



VILLAGE OF LINDENHURST
Regular Village Board Meeting Agenda
Monday, July 24, 2023
7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Minutes from the Regular Board Meeting of July 10, 2023
- IV. Bills Presented for Payment
- V. Board and Staff Reports
- VI. Public Comment on Agenda Items
- VIII. New Business
 - A. Resolution 23-7-2270R: Approving and Making a Determination on Executive Session Meeting Minutes and Verbatim Recordings
 - B. Ordinance 23-7-2271: Authorizing the Disposal of Surplus Property
 - C. Discussion: FY 2022-2023 Village of Lindenhurst Annual Report
 - D. Discussion: Future Direction of Village-Provided Post Office Services
- 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 ILLINOIS
2301 E. Sand Lake Road

REGULAR VILLAGE BOARD MEETING MINUTES
June 10, 2023
7:00 pm

CALL TO ORDER

Mayor Marturano called the Regular Village Board meeting to order at 7:00 pm.

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 Thomas Jones, Director of Operations Kevin Klahs, Utility Systems Manager Charles Hernandez.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Minutes from the Regular Village Board Meeting of March 13, 2023 were presented for approval. Trustee Suchy asked to amend the minutes by adding the fact that the cost figure authorized to pay Peter Baker should reflect the 5% contingency.

Trustee Suchy made a motion, seconded by Trustee Chybowski, to approve the minutes from the Regular Village Board Meeting of March 13, 2023 as amended.

VOICE VOTE

Aye – 6

Nay – 0

Motion carried.

BILLS PRESENTED FOR PAYMENT

Trustee Dunham made a motion, seconded by Trustee Chybowski, to approve the first set of bills for the month of July presented for payment in the amount of \$440,140.62 for invoices due on or before July 10, 2023.

ROLL CALL

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

Nay – 0

Motion carried.

TREASURER'S REPORT

Trustee Dunham read the revised Treasurer's Report for June 2023. The total for all accounts on June 30, 2023 was \$15,038,517.59.

Trustee Dunham made a motion, seconded by Trustee Chybowski, to approve the Treasurer's Report for June 2023 as read.

ROLL CALL

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

Nay – 0

Motion carried.

BOARD & STAFF REPORTS

Trustee Dunham provided a Lindenfest update. He indicated that the Thursday of the event is a "Back to School" night that will feature carnival rides and beer tent. WRLR will conduct a live broadcast from the event.

Village Administrator Johnson informed the Village Board and public that the Village's new website rollout went well with no major issues. The new website also features our new E-311 platform which went live concurrently with the website. Also, forms for the new Citizens' Academy class are available online. Social media posts and other communications will follow promoting the new class.

Director of Operations Klahs talked about the early signs of a potential fish kill on Lake Linden. The Village has been working with residents as they monitor the situation. Lake County Health Department was notified of the potential fish kill. Garbage bags have been provided to some residents who may wish to clean dead fish from their shorelines. Collection bins for the bags will be placed at Beck Basin for those that wish to drop them off.

PUBLIC COMMENT ON AGENDA ITEMS

None

NEW BUSINESS

A. Resolution 23-7-2268R: Naming the Authorized Signatories for All Village Accounts and Investments

The proposed resolution will remove the retiring Deputy Clerk as an authorized signer for Village banking and investment accounts and will replace her with Karleen Gernady as the Assistant to the Village Administrator. Melissa Forsberg will also replace Jody Stoughtenger on the authorized signatories list as Village Clerk.

Trustee Dunham made a motion, seconded by Trustee Grace, to adopt Resolution 23-7-2268R naming new signatories for all village accounts and investments.

ROLL CALL

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

Nay – 0

Motion carried.

B. Ordinance 23-7-2269: Amending the Lindenhurst Zoning Ordinance to Permit Fitness Centers in the Neighborhood Business (NB) District

The Village received a development and business license application from Rupert Montejo on behalf of The Unit Strength Training who is looking to occupy a unit within Waterford Commons at 616 N. Bridgeport Terrace. The business is a gym/personal training establishment looking to offer weightlifting and other exercise classes as their primary operation. The site would also potentially host (up to 4 per year) powerlifting or weightlifting meets. These meets help individuals qualify for larger regional and national competitions. The proposed hours of the gym are 6AM to 8PM. Allowing this use would require a text amendment to the Village's zoning code which is the purpose of the applicant's petition.

In 2019, the Village amended the zoning code to allow for gyms with sports or personal training within the Community Business (CB) zoning district as a result of a request from Play Tyme Gym. Gyms/Fitness centers for personal training and physical fitness authorized as a permitted use within the CB zoning district and referenced NAICS code number #713940.

Prior to the Village Board meeting, the Plan Commission met in a special session to hold a public hearing and consider the text amendment. After public hearing, the Plan Commission unanimously recommended the text amendment for approval to the Village Board.

After a brief overview by Mayor Marturano, Trustee Suchy made a motion, seconded by Trustee Grace, to adopt Ordinance 23-7-2269 amending the Village's Zoning Code to permit fitness centers within the Neighborhood Business district.

ROLL CALL

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

Nay – 0

Motion carried.

C. Approval: Addendum to Phase II Engineering for Hawthorne Drive, Sprucewood Lane, and Lake Shore Drive Road Reconstruction Project – Christopher B. Burke Engineering - \$29,288.37

Due to the changes in scope created by the phasing of the road project, Christopher B. Burke Engineering will need to amend project limits and previously completed aspects of the design, which requires additional work from the consultant. In addition, since the time that the Village engaged Hampton, Lenzini, and Renwick (HLR) in 2020, the Village has not proceeded with land acquisition work as the project was unfunded. Since the Village has been awarded funding by the Lake County Council of Mayors, the land acquisition process can get underway. However, in the three-year span since HLR was first engaged, their hourly service rates have increased. The proposed additional professional services cost would be within the contemplated Community Capital budget for this year.

Trustee Dunham made a motion, seconded by Trustee Dickson, to authorize the Village Administrator to execute an amendment to the professional services agreement with Christopher B. Burke Engineering in an amount not to exceed \$29,288.37.

ROLL CALL

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

Motion carried.

PUBLIC COMMENT

A resident commented on the following:

- Lake Linden conditions
- Pedestrian safety on Beck Road
- A desired traffic signal at Deep Lake Road and Gelden Road

EXECUTIVE SESSION

Mayor Marturano informed the Board and Public that the purpose of Executive Session was to perform a statutorily required review of prior executive session minutes pursuant to 5 ILCS 120/2(c)(21). No formal action will be taken when the Regular Board Meeting reconvenes. Recommendations will be addressed at a subsequent Board Meeting.

Trustee Chybowski, made a motion, seconded by Trustee Grace, to move into Executive Session to perform a statutorily required review of prior executive session minutes pursuant to 5 ILCS 120/2(c)(21).

ROLL CALL

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

Motion carried.

The Village Board Meeting moved out of Regular Session at 7:25 pm.

RETURN TO REGULAR SESSION

Regular Session reconvened at 7:25 pm

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 7:25 pm.

