



**VILLAGE OF LINDENHURST**  
**Regular Village Board Meeting Agenda**  
**Monday, May 22, 2023**  
**7:00 p.m.**

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Minutes from the Regular Board Meeting of May 8, 2023
- IV. Bills Presented for Payment
- V. Treasurer's Report for April 2023
- VI. Board and Staff Reports
  - a. Presentation by the Kiwanis Club of Lindenhurst and Lake Villa
- VII. Public Comment on Agenda Items
- VIII. New Business
  - A. Ordinance 23-5-2261: Approving a Variation for an LED Sign at BJ Hooper Elementary School – 2400 E. Sand Lake Road
  - B. Ordinance 23-5-2262: Amending Section 111.20 of the Village Code Regarding the Number of Liquor Licenses – Ocean Seafood – 1440 E. Grand Avenue
  - C. Ordinance 23-5-2263: Appointing a Director and Alternate Director to Represent the Village of Lindenhurst on the Central Lake County Joint Action Water Agency (CLCJAWA)
  - D. Resolution 23-5-2264R: Adoption of All Natural Hazards Mitigation Plan
  - E. Approval: Ratification of Employment Agreement with Police Chief Thomas Jones
  - F. Approval: Employment Agreement with Village Administrator Clay Johnson
  - G. Approval: Revised Lead and Copper Rule Reporting Service Agreement – 120 Water - \$16,290
  - H. Approval: Water Reservoir and Receiving Station Fencing Installation – Complete Fence - \$47,955
  - I. Approval: Proposal for Strategic Planning Update Services – Northern Illinois University
- IX. Public Comment
- X. Executive Session
- XI. Adjournment

**Rules for Public Comment:** The Village of Lindenhurst welcomes comments from the public during the designated sections of the Village Board meeting. We ask that you keep your comments respectful, civil, and constructive to matters of public policy. Those wishing to comment will be limited to three (3) minutes per person and the total time allotted for public comment will be thirty (30) minutes. The Chair will recognize speakers and may deny someone who has previously addressed the Board an additional opportunity to speak. (VOL Village Code §30.22)

**VILLAGE OF LINDENHURST**  
2301 E Sand Lake Road

**Regular Village Board Meeting Minutes**  
**May 8, 2023**  
**7:00pm**

---

---

**CALL TO ORDER**

Mayor Martuano called the Regular Village Board Meeting to order at 7:00pm.

**ROLL CALL**

Present were Mayor Dominic Marturano, Trustees Pat Dickson, Pat Dunham, Patty Chybowski, Dawn Suchy, Heath Rosten, and Ron Grace.

Also in attendance were Village Administrator Clay Johnson, Village Attorney Julie Tappendorf, Police Chief Tom Jones, Operations Director Kevin Klabs, Management Analyst Karleen Gernady, Village Clerk Jody Stoughtenger, and new incoming Village Clerk Melissa Forsberg.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

Minutes from the Regular Village Board Meeting of April 24, 2023 were presented for approval.

Trustee Suchy made a motion, seconded by Trustee Chybowski, to approve the minutes from the Regular Village Board Meeting of April 24, 2023 as presented.

**VOICE VOTE**

Aye - 6

Nay - 0

Motion carried.

**BILLS PRESENTED FOR PAYMENT**

Trustee Dunham made a motion, seconded by Trustee Dickson, to approve the last set of bills for fiscal year 2022-2023 presented for payment in the amount of \$325,168.92 for invoices due on or before April 28, 2023.

**ROLL CALL**

Aye – 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace

Nay – 0

Motion carried.

Trustee Dunham made a motion, seconded by Trustee Chybowski, to approve the first set of bills for the month of May presented for payment in the amount of \$338,463.94 for invoices due on or before May 8, 2023.

**ROLL CALL**

Aye – 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace

Nay – 0

Motion carried.

**ADMINISTRATION OF THE OATH OF OFFICE**

Village Attorney Tappendorf administered the Oath of Office to Dominic Marturano as elected Village President.

Village Attorney Tappendorf administered the Oath of Office to Patrick Dunham, Heath Rosten, and Ronald Grace as elected Village Trustees.

**BOARD & STAFF REPORTS**

**Recognition of Service – Outgoing Village Clerk, Jody Stoughtenger**

Mayor Marturano recognized Jody Stoughtenger for years of service as Village Clerk for the Village of Lindenhurst.

Trustee Grace attended a breakfast celebration for Drinkwater Family Services sharing messages of thanks to the Village Board, Staff, Chief Jones and the Police Department.

Trustee Dunham announced the Lindenhurst Memorial Day Ceremony will take place on Memorial Day, Monday, May 29<sup>th</sup> at 10:00 am at the Veterans' Memorial located at the entrance to Village Hall. Military Appreciation Week is May 15 through May 20, 2023.

Trustee Dickson shared the success of the Adopt-A-Highway cleanup along Sand Lake Road.

Mayor Marturano reported on the following:

- Lake County Partners Big Event
- Cake with a Cop
- Memorial Day Parade

Village Administrator Johnson reported on the following:

- Small Business Week participation generated leads
- Property tax rate is down
- Status of Treasure's Report, Planning Dashboard, and Financial Tracking Dashboard

Chief Jones reported on the following:

- Alcohol compliance checks conducted
- National Police Week is May 15 through May 21, 2023
- Cop on a Rooftop fundraiser for Special Olympics is May 19, 2023 from 5:00 am until 12:00 pm at Dunkin' Donuts

### **PUBLIC COMMENT ON AGENDA ITEMS**

None.

### **NEW BUSINESS**

#### **A. Approval: Mayoral Appointments**

Mayor Marturano recommended all officer, commission, committee appointments and reappointments for FY 2023 as presented. The change to the Village Board involves Melissa Forsberg replacing outgoing Village Clerk Jody Stoughtenger.

Trustee Chybowski made a motion, seconded by Trustee Grace, to accept the appointment of Melissa Forsberg as Village Clerk for a term of two years (5/1/23-4/30/25) and accept the Mayor's appointments to the various Village Commissions.

#### **ROLL CALL**

Aye – 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace

Nay – 0

Motion carried.

### **ADMINISTRATION OF THE OATH OF OFFICE**

#### **Oath of Office for Village Clerk**

Village Attorney Tappendorf administered the Oath of Office to Melissa Forsberg as appointed Village Clerk.

#### **B. Proclamation: World Falun Dafa Day**

May 13<sup>th</sup> marks the 31<sup>st</sup> anniversary of the annually celebrated World Falun Dafa Day. Falun Dafa is an ancient spiritual practice in the Buddhist tradition, in which a set of meditation exercises, similar to yoga or tai chi, and texts that preach the virtues of truth, benevolence, and forbearance are taught.

Trustee Suchy made a motion, seconded by Trustee Dunham to proclaim the week of May 9<sup>th</sup>-May 15<sup>th</sup> as "World Falun Dafa Week" and Saturday, May 13<sup>th</sup> as "World Falun Dafa Day" within the Village of Lindenhurst.

**ROLL CALL**

Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace  
Nay - 0

Motion carried.

**C. Approval: Employment Agreement with Police Chief Thomas Jones**

The Employment Agreement for Thomas Jones, Police Chief, expired April 30, 2023. A new Employment Agreement was presented, to be valid May 1, 2023 thru April 30, 2027.

Trustee Dickson made a motion, seconded by Trustee Chybowski to authorize the execution of an employment agreement for Police Chief Thomas Jones for a term ending April 30, 2027.

**ROLL CALL**

Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace  
Nay - 0

Motion carried.

**D. Approval: Employment Agreement with Director Operations Kevin Klahs**

The Employment Agreement for Kevin Klahs, Director of Operations, expired April 30, 2023. A new Employment Agreement was presented, to be valid May 1, 2023 thru April 30, 2027.

Trustee Grace made a motion, seconded by Trustee Suchy to authorize the execution of an employment agreement for Direction of Operations Kevin Klahs for a term ending April 30, 2027.

**ROLL CALL**

Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace  
Nay - 0

Motion carried.

**E. Approval: Proposal for Source Water Protection Plan (SWPP) - Baxter & Woodman - \$12,800**

A source water protection plan is mandatory, as the Village maintains its groundwater wells for the purposes of emergency water supply. The Illinois Administrative Code requires that "every community water supply that treats surface or groundwater as a primary or emergency supply of water must develop a storm water protection plan." In accordance with the Code, the plan must include the following:

1. a vision statement
2. a source water assessment
3. plan objectives protecting source water
4. an action plan of implementation for projects, programs, and activities

Trustee Dunham made a motion, seconded by Trustee Suchy to authorize the Village Administrator to execute a service agreement with Baxter & Woodman for a Source Water Protection Plan (SWPP) in an amount not to exceed \$12,800.

**ROLL CALL**

Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace  
Nay - 0

Motion carried.

**F. Approval: Proposal for Bidding and Construction Observation Services for Lake Shore Drive Water Main Replacement Project - \$95,930**

Replacement of water main along Lake Shore Drive, a continuation of completed roadway from Beck to Green Tree Court was included in the FY24 Water/Sewer Capital Budget. There is approximately 2,000 lineal feet of water main scheduled to be replaced from Green Tree Court southward to Sprucewood Lane. Christopher Burke (CBBEL) has not been authorized to complete construction documents or bidding, but the design has been previously completed.

In lieu of submitting two proposals, one for bidding and one for construction oversight, one proposal has been provided encompassing both phases of the project. The total cost for both phases represents 7.24% of the total estimated project cost.

Per staff request, the fundamental difference between this proposal and the proposal from the first section of water main replacement, is the inclusion of full-time observation services. It is believed having full-time observation at the job site would expedite the following:

1. field changes/decisions
2. reduce the chances of construction conflicts
3. relieve Village staff from constantly monitoring progress on the job

With approval, once the proposal is executed, CBBEL will be given approval to proceed with bidding documents for this construction season. The Village Engineer assumes 50 working days is adequate for completion of the project.

Trustee Dunham made a motion, seconded by Trustee Chybowski to authorize the Village Administrator to execute a service agreement with Christopher B. Burke Engineering for Bidding and Construction Observation services for the Lake Shore Drive Water Main Replacement Project in an amount not to exceed \$95,930.

**ROLL CALL**

Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace  
Nay - 0

Motion carried.

**G. Approval: 2023 Village of Lindenhurst Communications Plan**

The first “Communications Initiative” was adopted in February 2019. This plan was adopted as a means of communicating with the public on Village initiatives, identifying weaknesses, and setting new policies and procedures on how best to circulate information to the public. Within the plan was a set of recommendations that were broken down into short-term and long-term priorities, and criteria established as a means in identifying when goals were met. Based on the 2019 priorities, goals were largely met within this first “Communications Initiative” as shown with the following achievements:

- Increased posts, followers, engagement, and impressions amongst our social media outlets.
- Increased subscribers to the mass messaging platform, Nixle.
- Installation of monitors within the Boardroom for more robust presentations.
- Redevelopment of the Village’s website.
- Use of web-based illustrators to create more attractive social media posts.
- Identification of color palette to establish a consistent, cohesive brand.
- Publishing of Strategic planning Dashboard indicators.

The current Communications Plan was reviewed to determine on how best to serve the needs of the Village and its residents. The 2019 plan established a foundation in which the 2023 plan can build upon. The proposed 2023 plan provides more structure and policies, while also establishing the following:

- Define the appropriate Village representatives to disseminate information.
- Establish uniformity within messaging.
- Provide guidance to appropriate content and accessibility.
- Create policies for various communications outlets.

In a continued effort to measure success, performance criteria was re-examined and updated where needed.

The intent of the Communications Plan is to act as a guide for preparing communications for distribution. Using the Plan as a guide will allow staff to avoid difficulties when creating communications, which has a greater risk of impacting the effectiveness of the message.

Staff welcomes comments and suggestions from the Village Board to be included in the 2023 Communications Plan.

Trustee Suchy made a motion, seconded by Trustee Dickson to adopt the 2023 Village of Lindenhurst Communications Plan.

**ROLL CALL**

Aye - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace

Nay - 0

Motion carried.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

Mayor Marturano informed the Board and Public that the purpose of the Executive Session was to address the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees - 5 ILCS 120/2(c)(1).

Trustee Chybowski made a motion, seconded by Trustee Dunham to move into Executive Session to discuss employment matters pursuant to 5 ILCS 120(c)(1).

**ROLL CALL**

Ayes - 6 Trustees Dickson, Dunham, Chybowski, Suchy, Rosten, Grace  
Nay - 0

Motion carried. The regular Village Board meeting moved out of regular session at 7:55pm.

**RETURN TO REGULAR SESSION**

The Regular Board Meeting reconvened at 9:19pm.

**ADJOURNMENT**

Trustee Chybowski made a motion, seconded by Trustee Suchy to adjourn the meeting.

**VOICE VOTE**

Aye - 6  
Nay - 0

Motion carried.

The meeting was adjourned at 9:22pm.

Date approved \_\_\_\_\_

\_\_\_\_\_  
Dominic Marturano, Mayor

\_\_\_\_\_  
Melissa Forsberg, Village Clerk

Fund	Department	Line Item	Item Description	Amount
<b>A&amp;J SEWER SERVICE</b>				
GENERAL FUND	BUILDING & GROUNDS	REPAIRS & MAINTENANCE	TRIPLE BASIN CLEANING	435.75
GENERAL FUND	BUILDING & GROUNDS	REPAIRS & MAINTENANCE	PUMP MAINTENANCE - PD	329.00
GENERAL FUND	BUILDING & GROUNDS	REPAIRS & MAINTENANCE	CLEANED STORM DRAINS AT VH	329.00
			<b>Vendor Total:</b>	<b>1,093.75</b>
<b>AEP ENERGY</b>				
GENERAL FUND	PUBLIC WORKS	STREET & TRAFFIC CTR LIGHTING	ELECTRIC SERVICE STREET LIGHTS -	7,353.82
GENERAL FUND	PUBLIC WORKS	STREET & TRAFFIC CTR LIGHTING	ELECTRIC SERVICE STREET LIGHTS -	106.98
			<b>Vendor Total:</b>	<b>7,460.80</b>
<b>AMERICAN GASES CORPORATION</b>				
GENERAL FUND	PUBLIC WORKS	OPERATING SUPPLIES	GAS CYLINDERS	48.75
			<b>Vendor Total:</b>	<b>48.75</b>
<b>ANCEL GLINK, P.C.</b>				
GENERAL FUND	ADMINISTRATION	LEGAL EXPENSES	ADMIN LEGAL - APRIL 2023	1,479.50
COMMUNITY CAPITAL	ADMINISTRATION	STORMWATER MANAGEMENT PROJECTS	ADMIN LEGAL - APRIL 2023	980.00
			<b>Vendor Total:</b>	<b>2,459.50</b>
<b>ANTIOCH AUTO PARTS</b>				
GENERAL FUND	PUBLIC WORKS	FUEL & OIL	WINDSHIELD SOLVENT/PB BLASTER ST	81.86
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	GAS & OIL	WINDSHIELD SOLVENT/PB BLASTER ST	54.58
GENERAL FUND	PUBLIC WORKS	OPERATING SUPPLIES	WINDSHIELD SOLVENT/PB BLASTER ST	4.61
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	WINDSHIELD SOLVENT/PB BLASTER ST	3.07
GENERAL FUND	PUBLIC WORKS	SNOW PLOW PARTS AND SUPPLIES	PLOW COUPLINGS - TRK 40	19.10
			<b>Vendor Total:</b>	<b>163.22</b>
<b>AQUA POOL &amp; SPA PROS</b>				
GENERAL FUND	BUILDING & GROUNDS	VETERANS MEMORIAL MTCE	VETERAN'S MEMORIAL MAINTENANCE	100.00
			<b>Vendor Total:</b>	<b>100.00</b>
<b>AWARDS BY KAYDAN</b>				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	NAME TAGS - VERTERANS COMMISSION	24.00
GENERAL FUND	ADMINISTRATION	OPERATING SUPPLIES	NAME TAGS - VERTERANS COMMISSION	6.00
REFUSE & RECYCLING 30		GARBAGE CONTRACTUAL SERVICES	NAME TAGS - VERTERANS COMMISSION	6.00
GENERAL FUND	POLICE	OPERATING SUPPLIES	NAME TAGS - VERTERANS COMMISSION	24.00
			<b>Vendor Total:</b>	<b>60.00</b>
<b>BEEHIVE INDUSTRIES, LLC</b>				
MISCELLANEOUS ESCROW 24		DEVELOPER DEPOSITS	BEEHIVE ANNUAL SUBSCRIPTION 05/20	14,400.00
			<b>Vendor Total:</b>	<b>14,400.00</b>
<b>CHARLES BLAINE</b>				
COMMUNITY CAPITAL	ADMINISTRATION	STORMWATER MANAGEMENT PROJECTS	2127 OLD ELM PURCHASE	12,000.00
			<b>Vendor Total:</b>	<b>12,000.00</b>
<b>CHICAGO TITLE COMPANY, LLC</b>				
COMMUNITY CAPITAL	ADMINISTRATION	STORMWATER MANAGEMENT PROJECTS	2127 OLD ELM PURCHASE	2,288.00
			<b>Vendor Total:</b>	<b>2,288.00</b>
<b>CHRISTOPHER B. BURKE ENGINEERING</b>				
COMMUNITY CAPITAL	ADMINISTRATION	LAKE SHORE DRIVE ENG DESIGN	PHASE II - HAWTHORN/SPRUCEWOOD/I	1,134.56
			<b>Vendor Total:</b>	<b>1,134.56</b>
<b>CIMCO</b>				
GENERAL FUND	ADMINISTRATION	TRAINING & CONFERENCE	M. FORSBERG CLERK SEMINAR	75.00
			<b>Vendor Total:</b>	<b>75.00</b>
<b>CINTAS</b>				
GENERAL FUND	PUBLIC WORKS	UNIFORMS	UNIFORMS	219.33
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	UNIFORMS	UNIFORMS	328.99
GENERAL FUND	PUBLIC WORKS	UNIFORMS	UNIFORMS	27.33
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	UNIFORMS	UNIFORMS	40.99
GENERAL FUND	PUBLIC WORKS	UNIFORMS	UNIFORMS	27.33
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	UNIFORMS	UNIFORMS	40.99
			<b>Vendor Total:</b>	<b>684.96</b>
<b>CLARK BAIRD SMITH LLP</b>				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	LEGAL EXPENSES	LEGAL SERVICES	1,178.75
GENERAL FUND	ADMINISTRATION	LEGAL EXPENSES	LEGAL SERVICES	1,178.75
			<b>Vendor Total:</b>	<b>2,357.50</b>
<b>COLETTE &amp; ANO PLUMBING CO.</b>				

		BOTH OPEN AND PAID			
Fund		Department	Line Item	Item Description	Amount
UTILITY FUND	60	WATER	DISTRIBUTION SYSTEM REPAIRS	WATER METER REPLACEMENT - BJ HOC	240.00
				<b>Vendor Total:</b>	<b>240.00</b>
<b>COMCAST CABLE</b>					
GENERAL FUND		ADMINISTRATION	TELEPHONE/INTERNET	INTERNET VH/PD	164.95
GENERAL FUND		POLICE	TELEPHONE	INTERNET VH/PD	164.95
				<b>Vendor Total:</b>	<b>329.90</b>
<b>COMPLETE OFFICE OF WISCONSIN</b>					
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	166.64
GENERAL FUND		ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	41.66
REFUSE & RECYCLING	30		GARBAGE CONTRACTUAL SERVICES	OPERATING SUPPLIES	41.66
GENERAL FUND		POLICE	OPERATING SUPPLIES	OPERATING SUPPLIES	166.64
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	36.24
GENERAL FUND		ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	9.06
REFUSE & RECYCLING	30		GARBAGE CONTRACTUAL SERVICES	OPERATING SUPPLIES	9.06
GENERAL FUND		POLICE	OPERATING SUPPLIES	OPERATING SUPPLIES	36.24
				<b>Vendor Total:</b>	<b>507.20</b>
<b>CONSTELLATION NEW ENERGY, INC</b>					
UTILITY FUND	60	WATER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	237.67
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	69.71
UTILITY FUND	60	WATER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	71.78
UTILITY FUND	60	WATER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	1,609.67
UTILITY FUND	60	WATER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	149.53
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	696.75
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	146.50
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	55.84
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	36.12
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	184.32
UTILITY FUND	60	WATER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	98.43
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	69.21
UTILITY FUND	60	SEWER	ELECTRIC SERVICE	ELECTRICAL SERVICE AT LIFT STATI	98.23
				<b>Vendor Total:</b>	<b>3,523.76</b>
<b>CYBERLYNK</b>					
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	BASIC WEBSITE HOSTING 05/01/2023	87.15
				<b>Vendor Total:</b>	<b>87.15</b>
<b>DAM, SNELL, &amp; TAVEIRNE, LTD.</b>					
REFUSE & RECYCLING	30		GARBAGE CONTRACTUAL SERVICES	ACCOUNTING SERVICES	357.00
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	CONTRACT ACCOUNTING SERVICE	ACCOUNTING SERVICES	1,428.00
				<b>Vendor Total:</b>	<b>1,785.00</b>
<b>DATA INTEGRATORS, INC.</b>					
REFUSE & RECYCLING	30		GARBAGE CONTRACTUAL SERVICES	UB PROCESSING/MAILING & UB POSTA	85.11
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	UTILITY BILLING CONTRACT	UB PROCESSING/MAILING & UB POSTA	223.42
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	POSTAGE	UB PROCESSING/MAILING & UB POSTA	595.80
REFUSE & RECYCLING	30		GROOT CONTRACT	UB PROCESSING/MAILING & UB POSTA	159.59
				<b>Vendor Total:</b>	<b>1,063.92</b>
<b>DAVE'S TRANSMISSION, INC.</b>					
GENERAL FUND		PUBLIC WORKS	CONTRACT VEHICLE REPAIRS	TYPE 2 SERVICE - #53-19	204.00
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	CONTRACT VEHICLE REPAIRS	TYPE 2 SERVICE - #53-19	136.00
GENERAL FUND		POLICE	VEHICLE SERVICE	OIL & FILTER CHANGE - #81	20.00
				<b>Vendor Total:</b>	<b>360.00</b>
<b>DE LAGE LANDEN FIN SERVICES, INC.</b>					
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	MONTHLY SERVICE AGREEMENT - SHAF	108.98
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	MONTHLY SERVICE AGREEMENT - SHAF	340.11
				<b>Vendor Total:</b>	<b>449.09</b>
<b>DEKIND COMPUTER CONSULTANTS</b>					
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	SOFTWARE PACKAGE	1,800.00
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	HARDWARE PACKAGE	380.02
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	CUSTOM SOFTWARE PACKAGE	2,023.54
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	OVER CONTRACT HOURS FOR APRIL 20	1,187.50
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	CYBER SECURITY TRAINING - APRIL	710.50
MISCELLANEOUS ESCROW	24		DEVELOPER DEPOSITS	MONTHLY SERVICE - JUNE 2023	4,503.79

Fund	Department	Line Item	Item Description	Amount
<b>Vendor Total:</b>				<b>10,605.35</b>
<b>EVERBRIDGE, INC.</b>				
MISCELLANEOUS ESCROW 24		DEVELOPER DEPOSITS	NIXLE ENGAGE	3,500.00
<b>Vendor Total:</b>				<b>3,500.00</b>
<b>FULL CIRCLE TRAINING SOLUTIONS</b>				
GENERAL FUND	POLICE	TRAINING & CONFERENCES	STANDARD NIBRS TRAINING - KUTSCH	429.00
<b>Vendor Total:</b>				<b>429.00</b>
<b>GRANITE TELECOMMUNICATIONS</b>				
UTILITY FUND 60	SEWER	TELEPHONE	TELEPHONE - PW	1,474.90
UTILITY FUND 60	WATER	TELEPHONE	TELEPHONE - PW	59.12
GENERAL FUND	POLICE	TELEPHONE	TELEPHONE - PD	287.08
<b>Vendor Total:</b>				<b>1,821.10</b>
<b>GREAT AMERICAN TIRE &amp; AUTO</b>				
GENERAL FUND	PUBLIC WORKS	CONTRACT VEHICLE REPAIRS	CAR 10-16 TIRE PSI	15.00
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	CONTRACT VEHICLE REPAIRS	CAR 10-16 TIRE PSI	10.00
<b>Vendor Total:</b>				<b>25.00</b>
<b>ILLINOIS CITY MANAGEMENT ASSC.</b>				
GENERAL FUND	ADMINISTRATION	MEMBERSHIP FEES	ICCMA 2023 MEMBERSHIP - C. JOHNS	353.75
<b>Vendor Total:</b>				<b>353.75</b>
<b>IMS INFRASTRUCTURE MANAGEMENT SERVI</b>				
COMMUNITY CAPITAL	ADMINISTRATION	MISCELLANEOUS UNANTICIPATED	PAVEMENT MANAGEMENT ASSESSMENT	1,600.00
<b>Vendor Total:</b>				<b>1,600.00</b>
<b>JOHNNY D TEES, LLC</b>				
GENERAL FUND	PUBLIC WORKS	UNIFORMS	SHIRT ORDER	112.40
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	UNIFORMS	SHIRT ORDER	168.60
GENERAL FUND	PUBLIC WORKS	UNIFORMS	UNIFORMS	949.60
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	UNIFORMS	UNIFORMS	1,424.40
<b>Vendor Total:</b>				<b>2,655.00</b>
<b>JOHNSON CONTROLS SECURITY SOLUTIONS</b>				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	TELEPHONE	FIRE ALARM MONITORING	41.60
<b>Vendor Total:</b>				<b>41.60</b>
<b>KAROLINA KRAS</b>				
REFUSE & RECYCLING 30		ENVIRONMENTAL PROGRAMS	RAIN BARRELL 50/50 - 459 BARN SW	75.00
<b>Vendor Total:</b>				<b>75.00</b>
<b>KRUGER INC</b>				
UTILITY FUND 60	SEWER	COLLECTION SYSTEM MAINTENANCE	DISC FILTER INSPECTION	2,500.00
UTILITY FUND 60	SEWER	EQUIPMENT REPAIRS & MAINTENANCE	DISC FILTER REPAIR PARTS	177.63
<b>Vendor Total:</b>				<b>2,677.63</b>
<b>LAKE COUNTY COLLECTOR</b>				
COMMUNITY CAPITAL	ADMINISTRATION	STORMWATER MANAGEMENT PROJECTS	2022 PROPERTY TAX (1&2) 2127 OLI	501.80
<b>Vendor Total:</b>				<b>501.80</b>
<b>LESTER'S MATERIAL SERVICE, INC.</b>				
GENERAL FUND	PUBLIC WORKS	LANDSCAPING CONTRACT	TOPSOIL	308.00
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	GRAVEL/SHOULDER REPAIR	TOPSOIL	462.00
<b>Vendor Total:</b>				<b>770.00</b>
<b>LOU'S GLOVES, INC.</b>				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	SAFETY SUPPLIES & SERVICES	DISPOSABLE GLOVES	351.00
GENERAL FUND	PUBLIC WORKS	GARBAGE DISPOSAL	DISPOSABLE GLOVES	234.00
<b>Vendor Total:</b>				<b>585.00</b>
<b>M. E. SIMPSON COMPANY, INC</b>				
UTILITY FUND 60	WATER	LEAK DETECTION SERVICE	LEAK LOCATION SERVICE - 777 FED/	1,415.00
<b>Vendor Total:</b>				<b>1,415.00</b>
<b>MARK MEADE EXCAVATORS, INC</b>				
UTILITY FUND 60	WATER	DISTRIBUTION SYSTEM REPAIRS	WATER MAIN REPAIR - 777 FEDERAL	6,262.89
UTILITY FUND 60	WATER	LANDSCAPING CONTRACT	WATER MAIN REPAIR - 2308 SPRINGH	3,488.88
UTILITY FUND 60	WATER	DISTRIBUTION SYSTEM REPAIRS	ZEIGLER HYDRANT REPLACEMENT	18,510.71
UTILITY FUND 60	WATER	DISTRIBUTION SYSTEM REPAIRS	2309 POTOMAC B-BOX REPLACEMENT	3,420.00
<b>Vendor Total:</b>				<b>31,682.48</b>
<b>MARTIN LANDSCAPE, INC</b>				
GENERAL FUND	PUBLIC WORKS	LANDSCAPING CONTRACT	PLOW DAMAGE RESTORATIONS	6,800.00

