

VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES
October 12, 2021

President Johnson called to order a meeting of the Board of Trustees at 8:02 p.m. Those present were: President Donna Johnson, Trustees Scott Adams, Peter Garrity, Matthew Hickey, Matthew Krummick, Dan Love, and James Connell.

President Johnson read aloud a proclamation on Rotary International World Polio Day. Rich Schoenemen was present from Rotary International. Proclamation highlighted Rotary's efforts to eradicate polio from the world.

President Johnson recognized Lieutenants Ed Sindels and Matthew Goze on their promotions to Deputy Police Chief. President Johnson also recognized Sergeant Belinda Steckenrider on her promotion to Police Lieutenant and Officer Sergio Delao on his promotion to Police Sergeant.

President Johnson recognized Village Director of Finance Nick Mostardo and staff on an award from the Government Finance Officers Association (GFOA).

ITEMS NOT ON THE AGENDA

President Johnson asked if there were any public comments for items not on the agenda, and there were none.

OMNIBUS VOTE AGENDA

President Johnson introduced the Omnibus Vote Agenda and asked if there were any items to be removed for a separate discussion. No items were requested to be removed.

Omnibus Vote Agenda

A. Summary of Omnibus Vote Agenda Items

B. Approval of Minutes of the September 14, 2021 Village Board Meeting

C. Bills for Approval

D. **RESOLUTION NO. 21-R-144:** A Resolution to Approve a Request for the Display of a Banner in Cook Park – Community High School District 128

E. **RESOLUTION NO. 21-R-145:** A Resolution to Approve a Contract with F.H. Paschen for the Parks Maintenance Building Improvements and Repairs

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 1 |
|--|--|--------------------------------------------|

F. **RESOLUTION NO. 21-R-146:** A Resolution to Approve an Intergovernmental Agreement with the Illinois Department of Transportation for Maintenance and Energy Costs for Traffic Control Devices on State Highways Within the Village

G. **ORDINANCE NO. 21-O-73:** An Ordinance Declaring Surplus Property

H. **ORDINANCE NO. 21-O-74:** An Ordinance Amending Section 26-5-5.3 of the Libertyville Zoning Code Regarding Vocational Rehabilitation Services in the C-4 Shopping Center Commercial District - Community High School District 128, Applicant

I. **ORDINANCE NO. 21-O-75:** An Ordinance Approving a Special Use Permit for Vocational Rehabilitation Services (1125 S. Milwaukee Avenue) - Community High School District 128, Applicant

J. **ORDINANCE NO. 21-O-76:** An Ordinance Granting Variations from Section 26-4-8 of the Libertyville Zoning Code for a Second Floor Addition (619 First Street) - RTO Property, LLC, Applicant

K. **ORDINANCE NO. 21-O-77:** An Ordinance Amending Ordinance No. 84-O-22 and the Specific Implementation Plan for Riva Ridge Phase I - Riva Ridge Umbrella Association, Applicant

L. **ORDINANCE NO. 21-O-78:** An Ordinance Amending Ordinance No. 84-O-33 and the Specific Implementation Plan for Riva Ridge Phase II - Riva Ridge Umbrella Association, Applicant

M. **ORDINANCE NO. 21-O-79:** An Ordinance Amending Ordinance No. 87-O-01 and the Specific Implementation Plan for Riva Ridge Phases III and IV - Riva Ridge Umbrella Association, Applicant

N. **RESOLUTION NO. 21-R-147:** A Resolution to Allow the Use of Village Property – Knights of Columbus

O. **RESOLUTION NO. 21-R-148:** A Resolution Approving a Modification to the Business Stabilization Grant Program

P. **ORDINANCE NO. 21-O-80:** An Ordinance Approving a Special Use Permit for an Electronic Message Board Sign (1980 Kelley Court) - Holladay Properties, Inc., Applicant

Q. **ORDINANCE NO. 21-O-81:** An Ordinance Granting Variations From Section 26-11-14 of

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 2 |
|--|--|--------------------------------------------|

the Libertyville Zoning Code for a Freestanding Sign and a Wall Sign (1980 Kelley Court) - Holladay Properties, Inc., Applicant

R. RESOLUTION NO. 21-R-149: A Resolution for Change Order No. 1 regarding the Tree Planting Contract

S. RESOLUTION NO. 21-R-150: A Confirming Resolution for Change Order No. 1 with Nix Coatings for the Centrum Water Reservoir Rehabilitation Project