Date Approved _____

Dominic Marturano, Mayor

Melissa Forsberg, Village Clerk

Fund	Department	Line Item	Item Description	Amount
AMERICAN GASES CORPORATION				
GENERAL FUND	PUBLIC WORKS	OPERATING SUPPLIES	GAS CYLINDERS	48.75
			Vendor Total:	48.75
AMERICAN PUBLIC WORKS ASSOC.				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	MEMBERSHIP FEES	APWA MEMBERSHIP FEE	764.00
			Vendor Total:	764.00
ANCEL GLINK, P.C.				
MISCELLANEOUS ESCROW 24	ADMINISTRATION	DEVELOPER DEPOSITS	ESCROW - AUTO KLEEN	269.50
GENERAL FUND		LEGAL EXPENSES	ADMIN LEGAL - JUNE 2023	2,278.50
MISCELLANEOUS ESCROW 24		DEVELOPER DEPOSITS	ESCROW - INDIGO	196.00
			Vendor Total:	2,744.00
ANTIOCH AUTO PARTS				
GENERAL FUND	PUBLIC WORKS	FUEL & OIL	STARTING FLUID	46.73
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	GAS & OIL	STARTING FLUID	31.15
			Vendor Total:	77.88
AQUA POOL & SPA PROS				
GENERAL FUND	BUILDING & GROUNDS	VETERANS MEMORIAL MTCE	VETERAN'S MEMORIAL MAINTENANCE	500.00
			Vendor Total:	500.00
BS&A SOFTWARE				
IT FUND		SOFTWARE SUPPORT/LICENSING	ANNUAL SERVICE 08/01/23 - 08/01/	11,600.00
			Vendor Total:	11,600.00
CHRISTOPHER B. BURKE ENGINEERING				
GENERAL FUND	ENGINEERING & BUILDING	MISC ENGINEERING ASSISTANCE	MISC ENGINEERING ASSISTANCE	1,312.50
WATER/SEWER CAPITAL FUND 61	WATER/SEWER CAPITAL	LAKE SHORE DRIVE WATER MAIN REPI	SPRUCEWOOD/LAKESHORE DRIVE WATEF	4,780.00
			Vendor Total:	6,092.50
CINTAS				
GENERAL FUND	BUILDING & GROUNDS	CLEANING CONTRACT	MATS FOR VH	39.98
GENERAL FUND	PUBLIC WORKS	UNIFORMS	UNIFORMS	27.33
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	UNIFORMS	UNIFORMS	40.99
GENERAL FUND	PUBLIC WORKS	UNIFORMS	FIRST AID REFILL - PW	27.93
GENERAL FUND	PUBLIC WORKS	UNIFORMS	FLOOR MATS PW/UNIFORMS	29.52
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	UNIFORMS	FLOOR MATS PW/UNIFORMS	49.19
GENERAL FUND	PUBLIC WORKS	CUSTODIAL SERVICE	FLOOR MATS PW/UNIFORMS	66.41
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	CUSTODIAL SERVICE	FLOOR MATS PW/UNIFORMS	100.84
			Vendor Total:	382.19
COLETTE & ANO PLUMBING CO.				
GENERAL FUND	BUILDING & GROUNDS	REPAIRS & MAINTENANCE	VH CLOGGED MEN'S TOILET	165.00
			Vendor Total:	165.00
COMPLETE OFFICE OF WISCONSIN				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	28.72
GENERAL FUND	ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	7.18
REFUSE & RECYCLING 30		GARBAGE CONTRACTUAL SERVICES	OPERATING SUPPLIES	7.18
GENERAL FUND	POLICE	OPERATING SUPPLIES	OPERATING SUPPLIES	28.71
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	10.06
GENERAL FUND	ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	2.51
REFUSE & RECYCLING 30		GARBAGE CONTRACTUAL SERVICES	OPERATING SUPPLIES	2.51
GENERAL FUND	POLICE	OPERATING SUPPLIES	OPERATING SUPPLIES	10.06
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	37.14
GENERAL FUND	ADMINISTRATION	OPERATING SUPPLIES	OPERATING SUPPLIES	9.28
REFUSE & RECYCLING 30		GARBAGE CONTRACTUAL SERVICES	OPERATING SUPPLIES	9.28
GENERAL FUND	POLICE	OPERATING SUPPLIES	OPERATING SUPPLIES	37.14
			Vendor Total:	189.77
CORE & MAIN LP				
UTILITY FUND 60	WATER	DISTRIBUTION SYSTEM REPAIRS	WWTP - HYDRANT REPAIR	425.00
UTILITY FUND 60	WATER	DISTRIBUTION SYSTEM REPAIRS	STOCK HYDRANT PARTS	1,113.94
			Vendor Total:	1,538.94
CRITICAL REACH				
GENERAL FUND	POLICE	MISC CONTRACTUAL SERVICES	2023 APBNET ANNUAL FEE	300.00
			Vendor Total:	300.00
DAVE'S TRANSMISSION, INC.				

Fund	Department	BOTH OPEN AND PAID Line Item	Item Description	Amount
GENERAL FUND	POLICE	VEHICLE SERVICE	OIL & FILTER CHANGE - #82	20.00
			Vendor Total:	20.00
DE LAGE LANDEN FIN SERVICES, INC.				
IT FUND		EQUIPMENT MAINTENANCE	MONTHLY SERVICE AGREEMENT - SHAF	340.11
IT FUND		EQUIPMENT MAINTENANCE	MONTHLY SERVICE AGREEMENT - SHAF	141.12
			Vendor Total:	481.23
FERGUSON WATERWORKS #2516				
UTILITY FUND 60	WATER	WATER METER UPGRADE	WATER METER STOCK	1,054.44
UTILITY FUND 60	WATER	WATER METER UPGRADE	CREDIT - WATER METER STOCK	(148.44)
			Vendor Total:	906.00
GO PAINTERS, INC				
UTILITY FUND 60	WATER	REPAIRS & MAINTENANCE	CONTRACTUAL HYDRANT PAINTING	5,151.00
			Vendor Total:	5,151.00
GRANITE TELECOMMUNICATIONS				
IT FUND		TELEPHONE/INTERNET	TELEPHONE - PD	533.56
IT FUND		TELEPHONE/INTERNET	TELEPHONE - PW	693.03
			Vendor Total:	1,226.59
GROOT INDUSTRIES, INC				
REFUSE & RECYCLING 30		GROOT CONTRACT	GROOT BILLING CONTRACT	100,131.50
REFUSE & RECYCLING 30		GROOT CONTRACT	YARD WASTE STICKERS	2,500.00
			Vendor Total:	102,631.50
HINCKLEY SPRINGS				
GENERAL FUND	ADMINISTRATION	OPERATING SUPPLIES	WATER FOR VH/PD	61.45
GENERAL FUND	POLICE	OPERATING SUPPLIES	WATER FOR VH/PD	122.12
			Vendor Total:	183.57
ILLINOIS DEPARTMENT OF TRANSPORTATI				
GENERAL FUND	PUBLIC WORKS	STREET & TRAFFIC CTR LIGHTING	TRAFFIC SIGNAL	385.92
			Vendor Total:	385.92
ILLINOIS EPA				
GENERAL FUND	PUBLIC WORKS	STORM WATER MANAGEMENT	FY 2024 STORMWATER (MS4) NPDES F	1,000.00
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	NPDES PERMIT FEE - IEPA	IEP WWTF/SLUDGE PERMIT FEE	17,500.00
			Vendor Total:	18,500.00
ILLINOIS PUBLIC RISK FUND				
LIABILITY INSURANCE 14	ADMINISTRATION	RISK MANAGEMENT CONTRIBUTION	SEPTEMBER 2023 WORKERS COMP	5,763.10
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	RISK MANAGEMENT CONTRIBUTION	SEPTEMBER 2023 WORKERS COMP	2,058.25
REFUSE & RECYCLING 30		WORKERS COMPENSATION	SEPTEMBER 2023 WORKERS COMP	411.65
LIABILITY INSURANCE 14	ADMINISTRATION	RISK MANAGEMENT CONTRIBUTION	WORKERS COMP AUDIT	629.30
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	RISK MANAGEMENT CONTRIBUTION	WORKERS COMP AUDIT	224.75
REFUSE & RECYCLING 30		WORKERS COMPENSATION	WORKERS COMP AUDIT	44.95
			Vendor Total:	9,132.00
ILLINOIS STATE POLICE				
GENERAL FUND	POLICE	CONTINGENCY	BUREAU OF IDENTIFICATION - INDI	28.25
			Vendor Total:	28.25
IMRF VILLAGE OF LINDENHURST				
I.M.R.F./F.I.C.A. 06	ADMINISTRATION	GENERAL ADMIN IMRF	VILLAGE OF LINDENHURST IMRF - JU	4,392.34
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	SEWER/WATER IMRF	VILLAGE OF LINDENHURST IMRF - JU	5,311.66
REFUSE & RECYCLING 30		IMRF CONTRIBUTION	VILLAGE OF LINDENHURST IMRF - JU	510.74
			Vendor Total:	10,214.74
IMS INFRASTRUCTURE MANAGEMENT SERVI				
COMMUNITY CAPITAL	ADMINISTRATION	VILLAGE FACILITIES AND EQUIPMENT	PAVEMENT MANAGEMENT ASSESSMENT	1,750.00
			Vendor Total:	1,750.00
KATHRYN LIND				
GENERAL FUND	PUBLIC WORKS	TREE REPLACEMENT PROGRAM	TREE REPLACEMENT - 412 PRESTON C	150.00
			Vendor Total:	150.00
KRUGER INC				
UTILITY FUND 60	SEWER	EQUIPMENT REPAIRS & MAINTENANCE	WWTP DISC FILTER MOTOR	5,910.40
			Vendor Total:	5,910.40
LAKE COUNTY HEALTH DEPARTMENT				
GENERAL FUND	ADMINISTRATION	LAKE MANAGEMENT	LAKE WATER TESTING	126.00
			Vendor Total:	126.00