Fund	Department	Line Item	Item Description	Amount
<b>BOTH OPEN AND PAID</b>				
<b>Vendor Total:</b>				<b>6,800.00</b>
<b>MENARD'S - ANTIOCH</b>				
GENERAL FUND	POLICE	OPERATING SUPPLIES	OPERATING SUPPLIES	74.76
UTILITY FUND 60	SEWER	EQUIPMENT REPAIRS & MAINTENANCE	HOSE BIB & OIL	64.82
GENERAL FUND	PUBLIC WORKS	SAFETY SUPPLIES & SERVICES	FLASHLIGHT	15.98
<b>Vendor Total:</b>				<b>155.56</b>
<b>MIDWEST OPERATING ENGINEERS</b>				
GENERAL FUND	PUBLIC WORKS	HOSPITALIZATION	EMPLOYEE CONTRIBUTIONS - JUNE 20	3,916.80
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	HOSPITALIZATION	EMPLOYEE CONTRIBUTIONS - JUNE 20	9,139.20
<b>Vendor Total:</b>				<b>13,056.00</b>
<b>MID-WEST TRUCKERS ASSOCIATION</b>				
GENERAL FUND	PUBLIC WORKS	SUBSTANCE COMPLIANCE TESTING	SUBSTANCE COMPLIANCE TESTING - I	72.00
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	SUBSTANCE COMPLIANCE TESTING	SUBSTANCE COMPLIANCE TESTING - I	108.00
<b>Vendor Total:</b>				<b>180.00</b>
<b>MOTOROLA SOLUTIONS, INC.</b>				
GENERAL FUND	POLICE	STARCOM21 AIR TIME	STARCOM	596.00
<b>Vendor Total:</b>				<b>596.00</b>
<b>MUNICIPAL CLERKS OF ILLINOIS</b>				
GENERAL FUND	ADMINISTRATION	MEMBERSHIP FEES	ANNUAL IL MUNICIPAL CLERKS MEMBE	65.00
<b>Vendor Total:</b>				<b>65.00</b>
<b>NICOR</b>				
UTILITY FUND 60	SEWER	NATURAL GAS SERVICE	405 WOODLAND TRAIL LIFT STATION	51.16
UTILITY FUND 60	SEWER	NATURAL GAS SERVICE	618 CROSSWINDS LN	51.07
UTILITY FUND 60	SEWER	NATURAL GAS SERVICE	1480 YMCA RD GENERATOR	50.52
<b>Vendor Total:</b>				<b>152.75</b>
<b>NORTHEASTERN IL REGIONAL CRIME LAB</b>				
GENERAL FUND	POLICE	NE ILLINOIS REGIONAL CRIME LAB	MEMBERSHIP & MAINTENANCE AGREEME	24,033.00
<b>Vendor Total:</b>				<b>24,033.00</b>
<b>PARK PLACE HAND CAR WASH</b>				
GENERAL FUND	POLICE	VEHICLE SERVICE	BASIC SQUAD WASH	10.00
<b>Vendor Total:</b>				<b>10.00</b>
<b>PAYROLL - EXPENSES</b>				
I.M.R.F./F.I.C.A. 06	ADMINISTRATION	GENERAL ADMIN FICA	PAYROLL- EMPLOYER COSTS	4,863.95
REFUSE & RECYCLING 30		SOCIAL SECURITY CONTRIBUTION	PAYROLL- EMPLOYER COSTS	310.47
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	SEWER/WATER FICA	PAYROLL- EMPLOYER COSTS	5,174.42
<b>Vendor Total:</b>				<b>10,348.84</b>
<b>PAYROLL - GROSS PAYS</b>				
GENERAL FUND	ADMINISTRATION	ADMIN SALARIES	PAYROLL GROSS COMPENSATION	4,306.33
GENERAL FUND	ADMINISTRATION	ADMIN P/T SALARIES	PAYROLL GROSS COMPENSATION	5,550.53
GENERAL FUND	ADMINISTRATION	ADMIN OVERTIME	PAYROLL GROSS COMPENSATION	15.32
GENERAL FUND	ADMINISTRATION	MERIT BONUS	PAYROLL GROSS COMPENSATION	1,575.00
GENERAL FUND	ADMINISTRATION	OFFICIALS SALARIES	PAYROLL GROSS COMPENSATION	3,025.00
GENERAL FUND	ENGINEERING & BUILDING	BLDG/ENG SALARIES	PAYROLL GROSS COMPENSATION	1,493.80
GENERAL FUND	ENGINEERING & BUILDING	MERIT BONUS	PAYROLL GROSS COMPENSATION	1,500.00
GENERAL FUND	POLICE	SALARIES - ADMIN/RECORDS/CSO	PAYROLL GROSS COMPENSATION	2,000.00
GENERAL FUND	POLICE	SALARIES - OFFICERS	PAYROLL GROSS COMPENSATION	54,213.75
GENERAL FUND	POLICE	SALARIES - PART TIME OFFICERS	PAYROLL GROSS COMPENSATION	2,250.64
GENERAL FUND	POLICE	POLICE OVERTIME	PAYROLL GROSS COMPENSATION	1,532.22
GENERAL FUND	POLICE	MERIT BONUS	PAYROLL GROSS COMPENSATION	15,250.00
GENERAL FUND	POLICE	SALARIES-P/T CSO/FRONT DESK	PAYROLL GROSS COMPENSATION	734.40
GENERAL FUND	PUBLIC WORKS	PUBLIC WORKS SALARIES	PAYROLL GROSS COMPENSATION	12,868.96
GENERAL FUND	PUBLIC WORKS	PUBLIC WORKS OVER-TIME	PAYROLL GROSS COMPENSATION	201.73
GENERAL FUND	PUBLIC WORKS	ON-CALL/CALL OUT PAY	PAYROLL GROSS COMPENSATION	276.19
GENERAL FUND	PUBLIC WORKS	MERIT BONUS	PAYROLL GROSS COMPENSATION	9,400.00
REFUSE & RECYCLING 30		SALARIES	PAYROLL GROSS COMPENSATION	3,477.92
REFUSE & RECYCLING 30		MERIT BONUS	PAYROLL GROSS COMPENSATION	1,950.00
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	S/W OFFICE SALARIES	PAYROLL GROSS COMPENSATION	5,501.37
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	W/S ADMIN P/T SALARIES	PAYROLL GROSS COMPENSATION	8,419.66
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	S/W OFFICE OVER-TIME	PAYROLL GROSS COMPENSATION	65.04
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	MERIT BONUS	PAYROLL GROSS COMPENSATION	7,975.00

Fund		Department	Line Item	Item Description	Amount
BOTH OPEN AND PAID					
UTILITY FUND	60	SEWER	SEWER SALARIES	PAYROLL GROSS COMPENSATION	12,868.96
UTILITY FUND	60	SEWER	SEWER OVER-TIME	PAYROLL GROSS COMPENSATION	201.73
UTILITY FUND	60	SEWER	ON-CALL/CALL-OUT PAY	PAYROLL GROSS COMPENSATION	276.20
UTILITY FUND	60	SEWER	MERIT BONUS	PAYROLL GROSS COMPENSATION	9,400.00
UTILITY FUND	60	WATER	WATER SALARIES	PAYROLL GROSS COMPENSATION	6,434.48
UTILITY FUND	60	WATER	OVERTIME	PAYROLL GROSS COMPENSATION	100.87
UTILITY FUND	60	WATER	ON-CALL/CALL-OUT PAY	PAYROLL GROSS COMPENSATION	138.09
UTILITY FUND	60	WATER	MERIT BONUS - WATER	PAYROLL GROSS COMPENSATION	4,700.00
<b>Vendor Total:</b>					<b>177,703.19</b>
<b>PAYROLL - PROCESSING FEES</b>					
GENERAL FUND		ADMINISTRATION	CONTRACT PAYROLL SERVICES	PAYROLL - PAYLOCITY FEES	257.58
REFUSE & RECYCLING	30		GARBAGE CONTRACTUAL SERVICES	PAYROLL - PAYLOCITY FEES	57.24
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	CONTRACT PAYROLL SERVICES	PAYROLL - PAYLOCITY FEES	257.58
<b>Vendor Total:</b>					<b>572.40</b>
<b>RAY O'HERRON CO., INC</b>					
DUI SB 740 FUND	22	POLICE	MISC UNIFORMS & EQUIPMENT	UNIFORMS	58.98
<b>Vendor Total:</b>					<b>58.98</b>
<b>RE/MAX ADVISORS REALTY</b>					
COMMUNITY CAPITAL		ADMINISTRATION	STORMWATER MANAGEMENT PROJECTS	2127 OLD ELM PURCHASE	1,200.00
<b>Vendor Total:</b>					<b>1,200.00</b>
<b>RUSSO'S POWER EQUIPMENT, INC</b>					
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	GRAVEL/SHOULDER REPAIR	LANDSCAPE RESTORATIONS	220.76
GENERAL FUND		PUBLIC WORKS	GRAVEL/SHOULDER REPAIR	LANDSCAPE RESTORATIONS	147.18
GENERAL FUND		PUBLIC WORKS	GRAVEL/SHOULDER REPAIR	RESTORATION MATERIAL STOCK	192.36
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	GRAVEL/SHOULDER REPAIR	RESTORATION MATERIAL STOCK	288.55
<b>Vendor Total:</b>					<b>848.85</b>
<b>SARAH CELIK</b>					
REFUSE & RECYCLING	30		ENVIRONMENTAL PROGRAMS	2 RAIN BARREL REIMBURSEMENT - 22	99.99
<b>Vendor Total:</b>					<b>99.99</b>
<b>SIEBERT TREE SERVICE</b>					
GENERAL FUND		PUBLIC WORKS	TREE MAINTENANCE CONTRACT	SUBDIVISION TREE TRIMMING	6,000.00
<b>Vendor Total:</b>					<b>6,000.00</b>
<b>SOLENIS</b>					
UTILITY FUND	60	SEWER	FACILITY CHEMICALS	POLYMER	5,610.49
<b>Vendor Total:</b>					<b>5,610.49</b>
<b>SPOT-LESS CLEANING</b>					
GENERAL FUND		BUILDING & GROUNDS	CLEANING CONTRACT	CLEANING SERVICES MAR, APR 2023	1,430.00
GENERAL FUND		POLICE	BUILDING & GROUNDS MTCE POLICE	CLEANING SERVICES MAR, APR 2023	1,430.00
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	CUSTODIAL SERVICE	CLEANING SERVICES MAR, APR 2023	561.00
GENERAL FUND		PUBLIC WORKS	CUSTODIAL SERVICE	CLEANING SERVICES MAR, APR 2023	374.00
<b>Vendor Total:</b>					<b>3,795.00</b>
<b>STRAND ASSOCIATES, INC.</b>					
WATER/SEWER CAPITAL FUND	61	WATER/SEWER CAPITAL	LIFT STATION UPGRADES ENGINEERIN	ENGINEERING - LS UPGRADES	10,959.96
<b>Vendor Total:</b>					<b>10,959.96</b>
<b>SWANSON, MARTIN &amp; BELL, LLC</b>					
GENERAL FUND		POLICE	LEGAL EXPENSE	FEBRUARY 2023 PROSECUTION MATTEF	3,182.00
GENERAL FUND		POLICE	LEGAL EXPENSE	MARCH 2023 PROSECUTION MATTERS	4,421.50
<b>Vendor Total:</b>					<b>7,603.50</b>
<b>TRAFFIC CONTROL &amp; PROTECTION</b>					
GENERAL FUND		PUBLIC WORKS	STREET SIGNS	STREET SIGNS	195.40
<b>Vendor Total:</b>					<b>195.40</b>
<b>ULINE</b>					
GENERAL FUND		ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	79.02
GENERAL FUND		POLICE	OPERATING SUPPLIES	OPERATING SUPPLIES	316.08
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	316.08
REFUSE & RECYCLING	30		GARBAGE CONTRACTUAL SERVICES	OPERATING SUPPLIES	79.02
<b>Vendor Total:</b>					<b>790.20</b>
<b>USA BLUEBOOK</b>					
UTILITY FUND	60	SEWER	EQUIPMENT REPAIRS & MAINTENANCE	HOURLY METER LS-3	82.95
UTILITY FUND	60	WATER	OPERATING SUPPLIES	CHEM ANALYSIS PACKETS	45.90

VILLAGE OF LINDENHURST Treasurer's Report  
 POST DATES 05/09/2023 - 05/22/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED

Fund		Department	Line Item	Item Description	Amount
UTILITY FUND	60	WATER	CHLORINE GAS & POLYPHOSPHATE	CHEM ANALYSIS PACKETS	62.00
UTILITY FUND	60	SEWER	FACILITY CHEMICALS	AMMONIA PACKETS/SLUDGE JUDGE REF	204.39
UTILITY FUND	60	SEWER	EQUIPMENT REPAIRS & MAINTENANCE	AMMONIA PACKETS/SLUDGE JUDGE REF	533.45
UTILITY FUND	60	SEWER & WATER ADMINISTRATION	JULIE - CONTRACT UTILITY LOCATING	UTILITY LOCATING SUPPLIES	776.53
<b>Vendor Total:</b>					<b>1,705.22</b>
<b>YELLOWSTONE LANDSCAPE INC</b>					
GENERAL FUND		PUBLIC WORKS	LANDSCAPING CONTRACT	APRIL 2023 MOWING	1,864.00
UTILITY FUND	60	WATER	LANDSCAPING CONTRACT	APRIL 2023 MOWING	181.00
UTILITY FUND	60	SEWER	LANDSCAPING CONTRACT	APRIL 2023 MOWING	638.00
<b>Vendor Total:</b>					<b>2,683.00</b>
<b>Grand Total:</b>					<b>386,633.10</b>

**Fund Totals:**

GENERAL FUND 01	187,008.97
I.M.R.F./F.I.C.A. FUND 06	4,863.95
COMMUNITY CAPITAL FUND 21	19,704.36
DUI SB 740 FUND 22	58.98
MISCELLANEOUS ESCROW FUND 24	29,041.59
REFUSE & RECYCLING FUND 30	6,708.06
UTILITY FUND 60	128,287.23
WATER/SEWER CAPITAL FUND 61	<u>10,959.96</u>
<b>Total For All Funds:</b>	<b>\$386,633.10</b>

CASH SUMMARY BY FUND FOR VILLAGE OF LINDENHURST  
 FROM 04/01/2023 TO 04/30/2023  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2023	Total Debits	Total Credits	Ending Balance 04/30/2023
01	GENERAL FUND	5,005,109.59	471,324.78	541,503.25	4,934,931.12
06	I.M.R.F./F.I.C.A. 06	199,346.99	2,258.67	18,722.63	182,883.03
14	LIABILITY INSURANCE 14	5,580.01	0.00	38,168.35	(32,588.34)
15	MOTOR FUEL TAX 15	1,330,352.09	52,079.43	39,037.20	1,343,394.32
19	CONTROLLED SUBSTANCE ACT 19	6,665.01	0.00	0.00	6,665.01
21	COMMUNITY CAPITAL	3,344,645.99	44,459.50	18,855.90	3,370,249.59
22	DUI SB 740 FUND 22	8,056.39	46.62	1,771.05	6,331.96
23	PRISON REVIEW AGENCY FUND 23	12,290.06	0.00	0.00	12,290.06
24	MISCELLANEOUS ESCROW 24	349,464.97	1,000.00	5,632.06	344,832.91
25	SHOP WITH A COP FUND 25	13,684.39	0.00	0.00	13,684.39
27	CURRENCY SEIZURE 27	5,399.56	0.00	0.00	5,399.56
30	REFUSE & RECYCLING 30	276,843.46	146,923.44	125,887.40	297,879.50
40	ECONOMIC DEVELOPMENT FUND	365,662.33	0.00	2,430.00	363,232.33
46	SPECIAL SERVICE AREA 4 - 46	23,994.09	139.38	148.06	23,985.41
50	VEHICLE REPLACEMENT FUND 50	308,383.09	220,500.00	0.00	528,883.09
60	UTILITY FUND 60	1,012,132.77	463,515.26	494,528.36	981,119.67
61	WATER/SEWER CAPITAL FUND 61	1,825,653.87	27,844.10	4,801.77	1,848,696.20
89	SANITARY DISTRICT	5,420.89	2,059.97	5,588.16	1,892.70
	TOTAL - ALL FUNDS	14,098,685.55	1,432,151.15	1,297,074.19	14,233,762.51



# Village of Lindenhurst Strategic Priority Dashboard

## Mission Statement

The Village of Lindenhurst, in partnership with our community, continuously strives to provide a safe, healthy, and vibrant environment through quality customer service, public safety, progressive leadership, and financial responsibility.

## Vision Statement

The Village of Lindenhurst endeavors to be the friendliest and most appealing community in Lake County, Illinois; enriched by small-town values and traditions, fostering an atmosphere where citizens and businesses can thrive.

## Core Principles

Vision Embracing innovative solutions for a better future.

Accountability Demonstrating transparency through ethical, efficient government.

Leadership Inspiring and expecting the best of ourselves, each other, and the community.

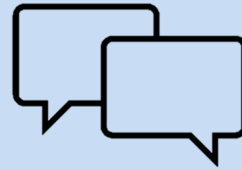
Unity Connecting people through collaborative engagement.

Excellence Striving to be our best through integrity, teamwork, and exceptional customer service- nurturing a friendly, desirable place to live.



All data is displayed by Fiscal Year (FY), unless otherwise specified. The Village's fiscal year runs from May 1- April 30.

## Strategic Areas:



Community Branding  
& Engagement

Capital Infrastructure Planning  
& Improvements



Business Recruitment  
& Retention

Responsible Growth  
& Development

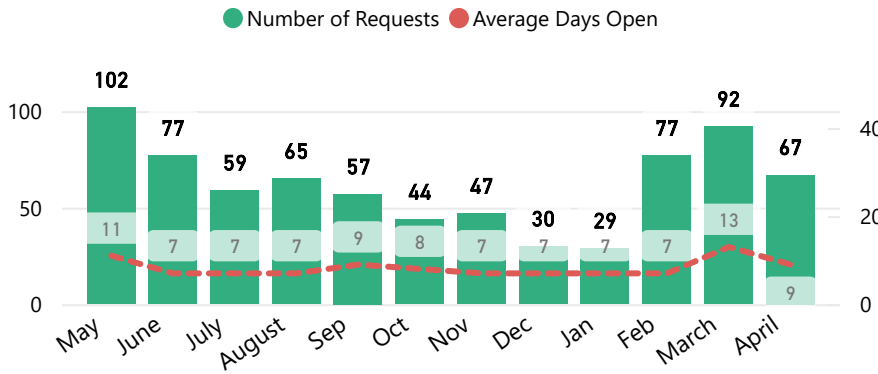


Innovative Planning  
& Practices

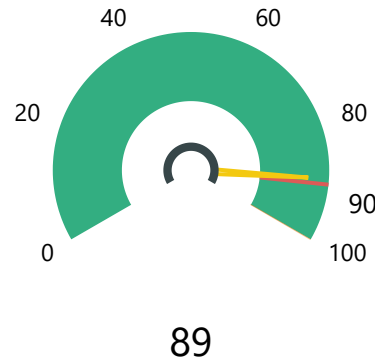
# Community Branding & Engagement



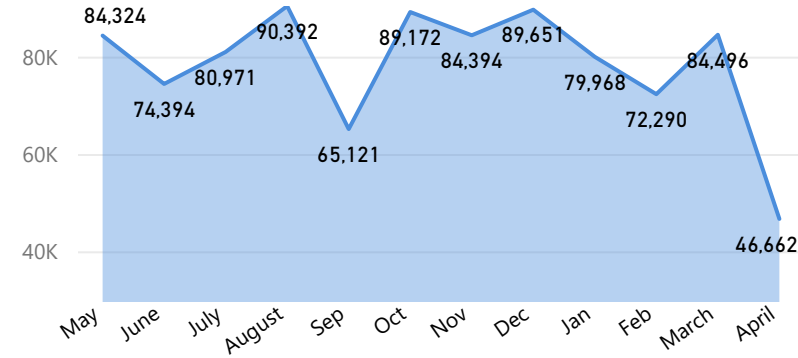
### Monthly Service Request Totals



### April- Request Resolution



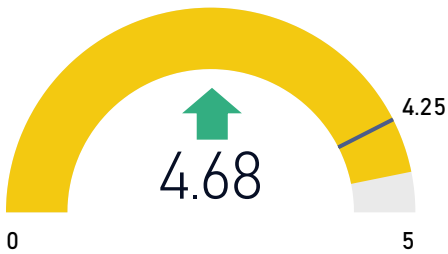
### Village Website Monthly Views



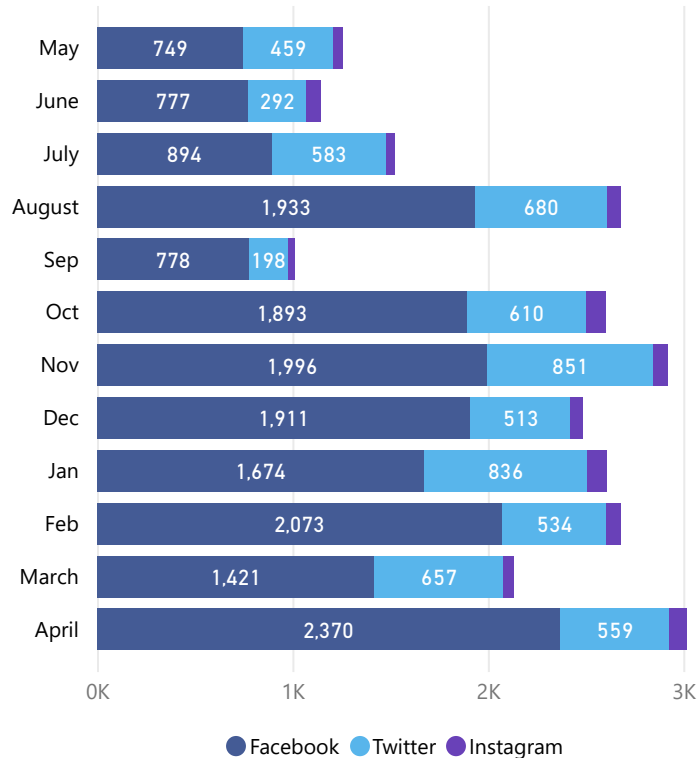
### April- Top 5 Website Pages

Page Name	Number of Views
1. Events Calendar	37,176
2. Document Center	1,729
3. Garbage & Recycling	493
4. Staff Directory	493
5. Utility Billing	277

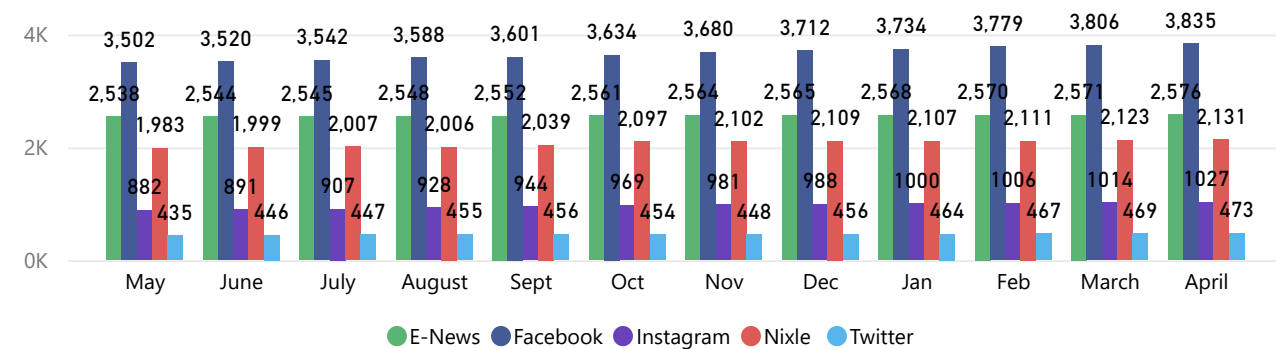
### April- Customer Satisfaction



### Social Media Platform Profile Visits



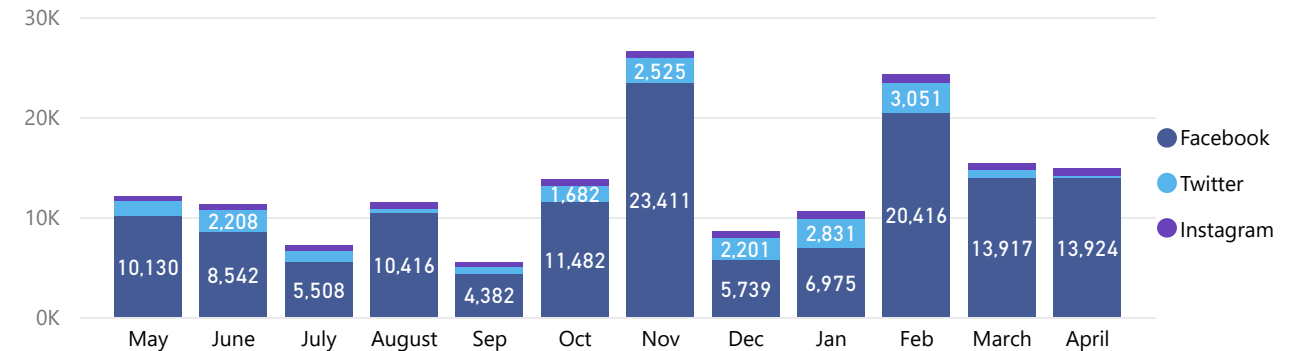
### Village Media Platform Followers



### FYTD Customer Satisfaction



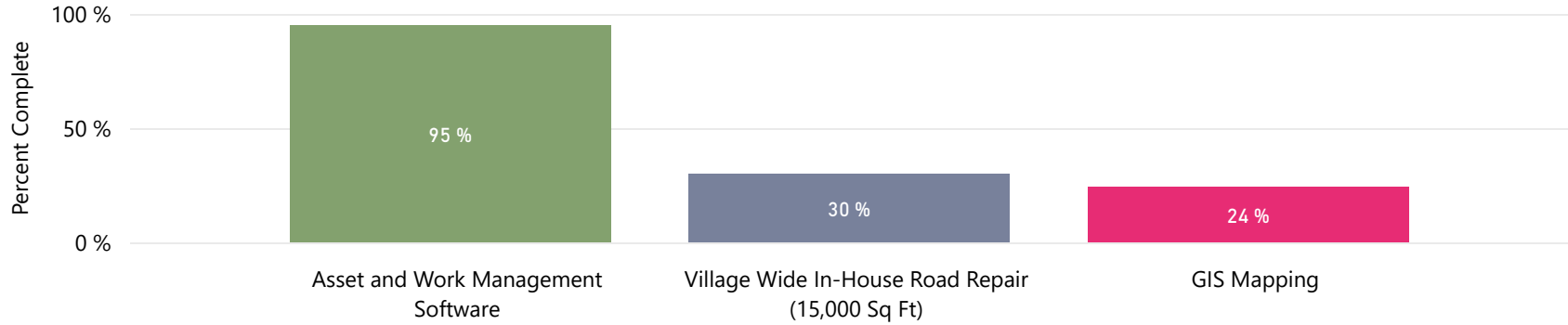
### Social Media Post Reach



# Capital Infrastructure Planning & Improvements

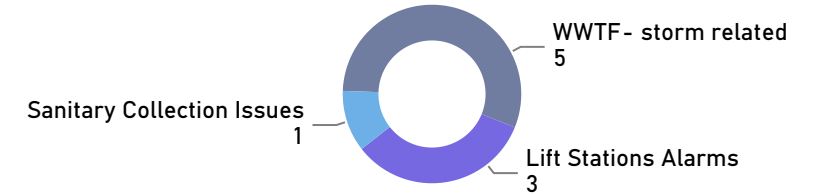


## On-going Capital Projects

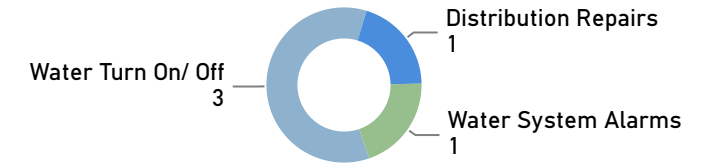


PROJECT	DESCRIPTION OF PROJECT
GIS Mapping	Catalog GIS IDs for valves, hydrants, b-boxes, and sanitary manholes for entry into GIS System.
Asset and Work Management Software	Public Works staff testing software in the field. Waiting to launch E311 service request system with new website timeline.
Village Wide In-House Road Repair (15,000 Sq Ft)	Remove and replace deteriorated sections of pavement.

