, and Carey

ABSENT: Trustee Garrity

PETITIONS AND COMMUNICATIONS

President Wepler announced the following:

- The Economic Development Commission will not meet at 7:30 a.m. on Wednesday, September 26, 2018
- The Parks and Recreation Committee will meet at 6:00 p.m. on Tuesday, October 2, 2018
Students from Libertyville High School's AP Environmental Sciences class will present their report on their study of Butler Lake.
- The Zoning Board of Appeals will not meet at 7:00 p.m. on Monday, October 8, 2018
- The Finance Committee will meet at 6:30 p.m. on Tuesday, October 9, 2018

- The Water and Sewer Committee will not meet at 7:00 p.m. on Tuesday, October 9, 2018
- The Village Board will meet at 8:00 p.m. on Tuesday, October 9, 2018

President Wepler opened a short discussion regarding a new cigar shop whose owner requested a beer only liquor license. President Wepler noted the request was not appropriate and Board Members concurred.

Administrator Amidei stated the Finance Committee meeting would be rescheduled for a date prior to a Village Board meeting. She also noted that a Committee of the Whole meeting to discuss finance would be held on November 3, 2018.

ADJOURNMENT

With no further business to come before Village Board, Trustee Johnson moved to adjourn at 8:47p.m., and Trustee Moras seconded. The motion carried on a unanimous voice vote.

Respectfully submitted,

Sally A. Kowal, Deputy Clerk

Sally A. Kowal
Village Clerk