Fund	Department	Line Item	Item Description	Amount
LAUTERBACH & AMEN, LLP				
GENERAL FUND	ADMINISTRATION	CONTINGENCIES	POLICE PENSION - ACTUARIAL REPOF	2,760.00
			Vendor Total:	2,760.00
LISA HOUGH				
GENERAL FUND	PUBLIC WORKS	TREE REPLACEMENT PROGRAM	TREE REIMBURSEMENT - 1811 LONGME	200.00
			Vendor Total:	200.00
MANHARD CONSULTING LTD				
MISCELLANEOUS ESCROW 24		DEVELOPER DEPOSITS	ESCROW - AUTO KLEEN	2,670.00
			Vendor Total:	2,670.00
MENARD'S - ANTIOCH				
GENERAL FUND	PUBLIC WORKS	EQUIPMENT	MITER SAW AND REPLACEMENT PARTS	381.59
UTILITY FUND 60	WATER	EQUIPMENT NEW/REPLACEMENT	MITER SAW AND REPLACEMENT PARTS	381.59
UTILITY FUND 60	SEWER	EQUIPMENT NEW/REPLACEMENT	MITER SAW AND REPLACEMENT PARTS	381.59
GENERAL FUND	PUBLIC WORKS	TOOLS	MITER SAW AND REPLACEMENT PARTS	32.58
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	TOOLS	MITER SAW AND REPLACEMENT PARTS	48.86
GENERAL FUND	BUILDING & GROUNDS	REPAIRS & MAINTENANCE	POWER CORD OFFICE	9.19
			Vendor Total:	1,235.40
MERCHANTS' CREDIT GUIDE CO.				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	S&W ADMIN CONTINGENCIES	UTILITY BILL COLLECTION - 21955	387.03
			Vendor Total:	387.03
MIDWEST AGGREGATES				
MOTOR FUEL TAX 15	PUBLIC WORKS	ASPHALT PRODUCTS	COLD PATCH - 1.92 TN	345.60
			Vendor Total:	345.60
MOTOROLA SOLUTIONS, INC.				
GENERAL FUND	POLICE	STARCOM21 AIR TIME	STARCOM 07/2023 - 06/2024	8,640.00
			Vendor Total:	8,640.00
MWM CONSULTING GROUP, INC.				
GENERAL FUND	ADMINISTRATION	CONTRACT ACCOUNTING AUDIT	PREPARATION OF GASB #75 ACTUARIA	1,200.00
REFUSE & RECYCLING 30		GARBAGE CONTRACTUAL SERVICES	PREPARATION OF GASB #75 ACTUARIA	600.00
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	CONTRACT ACCOUNTING AUDIT	PREPARATION OF GASB #75 ACTUARIA	1,200.00
			Vendor Total:	3,000.00
NICOR				
UTILITY FUND 60	SEWER	NATURAL GAS SERVICE	618 CROSSWINDS LN	52.66
UTILITY FUND 60	SEWER	NATURAL GAS SERVICE	1480 YMCA RD GENERATOR	49.44
UTILITY FUND 60	SEWER	NATURAL GAS SERVICE	405 WOODLAND TRAIL LIFT STATION	49.44
			Vendor Total:	151.54
NORTHERN AIR SYSTEMS, INC				
GENERAL FUND	BUILDING & GROUNDS	REPAIRS & MAINTENANCE	VH AIR CONDITIONER REPAIR	306.50
			Vendor Total:	306.50
PADDOCK PUBLICATIONS, INC				
GENERAL FUND	ADMINISTRATION	PRINTING & PUBLICATION	PUBLIC NOTICES	110.40
			Vendor Total:	110.40
PARK PLACE HAND CAR WASH				
GENERAL FUND	POLICE	VEHICLE SERVICE	BASIC SQUAD WASH	10.00
			Vendor Total:	10.00
PAYNE & DOLAN, INC.				
MOTOR FUEL TAX 15	PUBLIC WORKS	ASPHALT PRODUCTS	ASPHALT	551.61
MOTOR FUEL TAX 15	PUBLIC WORKS	ASPHALT PRODUCTS	ASPHALT	546.16
			Vendor Total:	1,097.77
PAYROLL - EXPENSES				
I.M.R.F./F.I.C.A. 06	ADMINISTRATION	GENERAL ADMIN FICA	PAYROLL- EMPLOYER COSTS	3,567.73
REFUSE & RECYCLING 30		SOCIAL SECURITY CONTRIBUTION	PAYROLL- EMPLOYER COSTS	227.73
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	SEWER/WATER FICA	PAYROLL- EMPLOYER COSTS	3,795.46
			Vendor Total:	7,590.92
PAYROLL - GROSS PAYS				
GENERAL FUND	ADMINISTRATION	ADMIN SALARIES	PAYROLL GROSS COMPENSATION	4,940.88
GENERAL FUND	ADMINISTRATION	ADMIN P/T SALARIES	PAYROLL GROSS COMPENSATION	2,168.40
GENERAL FUND	ENGINEERING & BUILDING	BLDG/ENG SALARIES	PAYROLL GROSS COMPENSATION	5,942.12
GENERAL FUND	POLICE	SALARIES - ADMIN/RECORDS/CSO	PAYROLL GROSS COMPENSATION	2,000.00
GENERAL FUND	POLICE	SALARIES - OFFICERS	PAYROLL GROSS COMPENSATION	56,352.81