Trustee Adams moved to adopt the items listed on the Omnibus Vote Agenda, as amended, in a single group pursuant to the omnibus vote procedures of the Libertyville Municipal Code, and Trustee Garrity seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

4. ORDINANCE NO. 21-O-82: An Ordinance Waiving Competitive Bidding and Authorize the Approval of a Contract for the July 4, 2022 Village Fireworks Display

President Johnson noted that the Village of Libertyville provides a July Fourth fireworks display and celebration annually at Butler Lake Park. Mad Bomber Fireworks Productions has contracted with the Village for many shows over the years including most recently July 4, 2020 (cancelled due to COVID) and July 4, 2021. Mad Bomber is a licensed and insured pyrotechnics company approved to perform shows in Illinois and has provided quality shows for the annual fireworks display. Staff is requesting that the Village waive formal bidding and award a contract with Mad Bomber for the July 4, 2022 fireworks in the amount of \$30,000.

An Ordinance is necessary to waive competitive bidding and has been prepared for Village Board approval.

President Johnson asked if there were any public comments, and there were none. President Johnson asked if there were any Board comments and there were none.

Trustee Connell moved to approve item 4, and Trustee Love seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 3 |
|--|--|--------------------------------------------|

5. ORDINANCE NO. 21-O-83: An Ordinance Vacation a Portion of Unimproved Alley at 742 Meadow Lane

President Johnson noted the Village recently received a request from Dave St. Claire at 742 Meadow Lane for permission to install a fence along a portion of the unimproved alley located behind his property (8ft. x 50ft.). The Village Board has determined to vacate the unimproved rights of way as the Village no longer needs the property. The Village Board held a Public Hearing on September 28, 2021 regarding the proposed request and directed the staff to prepare the ordinance authorizing the vacation of the unimproved alley adjacent to 742 Meadow Lane. The Village staff recommends approval of the Ordinance, subject to Mr. St. Claire reimbursing the Village for the costs of the \$200.00 alley vacation fee.

President Johnson asked if there were any public comments, and there were none. President Johnson and Trustee Krummick asked questions. The Village Attorney and staff answered the inquiries.

Trustee Love moved to approve item 5, and Trustee Connell seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

6. RESOLUTION NO. 21-R-151: A Resolution to Approve a Professional Services Agreement with M.E. Simpson Co., Inc. for Fire Hydrant Maintenance and Flow Testing

President Johnson noted the Fire hydrant maintenance and flow testing are necessary to ensure proper operation of the water distribution system. Fire hydrants provide fire suppression and are also routinely used for flushing water mains, testing chlorine residuals and providing water for street and sewer cleaning and construction projects. To ensure proper operation of fire hydrants, it is necessary to undertake annual maintenance and flow testing services, which involves inspecting the appearance, accessibility, location, leakage, functionality and capacity of each hydrant. Having these services performed allows staff to be proactive on hydrant repairs and correct issues before they become larger ones.

Staff requested a proposal from the firm of M.E. Simpson Co., Inc., which has satisfactorily and safely completed numerous past proactive water distribution maintenance projects for the Village over the last several years, and is one of only a select few firms that perform this type of specialized work. M.E. Simpson Co., Inc. submitted a price proposal in the amount of \$59,735.00 to perform the desired services, which includes maintenance for 1,143 hydrants at \$39.00/hydrant and flow testing for 286 hydrants at \$53.00/hydrant. The Fiscal Year 2021/22

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 4 |
|--|--|--------------------------------------------|

Annual Budget provides sufficient funds in the amount of \$60,000 for Fire Hydrant Maintenance and Flow Testing in the Water Fund. The proposal will be included as an exhibit in the Village's standard professional services agreement.

The proposed agreement with M.E. Simpson Co., Inc. is in compliance with the provisions of the Local Government Professional Services Selection Act as the Village has a satisfactory relationship for services established with M.E. Simpson Co., Inc. based upon their related work for the water main valve exercising and leak detection and previous fire hydrant preventive maintenance services.

Staff recommends approval of the resolution to award a professional services agreement to the firm of M.E. Simpson Co., Inc. in the amount of \$59,735.00 for fire hydrant maintenance and flow testing services and authorize execution by the Village Administrator.

President Johnson asked if there were any public comments, and there were none. Trustee Garrity spoke in support of the item.