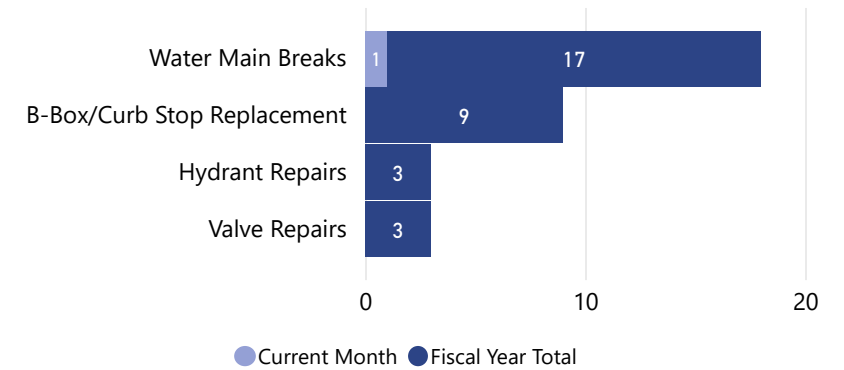
## April- After hour call outs: Sewer



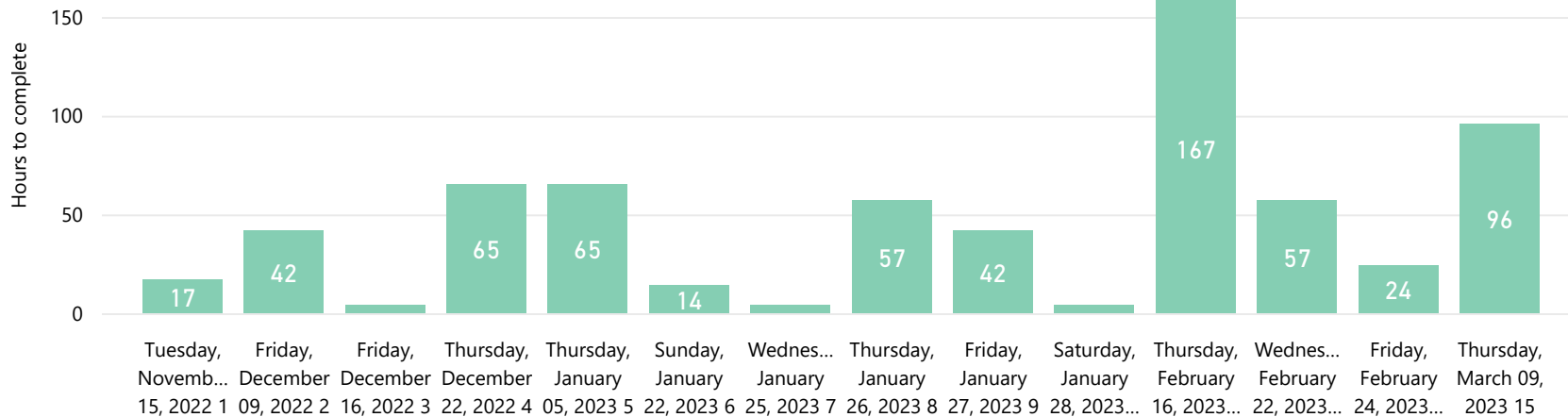
## April- After hour call outs: Water



## Distribution Repairs



## 2022-2023 Snow Event Information



Location	Type of Repair
771 Federal Parkway	Water main break repair

# Business Recruitment & Retention



Lindenhurst Economic Assistance Program (LEAP) Dollars Spent

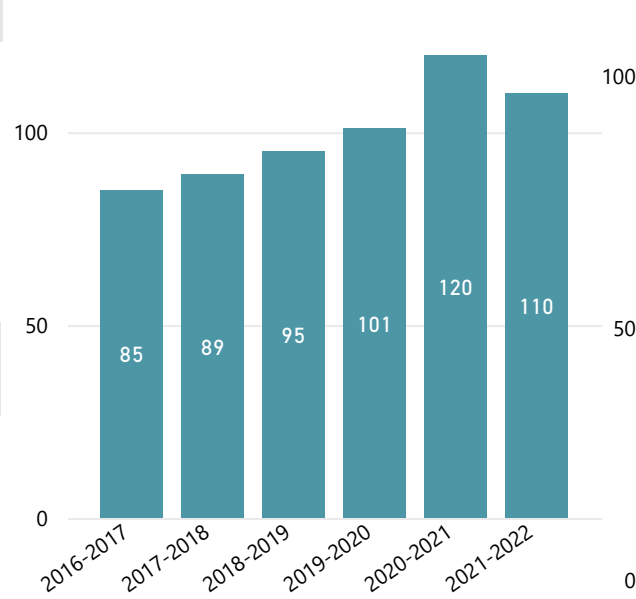
**\$87,286.32**

Dollars Awarded

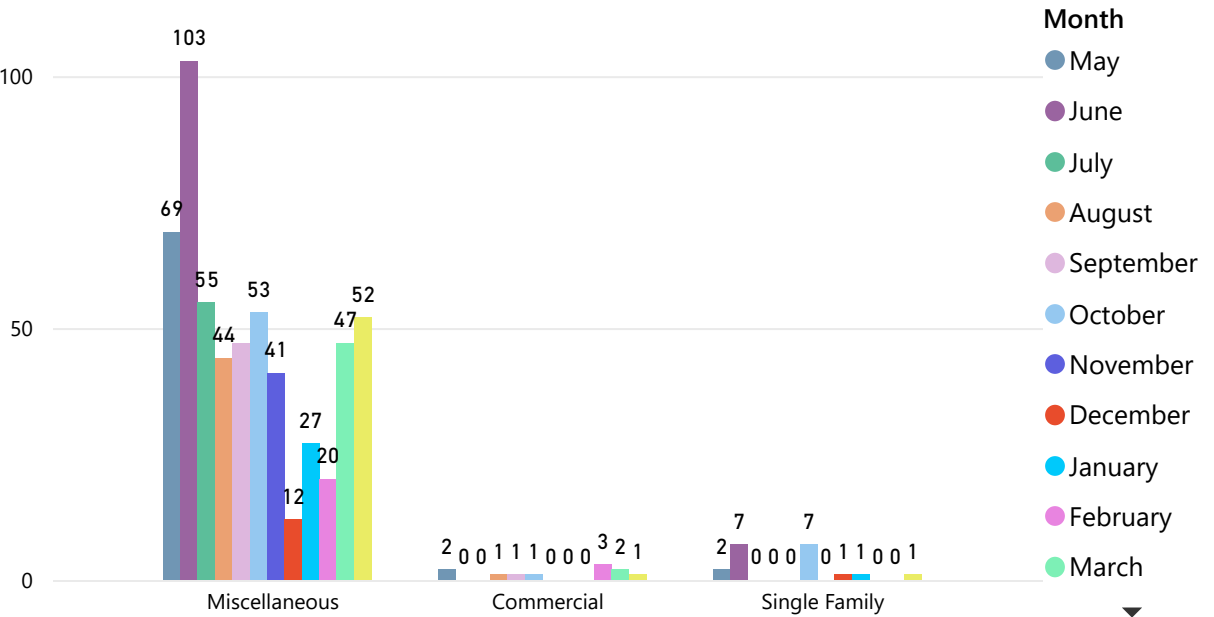
Number of Businesses Awarded for LEAP Funds

**4**

Annual Business License Renewals



Monthly Building Permit Information



Month

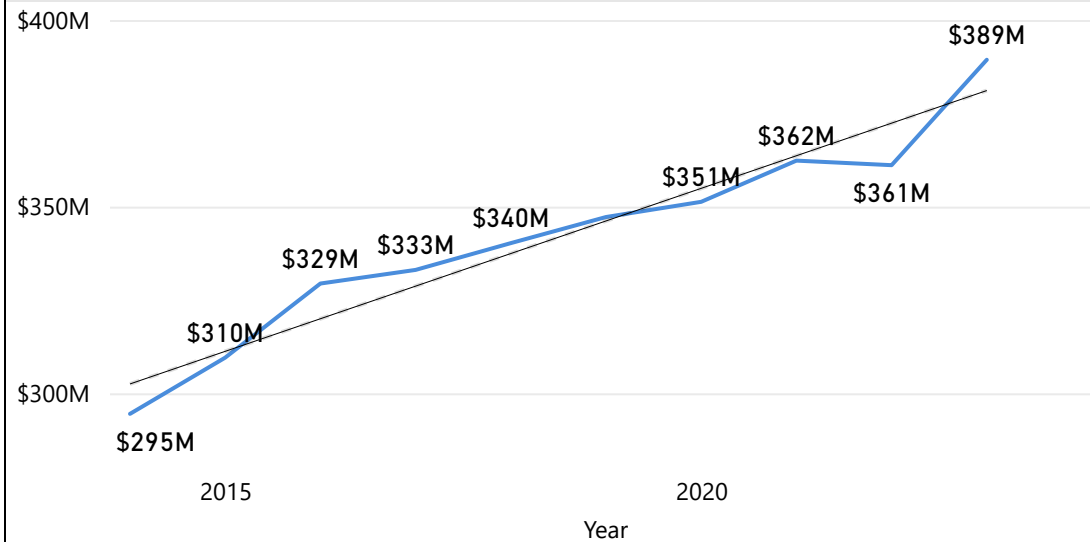
- May
- June
- July
- August
- September
- October
- November
- December
- January
- February
- March

Permit Filter

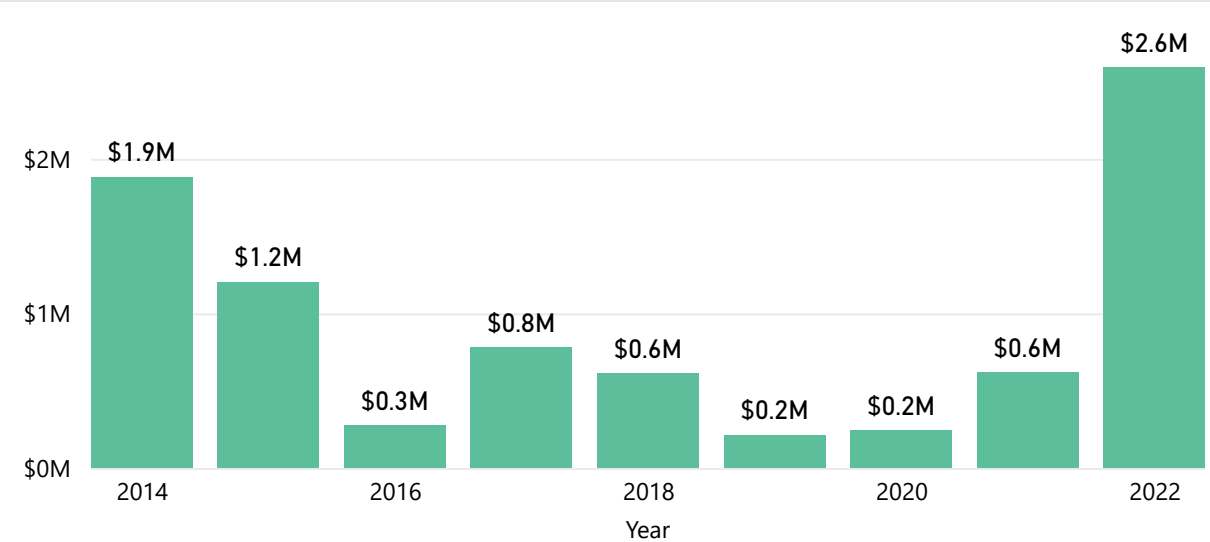
Fiscal Year

- 2020
- 2021
- 2022
- 2023

Lindenhurst Taxable Equalized Assessed Value (EAV)



New Property EAV



EAV Filter

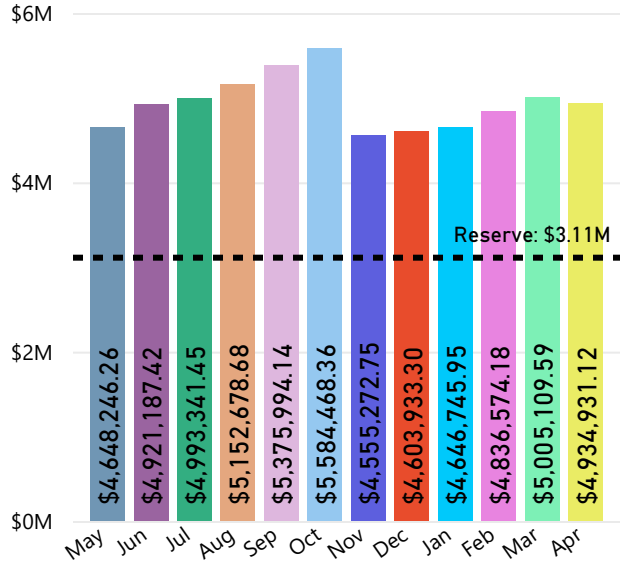
Year

- Select all
- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023

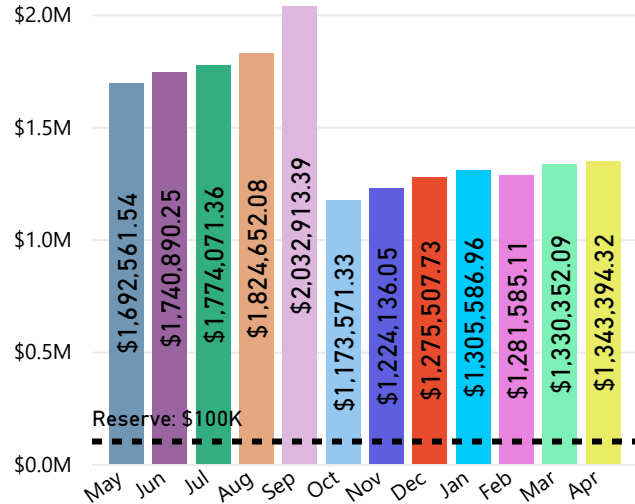
# Responsible Growth & Development



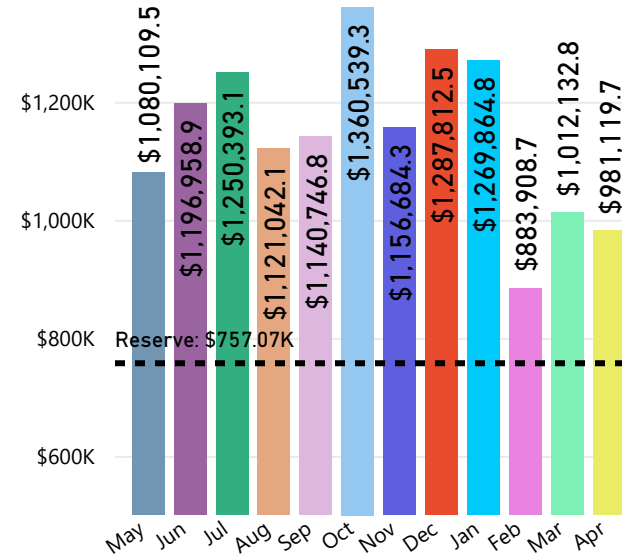
### General Fund Cash Balance



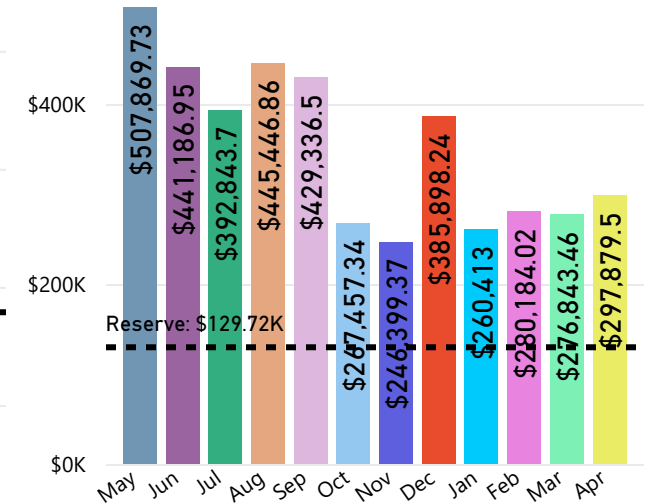
### Motor Fuel Tax Cash Balance



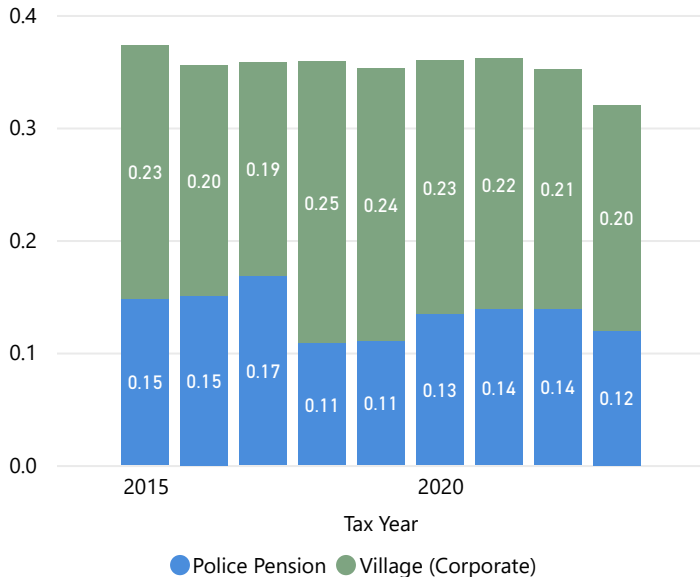
### Water/Sewer Fund Cash Balance



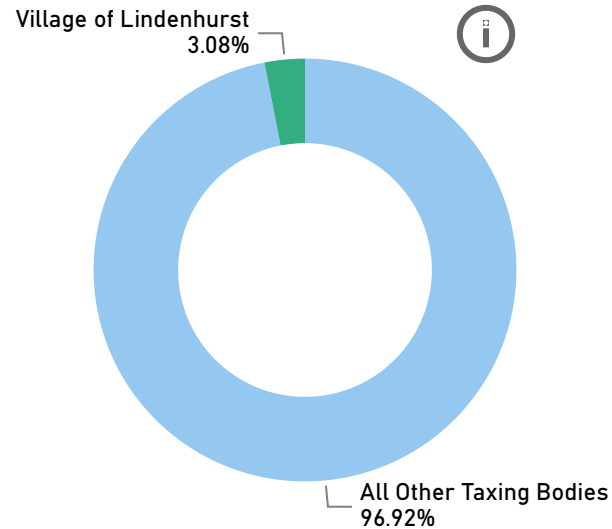
### Garbage Fund Cash Balance



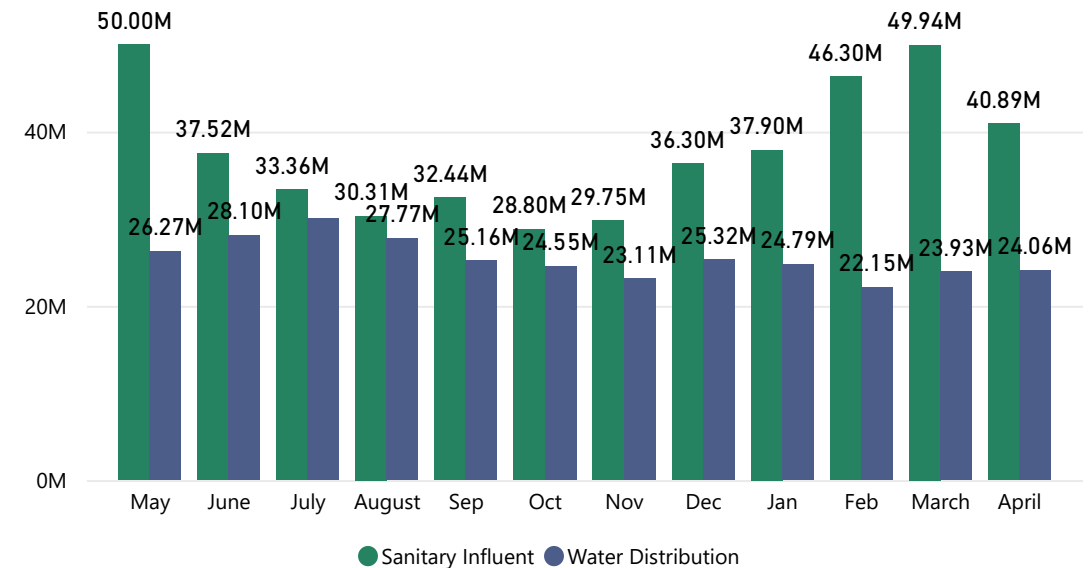
### Annual Village Property Tax Rate



### Percentage of Total Property Tax Bill



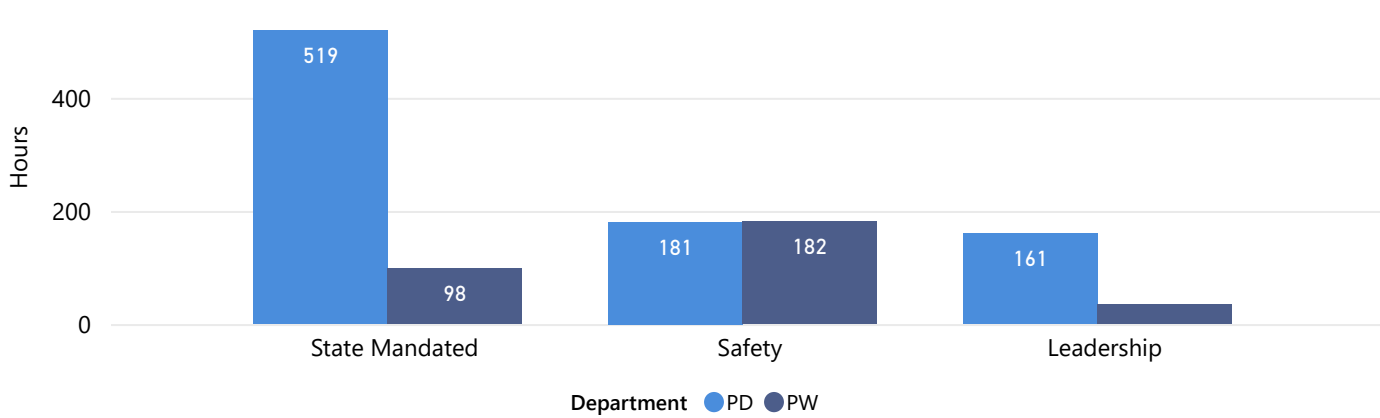
### Water Distribution and Sewage Treatment Quantities



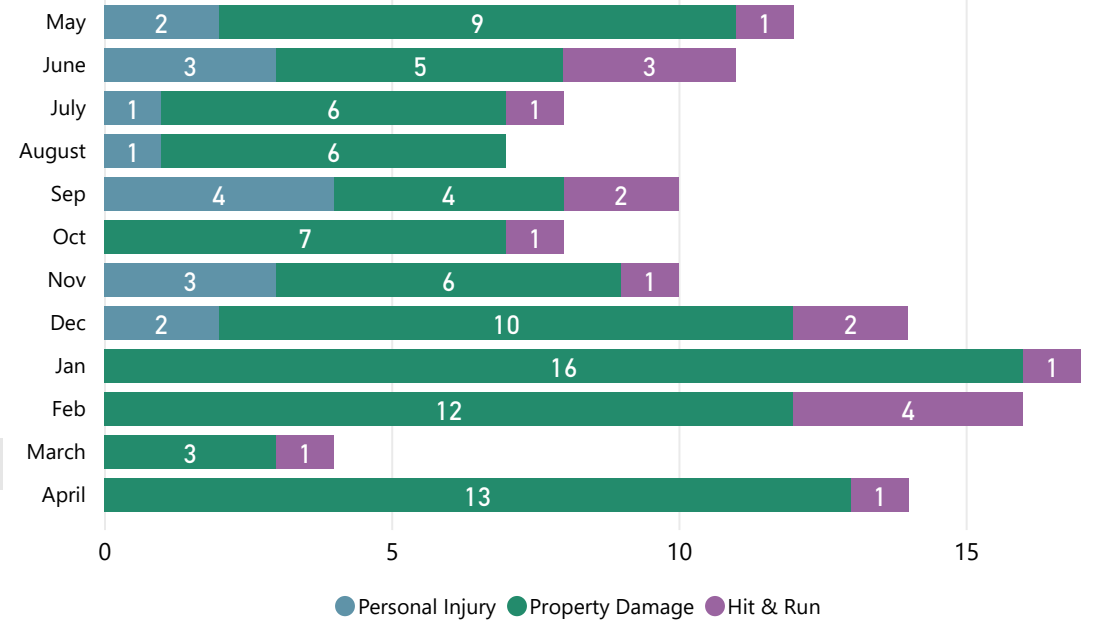
# Innovative Planning & Practices



Organizational Training (Fiscal Year Total)



Traffic Accident Data by Month



Public Works Training Hours Per Employee

**31.45**

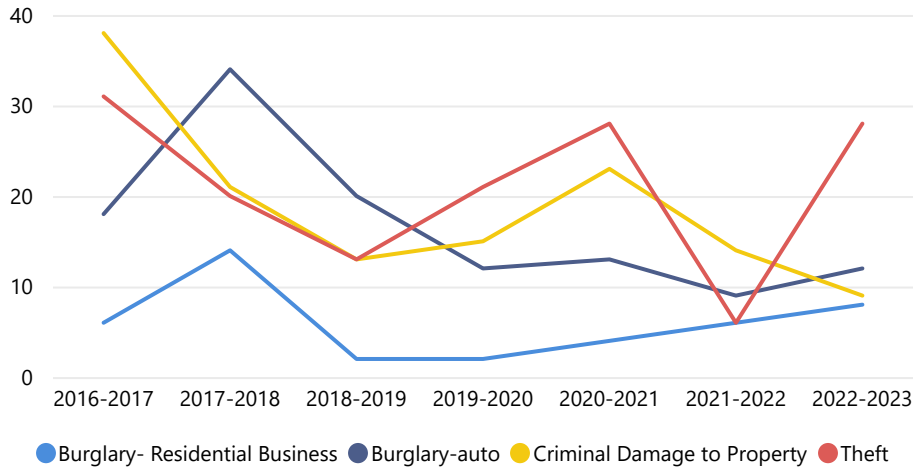
Public Works

Police Department Training Hours Per Employee

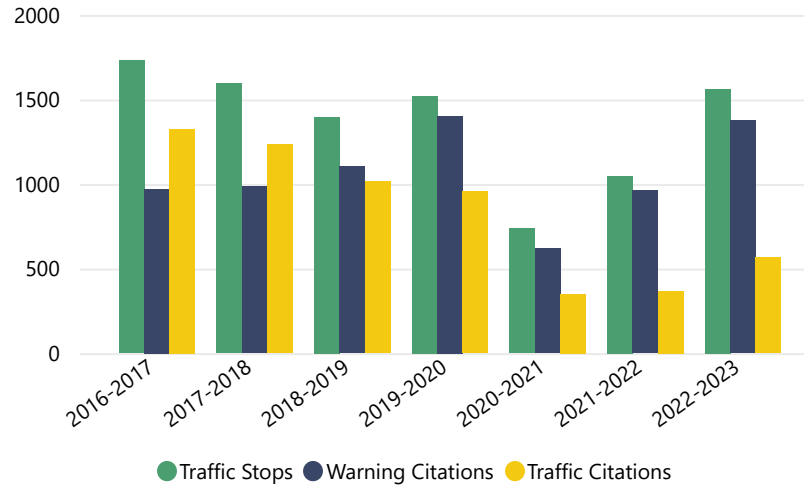
**71.67**

Police Department

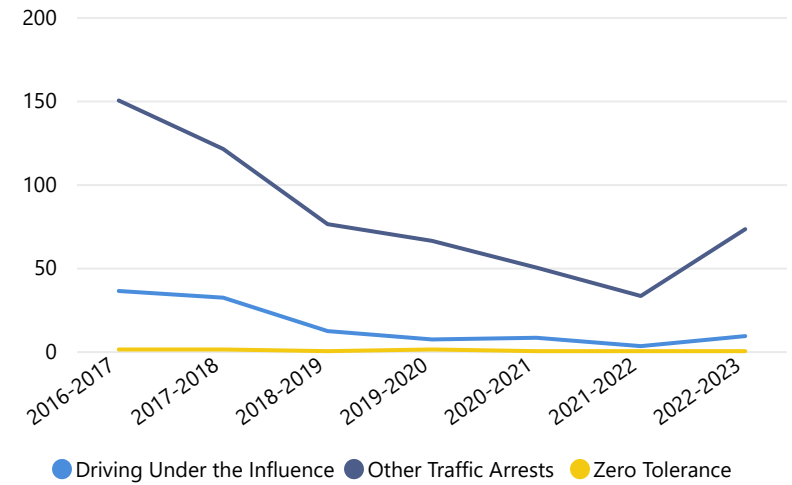
Criminal Offenses (property)



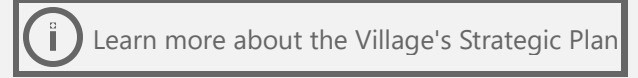
Traffic Enforcement



Traffic Enforcement Arrests



# Measuring Strategic Plan



## Community Branding & Engagement

Goal	% Complete	Notes
Enhance communication & engagement between Village & community	<div style="width: 85%;"></div>	85 Second Community Survey complete and results posted to web
Work to engage stakeholders to create a community brand & defined identity for Village	<div style="width: 65%;"></div>	65 Website redevelopment will seek to promote character of community.