Fund	Department	Line Item	Item Description	Amount
GENERAL FUND	POLICE	SALARIES - PART TIME OFFICERS	PAYROLL GROSS COMPENSATION	3,267.81
GENERAL FUND	POLICE	POLICE OVERTIME	PAYROLL GROSS COMPENSATION	3,211.10
GENERAL FUND	POLICE	SALARIES-P/T CSO/FRONT DESK	PAYROLL GROSS COMPENSATION	873.60
GENERAL FUND	PUBLIC WORKS	PUBLIC WORKS SALARIES	PAYROLL GROSS COMPENSATION	14,756.75
GENERAL FUND	PUBLIC WORKS	PUBLIC WORKS OVER-TIME	PAYROLL GROSS COMPENSATION	311.24
GENERAL FUND	PUBLIC WORKS	ON-CALL/CALL OUT PAY	PAYROLL GROSS COMPENSATION	256.03
REFUSE & RECYCLING 30		SALARIES	PAYROLL GROSS COMPENSATION	3,537.14
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	S/W OFFICE SALARIES	PAYROLL GROSS COMPENSATION	9,694.58
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	W/S ADMIN P/T SALARIES	PAYROLL GROSS COMPENSATION	4,168.09
UTILITY FUND 60	SEWER	SEWER SALARIES	PAYROLL GROSS COMPENSATION	14,756.75
UTILITY FUND 60	SEWER	SEWER OVER-TIME	PAYROLL GROSS COMPENSATION	311.25
UTILITY FUND 60	SEWER	ON-CALL/CALL-OUT PAY	PAYROLL GROSS COMPENSATION	256.03
UTILITY FUND 60	WATER	WATER SALARIES	PAYROLL GROSS COMPENSATION	7,378.37
UTILITY FUND 60	WATER	OVERTIME	PAYROLL GROSS COMPENSATION	155.63
UTILITY FUND 60	WATER	ON-CALL/CALL-OUT PAY	PAYROLL GROSS COMPENSATION	128.02
			Vendor Total:	134,466.60
PAYROLL - PROCESSING FEES				
GENERAL FUND	ADMINISTRATION	CONTRACT PAYROLL SERVICES	PAYROLL - PAYLOCITY FEES	363.50
REFUSE & RECYCLING 30		GARBAGE CONTRACTUAL SERVICES	PAYROLL - PAYLOCITY FEES	80.78
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	CONTRACT PAYROLL SERVICES	PAYROLL - PAYLOCITY FEES	363.50
			Vendor Total:	807.78
QUADIANT, INC.				
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	OPERATING SUPPLIES	INK CARTRIDGE IS3/4	61.94
GENERAL FUND	ADMINISTRATION	OPERATING SUPPLIES	INK CARTRIDGE IS3/4	15.48
REFUSE & RECYCLING 30		GARBAGE CONTRACTUAL SERVICES	INK CARTRIDGE IS3/4	15.49
GENERAL FUND	POLICE	OPERATING SUPPLIES	INK CARTRIDGE IS3/4	61.94
			Vendor Total:	154.85
SOLENIS				
UTILITY FUND 60	SEWER	FACILITY CHEMICALS	POLYMER	5,610.49
			Vendor Total:	5,610.49
SPOT-LESS CLEANING				
GENERAL FUND	BUILDING & GROUNDS	CLEANING CONTRACT	CLEANING SERVICES MAY, JUNE 202	1,485.00
GENERAL FUND	POLICE	BUILDING & GROUNDS MTCE POLICE	CLEANING SERVICES MAY, JUNE 202	1,485.00
UTILITY FUND 60	SEWER & WATER ADMINISTRATION	CUSTODIAL SERVICE	CLEANING SERVICES MMAY, JUNE 20	594.00
GENERAL FUND	PUBLIC WORKS	CUSTODIAL SERVICE	CLEANING SERVICES MMAY, JUNE 20	396.00
			Vendor Total:	3,960.00
STEVE MEYERS				
REFUSE & RECYCLING 30		ENVIRONMENTAL PROGRAMS	COMPOST BIN - 131 ROSE TREE LANE	32.49
			Vendor Total:	32.49
STRAND ASSOCIATES, INC.				
WATER/SEWER CAPITAL FUND 61	WATER/SEWER CAPITAL	LIFT STATION UPGRADES ENGINEERING	ENGINEERING - LS UPGRADES	5,115.35
			Vendor Total:	5,115.35
SUE GABHART				
GENERAL FUND	PUBLIC WORKS	TREE REPLACEMENT PROGRAM	TREE REPLACEMENT - 566 WHISPERIN	163.00
			Vendor Total:	163.00
SWANSON, MARTIN & BELL, LLC				
GENERAL FUND	POLICE	LEGAL EXPENSE	JUNE 2023 PROSECUTION MATTERS	7,625.50
			Vendor Total:	7,625.50
TEKLAB, INC				
UTILITY FUND 60	WATER	LAB SERVICE	MONTHLY & SPECIAL DIST. SAMPLING	1,693.20
			Vendor Total:	1,693.20
TRAFFIC CONTROL & PROTECTION				
GENERAL FUND	PUBLIC WORKS	STREET SIGNS	STREET SIGNS	110.75
GENERAL FUND	PUBLIC WORKS	STREET SIGNS	STREET SIGNS	180.75
			Vendor Total:	291.50
			Grand Total:	369,626.15

Fund Totals:	
GENERAL FUND 01	126,449.19
I.M.R.F./F.I.C.A. FUND 06	7,960.07
IT FUND 11	13,307.82
LIABILITY INSURANCE FUND 14	6,392.40
MOTOR FUEL TAX FUND 15	1,443.37
COMMUNITY CAPITAL FUND 21	1,750.00
MISCELLANEOUS ESCROW FUND 24	3,135.50
REFUSE & RECYCLING FUND 30	108,111.44
UTILITY FUND 60	91,181.01
WATER/SEWER CAPITAL FUND 61	<u>9,895.35</u>
Total For All Funds:	\$369,626.15



MEMORANDUM

DATE: July 21, 2023

TO: Mayor Marturano and the Village Board of Trustees

FROM: Clay T. Johnson, Village Administrator

RE: **Regular Village Board Meeting Agenda Transmittal for July 24, 2023**

New Business

A. Resolution 23-7-2270R: Approving and Making a Determination on Executive Session Meeting Minutes and Verbatim Recordings

Pursuant to state statute, the Village Board has performed its review of executive session minutes for possible release to the public. Those executive session minutes which are identified in the resolution are recommended to be approved and released.

B. Ordinance FY 23-7-2271: Authorizing the Disposal of Surplus Property

From time to time, our staff identifies pieces of equipment, tools, and other property that is no longer functioning, obsolete, or no longer needed. Our departments have provided the relevant information regarding what pieces of Village property should be identified as surplus. Some items maintain some resale value and will be sent to auction. Other items will be destroyed or disposed.

C. Discussion: FY 22-23 Village of Lindenhurst Annual Report

Each year, an end-of-year wrap up is put together by the various Village work areas which highlight their achievements over that fiscal year. In years past, the report has been more financially focused – how the Village fared in budget versus actual, revenue and expense trends and so on. This year, we took a different look at our annual report. While maintaining aspects of the financial summary, we have added accomplishments from all Village departments and included key performance indicators as measured by our strategic plan dashboard. What we were hoping to accomplish was a more comprehensive look at the Village operations. Further, we wanted the annual report to be easily consumable by the reader. Enclosed in your materials is the revamped annual report for your review.

D. Discussion: Future Direction of Village-Provided Post Office Services

This is a continuation of a discussion that began at the Village Board meeting of June 12, 2023. For reference, I have included the original June 1st memo within the materials for this meeting. After that discussion, direction was provided to staff to reach out to Congressman Schneider's office with the intent to coordinate with a more local contact with the United States Postal Service (USPS) to understand the full breadth of options for our postal services. After multiple attempts to the Congressman's office, no such contact was



provided. In the meantime, our staff has continued conversation with our USPS representative to navigate through our options. Since our discussion, there are a few developments which impact the options presented previously.

First, as was mentioned in the previous memorandum, the Village is not connected to the greater computer services of the greater USPS network. This lack of connection prevents the Village to use the USPS point-of-sale system and prevents our staff from being able to track packages which have previously been mailed. In absence of this ability, the Village has operated using tracking stickers which must be ordered from a third-party. Because the USPS has moved away from tracking stickers and more toward a modern tracking system that produces and prints a barcode at the package's point-of-sale, the tracking stickers we have been utilizing have been discontinued. There is not an alternative that works with our postage equipment. During the week of July 11, we have utilized our last tracking stickers and can no longer provide postage on packages. This circumstance likely will permanently make us unable to issue postage for packages unless the USPS decides to incorporate our network into theirs.

Secondly, the previous memorandum outlined three options which were presented to the Village as we consider the future of our postal services. Based on further conversations with the USPS, two of those options are completely off the table. Because our sales volume does not meet the USPS thresholds and other internal priorities of the USPS, they will not allow the Village to amend our contract to include a kiosk or become a Retail Systems Software Business Partner ("RSSBP") which is being rebranded as a Village Post Office ("VPO"). Essentially, should the contract be amended, the only option is to move to a "Stamps-to-Go" arrangement. As was mentioned in the previous memorandum, and confirmed through our discussion with the USPS, any contract amendment would eliminate the post office box service within Village Hall.

Lastly, raising our concerns about the inefficiency and other problems we are experiencing with the USPS has forced their team to re-evaluate their contractual relationship with us. The USPS is facing pressures with front-loaded pension obligations, upcoming labor negotiations, and declining reliance of postal services to minimize liabilities. Unfortunately, they are viewing our contract as one of those liabilities. Our staff is aware that the USPS is having conversations with the Officer-in-Charge at the Lake Villa Post Office about their willingness to absorb our operation, including the servicing of post office boxes. It is possible that the USPS may move toward termination of our contract of their own volition. Should the USPS terminate the contract or restructure to a Stamps-to-Go option, a termination notice will be sent to the post office box renters giving them 120 days to determine what they would like to do. Currently the Village has 66 of 256 boxes occupied (25%). Twenty-nine (29) of the boxes are for personal mail and thirty-seven (37) are for businesses.