Trustee Adams moved to approve item 6, and Trustee Garrity seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

7. RESOLUTION NO. 21-R-152: A Resolution Approving Change Order No. 3 with Peter Baker & Son, Co. for the Joint Pavement Patching and Alley Resurfacing Project

President Johnson noted the on July 13, 2021 with the passage of Resolution 21-R-107, the Village Board approved a contract with Peter Baker & Son, Co. for the Joint Pavement Patching & Alley Resurfacing Project, which included Change Order No. 1 for a parking lot patch at the Adler Cultural Center in the total amount of \$349,156. The Village is partnering with the Libertyville Township Road District in the joint bid venture. The Village's initial share of the contract costs, including Change No. 1, was \$313,622.

In order to take advantage of extremely favorable unit price bids and the available budgeted funds, Public Works staff recommend two additional alleys to be milled and resurfaced that were not in the original scope of the project in the amount of \$47,010. The Board of Trustees approved this additional work as Change Order No. 2 on August 10, 2021 with the passage of Resolution 21-R115. The new contract amount is now \$396,166.

During the course of the project, staff has identified two additional pavement patches that are

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 5 |
|--|--|--------------------------------------------|

necessary on Park Place. The cost of this additional patching work is \$7,200. The Fiscal Year Annual Budget has approximately \$55,000 still available for this work in the Project Fund. The proposed Change Order No. 3 increases the Village's portion of the contract to \$367,832. The new total price of the joint bid contract, which includes all three change orders, is \$403,366.

Staff recommends adoption of the Resolution for approval of Change Order No. 3 in the amount of \$7,200 to the contract with Peter Baker & Son, Co. for the Joint Pavement Patching and Alley Resurfacing Project.

President Johnson asked if there were any public comments, and there were none. Trustees Adams, Garrity, Hickey, Love, and Connell offered support for the item.

Trustee Connell moved to approve item 7, and Trustee Love seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

8. ORDINANCE NO. 21-O-86: An Ordinance Waiving Competitive Bidding and Authorizing Repairs to Two Water Distribution System Booster Pumps

President Johnson noted the booster pumps within the Village's potable water distribution system are required to maintain minimum water pressure (40 psi) and provide an emergency supply source for fire suppression or a shutdown. Two of these pumps are in need of major repairs.

Booster Pump #3 at the Centrum Pump Station and Reservoir supplies water service in the high-pressure zone served by Winchester Road Elevated Storage Tank (water tower). This is the main booster pump at the station and runs an average of 12 hours per day. This pump is original to the station installed in 1992, and was last overhauled in 2012. Replacement of the seals, bearings and impeller are needed to avoid pump failure.

Booster Pump #2 at Red Top Pump Station and Reservoir supplies water to the main pressure zone served by the Garfield Avenue and Cook Avenue water towers. This pump moves water from the reservoir for emergency use and is exercised twice a week to refresh the supply in the reservoir. This pump is over 40 years old and was last overhauled in 2000. Replacement of the seals, bearings and impeller are also needed to avoid pump failure.

Public Works staff solicited a quotation from General Pump and Machinery, Inc. in the amount of \$31,254.00 for the parts and labor to make the necessary repairs to the two booster pumps.

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 6 |
|--|--|--------------------------------------------|

Just over \$43,000 is still available in the Fiscal Year 2020/21 Annual Budget/Utility Capital Improvement Fund due to the savings in both engineering design and construction for the repairs at the Centrum Reservoir.

An Ordinance is necessary to waive competitive bidding due to lack of availability of vendors. The Village contacted numerous vendors, but only General Pump and Machinery, Inc. could provide a complete quote and a schedule to complete the repairs within the current fiscal year.

Staff recommends approval of the Ordinance to waive competitive bidding and proceed with the two booster pump repairs with General Pump and Machinery, Inc. in the amount of \$31,254.

President Johnson asked if there were any public comments, and there were none. Trustees Adams and Garrity asked staff questions. Trustee Hickey thanked the staff.

Trustee Love moved to approve item 8, and Trustee Connell seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

9. RESOLUTION NO. 21-R-153: A Resolution Authorizing a Contract with BS&A Software

President Johnson noted the Village utilizes an ERP platform developed by BS&A Software for its financial, human resources, utility billing, and community development operations. The “.Net” (dot-net) product was implemented in 2011, with the Village being one of BS&A’s first clients in the State of Illinois. While the “.Net” product is both stable and feature-rich, it does possess several downsides. These include a nonunified database structure, individual program executables, and the need to apply manual updates on a semimonthly basis.