## Capital Infrastructure Planning & Improvements

Goal	% Complete	Notes
Explore possibilities & workable approaches to mitigate flooding issues	<div style="width: 70%;"></div>	70 Applied for grants with LCFPD for Rose Tree Lane Outfall Project
Prioritize current stormwater needs & develop plan to fund and implement stormwater projects	<div style="width: 95%;"></div>	95 Projects prioritized and list is funded partially annually
Implement a long term Capital Improvement Plan focused on proactive infrastructure repairs & sustainability	<div style="width: 60%;"></div>	60 Reformatted Capital Improvement Plan; Implementation of Asset Management near completion

## Business Recruitment & Retention

Goal	% Complete	Notes
Explore the possibility of implementing a TIF district to help with redeveloping Linden Plaza/ Grand Commercial corridor	<div style="width: 100%;"></div>	100 TIF Adopted 5/9/22
Identify and explore business attraction strategies	<div style="width: 90%;"></div>	90 Economic Development Strategist has developed Goals and Action Plan
Develop and implement a redevelopment plan for Linden Plaza and Grand Avenue commercial corridor	<div style="width: 65%;"></div>	65 Redevelopment Plan Assistance applied for through APA-IL Pro Bono Program
Execute identified business attraction strategies	<div style="width: 55%;"></div>	55 Business recruitment underway

## Responsible Growth & Development

Goal	% Complete	Notes
Exploring annexing property, especially at Routes 132 & 45 to establish defined boundaries	<div style="width: 40%;"></div>	40 New property annexed at 45/Grand. Other conversations underway.

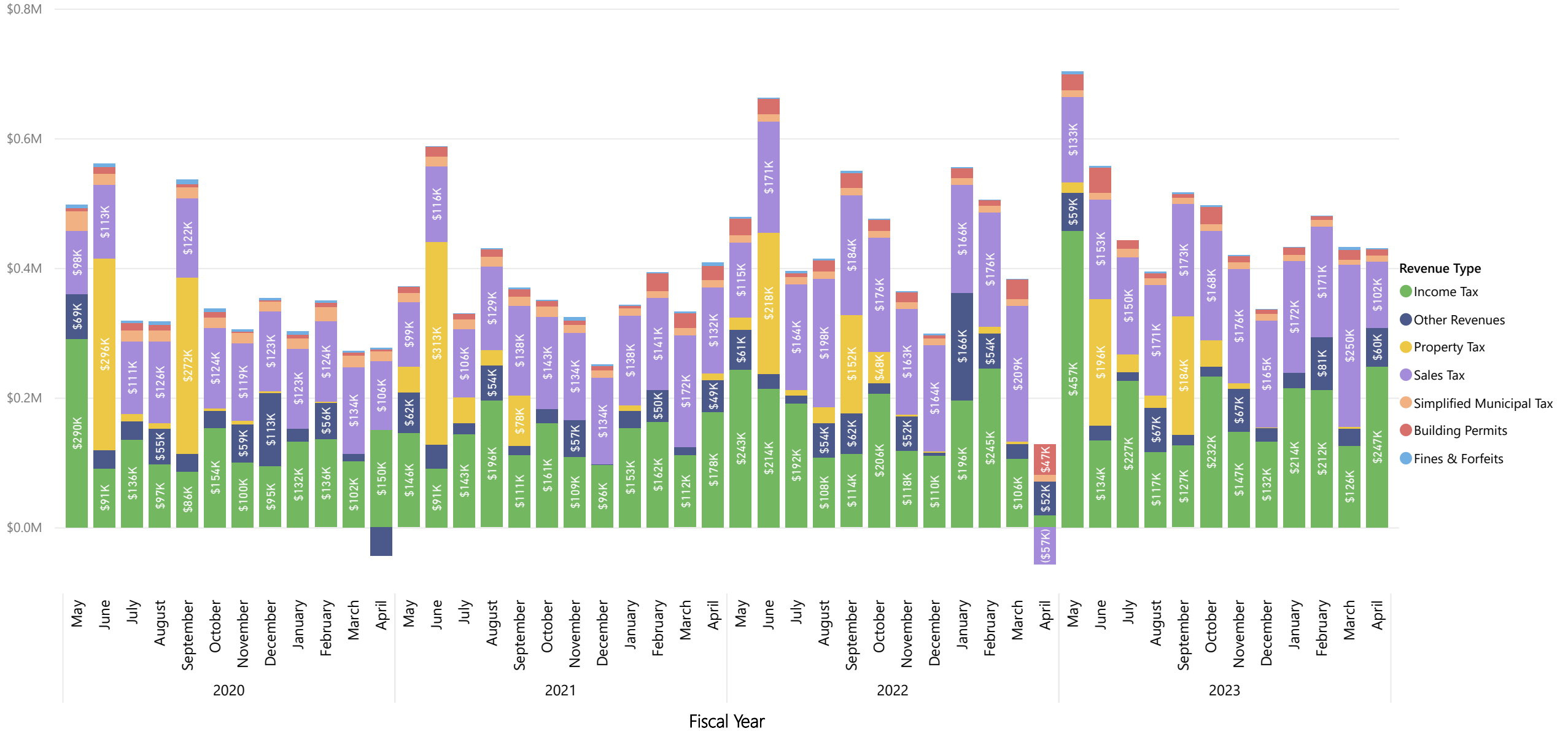
## Innovative Planning & Practices

Goal	% Complete	Notes
Conduct an organizational review and advancement study to evaluate staff roles and responsibilities: identify efficiencies, explore technology upgrades and improvements	<div style="width: 25%;"></div>	25 N/A
Continue to explore and evaluate potential additional revenue sources	<div style="width: 50%;"></div>	50 Enterprise fund fees and charges evaluated

# Village of Lindenhurst Financial Tracking and Detail Report



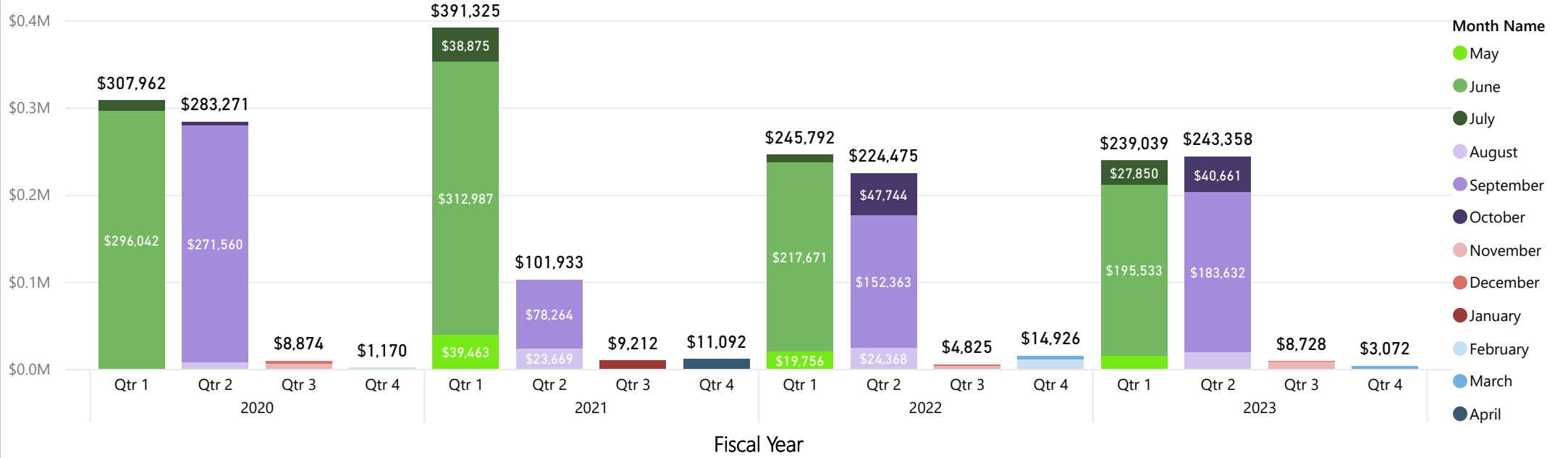
## Annual General Fund Revenues by Type



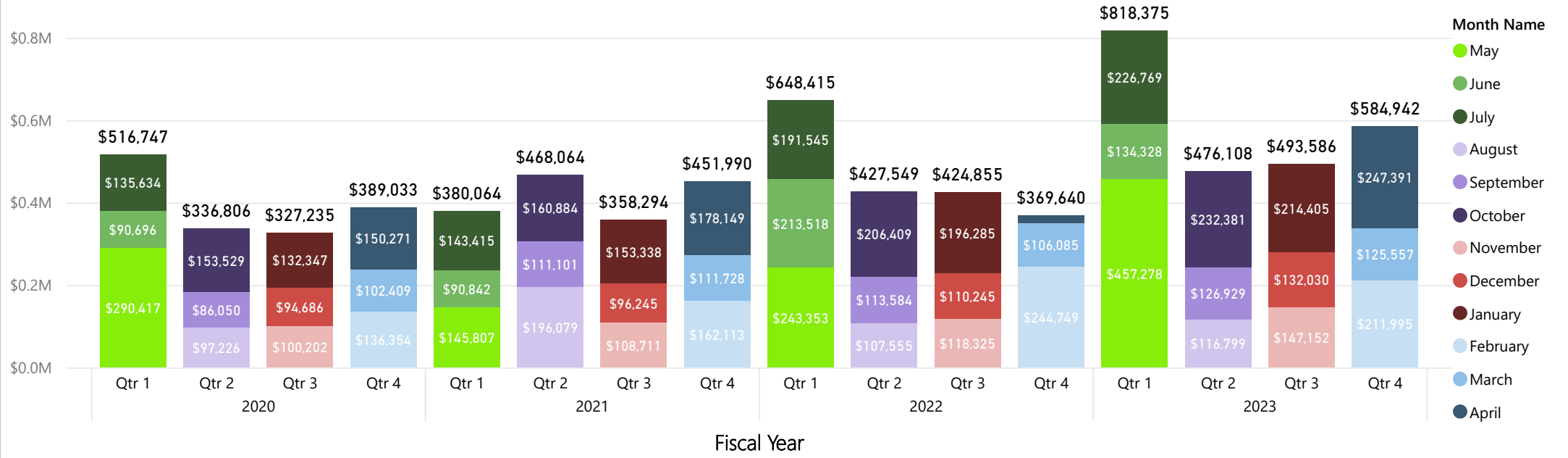


**General Fund**  
Individual  
Revenue  
Sources

Property Tax Receipts by Month

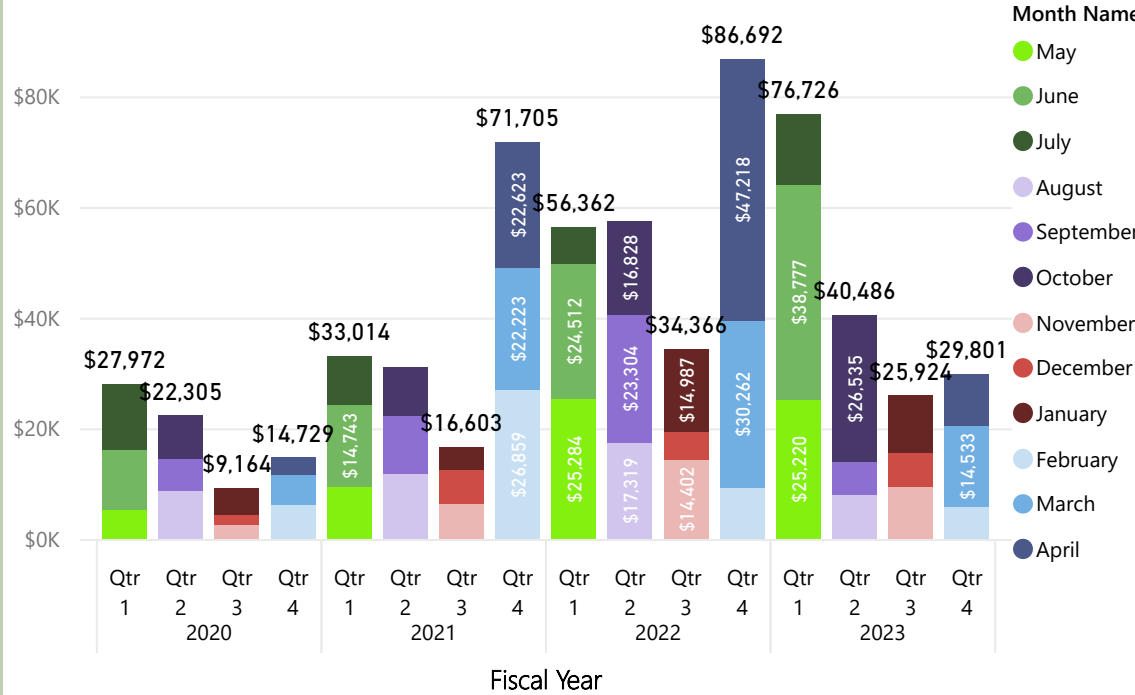


Income Tax Receipts by Month

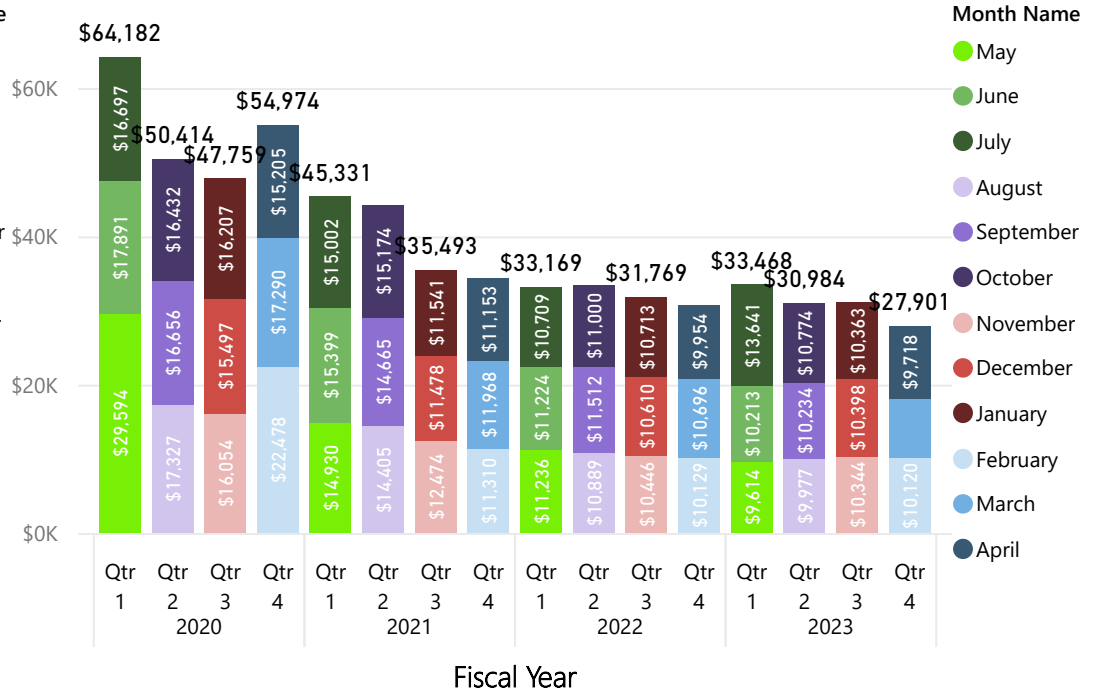


General  
Fund  
Individual  
Revenue  
Sources

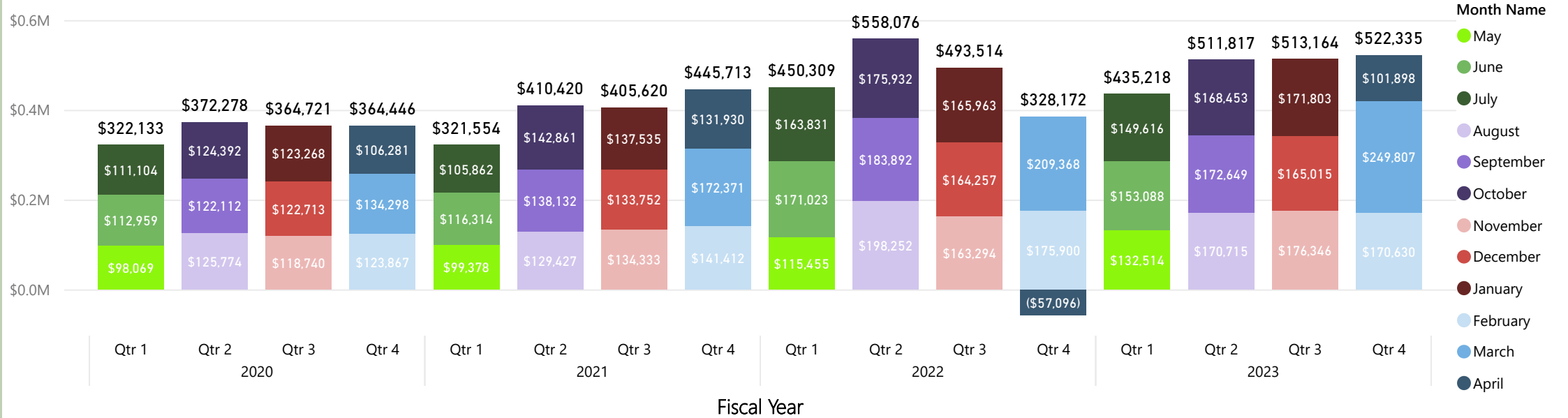
Building Permits Receipts by Month



Simplified Municipal Tax Receipts by Month

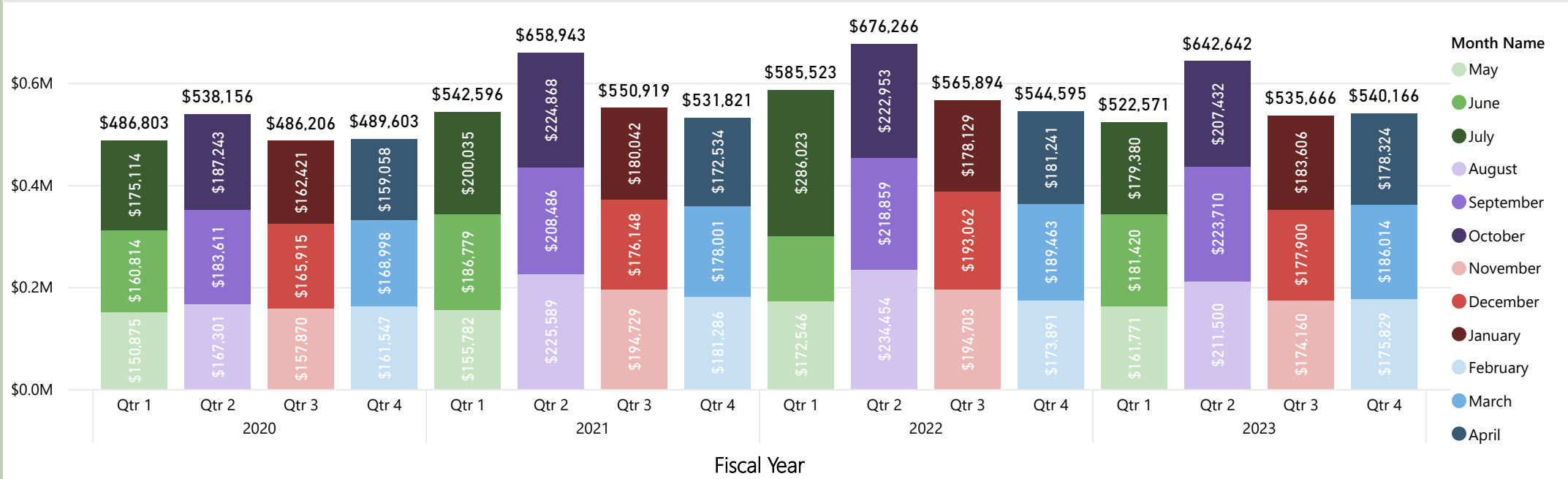


Sales Tax Receipts by Month

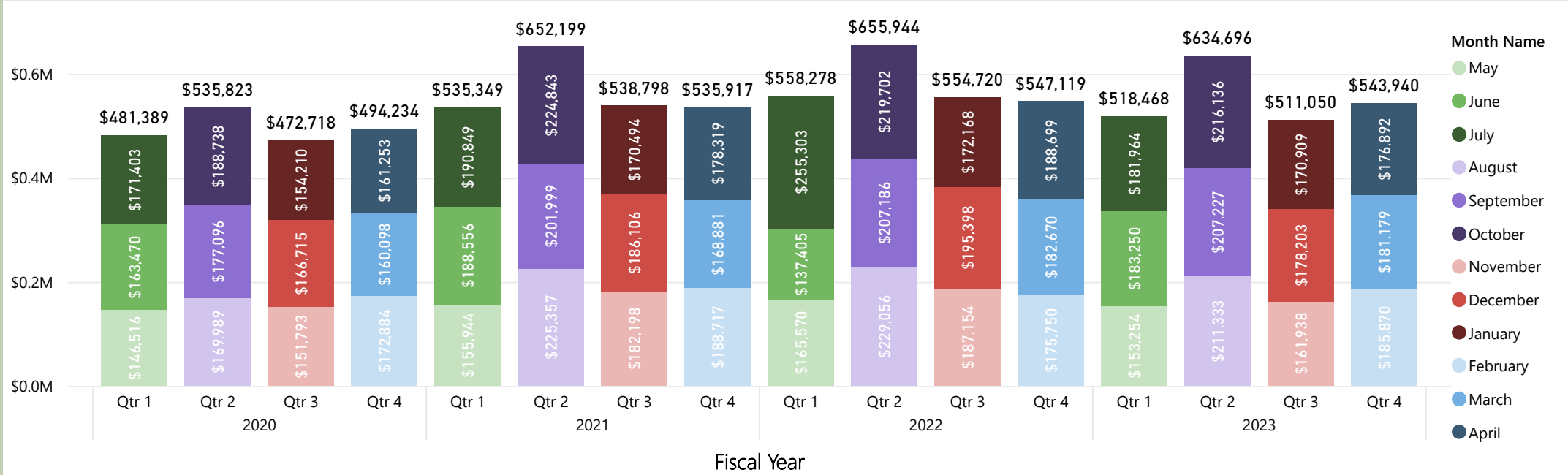


# Water/ Sewer Revenues by Month

## Water Usage Revenues by Month



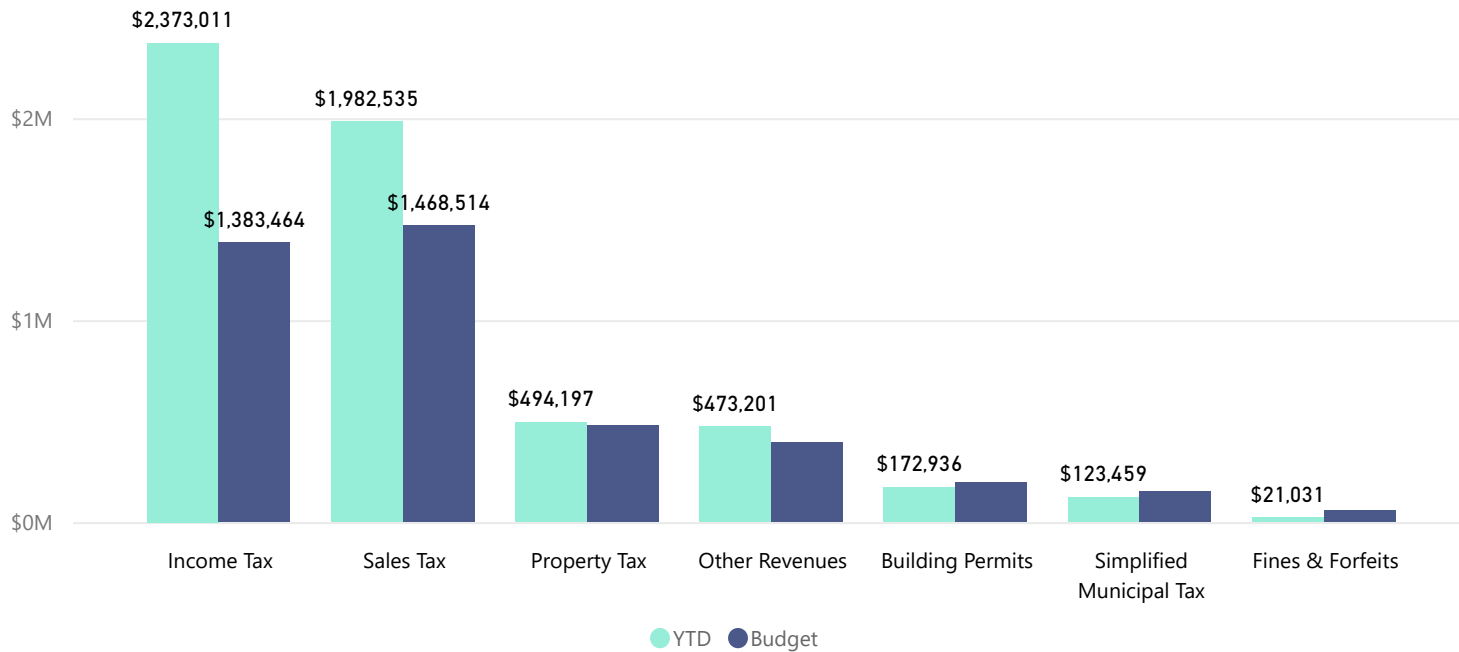
## Sewer Usage Revenue by Month



## General Fund Historical Revenues

FY	Month Name	Property Tax	Sales Tax	Income Tax	Fines & Forfeits	Building Permits	Simplified Municipal Tax	Other Revenues
2023	May	\$15,656	\$132,514	\$457,278	\$3,909	\$25,220	\$9,614	\$58,744
2023	June	\$195,533	\$153,088	\$134,328	\$2,090	\$38,777	\$10,213	\$22,668
2023	July	\$27,850	\$149,616	\$226,769	\$0	\$12,728	\$13,641	\$12,352
2023	August	\$19,065	\$170,715	\$116,799	\$2,323	\$8,043	\$9,977	\$67,469
2023	September	\$183,632	\$172,649	\$126,929	\$2,014	\$5,908	\$10,234	\$15,375
2023	October	\$40,661	\$168,453	\$232,381	\$2,381	\$26,535	\$10,774	\$15,620
2023	November	\$7,938	\$176,346	\$147,152	\$1,104	\$9,472	\$10,344	\$67,007
2023	December	\$789	\$165,015	\$132,030	\$738	\$6,024	\$10,398	\$21,248
2023	January	\$0	\$171,803	\$214,405	\$831	\$10,427	\$10,363	\$24,211
2023	February	\$0	\$170,630	\$211,995	\$10	\$5,898	\$10,120	\$81,424
2023	March	\$3,072	\$249,807	\$125,557	\$4,091	\$14,533	\$8,063	\$26,606
2023	April	\$0	\$101,898	\$247,391	\$1,538	\$9,370	\$9,718	\$60,477

## Actual Fiscal Year 23 Revenue Compared to Budget

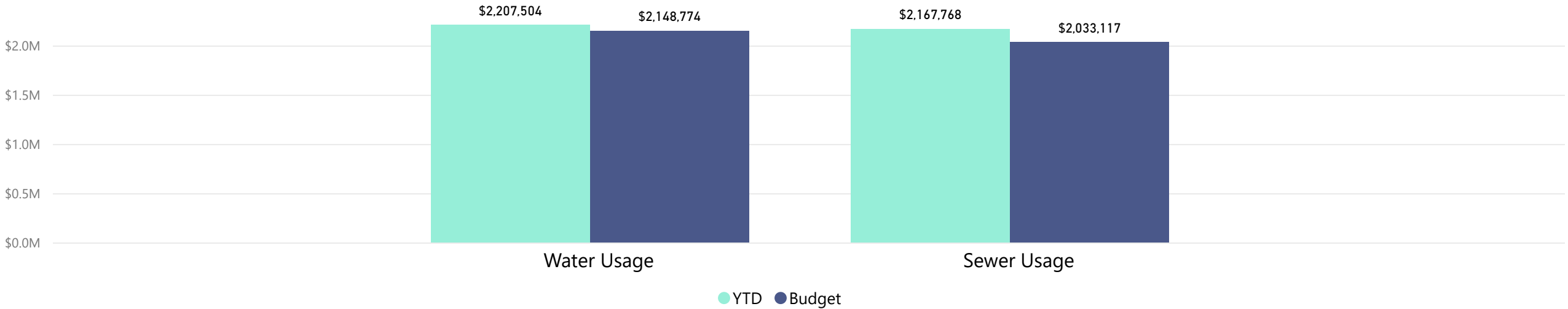


Revenues	YTD	Budget	% of Budget
Building Permits	\$172,936	\$196,492	88.01 %
Fines & Forfeits	\$21,031	\$55,743	37.73 %
Income Tax	\$2,373,011	\$1,383,464	171.53 %
Other Revenues	\$473,201	\$393,040	120.40 %
Property Tax	\$494,197	\$476,993	103.61 %
Sales Tax	\$1,982,535	\$1,468,514	135.00 %
Simplified Municipal Tax	\$123,459	\$151,121	81.70 %

## Water Sewer Historical Revenues

FY	Month Name	Water Usage	Sewer Usage
2023	May	\$161,771	\$153,254
2023	June	\$181,420	\$183,250
2023	July	\$179,380	\$181,964
2023	August	\$211,500	\$211,333
2023	September	\$223,710	\$207,227
2023	October	\$207,432	\$216,136
2023	November	\$174,160	\$161,938
2023	December	\$177,900	\$178,203
2023	January	\$183,606	\$170,909
2023	February	\$175,829	\$185,870
2023	March	\$186,014	\$181,179
2023	April	\$178,324	\$176,892

## Actual FY23 Revenue Compared to Budget



Revenues	YTD	Budget	% of Budget
Sewer Usage	\$2,167,768	\$2,033,117	107 %
Water Usage	\$2,207,504	\$2,148,774	103 %



## MEMORANDUM

**DATE:** May 19, 2023

**TO:** Mayor Marturano and the Village Board of Trustees

**FROM:** Clay T. Johnson, Village Administrator

**RE:** **Regular Village Board Meeting Agenda Transmittal for May 22, 2023**

### New Business

**A. Ordinance 23-5-2261: Approving a Variation for a LED Sign at BJ Hooper Elementary School – 2400 Sand Lake Road**

Lake Villa School District #41 has gone through the process of updating all District school building changeable copy signage to LED screens. The last of the schools to receive this upgrade is BJ Hooper Elementary. The Village has received an application for the new signage which is proposed to be the same size as existing and in the same location. Along with the replacement of the changeable copy area, the sign will be repainted and the upper identification lens will be replaced to reflect the school's colors and logo.