Suggested Motion

- A. Move to adopt Resolution 23-7-2270R approving and making a determination on executive session meeting minutes and verbatim recordings.**

Roll Call:

_____ _____ _____ _____ _____ _____
Dickson Dunham Rosten Suchy Chybowski Grace

RESOLUTION NO. 23-7-2270R

A RESOLUTION APPROVING AND MAKING A DETERMINATION ON EXECUTIVE SESSION MEETING MINUTES AND VERBATIM RECORDINGS

WHEREAS, the Village Board of Trustees of the Village of Lindenhurst, has met from time to time in executive session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, pursuant to 5 ILCS 120/2.06, on July 10, 2023, the Village Board conducted a review and approval of executive session meeting minutes and has determined that certain executive session minutes should be released to the public; and

WHEREAS, the Village Board has determined that certain executive session minutes not yet released should remain confidential, subject to further review and determination as to their appropriateness for release at a future date; and

WHEREAS, the Village Board has also determined that certain verbatim recordings of executive session minutes for meetings that occurred at least 18 months ago and for which minutes have been approved are ready for destruction pursuant to Section 2.06(c) of the Act.

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

SECTION 1. The Village Board of Trustees hereby determines that the following executive session meeting minutes should be approved for content and release:

APPROVED FOR CONTENT
July 25, 2022
September 26, 2022
November 14, 2022
May 8, 2023

SECTION 2. The Village Board of Trustees hereby determines has further determined that all executive session meeting minutes that have not yet been approved for release to the public should remain confidential at this time, subject to further review and determination as to their appropriateness for release at a future date.

SECTION 3. The Village Board of Trustees hereby determines that verbatim recordings of executive session meetings that occurred at least 18 months ago and for which minutes have been approved are ready for destruction, and hereby directs the Village Administrator to destroy these recordings without further action or approval by the Board:

SECTION 4. This Resolution shall take effect immediately upon its passage and approval as provided by law.

PASSED AND APPROVED by the Mayor and Board of Trustees of the Village of Lindenhurst, Illinois, this 24th day of July, 2023.

DOMINIC MARTURANO, MAYOR

ATTEST:

Melissa Forsberg, Village Clerk

TRUSTEES

AYE

NAY

Patty Chybowski

Patrick Dickson

Patrick Dunham

Ronald Grace

Heath Rosten

Dawn Suchy



Suggested Motion

- B. Move to adopt Ordinance 23-7-2271 authorizing the disposal of certain surplus property owned by the Village of Lindenhurst.**

Roll Call:

_____ _____ _____ _____ _____ _____
Dickson Dunham Rosten Suchy Chybowski Grace

ORDINANCE NO. 23-7-2271

**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: July 24, 2023

ORDINANCE NO. 23-7-2271

**AN ORDINANCE AUTHORIZING THE
DISPOSAL OF SURPLUS PROPERTY OWNED BY
THE VILLAGE OF LINDENHURST**

WHEREAS, the Village is the sole owner of certain surplus property, which property is identified in Exhibit A, attached to and made a part of this Ordinance (the "Property"); and

WHEREAS, in the opinion of a simple majority of the corporate authorities of the Village of Lindenhurst, the Village's continued ownership of the Property is no longer necessary, useful, or in the best interest of the Village; and

WHEREAS, the President and the Board of Trustees of the Village have determined that it is in the best interests of the Village to dispose of the Property in any manner authorized by this Ordinance, unless a specific method of disposition is set forth on Exhibit A for any particular item of surplus property;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINDENHURST, LAKE COUNTY, ILLINOIS:

Section 1. Recitals. The foregoing recitals, including Exhibit A, are hereby incorporated as substantive provisions of this Ordinance and as findings of the President and Board of Trustees.

Section 2. Sale of Surplus Property. Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Property is no longer necessary or useful to the Village, and the Village would be best served by the sale, trade, conversion, conveyance, or other disposition of the Property in any manner authorized by this Ordinance that the Village Administrator determines to be in the best interest of the Village; provided, however, that to the extent the manner of disposing of any item Property is prescribed or limited on Exhibit A, then the Village Administrator shall dispose of such item of Property in accordance with Exhibit A.

Section 3. Authorized Methods of Disposing of Surplus Property. The Village Administrator is hereby authorized to sell, trade, convert, convey, or dispose of Property in any one or more of the following manners:

- a. By direct sale through advertising the sale;
- b. At public auction to the highest bidder; provided that the Village Administrator shall set a minimum value of each item of Property to be so auctioned, and the auctioneer shall not sell the Property for less than such minimum value unless approved by the Village Administrator or the Administrator's designee at the auction.
- c. By sale through a broker, dealer, or consignee, provided that the Villager shall set a minimum value of each item of Property to be sold through a broker, dealer or consignee, and provided further that the broker or dealer shall not sell the Property for less than such minimum value unless approved by the Village Administrator or Administrator's designee;
- d. By converting the Property into some other form that is useful to the Village;
- e. By trade or conveyance in connection with the purchase of similar property or portions thereof; provided that no such trade-in shall be permitted except upon receipt of competitive bids after notice to all bidders that the Property will be turned over as part of the purchase price;
- f. By trade or barter in exchange for some other property or service of value to the Village, provided that the Village Administrator or the Administrator's designee determined that there is a rough equivalency between the value of the Property and the property or service received in exchange;
- g. By disposal; or
- h. By any other means that will benefit the Village and is not prohibited by law.

Section 4. Effective Date. This ordinance shall be in full force and effect form and after its passage, approval, and publication in pamphlet form in the manner provided by law.

Passed and Approved by the President and Board of Trustees of the Village of Lindenhurst, Illinois, this 24th day of July, 2023.

VILLAGE PRESIDENT

ATTEST:

Village Clerk

TRUSTEES

AYE

NAY

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

2023 Auction/Destruction Items

Item Description	Serial #	Notes	Destruction or Auction
2007 7400 International Dump Truck w/ Plow		Includes Plow attachment	Auction
Monroe Boss 10 Foot Plow			Auction
Wachs Plate Compactor x2		Will auction 2 of these	Auction
Webtrol Booster Pump x2		Will auction 2 of these	Auction
Scotts SCBA		Self-containing breathing apparatus	Destroy
Nosh SCBA		Self-containing breathing apparatus	Destroy
Fiberglass Shed (4x6x7)			Auction
HP Laser Jet Printer			Auction
Sharp MX-M264N Printer			Auction
2018 Ford Explorer	VIN: 1FM5K8ARXJG C74497	Mileage: 83,473	Auction
2018 Ford Explorer	VIN: 1FM5K8AR8JG C74496	Mileage: 79,627	Auction
Thinkpad Laptop	031JDU		Destruction
Dell Latitude E6430	F6JWQXW1		Destruction
Cannon Scanner	DR-6050C		Auction
Epson LCD Projector	PSCF2Z2952L		Auction
Mitsubishi Projector	Xd110U		Auction



2022-2023

ANNUAL REPORT



www.lindenhurstil.org



847-356-8252



www.facebook.com/LindenhurstIL



www.instagram.com/lindenhurstil

OVERVIEW

Dear Stakeholders and Community Members,

It is with great pleasure and pride that we present to you the Annual Report for the past fiscal year. This document encapsulates a year of unwavering dedication, collective effort, and remarkable achievements within our Village. As you navigate through this report, we are delighted to share the significant milestones we have achieved in both operations and financial performance, all of which have been made possible through our commitment to excellence and your support.

From infrastructure development to public safety enhancements, we have invested our resources and expertise into nurturing a cohesive and thriving community. Through collaborative efforts with local businesses, educational institutions, and community organizations, we have strengthened partnerships that bolster our collective progress.

In our report, you will find an array of projects undertaken, highlighting the positive impact they have had on the lives of our residents. We firmly believe that sustainable growth is the cornerstone of a vibrant community, and this report serves as a testament to the progress we have made in this direction.



VISION



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.

MISSION



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

VALUES



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 our 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.