Recognizing these concerns from the Village and its other customers, BS&A spent several years developing, and recently released, its new CLOUD product. The CLOUD product offers a unified program and database structure accessible from a web-browser rather than individual desktop executables. Additionally, the CLOUD product is hosted securely offsite in a redundant Microsoft data center and is accessible from anywhere. Furthermore, while the core functionality from the “.Net” platform has been left in-place, the CLOUD product does offer additional features.

In acknowledgement of the Village’s relationship and willingness to be an early adopter of the “.Net” product in 2011, BS&A recently offered the Village the opportunity to be the Illinois

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 7 |
|--|--|--------------------------------------------|

launch customer for the CLOUD product. This offer is contingent upon the Village being willing to implement the new product this fall and comes with a discount of \$55,360. As existing “.Net” customers will eventually be migrated to the CLOUD product, it is financially prudent for the Village to make the transition now in order to take advantage of the discount. Finally, due to its early adopter status, the Village’s implementation team will consist of the most experienced personnel from BS&A.

The total cost of the product upgrade is an amount not-to-exceed \$91,500. Of the total amount, a fixed \$37,400 is due in FY 2021-2022 and was included in the recently approved budget amendment. The remaining \$54,100 represents the not-to-exceed portion of the total cost. This figure represents the implementation and training portion of the upgrade. The implementation and training hour estimates proposed by BS&A are fairly conservative; consequently, it is a possibility that Village will not need to use all hours allotted in the proposal. In an effort to help the Village control costs, BS&A will not bill the Village for the implementation and training costs until FY 2022-2023.

Staff recommends approval of the resolution authorizing a contract with BS&A software for implementation of its CLOUD product and to authorize execution of the contract by the Village Administrator.

President Johnson asked if there were any public comments, and there were none. Trustees Garrity, Hickey, and Connell offered support for the item. Trustee Krummick asked staff questions. President Johnson offered support for the item.

Trustee Adams moved to approve item 9, and Trustee Love seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

PETITIONS AND COMMUNICATIONS

President Johnson announced the following:

- The Appearance Review Commission/Historic Preservation Commission will meet at 5:00 p.m. on Monday, October 18, 2021.
- The Parking Commission will NOT meet at 10:00 a.m. on Tuesday, October 19, 2021.
- The Finance Committee will meet at 6:00 p.m. on Tuesday, October 19, 2021.
- The Fire and Police Committee will meet at 7:00 p.m. on Tuesday, October 19, 2021.

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 8 |
|--|--|--------------------------------------------|

- The Economic Development Commission will meet at 7:30 a.m. on Wednesday, October 20, 2021.
- The Sustain Libertyville Commission will NOT meet at 4:00 p.m. on Wednesday, October 20, 2021.
- The Police Pension Fund Board will meet at 1:00 p.m. on Monday, October 25, 2021.
- The Plan Commission/ZBA will meet at 7:00 p.m. on Monday, October 25, 2021.
- The Bicycle Advisory Commission will meet at 5:00 p.m. on Tuesday, October 26, 2021.
- The Public Works Committee will meet at 7:00 on Tuesday, October 26, 2021.
- The Village Board will meet at 8:00 p.m. on Tuesday, October 26, 2021.
- EXTERNAL MEETINGS: The CLCJAWA Board will meet virtually at 6:00 p.m. on Wednesday, October 27, 2021.

VILLAGE ADMINISTRATOR UPDATE

No Report

Trustee Adams welcomed the two new auto dealers in Libertyville. Trustee Garrity thanked staff for their efforts on the GFOA award. Trustee Krummick thanked staff for their efforts on the Charlie Brown Park project. Trustee Love thanked staff for the GFOA award, street improvement projects, and shared excitement for the Police promotions. Trustee Connell offered an update about a blighted property and thanked staff for their related efforts.

President Johnson offered praise of staff for their efforts on the Police promotions and the Fire Open House. President Johnson also thanked Public Works and Community Development Departments for their ongoing efforts.

ADJOURNMENT

With no further business to come before Village Board, Trustee Adams moved to adjourn the meeting at 9:04 p.m., and Trustee Love seconded. The motion carried on roll call vote as follows:

AYES: Trustees Adams, Garrity, Hickey, Krummick, Love, and Connell

NAYS: None

Respectfully submitted,



Luke Stowe
Village Clerk

| | | |
|--|--|--------------------------------------------|
| | | BOARD OF TRUSTEES October 12, 2021 9 |
|--|--|--------------------------------------------|