Village code requires that LED signs are located a minimum of 100 feet from a residential property. Without relocating the sign, the proposed LED screen will be approximately ±90-95 feet from the nearest adjacent property line. Relocating the sign to comply with the code could require the relocation of electric service and could require the removal of a tree that would impede visibility of the sign from the west. The applicant has indicated that they will comply with all Village lighting standards for LED signs and schedule the sign to conform with times when it must be off (11PM). With the exception of the distance requirement, the sign meets other Village standards.

Included in your materials are the application, a narrative about the project, and elevations and a site plan of the sign. Relief from signage standards falls solely under the purview of the Village Board and does not first go through the Plan Commission. Also, no public notifications are required prior to the consideration of relief on signage.

**B. Ordinance 23-5-2262: Amending Section 111.20 of the Village Code Regarding the Number of Liquor Licenses to Include Video Gaming – Ocean Seafood – 1440 E. Grand Avenue**

Our staff recently learned that Ocean Seafood began advertising video gaming machines at their restaurant. Our police department confirmed that four machines were in operation without proper licensure. The restaurant ownership was directed to disable the machines until they applied and were considered for licensing. After speaking with the restaurant personnel, it is our understanding that the gaming company mistakenly moved forward



with the installation of the machines without first checking with the Village for our requirements.

To rectify the issue, Ocean Seafood has provided an updated liquor license application requesting the authorization to operate four video gaming terminals. If the Board desires to permit the operation of these terminals, the number of liquor licenses will need to be amended to open an additional license for Ocean Seafood's use. Currently, Ocean Seafood has an "A" license which permits the consumption of liquor on premises, and are seeking an "A-V" license to allow for gaming. The enclosed ordinance reduces the number of A licenses from three to two and A-V licenses from one to two. Representatives from Ocean Seafood have provided a drawing of the restaurant's floor plan, indicating the location of the four proposed video gaming terminals. The restaurant currently has seating for 101 patrons. Overall, the restaurant exceeds the guidance established by Village code with regards to seating, a commercial kitchen, and gaming versus non-gaming floor space which would otherwise constitute it as a "video gaming cafe."

**C. Ordinance 23-5-2263: Appointing a Director and Alternate Director to Represent the Village of Lindenhurst on the Central Lake County Joint Action Water Agency (CLCJAWA)**

Every two years, the Village Board must pass an ordinance which establishes the director and alternate director to serve as representatives of the Village on the CLCJAWA board of directors. This ordinance follows and is consistent with the mayoral appointments made at our last meeting. Mayor Marturano will serve as the Village's director on the Board with Trustee Suchy serving as the alternate. The terms are set to expire on April 30, 2025.

**D. Resolution 23-5-2264R: Adoption of All Natural Hazards Mitigation Plan**

The purpose of the All Natural Hazards Mitigation Plan is to identify activities which prevent, prepare for and respond to potential threats including earthquakes, tornados, and floods. Every five years, Lake County and participating Lake County municipalities update the plan to allow communities to be eligible for federal disaster mitigation grants and potentially lower flood insurance costs. Led by the Lake County Stormwater Management Commission, the County held three meetings with municipalities in January through April 2022 to discuss updating the plan. While adoption of the plan is not directly tied to eligibility for disaster assistance, the Plan is required to be eligible to receive grants which may prepare or mitigate future disasters. Eligible expenses can include floodplain property acquisitions, shelters, and emergency response plans. These expenses can be funded at a 75% (Federal)/25% (Local) rate.

The Village last adopted the All Natural Hazards Mitigation Plan in September 2017. Because the plan is over 350 pages, the plan document is not included in your materials, but you may access it here: [Lake County All Natural Hazards Mitigation Plan](#).



**E. Approval: Employment Agreement with Police Chief Thomas Jones**

The Police Chief's employment agreement was approved at the Village Board's last meeting on Monday, May 8<sup>th</sup>, but due to state law the terms of his compensation must be posted on our website for at least six days prior to enactment. That posting has been made. On Monday, the Village Board will act to ratify that agreement.

**F. Approval: Employment Agreement with Village Administrator Clay Johnson**

Expiring with the term of the mayor, the Village Administrator's employment agreement is placed on the agenda for renewal. Like the Police Chief, the Village Administrator's compensation summary must be posted online for a period of six days prior to consideration and approval. The requisite posting has been made. The specific changes to the agreement are listed within the document within the meeting packet, but include a 3% increase to the administrator's salary, deferred compensation contributions to be made by the Village, and miscellaneous clean-up of the agreement language.

**G. Approval: Revised Lead and Copper Rule Reporting Service Agreement – 120 Water - \$16,290**

A revision issued by the Environmental Protection Agency (EPA) in 2022 to the Lead and Copper Rule requires those who own and maintain water systems to assess and inventory water services leading into the home. The intent of the revised rule is to understand the scope of what homes throughout the country are serviced by lead pipes.

The first requirement of the rule is for the water system owner to provide the EPA of an inventory of all water service connections within the Village. Following the initial inventory, an investigation should follow to confirm the material of the service going into certain homes. Our records indicate to our staff that there are no lead services within the community, but there are some homes that may require further investigation. Investigations may need to be conducted on approximately 400 homes. Because of the requirements to comply with the notices and regulations of the new Lead and Copper Rule, this work is time consuming and tedious for our staff to undertake and balance their current workloads. Investigations would require our staff to send notices to homes, coordinate schedules with residents, potentially issue and handle test kits, and draft a report. We have experience in testing Lead and Copper in approximately thirty (30) homes annually, and it requires significant staff time to coordinate all the necessary steps.

Public Works has identified a company, 120 Water, who would handle all efforts to confirm the services within the community in compliance with the Lead and Copper Rule. The cost of this service totals \$16,290 and is included in the Water/Sewer Fund budget for FY 2024. If authorized to proceed, 120 Water must complete the final report for service connections by October 16, 2024.



**H. Approval: Water Reservoir and Receiving Station Fencing Installation – Complete Fence \$47,955**

First identified in the Village’s Risk and Resilience report completed in 2021, the Village has planned to install fencing in order to enclose the property containing the water tower, CLCJAWA receiving station, and reservoir to help secure the area. The development of the Briargate subdivision around these pieces of infrastructure has expedited the need to better secure the area. As the subdivision began construction, the Village discussed our desire to enclose our property with Pulte Homes to coordinate construction schedules. Unbeknownst to us, Pulte moved forward with a company to build a black aluminum decorative fence around the southern portion of the Village’s property. The Village would like to continue with the fencing around the northern section of the property. We have contacted Complete Fence, who undertook the fencing construction for Pulte, to complete the work to match what has already been constructed. The work would include 420 linear feet to complete the balance of the property, a couple of access gates, and a cantilever gate for access. Public Works is requesting a waiving of bids for the project in order to have fencing types match what was already constructed. Complete Fence provided a quote of \$47,955 dollars for the work. A verbal quote from another contractor came in at about \$77,000.

This project was planned within the Village’s Capital Improvement Plan, and Community Capital Fund Budget for FY 24. Authorization for the waiving of bids must be approved by two-thirds majority of the Village Board.

**I. Approval: Proposal for Strategic Planning Update Services – Northern Illinois University**

Beginning in 2019, the Village embarked on its first formal strategic planning process which was facilitated by Northern Illinois University. Staff from the Center for Governmental Studies led meetings with staff and elected officials and conducted three focus groups in order to gather various perspectives. The three focus groups contained Village employees, stakeholders, and participants in the Lindenhurst Citizen Academy. Our strategic planning process culminated with a half-day long retreat with Village staff and elected officials where all were able to share their vision for the future of Lindenhurst.

These exercises with our facilitators generated responses that produced common themes. Those themes were compiled into a singular strategic planning document that came with overarching goals and a series of action steps to achieve them. After the strategic plan was adopted in 2020, the Village staff began working through the action steps to accomplish the aims over the plan. Over the three years, we have achieved completion or of many of our goals and made significant headway in others. Given the progress we have collectively made, the time has come to consider an update to the current strategic plan and look forward to the future.



To that end, NIU has provided us with a proposal to conduct and facilitate a new strategic planning process for our organization this fiscal year. The process is largely the same as what the Village elected officials and staff completed in 2019. As the proposal from NIU outlines:

## **Detailed Description of Proposed Project Components**

### **Component A: Pre-Workshop - Strategic Planning Update Readiness**

As part of initiating actions and launching the update, facilitator(s) will convene a project review meeting with the Village Administrator and other project staff designated or desired by the Village to: (1) confirm expected outcomes; (2) review status of mission, vision and values to determine the need for any updating; (3) discuss any additional environmental scanning/ community input exercises needed (as applicable); and (4) review status of prior goals. This meeting will also be used to set estimated project schedules and finalize the exercises and options included in the process.

### **Component B: Pre-Workshop - Environmental Scanning Enhancement: Learning from the Organization**

#### **Environmental Scan Additional Background Information Gathering**

This pre-workshop component is a valuable step designed to help inform the process as listening is vital to planning. This step is an important part of "taking stock" by the project team to help understand current municipal policy and operational perspectives, perceptions, and preferences. This will include review of previous planning documents and interviews with Village leadership and elected officials. **Focus groups with various stakeholders are listed as optional with costs in the budget section.**

**Interviews** are an interactive/ source-focused approach that provides participants with an opportunity to share personal perspectives at a 1-1, or 1-2 level with a professional interviewer. A list of five to six key questions will be developed to guide these background discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the Village, from each elected stakeholder's unique vantage point.

#### **➤ Interview Suggestions -virtual or phone options are available**

- Village Leadership and Senior Elected Leadership
  - Organization Views
    - Village Administrator (1 interview, 1 hour)



- Village President (1 interview, 1 hour)
- Village Board, Village Clerk (7 interviews, 30 minutes each)
- Department Head Prep Session (2-hour session)
- Front-/Mid-Line Staff Focus Group [ **OPTIONAL** ]

### **Component C: Strategic Planning Workshop(s) - Bringing Together Ideas and Progress Updates to Form / Refresh Leadership's Goals and Expression of the Future**

- Leadership Workshop Session(s) [*typically a five- to six-hour or two three-hour workshops*]
  - Mission and Vision Review/Affirmation
    - Review: what is our raison detre' or mission?
    - Review and affirmation, or adjustments exercise: what is our vision of the future for the Village, the community?
      - Imagine the Village 5, 10, 15, years from now...
  - Environmental Scanning
    - Small group S.W.O.C./T. warm-up exercise
    - Review and update large group S.W.O.C./T. analysis
    - Village staff can present high-level themes of 2022 community survey results (comparison to 2018 results)
  - Strategic Goal Review, Update, and Development
    - Presentation of prior goals (progress, accomplishments, or status from prior strategic planning process) presented by Village staff
    - Board review and feedback of reviewed goals and suggested new/ revised/ refined goals for the upcoming year(s)
    - Staff presentation of suggested new/ revised/ refined goals for the upcoming cycle

### **Component D: Post-Workshop Follow-up – Elected Official Prioritization**

- Goal refinement and consolidation as needed with Village staff and CGS' project team
- Elected officials goal prioritization process if needed/desired (via online ranking exercise)
- Goal prioritization survey results prepared and sorted by Goal Classification Matrix, if applicable (see below)



### **Component E: Post-Workshop Implementation Review-Action Planning Launch**

- Presentation of tools and techniques: implementation launch in the organization
- Operationalizing the goals - clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

As I stated earlier, in our last session, NIU also conducted three focus group sessions – one each with community stakeholders, Village employees, and Citizen Academy graduates. We can choose to conduct focus groups once again, but that does come at an additional cost. The base cost of the proposed strategic plan work (Components A-E) is between \$12,900 and \$14,500. Focus groups could add another \$3,000 to \$4,500 to the overall cost. The Village’s budget includes \$16,000 this year for strategic planning.

On Monday, the Village Board may consider engaging NIU to conduct an update to our strategic plan and if they would like to add additional focus groups to the process, and if so, who the desired participants may be. The process is expected to take 8-9 months from kick-off to final report.



**Suggested Motion**

- A. Move to adopt Ordinance 23-5-2261 approving a variation for an LED sign at BJ Hooper Elementary School at 2400 E. Sand Lake Road.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
**Dickson      Dunham      Rosten      Suchy      Chybowski      Grace**

**ORDINANCE NO. 2023-5-2261**

**AN ORDINANCE APPROVING A SIGN VARIATION  
(BJ HOOPER ELEMENTARY)**

**VILLAGE OF LINDENHURST  
LAKE COUNTY, ILLINOIS**

**Published in Pamphlet Form by Authority of the  
President and Board of Trustees  
of the  
Village of Lindenhurst, Lake County, Illinois**

**Date of Publication: May 22, 2023**

**ORDINANCE NO. 2023-5-2261**

**AN ORDINANCE APPROVING A SIGN VARIATION  
(BJ HOOPER ELEMENTARY)**

**WHEREAS**, Lake Villa Community Consolidated School District 41 (“**Owner**”) is the owner of property located at 2400 Sand Lake Road, in the Village of Lindenhurst, which property is identified as P.I.N. 0601100014 (“**Property**”); and

**WHEREAS**, the Owner has submitted an application requesting the Village of Lindenhurst Board of Trustees approve a variation from Section 157.0800(Q) of the Village’s sign regulations (which prohibits LED signage from being located within 100 feet of residential property) to allow a proposed LED sign to be located approximately 90 feet from the Property line; and

**WHEREAS**, after reviewing and considering the Owner’s requested sign variation, the Mayor and Village Board of Trustees find that the proposed sign variation meets the standards set forth in Section 157.1105 of the Village Code and will not otherwise impair the public health, safety, and welfare.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Lindenhurst, Lake County, Illinois, as follows:

**Section 1.** **Recitals.** The above-stated recitals are incorporated into this Ordinance by reference.

**Section 2.** **Findings of Fact.** The Village Board makes the following findings of fact in reference to the application for a sign variation for the proposed LED sign on the Property:

1. An undue and unnecessary hardship is present due to unique or unusual conditions pertaining to the specific building, parcel, property or use in question, specifically that the existing sign that will be converted with an LED sign face is already located within 65 feet of the Property line.
2. The unusual conditions do not generally apply to other properties.
3. Granting the sign variation would not be materially detrimental to the property owners in the vicinity of the Property since the sign is already existing on the Property and will simply be converted to an LED sign face.

4. There are no other reasonable alternatives that would conform to this code.
5. The proposed sign would enhance the Property and surrounding properties and rights of way by updating the existing sign.
6. The sign will be installed on the Property in a manner to mitigate any adverse effects of the sign on adjacent properties.

**Section 3. Sign Variation.** Subject to the conditions set forth in Section 4 of this Ordinance, the Board of Trustees approves a variation from Section 157.0800(Q) of the sign regulations of the Village Code to allow a proposed LED sign to be located within 65 feet of residential property.

**Section 4. Conditions.** The approval granted in Section 3 is conditioned upon and limited by the following requirements, conditions, and restrictions, the violation of any of which shall, in the sole discretion of the Mayor and Board of Trustees, invalidate the approvals.

- A. **No Authorization of Work.** This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the Village, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance unless and until all conditions of this Ordinance precedent to such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. **Compliance with Applicable Law.** The development and use of the Property must comply at all times with all applicable federal, state, and Village statutes, ordinances, resolutions, rules, codes, and regulations, including local fire and building code requirements.

**Section 5. Conflict.** All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

**Section 6. Effective Date.** This Ordinance will be in full force and effect following its passage and approval as required by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Lindenhurst, Illinois, this 22<sup>nd</sup> day of May, 2023.

DOMINIC MARTURANO, VILLAGE PRESIDENT

**ATTEST:**

\_\_\_\_\_  
Village Clerk

**TRUSTEES**

**AYE**

**NAY**

Patty Chybowski  
Patrick Dickson  
Patrick Dunham  
Ronald Grace  
Heath Rosten  
Dawn Suchy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Application for Development and Zoning Approvals

This Application is used to request development approval from the Village when consideration by the Lindenhurst Plan Commission, Zoning Board of Appeals, and/or Village Board is required. This application packet is available on the Village's website at <https://www.lindenhurstil.org/>. Applicants are encouraged to review [Lindenhurst's Zoning Ordinance](#) and the [Village Code](#) to understand the Village's various development regulations. Questions may be directed to Village Hall at (847) 356-8252.

## General Information

<b>Development or Business Name:</b> BJ Hooper Elementary		
Development or Business Address: 2400 Sand Lake Rd		
Parcel Identification Number (PIN): 0601100014		Acres of Property: 11.5
<b>Applicant Name:</b> North Shore Sign		
Applicant Address: 1925 Industrial Dr		
City: Libertyville	State: IL	Zip Code: 60048
Phone: 847-816-7020	Cell:	Email: matt@northshoresigns.com

## Contact Information

<b>Property Owner Name:</b> Lake Villa Community Consolidated School District 41		
Company:		
Applicant Address: 131 McKinley Ave		
City: Lake Villa	State: IL	Zip Code: 60046
Phone: 847-356-2670	Cell:	Email:
<b>Primary Contact Name:</b> Matt Laska		
Relationship to Applicant: Sign Contractor		
Phone: 847-816-7020	Cell:	Email: matt@northshoresigns.com
<b>Additional Staff Name:</b>		
Relationship to Applicant:		
Phone:	Cell:	Email:
<b>Additional Staff Name:</b>		
Relationship to Applicant:		
Phone:	Cell:	Email:

## Proposed Development

Application Request			
Please Check All That Apply			
<input checked="" type="checkbox"/>	Special Use (New or Amendment) (Exhibit 1)	<input type="checkbox"/>	Rezoning or Text Amendment (Exhibit 4)
<input checked="" type="checkbox"/>	Site Plan Review (Exhibit 2)	<input type="checkbox"/>	Planned Unit Development (Exhibit 5)
<input type="checkbox"/>	Zoning Variance (Exhibit 3)	<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	Other, Please Specify:		

**All plans submitted with an application must include 10 hard copies (11x17) and one electronic copy.**



## Application for Development and Zoning Approvals

### Application Materials

All applicants are required to complete and submit the following materials to be included with their application. Incomplete submittals will not be accepted.

- Letter of request:** The applicant must submit a letter with this application addressed to the Village Administrator (who will forward to the appropriate review bodies) describing the requested proposal/use and outlining the reason for the request and how the request complies with the Lindenhurst Zoning Ordinance.
- Application Fee(s)**
- Escrow Account Deposit**
- All required items and documents identified in Application Request's Exhibit Items**

### Applicant/ Owner Acknowledgements

The Applicant(s) and Owner(s) do hereby certify, acknowledge, and affirm that:

1. I (We) herby certify that the Owner is (are) the owner(s) of the described Subject Property.
2. I (we) herby authorize the Applicant to act on my (our) behalf during the processing and presentation of this request.
3. I (We) have carefully and fully read this application, and all of the statements contained in this application packet are true.
4. I (We) fully understand and agree to comply with the terms and provisions outlined in this application, the Lindenhurst Zoning Ordinance, and the Lindenhurst Village Code.
5. I (We) agree to pay all applicable filing fees and assume responsibility for the payment of all reimbursable expenses associated with the processing of this application and request(s).
6. I (We) understand all application fees are non-refundable and cover staff review and processing of the request.
7. I (We) understand I (we) have one (1) year from the application submittal to complete the Village approval process. If no extension is sought by the Applicant or granted by the Village Board, the application will be invalidated and I (we) will need to submit a new application/application fees and comply with the Lindenhurst Zoning Ordinance and Lindenhurst Village Code.

Matt Cashe

Name of Applicant

[Signature]

Signature of Applicant

3-23-13

Date

Blaine Sears

Name of Property of Owner (if different)

[Signature]

Signature of Property of Owner (if different)

3-23-13

Date



# Application for Development and Zoning Approvals

## Escrow Agreement

I, the undersigned, understand that the Village of Lindenhurst requires an escrow account to be established for payment of fees related to requests for rezoning, subdividing, development of property, special use requests, variances, appeals from an administrative decision, architectural review and annexation requests. The purpose of escrow is to provide surety for reimbursement of professional land planning review services undertaken by the Village Planning Consultant and related legal services provided by the Village Attorney.

Pursuant to Section 10.22(b) of the Lindenhurst Village Code, the Village of Lindenhurst charges a 3.5% administration fee for managing the escrow and providing payments and billing services. Monthly statements reflecting the amount debited from the escrow are mailed to the escrowee and payable upon receipt. The bill reflects the amount charged against the escrow and the like amount needed to replenish the escrow originally established. The Village Administrator is authorized to establish the escrow value based on a fair assumption of anticipated monthly billing amounts, and nature and scope of the service(s) being provided and complexity of proposal. Upon completion of the project escrow balances will be refunded.

Name of Project:	BJ Hooper
Address, Location, or Legal Description of Property:	School/Education
Action Being Requested:	Sign Variance
Escrow Account Billing Name:	Chase Bank (North Shore Sign)
Address:	475 E. Belvidere Rd; Grayslake, IL 60030
Phone number:	847-548-8557

Signature of Applicant

Signature of Owner

Escrow Account Amount: \$1000.00

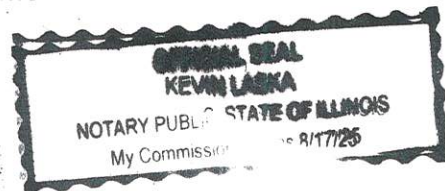
State of Illinois

County of Lake

Signed before me on 3/30/23 by Matt Laska

Date

Name



Signature of Notary Public

Village Administrator Approval: \_\_\_\_\_

## Job Narrative

*BJ Hooper Elementary School*

*2400 Sand Lake Road*

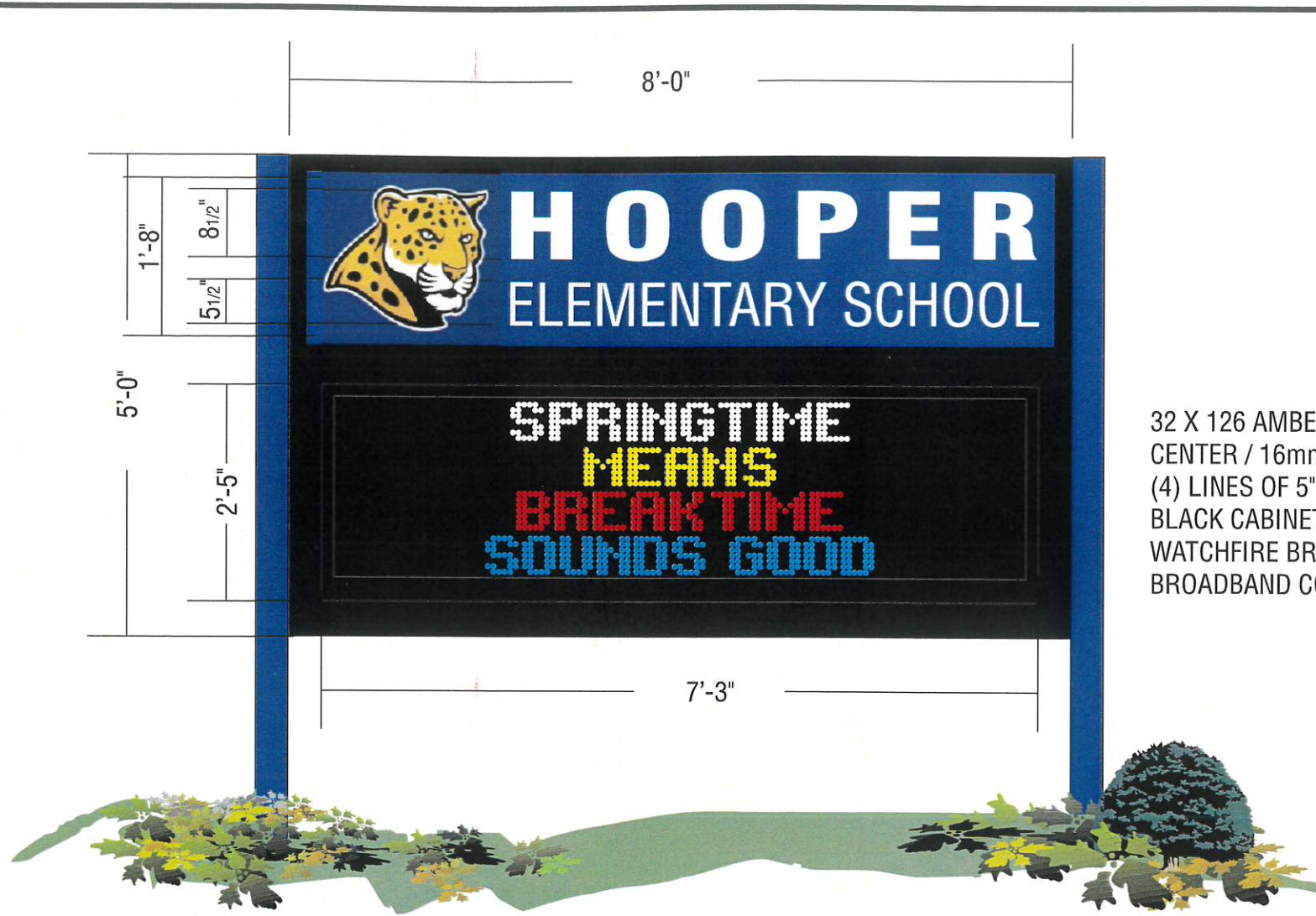
North Shore Sign and Lake Villa School District 41 are requesting a Zoning Variance for the existing monument-style sign at BJ Hooper Elementary on Sand Lake Road. The reason for the variance is we are requesting to retrofit the existing Hooper sign w/ a new EMC (Electronic Message Unit) like the other schools in the district, while also keeping the sign in the same location as now, as it is best for visibility for the school and parents driving by. The current ordinance is specific to LED and requires the 100 ft. buffer, which the current location does not have. The current sign's location faces S. Beck Road and is about 40-45' away from the Property Line.