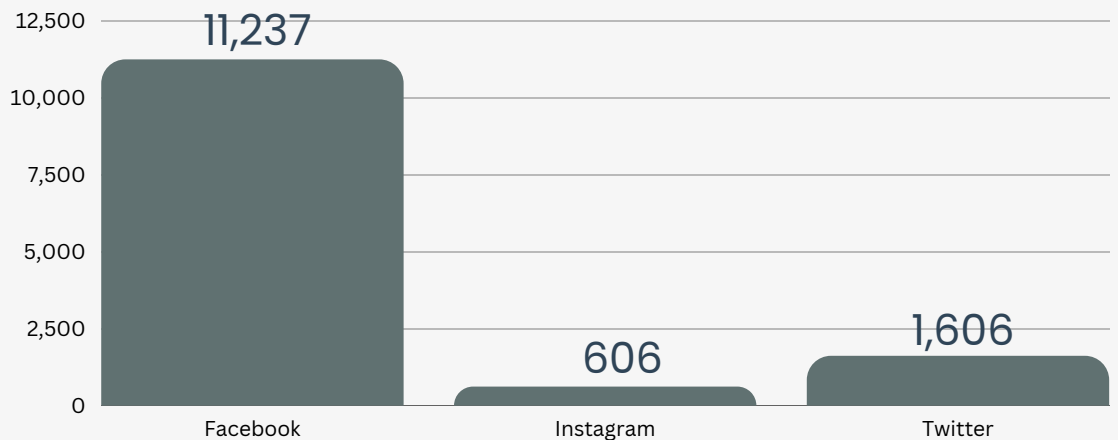
ADMINISTRATION General

HIGHLIGHTS

- Sent out the Village's second community survey with updated questions and received a higher response rate of 18.95% than the 2018 survey of 17.80%.
- Hosted the Village's first-ever Food Truck Event at Village Hall with five different food trucks.
- Worked with a new website developer to develop an enhanced design for the new Village website.
- Began updating the Village communications plan to provide more structure and policy around our communication efforts.

Communications by the Numbers

Average Reach
Social media posts received per Month



Follower Growth

Beginning April 30, 2022- May 1, 2023



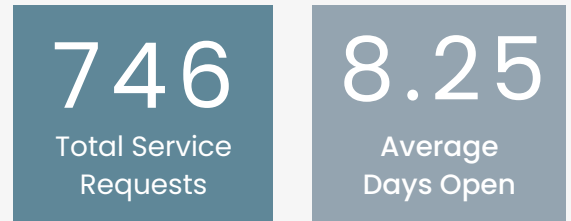
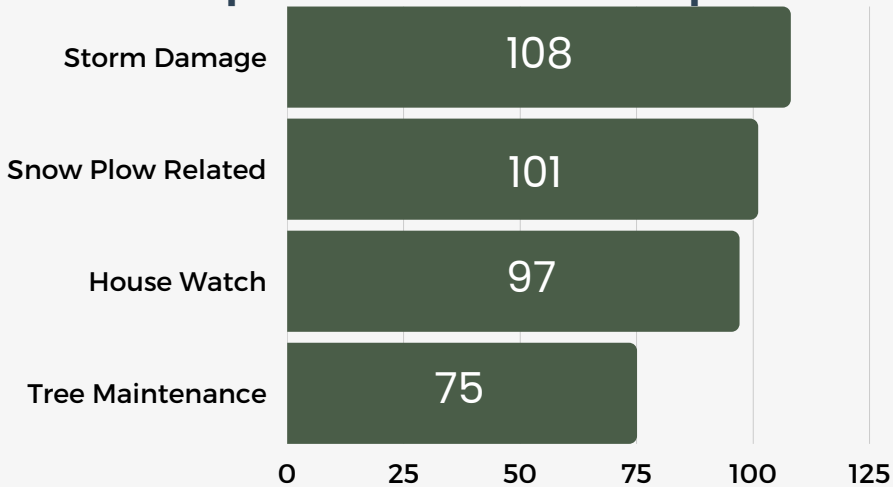
ADMINISTRATION General

HIGHLIGHTS

Strategic Priority Dashboard Recap

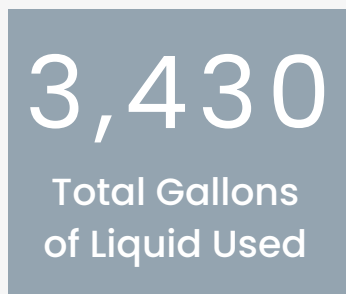
Service Requests

Top 5 Submitted Service Requests

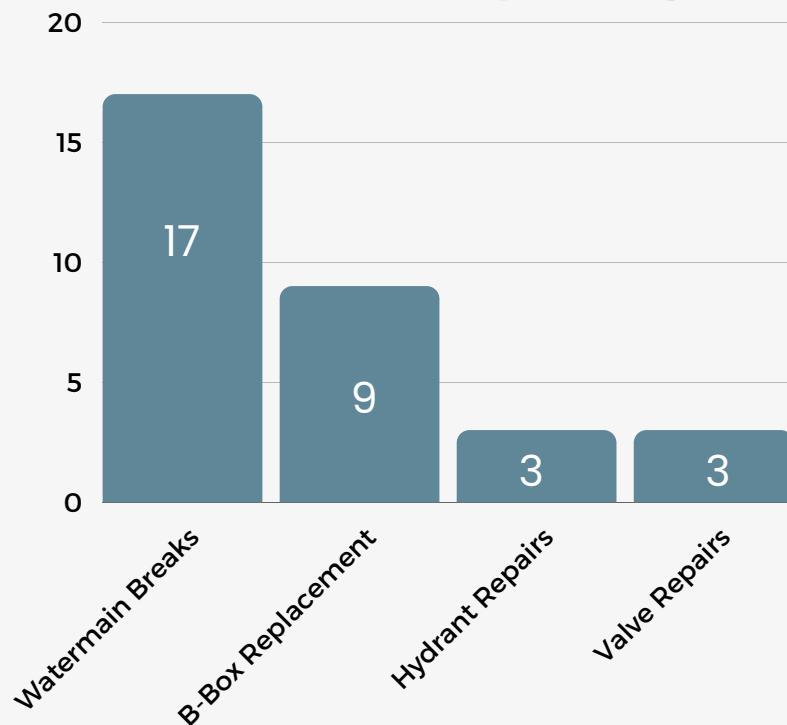


** Note: An ice storm occurred in February, which resulted in many storm damage requests.

FY22-23 Snow Season Recap



Water Distribution System Repairs



ADMINISTRATION

Economic Development



HIGHLIGHTS

Economic Incentives

- In May 2022, a TIF (Tax Increment Financing) District was established to support economic development and growth for certain properties along Grand Avenue. There have been numerous inquiries. No formal inquiries for assistance have occurred as of April 30, 2023.
- Provided LEAP (Lindenhurst Economic Assistance Program) grants to two businesses – Camp Bow Wow and Chance’s Bar and Video Gaming. Conducted the review of five potential LEAP applications.
- Applied for planning assistance from APA-IL to initiate Grand Avenue visioning processes and develop concept plans for key properties.

New Addition to the Team

Hired an economic development specialist to enhance the local economy by creating and implementing strategies, supporting businesses, attracting investments, and stimulating development. The specialist’s expertise helps identify areas for improvement, fosters growth, and promotes sustainable business development within the community.

Enhanced Social Media Presence

- Implemented a proactive economic development social media presence across Village social media platforms to raise awareness and promote local businesses
- This strategy resulted in six specific social media posts and twelve general economic development social media posts to promote and attract investment.

ADMINISTRATION

Economic Development



HIGHLIGHTS



Retention Efforts

- Conducted nearly 100 “speed” business visits during Small Business Week to introduce the ED Specialist, provide pertinent business resources, and offer a letter of support and gratitude from the Village.
- Visited five businesses individually to assess their needs, challenges, and opportunities for growth. These visits enabled tailored support, resources, and recommendations to help their businesses thrive.
- Created an online form for business communications and assistance requests by current or new businesses (three businesses completed the survey).
- Distributed a survey completed by nearly 10% of the business community to gather feedback and identify improvement areas of development.

Outreach

- Outreach efforts to target residential developers and commercial realtors to stimulate investments and developments along Grand Avenue (four) and Highway 45 (three) and within the community in general (five).
- Retail outreach focused on attracting and retaining retail businesses by creating a business resource infographic.
- Developing relationships with regional economic development partners, including meetings with Lake County Partnership and Lake County Engineering Department (three).

Site Selection & Development

- Created and published the Lindenhurst New Development Storyboard displaying newly approved land use applications. Used the Storyboard platform as part of site selection services for new commercial businesses interested in Lindenhurst (one).
-

ADMINISTRATION

HIGHLIGHTS

Human Resources

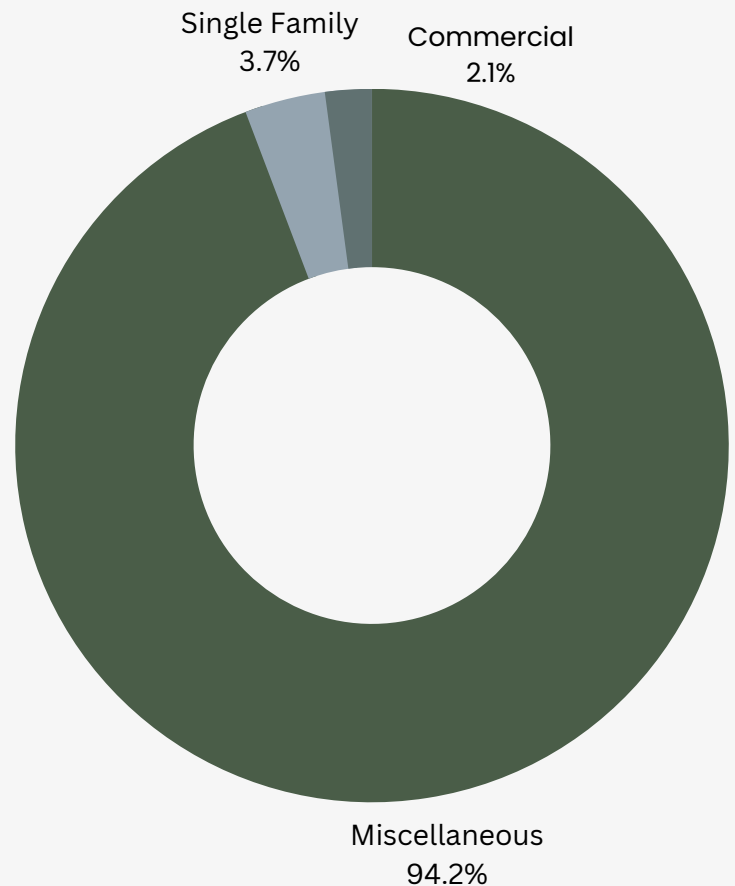
- Finalized and ratified initial collective bargaining agreement with the Fraternal Order of Police.
- Conducted a Village-wide training day on Martin Luther King, Jr. holiday, including mandatory training, elective training, and a community service project.
- Six employees, two from each department, underwent “Leadership Essentials” training provided over a six-week period facilitated by Lake Forest College.

Budget & Finance

- 0% increase to the property tax levy.
- Created a comprehensive fee schedule consolidating all fees into a singular document.
- Implemented the Information Technology Fund to improve transparency and administration of technology expenses.

Building & Engineering by the Numbers

- The Fiscal Year 2022-2023 Permitting year resulted in \$173,021.48 in revenue. Of the \$173,021.48, \$69,399 were single family home permits.
- As indicated in the single family homes in the graph, Briargate construction continued this year with 19 new homes built throughout the year.



ADMINISTRATION

Fiscal Year 2022-2023 Budget Wrap-Up

HIGHLIGHTS

General Fund Revenue & Expenses

It was another strong year for the General Fund, with revenues exceeding expenditures by \$1,825,594. Compared to the FY23 budget, the year-end revenues were higher than anticipated, with the real estate tax, income tax, sales tax, and other revenue exceeding budget estimates.

General Fund Revenues & Expenditures



\$3,906,218

General Fund- Expenses
Actual Year End
Fiscal Year 2022-2023

\$5,731,812

General Fund- Revenues
Actual Year End
Fiscal Year 2022-2023

ADMINISTRATION

Fiscal Year 2022–2023 Budget Wrap-Up

HIGHLIGHTS

General Fund Revenue & Expenses

General Fund Revenues

Fund	Proposed Budget FY 23/24	Actual Year-End FY 22/23	Change From FY22/23	FY 22/23 Budget	Actual FY 22/23 Year- End Variance From Budget
Real Estate Tax	\$528,151	\$478,865	\$49,286	\$476,993	\$1,872
Simplified Municipal Tax	\$94,406	\$123,459	\$(29,053)	\$151,121	\$(27,662)
Building Permits	\$191,310	\$173,021	\$18,289	\$196,492	\$(23,471)
Income Tax*	\$1,502,060	\$2,373,011	\$(870,951)	\$1,383,464	\$989,547
Sales Tax*	\$1,550,112	\$1,982,535	\$(432,423)	\$1,468,514	\$514,021
Other Revenue	\$457,063	\$600,921	\$(143,858)	\$(161,492)	\$762,413
Totals General Fund	\$4,323,102	\$5,731,812	\$(1,408,710)	\$3,515,092	\$2,216,720

*Per Village Fiscal Policy, 10% of sales and income taxes are diverted to Community Capital annually. This revenue figure is before transfers.

General Fund Expenses

Fund	Proposed Budget FY 23/24	Actual Year- End FY 22/23	Change From FY22/23	FY 22/23 Budget	Actual FY 22/23 Year-End Variance From Budget
Administration	\$461,859	\$453,086	\$8,773	\$475,522	\$(22,436)
Engineering & Bldg	\$157,527	\$160,699	\$(3,172)	\$156,296	\$4,403
Building & Grounds	\$43,670	\$26,877	\$16,793	\$31,920	\$(5,043)
Police	\$2,509,957	\$2,272,983	\$236,974	\$2,425,524	\$(152,541)
Streets	\$1,147,873	\$992,573	\$155,300	\$1,059,012	\$(66,439)
Totals General Fund	\$4,320,886	\$3,906,218	\$414,668	\$4,148,274	\$(242,056)