The proposal we have is to remove the sign, bring back to our shop to remove the Copy-Board and retrofit it w/ a 16mm Full-Color EMC as well as repaint the sign cabinet and reface w/ a new ID panel on top. The EMC is programmed w/ a photocell as well as a scheduler to coincide w/ any specific time rules and/or dimming/shut off. Sign will be reinstalled in the existing sign's location and hooked-up to power that is already existing w/ the current sign. So the existing, approved sign will not be altered by size or measurements, just upgraded w/ the new EMC and school colors/logo. The EMC will be used as a "bulletin board" for the school as it is w/ the THREE (3) other schools in the Lake Villa School District 41.

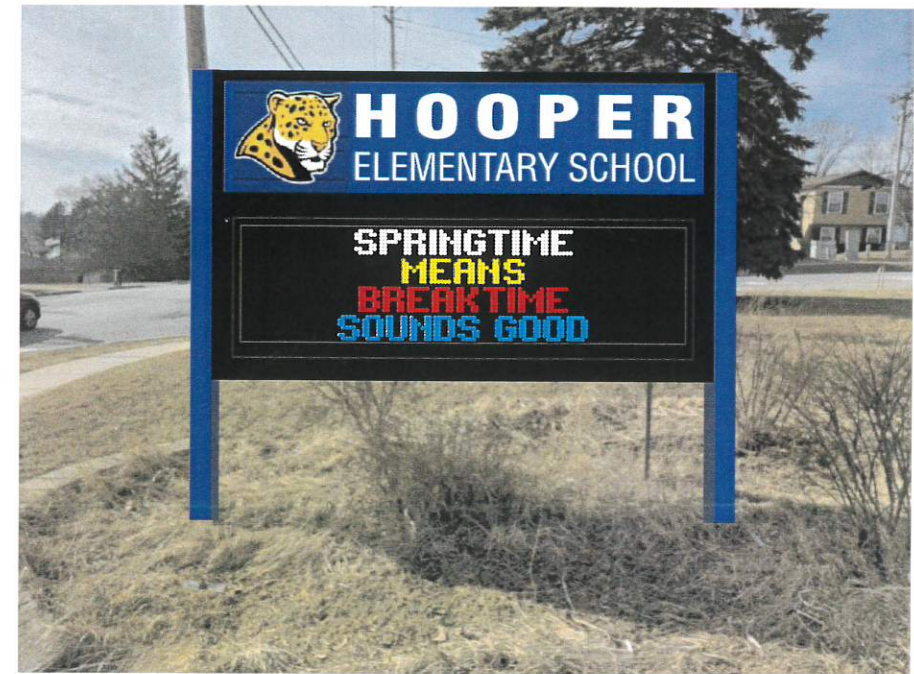
The overall design of the sign will remain the same, as originally permitted, with the only major change being the EMC in place of the copy-board. School logos and colors will be updated on the existing frame. The existing landscaping of the area as well as the "beauty of

the area" will not be damaged as the existing location will be used and sign will be reinstalled, so no additional digging or nature removals will be required. The sign remaining in the same location will not cause any issues to the accessibility to emergency vehicles or disabled persons at the school's building.

As for the relationship between the sign and the existing streets, the location and size of the sign will remain the same. Sign will not block any right of way locations and location of sign to remain untouched as it is the best visible location for the school to display their messages. No landscape buffers will be needed as the sign will remain the same illumination standards as currently as, plus the EMC is equipped w/ a photocell and a scheduler to adjust the brightness of any messages/images displayed depending on the sun's visibility as well as time of the day.



32 X 126 AMBER LED MESSAGE CENTER / 16mm PIXEL PITCH  
 (4) LINES OF 5" HIGH COPY  
 BLACK CABINET & FILLER  
 WATCHFIRE BRAND SOFTWARE  
 BROADBAND CONTROL



REMODEL EXISTING D/FACE DISPLAY  
 1/2" = 1'-0"

REFINISH EXISTING CABINET BLACK POLYURETHANE FINISH  
 RETRO-FIT NEW WHITE LED ILLUMINATION  
 NEW PLEXIGLAS FACE / SAPPHIRE BLUE (3630-37) VINYL BKG.  
 WHITE COPY / LOGO DIGITAL PRINTED COLOR VINYL  
 REPAINT SUPPORTS SAPPHIRE BLUE FINISH

**N**  
**NORTH SHORE SIGN**  
 1925 Industrial Drive Libertyville, Illinois 60048 847-816-7020  
*"Quality Signage Since 1930"*



Colors depicted on this drawing are printed simulations to assist in visualizing the design. They do not accurately reflect the actual colors specified.

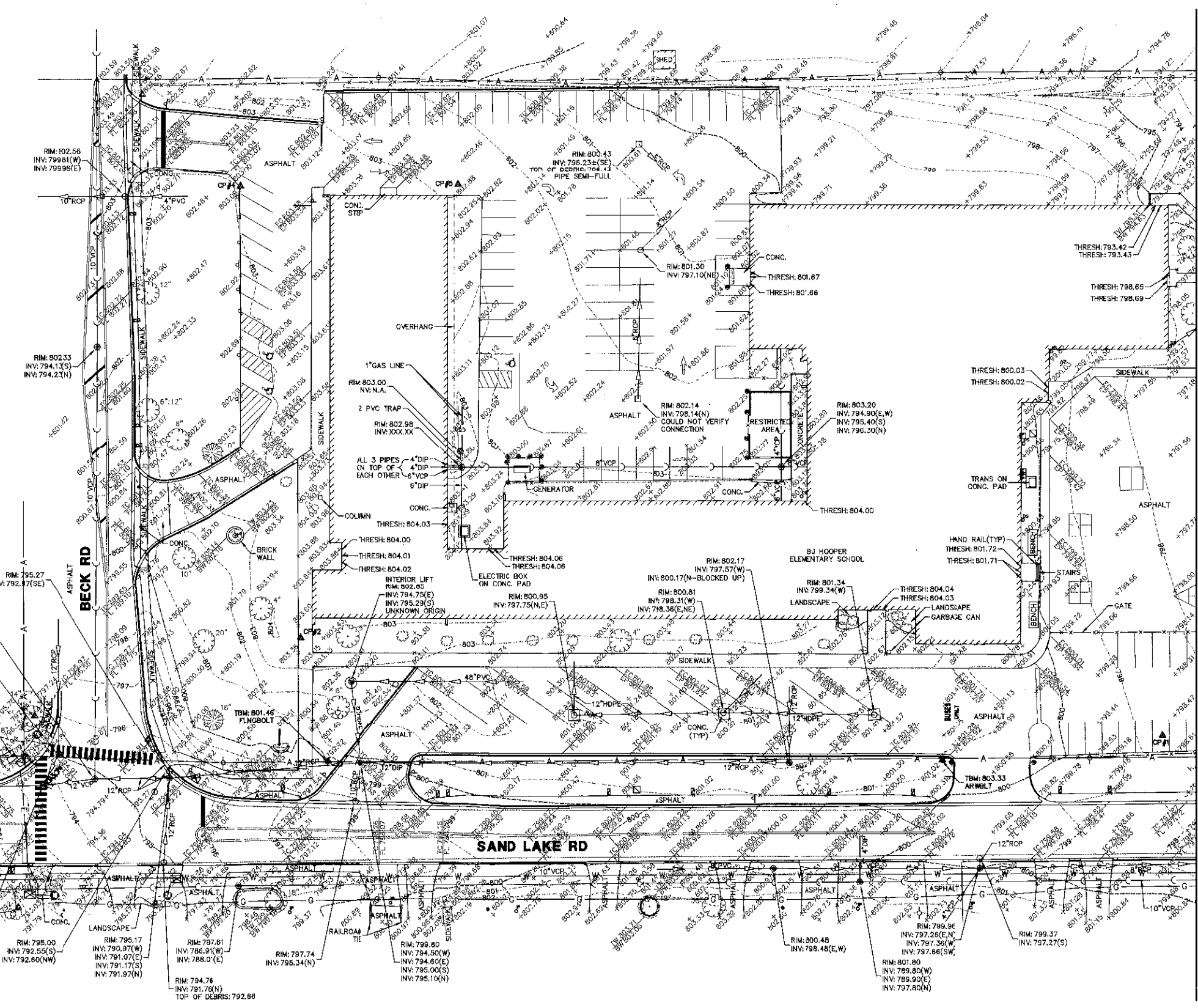
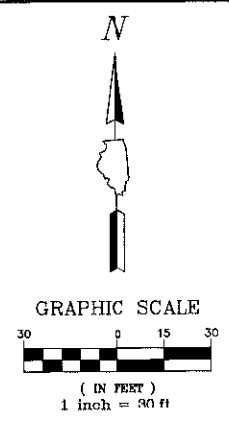
This design is the exclusive property of North Shore Sign Company Inc., and is the result of the original and creative work of its employees. This drawing is submitted to the respective customer for the sole purpose of consideration of whether or not to purchase this design, or a sign manufactured to this design from North Shore Sign Co. Distribution, use of, or exhibition of this drawing to anyone outside customers organization, in order to secure quotation, design work, or purchase of a sign either to this design or similar to this design, is expressly forbidden. In the event that such distribution, use or exhibition occurs, North Shore Sign is to be compensated \$1500.00 for time, effort and creative service entailed in creating these plans, as well as any and all legal fees and expenses to enforce its rights. Copyright 2020 North Shore Sign Company Inc.

REVISED		COMMENTS	
A	7/13/22	CHG. MESSAGE CENTER 19mm TO 16mm	
HOOPER ELEMENTARY SCHOOL 2400 SAND LAKE RD. LAKE VILLA, IL.			
SCALE	NOTED	SALESPERSON MATT	
DATE	3/8/22	DRAWING # 12549	
DRAW BY:	AS		

# TOPOGRAPHIC MAP

## LEGEND

- AIR CONDITIONER
- BOLLARD/POST
- BUFFALO BOX
- BUSH/SHRUB
- BUSH LINE/BRUSH LINE
- CATCH BASIN
- CLEANOUT
- CONTOUR
- CONTROL POINT
- CONTROL VALVE
- CROSS/NOTCH
- CULVER
- DISK
- DITCH/SWALE
- DOWNSPOUT
- DRAIN
- ELECTRIC BOX
- ELECTRIC LINE
- ELECTRIC MANHOLE
- ELECTRIC METER
- FENCE
- FIBER OPTIC LINE
- FIBER OPTIC MANHOLE
- FIRE HYDRANT
- FLAG POLE
- FLARED END SECTION
- GAS LINE
- GAS MANHOLE
- GAS METER
- GAS VALVE
- GREASE TRAP
- GROUND LIGHT FIXTURE
- GUARDRAIL
- GUY WIRE
- HANDHOLE
- HANDHOLE (HEAVY DUTY)
- INLET
- IRON PIPE
- IRON RCD
- LIGHT POLE
- MAG NAIL/P.K. NAIL
- MAILBOX
- OVERHEAD ELECTRIC LINE
- POWER POLE
- ROCK
- RIP RAP
- R.O.W. MARKER
- SANITARY FORCE MAIN LINE
- SANITARY SEWER LINE
- SANITARY SEWER MANHOLE
- SIGN
- SOIL BORING
- SPOT ELEVATION
- SPRINKLER HEAD
- STORM SEWER LINE
- STORM SEWER MANHOLE
- TELEPHONE LINE
- TELEPHONE MANHOLE
- TELEPHONE BOX/PEDESTAL
- TELEVISION LINE
- TELEVISION MANHOLE
- TELEVISION BOX/PEDESTAL
- TRAFFIC SIGNAL
- TRAFFIC SIGNAL CONTROL BOX
- TREE-CONIFEROUS (SIZE/TAG#)
- TREE-DECIDUOUS (SIZE/TAG#)
- TREE STUMP
- VALVE BOX
- VALVE VAULT
- VRAD BOX
- WATER FOUNTAIN
- WATER VALVE
- WATERLINE EDGE
- WATERMAIN LINE
- WATER METER
- WATER METER PIT
- WELL HEAD
- WETLAND
- WETLAND FLAG



STATE OF ILLINOIS )  
 COUNTY OF COOK )

WE, GEWALT HAMILTON ASSOCIATES, INC. DO HEREBY CERTIFY THAT WE HAVE SURVEYED THE PROPERTY AS SHOWN AND THAT THE PLAT HEREON DRAWN IS A CORRECT AND ACCURATE REPRESENTATION OF SAID SURVEY.

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF PRACTICE APPLICABLE TO BOUNDARY SURVEYS.

DATED THIS 12TH DAY OF MARCH, 2021AD.

FIELD WORK COMPLETED THE 17TH DAY OF MARCH, 2021AD.

GEWALT HAMILTON ASSOCIATES, INC.  
 PROFESSIONAL DESIGN FIRM LICENSE NO. 184-000922

**MARK M. HAMILTON**  
 ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 4038  
 MY LICENSE EXPIRES NOVEMBER 30, 2022



BENCHMARK:  
 ELEVATIONS SHOWN HEREON ARE OBTAINED VIA GPS USING TRIMBLE VRS@NOW™ (NO PUBLISHED MONUMENT VERIFIED)  
 DATUM: NAVD83

**GHA GEWALT HAMILTON ASSOCIATES, INC.**  
 625 Forest Edge Drive ■ Vernon Hills, IL 60061  
 Tel 847.478.9700 ■ Fax 847.478.9701

COPYRIGHT NOTICE  
 This drawing is the property of Gewalt-Hamilton Assoc., Inc. and is not to be used for any purpose other than the specific project and site named herein, and cannot be reproduced in any manner without the express written permission from Gewalt-Hamilton Associates, Inc.

**EXISTING CONDITIONS**  
**BJ HOOPER ELEMENTARY SCHOOL**  
**2400 SAND LAKE RD**  
**LINDENHURST, ILLINOIS**

FILE: 5798-300-EX.dwg		SHEET NUMBER: <b>1</b>	
DRAWN BY: MAG	GHA PROJECT # 5798.300	OF 2 SHEETS	
DATE: 03.12.2021	SCALE: 1"=30'		
CHECKED BY: MMH	DATE: 3.12.2021		
NO.	BY	DATE	REVISION
1	MAG	05.17.21	ADDITIONAL TOPO PER CLIENT REQUEST

MATCHLINE 'A' SEE SHEET 2



Sign Location

BJ Hooper Elementary

68'

32'

Site Plan

BJ Hooper Elementary School  
2400 Sand Lake Road  
Lindenhurst, IL 60046



**Suggested Motion**

- B. Move to adopt Ordinance 23-5-2262 amending Section 111.20 of the Village Code to increase the number of Class A-V liquor licenses by one (1), granting the new license to Ocean Seafood (1440 E. Grand Avenue), and reducing the number of Class A liquor licenses by one (1).**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Dickson      Dunham      Rosten      Suchy      Chybowski      Grace

**ORDINANCE NO. 23-5-2262**

**VILLAGE OF LINDENHURST**

**LAKE COUNTY, ILLINOIS**

**Published in Pamphlet Form by Authority of the**

**President and Board of Trustees**

**of the**

**Village of Lindenhurst, Lake County, Illinois**

**Date of Publication: May 22, 2023**

**ORDINANCE NO. 23-5-2262**

**AN ORDINANCE AMENDING SECTION  
111.20 OF THE VILLAGE CODE OF  
LINDENHURST, LAKE COUNTY, ILLINOIS**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Lindenhurst, Lake County, Illinois, as follows:

**SECTION I:** That Section 111.20 of Chapter 111 of the Code of Ordinances of the Village is amended by repealing Section 111.20 thereof and substituting in lieu thereof a new Section 111.20 as follows:

**111.20 NUMBER OF LICENSES.**

The following number of licenses shall be permitted in each license class:

Class	Number of Licenses
<b><u>A</u></b>	<b><u>32</u></b>
<b><u>A-V</u></b>	<b><u>42</u></b>
AA	0
AA-V	2
B	7
BYOB	0
C	0
C-V	0
D	0
D-V	0
E	2
E-V	1
E-1	1
F	1
G	1

**SECTION II:** All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

**SECTION III:** This Ordinance shall be in full force after its passage, approval and publication in pamphlet form as provided by law.

**Passed and Approved** by the President and members of the Board of Trustees of the Village of Lindenhurst, Illinois, this 22<sup>nd</sup> day of May, 2023.

\_\_\_\_\_  
**VILLAGE PRESIDENT**

**ATTEST:**

\_\_\_\_\_  
**Village Clerk**

**TRUSTEES**

**AYE**

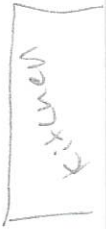
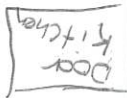
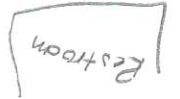
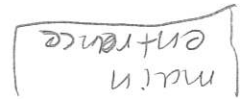
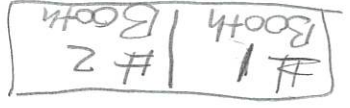
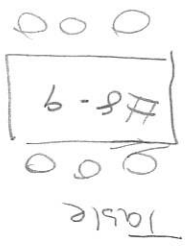
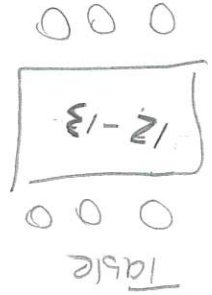
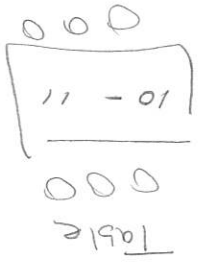
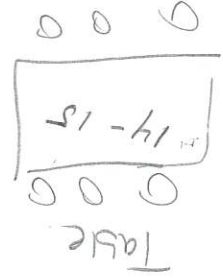
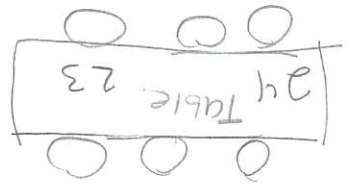
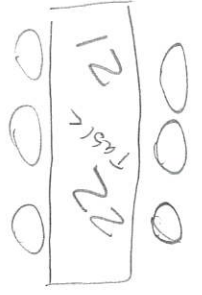
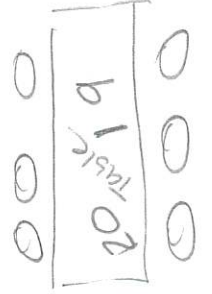
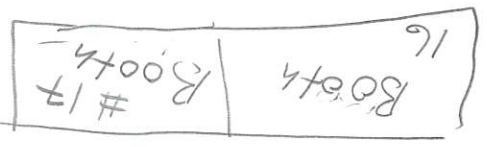
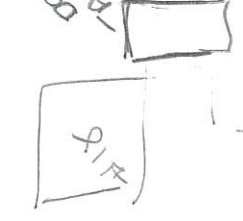
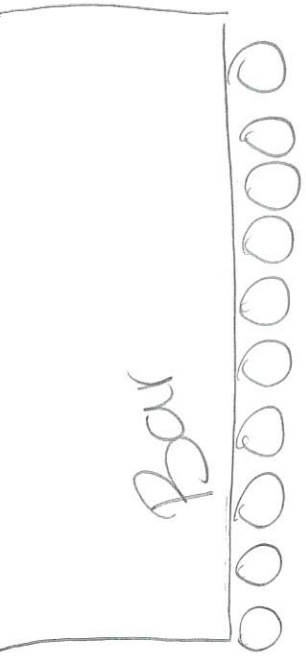
**NAY**

Patty Chybowski  
Patrick Dickson  
Patrick Dunham  
Ronald Grace  
Heath Rosten  
Dawn Suchy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chair # 101  
Total.





**Suggested Motion**

- C. Move to adopt Ordinance 23-5-2263 appointing Mayor Marturano as a director and Trustee Suchy as an alternate director on the CLCJAWA Board of Directors.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Dickson      Dunham      Rosten      Suchy      Chybowski      Grace

**ORDINANCE NO. 23-5-2263**

**AN ORDINANCE APPOINTING A DIRECTOR AND ALTERNATE DIRECTOR TO  
REPRESENT THE VILLAGE OF LINDENHURST ON THE CENTRAL LAKE COUNTY  
JOINT ACTION WATER AGENCY**

**VILLAGE OF LINDENHURST  
LAKE COUNTY, ILLINOIS**

**Published in Pamphlet Form by Authority of the  
President and Board of Trustees  
of the  
Village of Lindenhurst, Lake County, Illinois  
Date of Publication: May 22, 2023**

**ORDINANCE NO. 23-5-2263**

**AN ORDINANCE APPOINTING A DIRECTOR AND ALTERNATE DIRECTOR TO REPRESENT THE VILLAGE OF LINDENHURST ON THE CENTRAL LAKE COUNTY JOINT ACTION WATER AGENCY**

**WHEREAS**, the Village of Lindenhurst heretofore entered into an Intergovernmental Agreement (“Agreement”) with other units of local government for the purpose of establishing the Central Lake County Joint Action Water Agency (“Agency”); and

**WHEREAS**, the Agency is governed by a thirteen-member Board of Directors; and

**WHEREAS**, Section 9 of the Agreement provides that each member municipality shall appoint one Director and one Alternate Director to the Agency Board; and

**WHEREAS**, Section 9 of the Agreement requires the Director and Alternate Director to be the Village President, an elected member of the corporate authority, or other elected official of the municipality; and

**WHEREAS**, Section 9 of the Agreement requires appointments to be made by Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Lindenhurst, Lake County, Illinois, as follows:

**SECTION 1.** The corporate authority of the Village of Lindenhurst hereby states and confirms that Dominic Marturano, Mayor, shall be, and is hereby appointed as a Director of the Agency, for a term through April 30, 2025, in accordance with the provisions of Section 9 of the Agreement.

**SECTION 2.** The corporate authority of the Village of Lindenhurst hereby states and confirms that Dawn Suchy, Trustee, shall be, and is hereby appointed as an Alternate Director of the Agency, for a term through April 30, 2025, in accordance with the provisions of Section 9 of the Agreement.

**SECTION 3.** All ordinances and resolutions heretofore enacted which are in conflict with this ordinance are hereby repealed but repealed to the extent of such conflict only.

**SECTION 4.** The Village Clerk is hereby directed to file a Certified Copy of this Ordinance

with the Secretary of the Central Lake County Joint Action Water Agency.

**SECTION 5.** This ordinance shall be in full force and effective immediately from and after is passage and approval.

**SECTION 6. Effective Date.** This Ordinance shall be in full force and effect following its passage and approval as required by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Lindenhurst, Illinois, this 22<sup>nd</sup> day of May, 2023.

\_\_\_\_\_  
**DOMINIC MARTURANO, VILLAGE PRESIDENT**

**ATTEST:**

\_\_\_\_\_  
Melissa Forsberg, Village Clerk

**TRUSTEES**

**AYE**

**NAY**

Patty Chybowski  
Patrick Dickson  
Patrick Dunham  
Ronald Grace  
Heath Rosten  
Dawn Suchy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Suggested Motion**

- D. Move to adopt Resolution 23-5-2264R adopting the Lake County All Natural Hazards Mitigation Plan.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Dickson      Dunham      Rosten      Suchy      Chybowski      Grace

**RESOLUTION NO. 2023-5-2264R:  
A RESOLUTION ADOPTING THE LAKE COUNTY ALL NATURAL HAZARDS MITIGATION  
PLAN**

---

**WHEREAS**, Lake County is subject to flooding, tornadoes, severe summer and winter storms, and other natural hazards that can damage property, close businesses, disrupt traffic, and present a public health and safety hazard; and

**WHEREAS**, the Lake County Hazard Mitigation Planning Committee has prepared and recommended the 2022 update of Lake County All Natural Hazards Mitigation Plan that reviews the County's options to protect people and reduce damage from hazards; and

**WHEREAS**, the Lake County and Lake County municipalities prepared and adopted the 2017 Lake County All Natural Hazards Mitigation Plan and the 2022 Lake County All Natural Hazards Mitigation Plan is an update required by the Federal Emergency Management Agency; and

**WHEREAS**, the 2022 Lake County All Natural Hazards Mitigation Plan was developed as a multi-jurisdictional plan and has been submitted and approved by Illinois Emergency Management Agency and the Federal Emergency Management Agency; and

**WHEREAS**, the recommended 2022 Lake County All Natural Hazards Mitigation Plan has been widely circulated for review by residents and federal, state, and regional agencies and has been supported by those reviewers; and

**WHEREAS**, the preparation and adoption of a community mitigation plan is a requirement of the Federal Emergency Management Agency in order for Lake County to be eligible for federal mitigation funds under Section 104 of the Disaster Mitigation Act of 2000 (42 USC 5165), and under 44 CFR (Code of Federal Regulations) Part 201.

**NOW, THEREFORE BE IT RESOLVED**, by the President and the Board of Trustees of the Village of Lindenhurst, Lake County, Illinois that the 2022 Lake County All Natural Hazards Mitigation Plan, is hereby adopted as an official plan of the Village;

**BE IT FURTHER RESOLVED**, that the Village Administrator, or his/her designee, is hereby appointed as the Village's representative on the Lake County Hazard Mitigation Planning Committee and will keep the Village apprised of the mitigation action items undertaken by or reported to the Lake County Hazard Mitigation Planning Committee, and

**BE IT FURTHER RESOLVED**, that the Village Clerk is hereby requested to distribute a certified copy of this Resolution to the Lake County Stormwater Management Commission.

**PASSED AND APPROVED** by the Mayor and Board of Trustees of the Village of Lindenhurst, Illinois, this 22<sup>nd</sup> day of May, 2023.

---

**DOMINIC MARTURANO, MAYOR**

**ATTEST:**

---

Village Clerk

**TRUSTEES**

**AYE**

**NAY**

Patty Chybowski  
Patrick Dunham  
Patrick Dickson  
Ronald Grace  
Heath Rosten  
Dawn Suchy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## Lake County All Natural Hazards Mitigation Plan – 2022 Update

### Frequently Asked Questions

**What is the Lake County All Natural Hazards Mitigation Plan (ANHMP)?**

The ANHMP addresses natural hazards that may impact Lake County and identifies activities to prevent, prepare for, and respond to, potential hazards (e.g., earthquakes, tornados, floods, snow, wind, hail, ice).

**Why was the ANHMP developed?**

The adoption of an ANHMP and the update of it every 5 years allows Lake County and participating Lake County municipalities to be eligible for federal disaster mitigation grants. The ANHMP also provides credit for communities that participate in FEMA’s Community Rating System (CRS), which reduces flood insurance costs in those communities.

**Who developed the ANHMP?**

The ANHMP was developed by Lake County and participating Lake County municipalities.

**What is the update “process”?**

Our update process included three (3) meetings with participating municipalities in January, February, March, and April, 2022 to review the ANHMP’s goals and action items, and to draft an updated plan. Updates on mitigation activities over the last 5 years are included in the plan. Public input and comments were also solicited. A draft of the updated ANHMP was made available for public review and sent to Illinois Emergency Management Agency (IEMA) and FEMA for review and approval. Once approved, plan adoption will be recommended to the County and participating municipalities.

**The ANHMP is considered multi-jurisdictional.**

Each government agency must adopt the ANHMP to maintain federal eligibility. The County Board adoption of the ANHMP is for unincorporated areas of the County. Each municipality must adopt the ANHMP covering their corporate boundaries.

**How do we adopt the ANHMP?**

By resolution. Communities have been provided with a sample adoption resolution and instructions on where to send a copy of the resolution for IEMA and FEMA’s records.

**If we don’t adopt the 2022 ANHMP, is our community eligible for federal disaster assistance?**

Yes, the ANHMP is not tied to disaster assistance. The ANHMP is required for mitigation project grants from the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Building Resilient Infrastructure, and Communities (BRIC), and the Rehabilitation of High Hazard Potential Dam (HHPD) Grant program. It is prudent to have an adopted hazard mitigation plan.

**Who will implement the Hazard Mitigation Plan?**

Municipalities and Lake County upon plan adoption, and with other local government partners, will implement the ANHMP, *as resources (staff time and funding) are available*. An example of a joint effort may be the development of common public information materials.

**Who do we contact about the ANHMP update?**

Feel free to contact Sharon Østerby of the SMC at [sosterby@lakecountyil.gov](mailto:sosterby@lakecountyil.gov) or 847-377-7706.



**Suggested Motion**

- E. Move to ratify an employment agreement with Police Chief Thomas Jones.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Dickson      Dunham      Rosten      Suchy      Chybowski      Grace

**EMPLOYMENT AGREEMENT  
BETWEEN THE VILLAGE OF LINDENHURST, ILLINOIS  
AND  
TOM JONES**

**Introduction**

This Agreement is made and entered into this **8th day of May, 2023**, by and between the Village of Lindenhurst, State of Illinois, a municipal corporation (Village) and Tom Jones (Employee).

**Section 1: Term**

This Agreement shall remain in full force in effect from the effective date of this Agreement until such time as the current term of the Village President of the Village of Lindenhurst ends. It is hereby agreed by the parties that the employment term will be extended for an additional period of 60 days of the current expiration date, thereby allowing this Agreement to continue in full force and effect in accordance with the desires of the parties.

**Section 2: Duties and Authority**

The Village agrees to employ Employee as Police Chief to perform the functions and duties specified generally in the Police Chief Job Description, the Lindenhurst Municipal Code, and Illinois state statutes, as they may from time to time be amended, and to perform other legally permissible and proper duties and functions assigned by the Board of Trustees and Village Administrator.

**Section 3: Compensation**

- A. **Base Salary.** Village agrees to pay Employee an annual base salary of **\$154,428**, payable in installments in accordance with the Village's regular payroll procedures. Employee shall be eligible for an annual salary increase based upon merit as determined through the Village's customary performance review procedures, as provided for in the Village Employee Handbook.
- B. **Annual Bonus.** Employee shall be eligible for an annual bonus each year based upon merit and the results of the performance review as set forth in the Village Employee Handbook.
- C. **Automobile.** Employee's duties require exclusive and unrestricted use of an unmarked Village-owned automobile to be mutually agreed upon and provided to Employee at the Village's cost, subject to approval by the Village. The Village shall be responsible for paying liability, property damage and comprehensive insurance, and for the purchase (or lease), operation, maintenance, repair and regular replacement of the automobile, subject to approval by the Village.
- D. **Medical, Dental and Vision Benefits.** The Village shall provide and pay the employer-funded portion of the premiums for medical, dental and vision insurance benefits for the

Employee and any dependents equal to that which is provided for all other employees of the Village as provided in the Village Employee Handbook.

- E. Retirement Benefits. The Village agrees to put into force and to make the required Police Pension Fund premium payments for retirement for the Employee in accordance with current Village policy for Police Department employees.
- F. Life Insurance Benefits. The Village shall pay the premiums on a life insurance policy equal in amount to one (1) times the annual gross salary of Employee. The beneficiary or beneficiaries of the policy shall be at the discretion of the Employee.

**Section 5: Vacation, Holidays, Sick Leave, and Leaves of Absence**

- A. Vacation. Employee shall be credited with twenty-five (25) days vacation on an annual basis. Unused vacation days may be carried over to succeeding years, but only in the manner and to the extent provided in the Village Employee Handbook.
- B. Sick Leave. Employee shall be credited with sick leave days as provided in the Village Employee Handbook. Sick days shall only be used in the manner authorized in the Village Employee Handbook. Employee shall be entitled to compensation for unused sick days only in accordance with the Village Employee Handbook.
- C. Other Leave. The Employee shall be entitled to paid holidays, personal days, and all other leaves as provided to all other Village employees as set forth in the Village Employee Handbook.

**Section 6: General Business Expenses**

- A. Professional Expenses. Village shall pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations as shall be approved by the Village Administrator.
- B. Travel Expenses. Village shall pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to adequately pursue necessary official functions for Village, as provided for in the Village Employee Handbook. All such activities shall be included for review as part of the Village's budget process.
- C. Professional Development. The Village shall pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Village as shall be approved by the Village Administrator.
- D. Technology. The Village shall provide Employee with a computer and PDA, which shall remain the Village's property. The Village shall reimburse Employee for the reasonable expenses of such equipment.

**Section 7: Termination and Severance**

- A. Termination without Cause. The Village may terminate this Agreement and remove Employee as provided in the State Statutes and the Municipal Code without cause, subject to payment of the severance benefits set forth in Paragraph C of this Section.
- B. Termination with Just Cause. The Village may terminate this Agreement and the services of Employee for just cause pursuant to the procedures set forth in this Paragraph. Just cause shall be limited to nonfeasance in official duties, any felony conviction, or any “misconduct” as that term is defined in the Government Severance Payment Act, 5 ILCS 415/1 *et seq.* Two or more of the Corporate Authorities shall set forth in writing the specific conduct of employee that constitutes just cause. The Employee will be given the opportunity to respond to these reasons during an Executive Session meeting. If a majority of the Corporate Authorities agrees that the Employee's performance is unsatisfactory, the Employee will then have 30 days in which to address and correct the unsatisfactory performance. Upon completion of this 30 day period, the Corporate Authorities shall once again meet with the employee to determine whether the unsatisfactory performance has been corrected. In the event that a majority of the Corporate Authorities determines that the unsatisfactory performance has not been corrected, they may vote to terminate the Employee. The severance benefits described in Paragraph C of this Section will not apply in the case of a just cause termination, except that Employee shall be compensated for all accrued benefits as provided in the Village Employee Handbook. In lieu of removal for just cause, the Village Board may give an oral or written reprimand or suspension with or without pay.
- C. Severance Benefits. In the event the Employee is terminated by the Corporate Authorities without just cause, or in the event that the Village does not renew this Agreement to retain Employee under similar terms and conditions of employment within 30 days after the expiration of the term of this Agreement, then the Village shall pay Employee a lump sum cash payment equal to 20 weeks of salary and shall continue to provide insurance benefits as herein provided for a 20 week period following termination. Employee shall also be compensated for all accrued benefits as provided in the Village Employee Handbook.

### **Section 8: Resignation**

In the event that the Employee voluntarily resigns his position with the Village, the Employee shall provide a minimum of thirty (30) days notice unless the parties agree otherwise.

### **Section 9: Performance Evaluation**

At least once annually, Employee shall receive a formal review of performance subject to the process provided for in the Village Employee Handbook.

### **Section 10: Hours of Work**

It is recognized that the Employee must devote a great deal of time outside the normal office hours of business for the Village, and to that end, Employee, under the direction of the Village Administrator, shall be allowed to establish an appropriate work schedule.

**Section 11: Indemnification**

Beyond that required under Federal, State or Local law, Village shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Police Chief or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Village shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties.

Village agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Village. Such expense payments shall continue beyond Employee's service to the Village as long as litigation is pending. Further, Village agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor and/or consultant to Village regarding pending litigation.

NOTWITHSTANDING THE ABOVE, Village shall not be obligated to indemnify or save Employee harmless from any of his conduct that is intentional, willful and wonton, or malicious, except to the extent that insurance coverage through the Employee's errors and omissions and civil rights insurance carriers covers such acts.

**Section 12: Other Terms and Conditions of Employment**

- A. Other Terms and Conditions. The Village, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Village Code or any other law.
- B. Level of Benefits. Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other department heads of the Village as provided in the Code, the Village Employee Handbook, or by practice.

**Section 13: Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, Certified Mail, postage prepaid, addressed as follows:

VILLAGE: Village President, Village of Lindenhurst, 2301 East Sand Lake Road, Lindenhurst, Illinois 60046.

EMPLOYEE: Tom Jones, [REDACTED]

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the court of transmission in the United States Postal Service.

**Section 14: General Provisions**

- A. Return of Records and Village Property. Upon termination of this Agreement, Employee shall deliver all records, notes, data, memoranda, models and equipment of any nature whatsoever that are in the Employee's possession or control that are Village property or relate to Village business.
- B. Integration. This Agreement sets forth and establishes the entire understanding between the Village and the Employee relating to the employment of the Employee by the Village. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.
- C. Binding Effect. This Agreement shall be binding on the Village and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- D. Effective Date. This Agreement shall become effective on **May 5, 2023**.
- E. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

**SIGNATURES ON FOLLOWING PAGE**

**VILLAGE OF LINDENHURST**

**EMPLOYEE**

By: \_\_\_\_\_  
Village President

\_\_\_\_\_  
Tom Jones

**ATTESTED**

By: \_\_\_\_\_  
Village Clerk



**Suggested Motion**

- F. Move to approve an employment agreement with Village Administrator Clay Johnson.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
**Dickson      Dunham      Rosten      Suchy      Chybowski      Grace**

## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT is made this \_\_\_\_ day of \_\_\_\_, ~~2003~~2023, by and between the Village of Lindenhurst (“Village”), an Illinois municipal corporation, and Clay Johnson, as Village Administrator (“Administrator”).

### WITNESSETH:

WHEREAS, the parties desire to enter into an Employment Agreement to govern the terms and conditions of the Administrator’s employment with the Village, as set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants stated herein, including the foregoing recitals set forth above, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

#### 1. Compensation and Benefits.

##### A. Salary.

1. **Initial Salary.** The Village agrees to pay the Administrator an annual salary of ~~\$146,795.60~~ **\$170,000**, payable in installments consistent with the standard Village payroll procedure. Any increase in base salary shall be retroactive to May 1, ~~2019~~ **2023**.
2. **Annual Increases.** The Administrator is eligible to receive a salary increase annually in the amount approved by the Village Board based on the annual performance evaluation.
3. **Merit Bonuses.** The Village Board has the option, but not the obligation, to award the Administrator with supplemental, one-time payments in recognition of extraordinary service to the Village. The level of service required to qualify for such payments may be established in the Village’s sole discretion. Any individual supplemental payment shall not result in any precedent or any expectation of future supplemental payments.

**B. Vacation, Holidays, Sick Leave, and Leaves of Absences.** The Administrator will receive all of the Village’s paid designated holidays in accordance with the Village of Lindenhurst Employee Handbook. The Administrator will also receive 20 days of vacation each year, to be awarded beginning on the anniversary date of the Administrator’s hiring. Carryover, accrual, and use of vacation days and all other leaves of absences will be in accordance with the Village’s Employee Handbook.

**C. Insurance.** The Village will provide the Administrator with group health and dental insurance benefits at a premium equivalent to the portion of the insurance costs paid by other management employees of the Village. The Administrator will be allowed to cover dependents under the plan under the terms set forth in the annual premium. The Village shall reimburse the premiums on a life insurance policy no greater than \$400 per annum subject to proper receipts evidencing this

expense. The beneficiaries of the policy shall be at the discretion of the Administrator.

- D. **IMRF.** The Administrator will be eligible to enroll in the Illinois Municipal Retirement Fund pursuant to its terms and provisions. The Village will make the appropriate contribution on the Administrator's behalf.
  - E. **Retirement. The Village will annually contribute toward the Administrator's Mission Square Deferred Compensation Plan or Defined Contribution Plan ("Plan") in the amount of \$5,000.00 of each year of the Agreement to be deposited on or before June 1. All such contributions will be contributed directly by the Village to the Plan as the Plan requires.**
  - F. **Reimbursement of Expenses.** Upon receipt of an itemized accounting of such expenses with acceptable documentation, the Village will reimburse the Administrator for all reasonable and necessary out-of-pocket expenses incurred by him in connection with the business of the Village and in performance of the Administrator's duties under this Agreement.
  - G. **Professional Development.** As approved in the annual budget, the Village will pay for all dues and subscriptions to adequately continue the professional development of the Administrator and to enhance necessary functions for the Village, including but not limited to annual membership fees for the International City/County Management Association (ICMA), Illinois City/County Management Association (ILCMA), and the Illinois Municipal League (IML), to the extent these fees are included in the approved annual budget. The Village will pay for all reasonable travel, meeting expenses, and conferences attended by the Administrator that are approved in the annual budget. The Village will reimburse reasonable expenses incurred by the Administrator in representing the Village in civic clubs and organizations.
  - H. **Vehicle.** The Village will provide a vehicle stipend in the amount of \$2,500.00 per year, payable in installments consistent with the standard Village payroll procedure.
2. **Term of Employment.** This Agreement will remain in full force in effect from the effective date of this Agreement until such time as the current term of the Village President of the Village of Lindenhurst ends. ~~It is hereby agreed by the parties that the employment term will be extended for an additional period of 60 days of the current expiration date, thereby allowing this Agreement to continue in full force and effect in accordance with the desires of the parties. Upon the expiration of this Agreement, on the last day of the term of employment, if the Administrator is willing and able to perform his duties under this agreement on the date of expiration and there is no mutual extension of this Agreement, the Village will pay the Administrator severance pursuant to the terms of paragraph 8.A.3.~~
3. **Duties.** The duties of the Administrator will be determined by the Village as set forth in the Employee Handbook, the Lindenhurst Village Code, and the Administrator job description, and are subject to revision with reasonable notice.

4. **Hours of Work.** It is recognized that the Administrator must devote a great deal of time outside of the normal office hours on business for the Village, and to that end the Administrator should be allowed to establish an appropriate work schedule. The schedule must be appropriate to the needs of the Village, and should allow the Administrator to faithfully perform his assigned duties and responsibilities.
5. **ICMA Code of Ethics.** The Administrator will at all times uphold the tenets of the ICMA Code of Ethics and commits to compliance with the Code of Ethics.
6. **Performance Evaluation.** ~~Performance evaluations will be completed by the Village Board annually. At a minimum, the performance evaluation process will include a written evaluation of the work performance during the previous rating period, a review of the Administrator's goals and objectives for the next rating period, and a written summary of the evaluation results.~~ Performance evaluations will be completed annually with a process agreed to by the Administrator and Village Board.
7. **Resignation.** If the Administrator voluntarily resigns from his position with the Village, the Administrator must provide a minimum of 30 days notice to the Village unless otherwise agreed upon by the Village. In the event of resignation, the Administrator will be compensated for all of his earned accrued benefit time up to the date of resignation per policies for management personnel as described in the Employee Handbook.
8. **Termination and Severance.** The Administrator may be terminated, subject to the provisions of this Section 8.

**A. Termination.**

1. **Termination with Cause.** The Village may terminate this Agreement and the services of Employee for just cause pursuant to the procedures set forth in this Paragraph. Just cause shall be limited to nonfeasance in official duties, any felony conviction, or any "misconduct" as that term is defined in the Government Severance Pay Act, 5 ILCS 415/1 *et seq.* The Administrator will be given the opportunity to respond to these reasons in writing. If after consideration the Village Board determines that the Administrator's performance is unsatisfactory, the Administrator will then have 30 days in which to address and correct the unsatisfactory performance. Upon completion of this 30 day period, the Village Board will determine whether the unsatisfactory performance has been corrected. In the event that the Village Board determines that the unsatisfactory performance has not been corrected, it may terminate the Employee. The severance benefits described in Section 3 of this Section will not apply in the case of a just cause termination, except that Employee shall be compensated for all accrued benefits as provided in the Village Personnel Policy Manual.
2. **Termination without Cause.** The Village may terminate this Agreement and remove the Administrator, without cause, subject to payment of severance as provided in Paragraph 8.A.3. Termination without cause is defined as termination by the Village of the Administrator's employment for any reason other than as defined in Paragraph 8.A.1 above.

3. **Severance.** If the Administrator is terminated by the Village without cause, as defined above, or if the Administrator's contract is not renewed or extended, the Administrator will be entitled to **a lump sum payment equal to** twenty (20) weeks salary as severance pay. ("**Severance Term**"). The rate of severance pay will be based on the salary of the Administrator's pay at the time of termination. The Administrator and any dependents covered at the time of termination will be entitled to the Village's health, dental, and life insurance benefits as provided in Section 1.C for the duration of the Severance Term described above.
  4. **No Other Claim.** Except as provided herein, the Village has no duty (and the Administrator has no right to claim) compensation or benefits beyond the terms set forth in Paragraph 8.A.3, and the Administrator will release and hold harmless the Village from any further liability; provided, however, that the Administrator will be compensated for all of his earned accrued benefit time up to the date of resignation per policies for management personnel as described in the Employee Handbook. If termination is without cause, the Village agrees to not object to the Administrator's application for national or state unemployment benefits that may be available to him as a result of an involuntary termination of employment.
- B. Survival.** The covenants set forth in this Section 8 will operate independently of any other provisions of this Agreement, and will survive the expiration or other termination, amendment, or extension of this Agreement.
9. **Return of Village Property.** Upon termination or resignation of his employment, the Administrator agrees to promptly deliver to the Village all letters, notes, memos, copies of computer transmissions and any other materials, information, or property relating to the business of the Village that may be in his possession or under his control
  10. **Non-Disclosure of Information.** The parties acknowledge that the Village maintains personal and confidential information regarding its own business and/or that of its residents, which may become known to the Administrator. The Administrator agrees he will not disclose to anyone or use for his own benefit any such personal and/or confidential information.
  11. **Breach by Administrator.** If the Administrator breaches any provision of this Agreement, he will be subject to discipline, up to and including immediate discharge.
  12. **Other Terms and Conditions.** The Village will not, at any time during the term of this Agreement, reduce the salary, compensation, or other financial benefits of the Administrator except to the degree that a reduction similarly affects all management employees of the Village. This restriction does not apply to merit bonuses which are entirely discretionary under Section 1.A.3 of this Agreement.
  13. **Intellectual Property Rights/Ownership.** The Administrator acknowledges and expressly agrees that any and all intellectual property rights (including but not limited to: copyright, patent, and trademark) that may be had in any work created by the Administrator during the employment period stemming from or having a substantial nexus to his duties as an Administrator are the sole property of the Village. The Village

will be the sole owner of any such works and may use them for any lawful purpose. The Village acknowledges that it holds no right to any work created by Administrator outside the scope of his employment.

- 14. **Attorney Review.** The Administrator certifies that he has been informed by the Village, through the terms of this Agreement, that he was advised to review and discuss the terms of this Agreement with an attorney of his choice prior to signing this Agreement.
- 15. **Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes any prior agreement between the parties with respect to the subject matter, and no amendment or other modification of this Agreement will be binding on any party unless in writing and signed by the party against whom enforcement is sought.
- 16. **Governing Law.** This Agreement is governed by and construed in accordance with the laws of the State of Illinois, and the rights and obligations of the parties under this Agreement are binding upon and inure to the benefit of their respective heirs, successors, assigns, and legal representatives. Any controversy or claim relating to this Agreement may be brought in the Cook County Judicial Circuit of the State of Illinois or in a federal court in the State of Illinois.
- 17. **Indemnification.** The Administrator will be considered an employee of the Village for the purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10) and other applicable federal, state, and local laws. In the manner required by state law, the Village agrees to defend, save harmless and indemnify the Administrator against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Administrator’s duties or resulting from the exercise of judgment or discretion in connection with the performance of his duties or responsibilities, unless the act or omission involves willful or wanton conduct. The Village agrees to pay the full cost of any fidelity or other bond required of the Administrator, and/or the full cost of legal defense against claims, charges, or lawsuits arising from the Administrator’s actions as an agent of the Village.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first written above.

**VILLAGE OF LINDENHURST**

**CLAY JOHNSON**

By: \_\_\_\_\_  
**MAYOR**

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Suggested Motion**

- G. Move to authorize the Village Administrator to execute a service agreement with 120 Water for revised Lead and Copper Rule Reporting services at a cost not to exceed \$16,290. All expenses will be paid from the Water/Sewer Fund.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Dickson      Dunham      Rosten      Suchy      Chybowski      Grace



DATE: May 19, 2023

TO: Clay Johnson, Village Administrator

FROM: Charles Hernandez, Utility Systems Manager

RE: 120 Water – Revised Lead and Copper Rule Reporting Service Agreement

Public Works proposes the use of 120 Water to complete the Lead and Copper Inventory report as required by the Environmental Protection Agency. Under the revised Lead and Copper Rule, all communities are required to submit a complete inventory of their water service connections and the type of material used for the connection. This is a 2-step process with an inventory of the service connections that was due and was submitted on April 15, 2023 and confirmation of the service materials due by October 16, 2024.

The second step of the process will require additional investigations into our records and potentially a need to confirm within the residence what type of service enters the home. In the initial inventory, we have identified 400 homes that may require further investigation to obtain proof of the materials used for the service connection. This work would be time consuming and would require coordination with the residents.

We propose the use of 120 Water to provide the definition and execution of a plan to comply with the revised Lead and Copper Rule as well as submission of the final report. The benefit of using 120 Water is they would coordinate with the residents, issue test kits when needed, compile the data, and draft the final report. The full scope of work is attached for your viewing.

We would like to enter into an agreement with 120 Water in the amount of \$16,290 for the completion and submittal of the Revised Lead and Copper Rule service inventory.



**120Water**

# Village of Lindenhurst - IL - LSLI

**Charles Hernandez**

chernandez@lindenhurstil.org

+1 (847) 356-8252

**Clay Johnson**

cjohnson@lindenhurstil.org

+1 (847) 356-8252

Reference: 20230406-154232011

Quote created: April 6, 2023

Quote expires: May 6, 2023

Quote created by: Liz Johns

liz.johns@120water.com

**Comments from Liz Johns**

Contract start date at time of signature.

- 3M Lead Check Swab with Magnet Validation Kit, \$26.43

- Postcard Surveys, \$1.75

**Products & Services**

Item Name & Description	Unit Price	Quantity	Term (months)
Pro - Public Water System Annual subscription PWS Pro package to manage programs and data. Unlimited users	\$7,290.00 / year	1	24
Professional Services (Assist) Discrete tappable specifics under each scope area (block of 20 hours)	\$2,500.00 / year	3	24
Implementation Setup, Configuration and Guided Web Training of the 120Water Account	\$1,500.00	1	

**Subtotals**

---

Annual subtotal	\$14,790.00
One-time subtotal	\$1,500.00
<b>Total</b>	<b>\$16,290.00</b>

---

**Purchase terms**

Net 30 billing.

Invoice Terms:

Billing Street Address:

Billing City:

Billing State:

Billing Zip Code:

Billing Country:

Billing Notes (if applicable):

This Order Form, together with the Master Services Agreement available at <https://120water.com/master-services-agreement/> (the "MSA"), shall become a legally binding contract upon the earlier of (a) the date both parties execute the Order Form or (b) the date Customer initially began using the Services. Any capitalized word not otherwise defined in this Order Form shall have the same meaning as set forth in the MSA.

120Water may reject this Order Form if: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their end of the Term.

Signature

---

Signature

---

Date

---

Printed name

---

Countersignature

---

Countersignature

---

Date

---

Printed name

**Questions? Contact me**



Liz Johns

[liz.johns@120water.com](mailto:liz.johns@120water.com)

120Water

250 S Elm St

Zionsville, IN 46077

US



## Lead Service Line Inventory Scope Of Work

This Scope of Work is incorporated in the agreement between 120 Water Audit, Inc., and Village of Lindenhurst, IL Deliverables : The "Works," as defined in the Agreement, comprise the deliverables stated in this SOW for each phase.

**Goal:** Define and execute a plan to comply with the revised Lead and Copper Rule, including developing an inventory, categorized by customer address, for Village of Lindenhurst, IL with fully known SL material information. Available in 120Water Platform and ArcGIS-compatible format (via 120Water-Esri Connector), and provide water quality lead and copper sampling services.

### Inventory Development Methodology:

There are 7 separate phases to developing a full LSLI. They are:

- 1) Program Start and Customer Alignment
- 2) Data Investigation and Submission
- 3) Data Analysis
- 4) Preliminary Findings and Software Alignment
- 5) Software Import and Training
- 6) LSLI Verification Strategy
- 7) LSLI Verifications

Further information on each of these phases, along with a general timetable to complete, can be found below.

**Phase 1:** Program Start and Customer Alignment (1-2 weeks) | The purpose of this program stage is for the 120Water and Village of Lindenhurst, IL teams to initiate the lead service line inventory (LSLI) program and align on program expectations

- **Customer Kick-Off Meeting:** the 120Water team will host an introductory meeting to establish the cross-functional Program Team and confirm roles and responsibilities. The session will also establish the program approach including success metrics and project timelines, and the cadence of program reviews, client updates, and any additional Village of Lindenhurst, IL goals and expectations
- **Deliverable(s):** Document containing metrics, timelines, and roles and responsibilities.

**Phase 2:** Data Investigation and Submission (4-6 weeks) | The purpose of this program stage is for the 120Water team to identify, review, document, and collaboratively understand the existing data source(s) and systems.

- **Data Investigation Call with 120Water LSLI Lead Program Consultant:** The 120Water team will schedule a guided review meeting with Village of Lindenhurst, IL to identify sources of data the 120Water team can use to build out a preliminary lead service line inventory. Common data sources include:
  - GIS records
  - Billing system records
  - Work order system record
  - Paper reports, tap cards, as-builts, etc.



- Recent capital projects
- Data Request: After the Data Investigation Call, the LSLI Lead Program Consultant will submit a formal data request to Village of Lindenhurst, IL. The data request will outline the specific sources of data the 120Water team will need to analyze in order to identify all service locations, identify or rule-out sources of lead, and prioritize and strategize for lead service line inventory and replacement efforts.
- Data Submission: 120Water will review all submitted data sources. Once all data is submitted, the 120Water team will determine the best analysis approach to bring the data together into a single data set that reflects all service line locations and associated attributes.
  - ESRI Partnership Solution: Since Village of Lindenhurst, IL will want the ability to visualize data in ArcGIS Online (AGOL), 120Water will set up a Village of Lindenhurst, IL specific AGOL environment for data submission. 120Water will update the AGOL environment with preliminary inventory findings and continued inventory updates from the 120Water platform, as Village of Lindenhurst, IL progresses through their lead service line inventory program
- Deliverable(s): Data requests, data analysis plan options

**Phase 3: Data Analysis (4-8 weeks)** | The purpose of this program stage is to combine all submitted data to develop a preliminary, location-based lead service line inventory that includes EPA complaint service line material categorizations for all identified service lines. The aim is to use existing client data to identify locations, and use the data to rule out potential sources of lead.

- Initiate Analysis: The 120Water data analysis team will conduct a thorough review of the submitted data, to ensure all data fields are understood and data integrity is maintained.
- Build Records-Based Inventory: The 120Water data analysis team will clean and combine all appropriate data sources into a single service line inventory dataset. The final dataset in this stage will include service line locations and material type categorizations for each identified service line in the distribution network, as well as all associated location and service line attributes.
- Note: Should Village of Lindenhurst, IL have records of lead service lines within the system, Village of Lindenhurst, IL may then choose to use a data science driven selection approach to identify a statistically-driven selection of locations (*less than 400 service connections*) for physical field verification (not included in scope). 120Water will use the verification results as the basis for lead service line probability predictions. This approach may require additional investment from a Village of Lindenhurst, IL chosen (or 120Water Service Partner) field services firm to execute potholing/hydrovacating/home inspections.
- Deliverable(s): Dataset containing the information described above in this phase.

**Phase 4: Preliminary Findings and Software Alignment (2-4 weeks)** | The purpose of this program stage is to deliver the results of the preliminary inventory, and gather any additional feedback from the client to support inventory development—both in terms of reviewing the inventory itself and ensuring the 120Water platform sets the client up for success in long-term inventory management.

- Preliminary Findings Session: The 120Water team will meet with Village of Lindenhurst, IL to deliver the preliminary inventory findings. The session will cover a discussion of service line locations, material type associations, the number of service lines the 120Water team was able to categorize as non-lead, geographic trends, etc.



- Data Verification: Using the findings the 120Water team will work with Village of Lindenhurst, IL to determine if additional data is required to inform the inventory.
- Software Alignment: During the session, the 120Water team will propose the methodology for customizing the 120Water platform to meet Village of Lindenhurst, IL needs (e.g., customization data fields, location and service line identifiers, prioritization set-up, etc.).
- Additional Data Incorporation: If Village of Lindenhurst, IL submits additional data to be incorporated into the lead service line inventory, 120Water will process the data and integrate the new information into the preliminary inventory.
- Deliverable(s): Report of preliminary inventory findings, configuration documentation.

**Phase 5: Software Import and Training (2-4 weeks)** | The purpose of this program stage is to introduce Village of Lindenhurst, IL to their data in the software, and train the Village of Lindenhurst, IL team on how best to use the software for continued inventory management.

- Software Configuration: Setup and configure 120Water platform software account and setup user(s) account(s)
- Inventory Software Import: Import the prepared data (*and/or*) use client's existing records into the 120Water software
  - Note: If Village of Lindenhurst, IL does elect to use the Lead Service Line Probability Finder (predictive model), the 120Water data analysis team will run the model to assess service lines that have the highest probability of containing lead. The preliminary inventory will need to contain sufficient data on SL locations in order to run the model. If the preliminary inventory does not contain the necessary data, 120Water will determine the best path to getting enough observations with Village of Lindenhurst, ILL.
- Software Training: the 120Water team will train Village of Lindenhurst, IL user(s) on the 120Water software platform using Village of Lindenhurst, ILL's data. During this session, the 120Water team and the client will discuss current data systems and processes and provide guidance on using 120Water platform for long-term LSL management
- AGOL Training: the 120Water team will also train a Village of Lindenhurst, IL user on the use of the Village of Lindenhurst, IL specific 120Water-AGOL environment.
- Deliverable (s): Supporting documentation from training sessions

**Phase 6: Lead Service Line Inventory Verification Strategy (1-2 Weeks)** | The purpose of this program stage is to strategize with Village of Lindenhurst, IL on how best to proceed with verifying the material types of service lines that are categorized as Unknown in the lead service line inventory.

- Establish the Prioritization Team: the 120Water team will meet with the client to determine the key decision-maker who will own the prioritization and scheduling
- Hold Prioritization and Verification Workshop: The 120Water team and the Prioritization Team will work through inventory findings, prioritization metrics, geographic considerations, neighborhood information, and other details to define the method for organizing ongoing inventory efforts. In addition, both teams will discuss and strategize verification methods that are best suited to support inventory efforts. Additional 120Water offerings include:
  - Customer LSLI Postcard or Letter Survey Campaigns
  - Lead Check Swab Kits + Customer LSLI Postcard Survey Campaigns
  - Physical Field Validation Checks
  - Sampling



120Water

- **Initiate and Continue Inventory Efforts:** Village of Lindenhurst, IL will continue leveraging 120Water software to keep the LSLI updated.
- **Continuous Inventory Review:** Review the LSLI for compliance throughout the inventory process to ensure the lead service line inventory meets state and federal requirements
- **Deliverable(s):** Validation plan document

**Phase 7: Lead Service Line Inventory Verification (varies) |** The purpose of this program stage is to execute on the strategies decided upon during the Verification Strategy phase. The Village of Lindenhurst, IL team will have the option to use 120Water or 120Water Partner services to execute the chosen Verification Strategies, or perform those methods internally. In either case the 120Water Platform will serve as the database of record for all Service Line material updates, and the Platform will deliver that data back to Village of Lindenhurst, IL's GIS via the 120Water-Esri Connector.

- **Deliverable(s):** data produced by the platform.



### **Communications Module:**

The Customer Surveys can be co-developed alongside the designated Village of Lindenhurst, IL team member and other staff representatives. Customer Surveys typically include a Village of Lindenhurst, IL Branded Envelope, Customer Survey for hard copy completion with QR Code for Digital completion and prepaid return envelope.

All customer surveys will be scheduled, fulfilled and shipped directly through the 120Water Platform. All stages of the lifespan will be tracked within the platform in real time, documenting/time stamping the date customer surveys were ordered, shipped, delivered, and completed.

The process is as follows:

**Step 1:** Client Kick-Off Meeting - In this meeting we will introduce your designated team and prepare you for the launch in the program.

**Step 2:** Data implementation Meeting - For this step, the process is identifying where customer address information for all applicable residents lives and providing the 120Water team with that information to set up the platform.

**Step 3:** Design and Upload the postcard survey template and then iterate on any missing information.

**Step 4:** Get the postcards ready for delivery.

**Step 5:** Implementation of the Communications Module. We will be tracking each postcard survey in the platform from delivery to shipped to return

**Step 6:** Identify any "return to sender" or undeliverable addresses and review the data

**Step 7:** Track results as they are being inputted by residents



**Suggested Motion**

- H. Move to authorize the Village Administrator to execute a service agreement with Complete Fence of Cortland, IL, for installation of fencing at the Village's water reservoir and receiving station at a cost not to exceed \$38,450. Expenses will be allocated to the Community Capital Fund.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Dickson      Dunham      Rosten      Suchy      Chybowski      Grace



DATE: May 19, 2023

TO: Clay Johnson, Village Administrator

FROM: Charles Hernandez, Utility Systems Manager

RE: Waive of Bids for Reservoir Fence Installation

Public Works is requesting the waiving of bids for the installation of fencing at the Reservoir/Tower 2 site. This work will include the installation of approximately 420 lineal feet of fence, 1 service gate, 1 man-gate, and a motorized cantilever gate. This recommendation is part of the forthcoming source water protection plan (SWPP) and would meet the security requirements with the IEPA.

The Congregation of Am Echod has an existing fence of approximately 220 lineal feet that was used to select future fencing in order to maintain aesthetics in the area. During the installation of the Reservoir approximately 140 lineal feet of fencing was installed on the east side of the property along the paved section of the facility. At a later date with the newly constructed homes of Briargate an additional 400 feet of fencing was installed on the backside of the property along the east, south, and a portion of the west property lines. The proposed 420 feet will complete the fencing of the property in its entirety.

In order to match the existing fence installed during the construction of Briargate, we solicited the contractor that installed the fence and requested pricing for the balance of the property. Their proposal includes a motorized cantilever gate that will add an additional level of security for access to the site. Based on the existing fence and their familiarity of the work site, we propose to waive bids and award the contract with Complete Fence in the amount of \$47,955.







**Suggested Motion**

- I. Move to authorize the Village Administrator to execute a proposal with Northern Illinois University for strategic planning services at a cost not to exceed \$16,000 to be paid from the General Fund.**

**Roll Call:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
**Dickson      Dunham      Rosten      Suchy      Chybowski      Grace**

# Village of Lindenhurst

## 2023 Strategic Planning and Goal Identification Update

---



February 2022

Prepared by:  
NIU Center for Governmental Studies  
DeKalb, Illinois



**Melissa Henriksen, MPP**  
Assistant Director, Strategic Management, Policy and Community Development

**Wm. Monat Building**  
**148 North 3rd Street**  
**DeKalb, IL 60115**

PHONE  
815-753-0323  
FAX  
815-753-7278

[mhenriksen@niu.edu](mailto:mhenriksen@niu.edu)  
[www.cgs.niu.edu](http://www.cgs.niu.edu)

*Building stronger regions through innovation and collaboration.*

CGS provides expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, and information management issues.

February 10, 2023

Clay Johnson  
Village Administrator  
Village of Lindenhurst  
2301 East Sand Lake Road  
Lindenhurst, IL 60046

RE: Proposal to Provide 2023 Strategic Planning Update Services

Dear Mr. Johnson:

In response to recent conversations with Village leadership, and the Village’s request for a proposal to facilitate its multi-year strategic plan update process, the following approach is offered for consideration. This approach is designed to address the following:

- Enable the Village to review and update its long term vision and set organizational purpose and direction;
- Provide discussion sessions to explore the current operating and policy environment and review key issues of interest to the Board and senior staff;
- Track progress on the strategic plan and goals from the previous planning process;
- Develop updated goals and make adjustments, revisions, and additions to the Village’s prior set of desired goals; and
- Provide feedback methodology for the update and capture the process’ outcomes in an easy-to-understand document for use by the Board, Management Team, Departments, and the broader community.

As the list of references, we have provided reflect, our team has worked with a variety of agencies and local governments throughout the state and Midwest.

Thank you for the opportunity to be considered to assist the Village with this important undertaking. We would be pleased to meet virtually with the Village’s leadership to review our proposed approach, amplify the outline presented below, and confirm the goals and expectations for the project.

Sincerely,

Melissa “Mel” Henriksen  
Assistant Director  
Strategic Management, Policy and  
Community Development  
NIU Center for Governmental Studies

## Contents

Introduction.....	1
Strategic Planning Update Process .....	2
Cycle of Scanning, Planning, and Action .....	2
Detailed Description of Proposed Project Components.....	3
Component A: Pre-Workshop – Strategic Planning Update Readiness .....	3
Component B: Pre-Workshop – Environmental Scanning Enhancement: Learning from the Organization.....	3
Component C: Strategic Planning Workshop(s) – Bringing Together Ideas and Progress Updates to Form / Refresh Leadership’s Goals and Expression of the Future.....	4
Component D: Post-Workshop Follow-up – Elected Official Prioritization.....	5
Component E: Post-Workshop Implementation Review – Action Planning Launch.....	5
Final Report .....	6
Estimated Range of Costs.....	6
Proposed Timeline.....	7
Approval/Acceptance.....	8
References and Representative Projects .....	8
Contacts.....	9
Mission and Qualifications of NIU and CGS.....	10
CGS Team Description .....	10
Project Team - Facilitators and Analysts:.....	11

# Village of Lindenhurst Strategic Planning and Goal Identification Update

February 2023

*direct questions to*

Melissa “Mel” Henriksen  
Assistant Director Strategic Management, Policy, and Community Development  
Center for Governmental Studies  
Northern Illinois University

---

## Strategic Planning

*"The art of progress is to preserve order amid change,  
and change amid order" - A.N. Whitehead*

The following proposal has been prepared as a follow-up to discussions to revisit and update the ongoing cycle of strategic planning for the Village of Lindenhurst. In response to those discussions, NIU’s Center for Governmental Studies (CGS) is recommending a participative format that will enable the Village’s elected officials and senior staff to gain insights and share perspectives, undertake an exploration of organizational dynamics, and generate an updated consensus view and goals for the future of the Village. The result will be a thorough discussion of policy and administrative leaders’ views resulting in the identification of the Village’s most critical goals, objectives, and organizational activities for both the short and long term.

## Introduction

Like many communities in the metro area and across the country, the Village’s population and economic dynamics continue to evolve and change, and the service programs and policy actions necessary to meet its mission will continue to evolve as an engaged electorate critiques critical public services that are needed or desired. Consider some of the trends within and beyond your borders: changing demographics, value shifts, pandemic related issues, growth, economic contraction, development and re-development, changing attitudes, tax limitations, demands for service, mandate, technology changes, etc. These are just a sample of the many factors that impact on the how, what, when, where, and why's of operating and providing services in today’s civic environment.

The proposed framework outlines the exercises and goal-setting techniques that will be employed to undertake a review and update of the Village’s strategic direction. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but also as a means to foster a sense of ownership and boost overall effectiveness in setting the course for the Village in partnership with the community.

## Strategic Planning Update Process

Although the word "planning" appears in the description, it must be emphasized at the outset that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among Village Board members and senior staff leading to a viable listing of identified and prioritized goals that incorporate the overall vision for the Village’s short and long term future.

### Cycle of Scanning, Planning, and Action

Taken as a whole, the strategic planning update process that is envisioned and described here can be represented in a model of the various steps and elements in a cycle of input, environmental scanning, goal setting, prioritization, action planning, and re-examination.

An illustration of the strategic planning cycle described is presented below:



\* Model generally represents the steps that are taken for this type of initiative.

## Detailed Description of Proposed Project Components

### Component A: Pre-Workshop – Strategic Planning Update Readiness

As part of initiating actions and launching the update, facilitator(s) will convene a project review meeting with the Village Administrator and other project staff designated or desired by the Village to: (1) confirm expected outcomes; (2) review status of mission, vision and values to determine the need for any updating; (3) discuss any additional environmental scanning/community input exercises needed (as applicable); and (4) review status of prior goals. This meeting will also be used to set estimated project schedules and finalize the exercises and options included in the process.

### Component B: Pre-Workshop – Environmental Scanning Enhancement: Learning from the Organization

#### Environmental Scan Additional Background Information Gathering

This pre-workshop component is a valuable step designed to help inform the process as listening is vital to planning. This step is an important part of “taking stock” by the project team to help understand current municipal policy and operational perspectives, perceptions, and preferences. This will include review of previous planning documents and interviews with Village leadership and elected officials. **Focus groups with various stakeholders are listed as optional with costs in the budget section.**

**Interviews** are an interactive/source-focused approach that provides participants with an opportunity to share personal perspectives at a 1-1, or 1-2 level with a professional interviewer. A list of five to six key questions will be developed to guide these background discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the Village, from each elected stakeholder’s unique vantage point.

#### ➤ Interview Suggestions – virtual or phone options are available

- Village Leadership and Senior Elected Leadership
  - Organization Views
    - Village Administrator (1 interview, 1 hour)
    - Village President (1 interview, 1 hour)
    - Village Board, Village Clerk (7 interviews, 30 minutes each)
    - Department Head Prep Session (2-hour session)
    - Front-/Mid-Line Staff Focus Group [**OPTIONAL**]

#### ➤ **OPTIONAL** Focus Group Suggestions

- Community Stakeholder Input (*Civic and IGA group can be combined as one*)
  - Civic Institutions (e.g., secular community, non-profits, etc.) (1 focus group)

- Intergovernmental Agencies (e.g., School District, Library District, Park District, etc.) (1 focus group)
- Business Community (1 focus group, small, large, diversity of sectors)
- Invitational Resident (assisted by Village staff to include a cross-section of residents – age, gender, race, geography, residential tenure, etc.) (1 focus group)

**Component C: Strategic Planning Workshop(s) – Bringing Together Ideas and Progress Updates to Form / Refresh Leadership’s Goals and Expression of the Future**

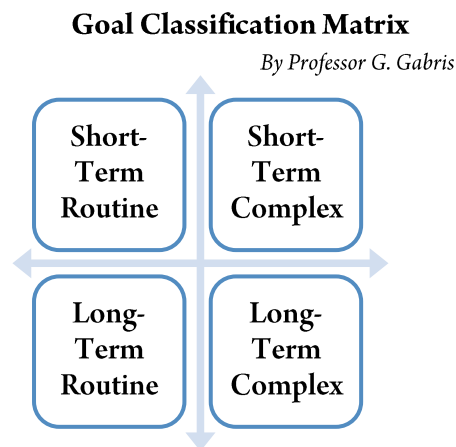
- Leadership Workshop Session(s) [*typically a five- to six-hour or two three-hour workshops*]
  - Mission and Vision Review/Affirmation
    - Review: what is our *raison detre*’ or mission?
    - Review and affirmation, or adjustments exercise: what is our vision of the future for the Village, the community?
      - Imagine the Village 5, 10, 15, years from now...
  - Environmental Scanning
    - Small group S.W.O.C./T. warm-up exercise
    - Review and update large group S.W.O.C./T. analysis
    - Village staff can present high-level themes of 2022 community survey results (comparison to 2018 results)
  - Strategic Goal Review, Update, and Development
    - Presentation of prior goals (progress, accomplishments, or status from prior strategic planning process) presented by Village staff
    - Board review and feedback of reviewed goals and suggested new/revised/refined goals for the upcoming year(s)
    - Staff presentation of suggested new/revised/refined goals for the upcoming cycle

#### Component D: Post-Workshop Follow-up – Elected Official Prioritization

- Goal refinement and consolidation as needed with Village staff and CGS' project team
- Elected officials goal prioritization process if needed/desired (via online ranking exercise)
- Goal prioritization survey results prepared and sorted by Goal Classification Matrix, if applicable (see below)

#### Elected Official Goal Prioritization Process Overview

Following the classification exercise, the elected officials will be asked, through a post-workshop *online* exercise, to delineate why certain goals should be given high priority, and some, although worthy, should receive lower priority. Point values will be assigned to each goal within each quadrant of the matrix. The resulting consensus ranking of short and long term goals will be the final outcome of this phase of the process. The final update to the Village's revised or new goals will be presented in a two by two time and complexity matrix with consensus priority rankings as illustrated below:



#### Component E: Post-Workshop Implementation Review – Action Planning Launch

- Presentation of tools and techniques: implementation launch in the organization
- Operationalizing the goals – clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

## Final Report

A final report documenting both the update process and outcomes will be provided to the Village Administrator for approval. A standalone executive summary will also be produced. Both will be provided in electronic form and will be prepared by the marketing and graphics team at NIU.

## Estimated Range of Costs

Fees for the updated strategic planning initiative would result from the components selected and the number of estimated contact, preparation, analysis, and summation hours for the project. The proposed base cost is between \$12,900 - \$14,500\*. The estimated costs presented here would include professional/analytical fees and project expenses (including mileage/travel if needed) from inception through completion, including related project expenses. It also spells out the optional components the Village may wish to include.

Project Phase/Element	Project Budget
<ul style="list-style-type: none"> <li>• Component A: Pre-Workshop – Strategic Planning Readiness</li> <li>• Component B: Environmental Scanning – Administrative Leadership and Elected Official Input Gathering</li> <li>• Component C: Strategic Planning Workshop(s)</li> <li>• Component D: Post-Workshop Follow-up</li> <li>• Component E: Post-Workshop Action Planning Launch</li> </ul>	
<b>Total Base Cost</b>	<b>\$12,900-14,500</b>
<b>ADDITIONAL OPTIONAL COMPONENTS</b>	
<b>Pre-workshop Community Focus Groups (if selected)</b>	<b>\$3,000-4,500</b>

*\*Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of \$140 per hour, for professional staff, \$60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

The Village will be responsible for securing and reviewing meeting sites or coordinating online invitations if virtual meetings are required with the NIU project team. The Village will coordinate with NIU all notices, invitations, postings, room set-ups and refreshments for all workshops and project sessions. **The Village should check with its legal counsel to make sure all meeting postings are consistent with any open meetings act procedures.** The Village will also be responsible for reviewing, securing, and any costs for facilities and catering/refreshments, including technology or equipment, supplies, and/or other ancillary logistical items.

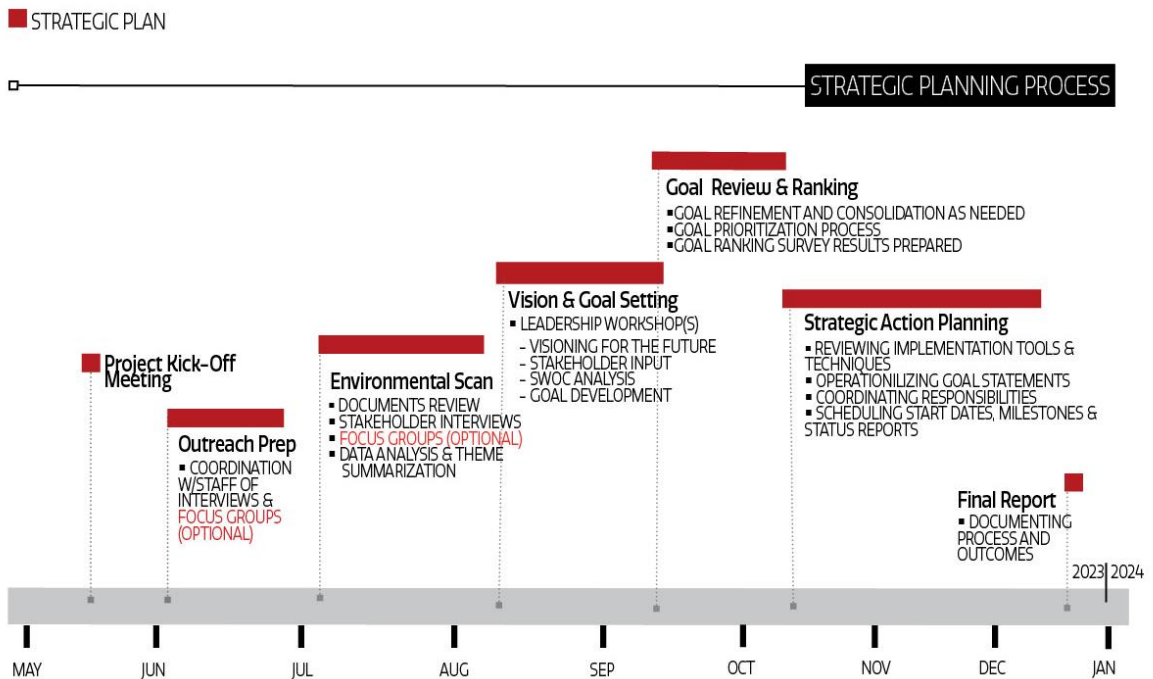
## Proposed Timeline

Project Date(s) and Location - The workshop and meetings for the 2023 strategic plan update will be held on dates that are mutually convenient for both the Village’s participants and the Center’s lead facilitator(s). Project work is anticipated to begin in May 2023. The completion date will be dependent on the scope of services selected, the timing and sequence of the various planning components, and the scheduling of workshops that permit the gathering and analysis of stakeholder input prior to the leadership workshop. A series of pre-workshop discussion session(s), a five- to six-hour strategic planning workshop (s), and a two-hour follow-up session with the Village Administrator and senior staff are included in the planned base project meeting activities.

The following is an estimated timeline for the process as outlined:

## LINDENHURST UPDATE PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



*\*\*estimated duration – dates to be determined and are subject to scheduling/facilitator and Village team availability, progress of exercises, and return of requested data or decisions from the Village.*

### **Approval/Acceptance:**

An engagement letter between the Center for Governmental Studies and the Village of Lindenhurst with a final scope of services, proposed fees, expenses, and terms will be prepared upon Village approval and acceptance of the final project framework and approach.

### **References and Representative Projects**

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS and team members include:

1. Village of Elburn, IL
2. Village of Skokie, IL
3. City of Park Ridge, IL
4. City of Elmhurst, IL
5. Hanover Township, IL
6. Ela Township, IL
7. Schaumburg Township, IL
8. Northfield Township, IL
9. Village of Lincolnwood, IL
10. Village of Bartlett, IL
11. Village of North Aurora, IL

**Contacts:**

- John Nevenhoven, Village Administrator, Village of Elburn, 630-365-5062, [jnevenhoven@elburn.il.us](mailto:jnevenhoven@elburn.il.us)
- Mayor George Van Dusen or Village Manager John Lockerby, Village of Skokie, 847-673-0500, [John.Lockerby@Skokie.Org](mailto:John.Lockerby@Skokie.Org)
- Joe Gilmore, City Manager, City of Park Ridge, 847-318-5216, [jgilmore@parkridge.us](mailto:jgilmore@parkridge.us)
- Jim Grabowski, City Manager, City of Elmhurst, 630-530-3010, [james.grabowski@elmhurst](mailto:james.grabowski@elmhurst)
- James Barr, Township Administrator, Hanover Township, 630-837-0301, [JBarr@hanover-township.org](mailto:JBarr@hanover-township.org)
- William Stefaniuk, Township Administrator, Ela Township, 847-438-7823 [wills@elatownship.org](mailto:wills@elatownship.org)
- Eric Johnson, Former Schaumburg Township Administrator, Former Village Manager of Carpentersville, IL, Executive Director, Fox River Water Reclamation District, 847-426-3439, [ejohnson@cville.org](mailto:ejohnson@cville.org)
- Shiva Mohsenzadeh, Township Supervisor, Northfield Township & Food Pantry, Glenview, IL, 847-724-8300, [shiva.mohsenzadeh@twp.northfield.il.us](mailto:shiva.mohsenzadeh@twp.northfield.il.us)
- Anne Marie Gaura, Village Manager, Village of Lincolnwood, 847-745-4717, [agaura@lwd.org](mailto:agaura@lwd.org)
- Paula Schumacher, Village Administrator, Village of Bartlett, 630-837-0800, [pschumacher@vbartlett.org](mailto:pschumacher@vbartlett.org)
- Steve Bosco, Village Administrator, Village of North Aurora, 630-897-8228, [sbosco@vil.north-aurora.il.us](mailto:sbosco@vil.north-aurora.il.us)

Additional strategic planning projects in Illinois led by Dr. Kuhn or undertaken by CGS include the Villages of Berkeley, Riverside, Northfield, Long Grove, South Elgin, Barrington, Carol Stream, Glen Ellyn, Pingree Grove, Tinley Park, Orland Park, Sugar Grove, Winfield, Woodridge; the Cities of Dixon, DeKalb, Des Plaines, Rochelle, Streator, Farmer City, Geneva and St. Charles; governmental consortiums or associations including JAWA, IRMA, ILCMA, ILGFOA, SSMMC, McHenry 911; specials districts including the Naperville and DeKalb Park Districts, the Carol Stream Fire Protection District, the Schaumburg Fire Dept., Winnebago County, Lake County, Livingston County, Dist. 99 Downers Grove H.S., as well as other communities and units of government or governmental agencies.

## Mission and Qualifications of NIU and CGS



NIU's **Center for Governmental Studies**, founded in 1969, is a public service, applied research, and public policy development organization. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and civic professional association management. Clients include municipal, county, state and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit [www.cgs.niu.edu](http://www.cgs.niu.edu).

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to assist decision makers. CGS teams gather, analyze and operationalize information from leaders, constituents and economic actors. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable and cost-effective approaches to public policy, public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS staff are organized into various practice areas including:

- Strategic Management, Policy and Community Development
- Survey Research
- Association Management
- Data Informatics
- Governance, Training and Organizational Development
- Workforce Development and Economic Analysis

### CGS Team Description

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, governance training, research, policy assessments, public management and leadership. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

## **Project Team - Facilitators and Analysts:**

**Greg Kuhn, Ph.D., Director.** Dr. Kuhn conducts research, teaches, and consults to governmental units in Illinois and across the Midwest. Dr. Kuhn is a former Village Manager who completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Assistant to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, intergovernmental relations, local government, budgeting, and public policy. In total, Dr. Kuhn has over 40 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted nearly 100 strategic planning projects/workshops for public and nonprofit organizations.

**Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development.** Ms. Henriksen has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, school and other districts, boards of directors, and institutes of higher education. For the past 15 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a Master's degree in Public Policy both from the University of Northern Iowa. Mel is former Board member for the Illinois Rural Health Association and was the chair of its Research and Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College including strategic performance management and American government.

**Jim Norris, Senior Public Management and Local Government Specialist.** Mr. Norris has served from 1998 to 2020 as the Village Manager of the Village of Hoffman Estates, Illinois. Previously, Jim served as the City Manager of Gladstone, Missouri, the assistant Village Manager of Schaumburg, Illinois, Palatine, Illinois and interned for the Village of Western Springs, Illinois. He is a member of the International City/County Management Association, a member and past president of the Illinois City/County Management Association and a member and past president of the Chicago Metropolitan Manager's Association.

Jim served as the Executive Board chairperson for the Northwest Suburban Municipal Joint Action Water Agency, chair of the Northwest Central Dispatch Joint Emergency Management Agency, vice- chair of the Executive Committee of the Solid Waste Agency of Northern Cook County and was on the board and a past chair of the Northwest Central Dispatch Agency. Mr. Norris has a B.A. in history from the University of Missouri, St. Louis and received his MPA from NIU. As an Adjunct for NIU's Public Administration Department, Mr. Norris teaches PSPA 600, PSPA 412, PSPA 410, POLS 303X. Jim has previously taught in the Masters in Public Policy program at Northwestern University and the Masters of Public Affairs program at Park College.

**Alli Hoebing, MPA, Research Specialist.** Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergrad at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli works with the Associations Management team including the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), the American Planning Association's Illinois Chapter (APA-IL) and serves as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics and strategic planning.

**Other Project Staff and Support** - Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

# LINDENHURST UPDATE PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.

■ STRATEGIC PLAN