ADMINISTRATION

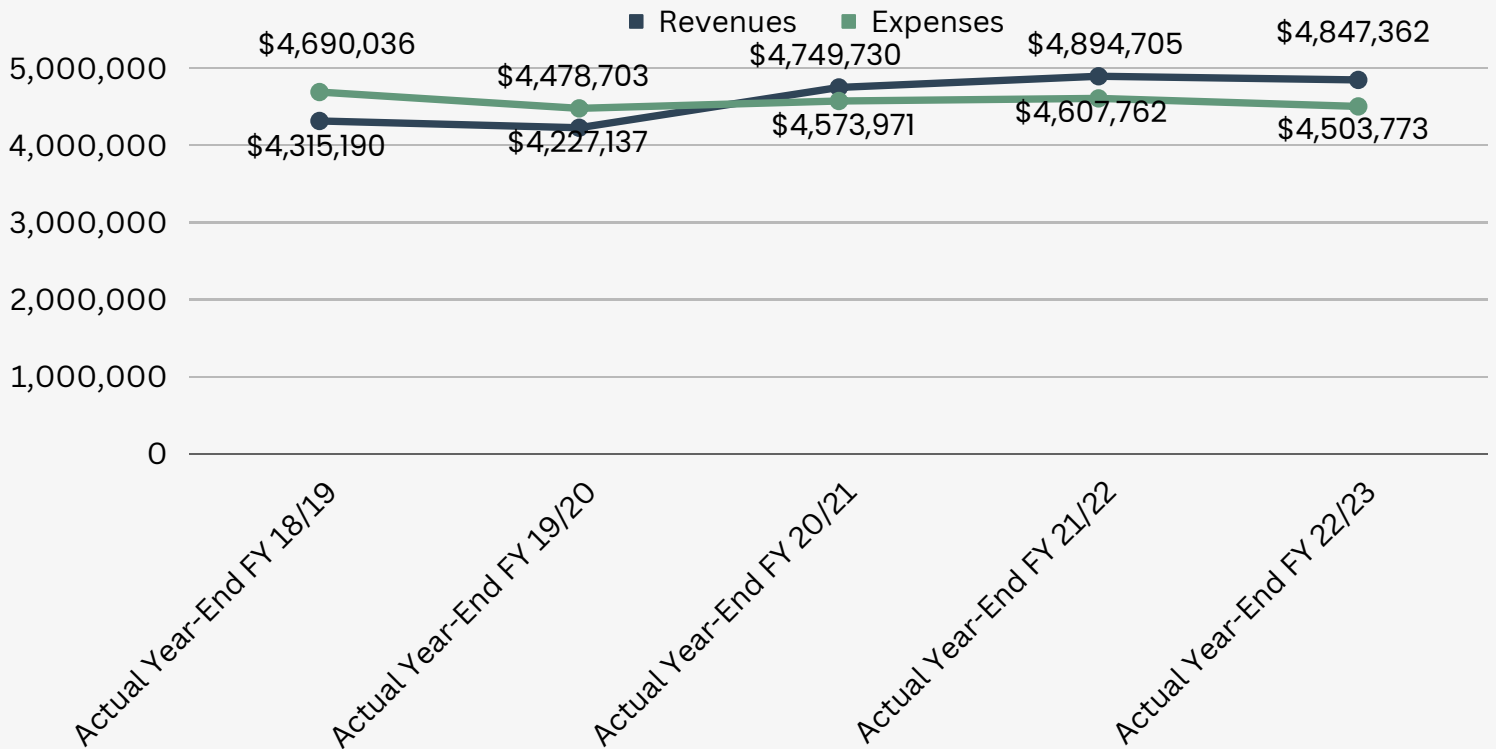
Fiscal Year 2022-2023 Budget Wrap-Up

HIGHLIGHTS

Water/Sewer Fund Revenue & Expenses

Compared to the FY23 budget, the year-end revenues for the Water/Sewer Fund exceeded budget estimates by \$304,602. Water and Sewer revenues are budgeted based on a three-year average of historical water pumping. This year experienced higher water usage than previous years, which increased water and sewer usage revenue.

Water/Sewer Fund Revenues & Expenditures



\$4,503,773

Water/Sewer Fund- Expenses
Actual Year End
Fiscal Year 2022-2023

\$4,847,362

Water/Sewer Fund- Revenues
Actual Year End
Fiscal Year 2022-2023

FY23 Water Usage
\$2,241,559

FY23 Sewer Usage
\$2,208,491

ADMINISTRATION

Fiscal Year 2022-2023 Budget Wrap-Up

HIGHLIGHTS

Water/Sewer Fund Revenue & Expenses

Water/Sewer Fund Revenues

Fund	Proposed Budget FY 23/24	Actual Year-End FY 22/23	Change From FY22/23	FY 22/23 Budget	Actual FY 22/23 Year-End Variance From Budget
Sewer Usage	\$2,116,937	\$2,208,491	\$(91,554)	\$2,033,117	\$175,374
Water Usage	\$2,242,771	\$2,241,559	\$1,212	\$2,148,774	\$92,785
Sewer Penalty	\$31,103	\$25,065	\$6,038	\$30,795	\$(5,730)
Water Penalty	\$29,720	\$24,161	\$5,559	\$29,425	\$(5,264)
Interest	\$11,441	\$54,030	\$(42,589)	\$30,000	\$24,030
Capital Fees	\$259,200	\$262,202	\$(3,002)	\$258,660	\$3,542
Other Revenue	\$10,890	\$31,854	\$(20,964)	\$11,989	\$19,865
Totals Water & Sewer	\$4,702,062	\$4,847,362	\$(145,300)	\$4,542,760	\$304,602

Water/Sewer Fund Expenses

Fund	Proposed Budget FY 23/24	Actual Year-End FY 22/23	Change From FY22/23	FY 22/23 Budget	Actual Year-End Variance From Budget
Waterworks Admin*	\$2,298,756	\$2,365,204	\$(66,448)	\$2,295,824	\$69,380
Sewer	\$824,509	\$722,453	\$102,056	\$800,798	\$(78,345)
Water	\$1,577,263	\$1,416,116	\$161,147	\$1,451,175	\$(35,059)
Totals Water & Sewer	\$4,700,528	\$4,503,773	\$196,755	\$4,547,797	\$(44,024)

*Includes debt service expenses.

ADMINISTRATION

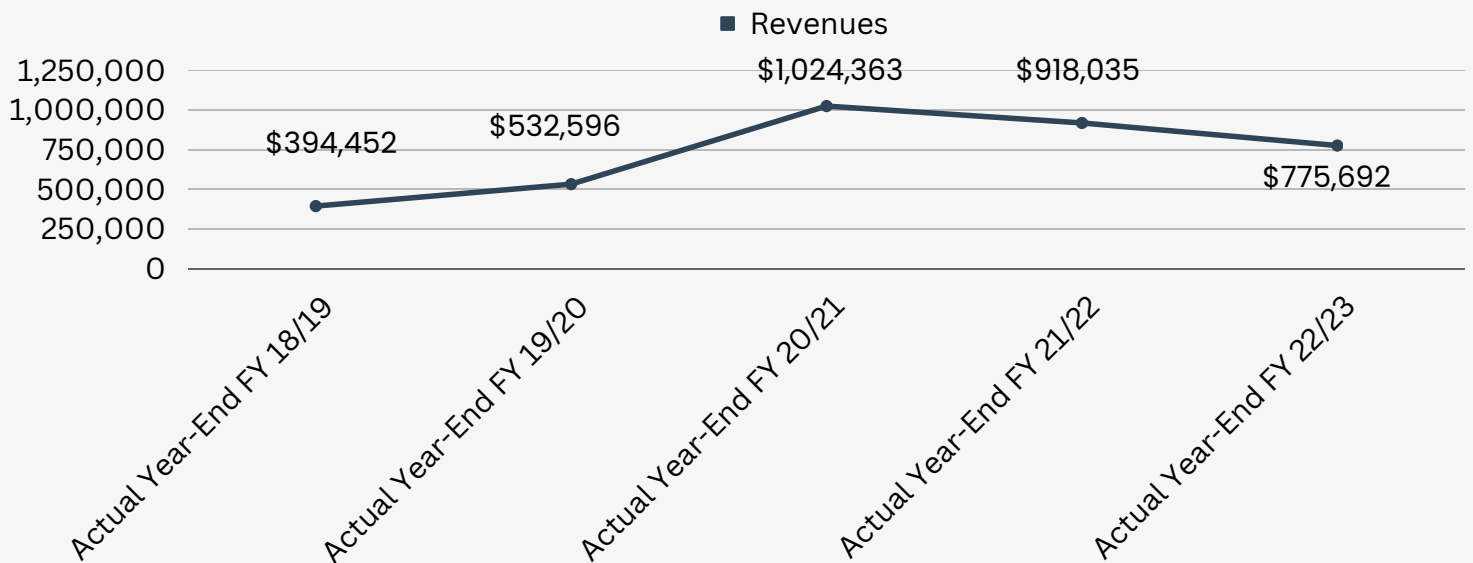
Fiscal Year 2022-2023 Budget Wrap-Up

HIGHLIGHTS

Motor Fuel Tax (MFT) Fund Revenues

The MFT Fund receives revenue from the state distributed motor fuel tax. These funds are restricted by state statute to roadway and right-of-way maintenance. In FY23, the Village received its last payment for the Rebuild Illinois Bond Funds. This is reflected along with other MFT revenues below.

MFT Fund Revenues



MFT Fund Revenues

Fund	Proposed Budget FY 23/24	Actual Year-End FY 22/23	Change From Previous Year	FY 22/23 Budget	Actual FY 22/23 Year-End Variance From Budget
MFT Collections**	\$612,312	\$775,692	\$(163,380)	\$745,122	\$30,570
Earned Interest	\$12,288	\$27,067	\$(14,779)	\$8,951	\$18,116

**Revenues in FY23 include one final payment from the Rebuild Illinois Bond Funds (\$158,850.45)



POLICE DEPARTMENT

HIGHLIGHTS

Personnel

- Hired five (5) new full-time officers.
- Promoted one (1) officer to sergeant
- Officer Rytina was selected as Officer of the Year for the consecutive second year.
- Officer Rytina received an "Above and Beyond" Community Award from STUDYS ministries.
- Police Officer personnel received over 860 hours of training that consisted 160 hours of leadership, 519 hours of State mandated, and 180 hours of safety.



Lindenhurst officers participated in 96 community relations activities that included ERIN program, music festivals, Juneteenth, Special Olympics, SWAC, amongst others.

Operations

- Purchased three new fleet vehicles.
- Received ETSB grant for eight (8) new STARCOM portable radios (more than \$50,000 value).

Statistics



83 Cases Handled by Investigations

- 6 warrants issued, 2 referred to other agencies, 5 cases were referred to DEPKE, 3 cleared by arrest, 2 cases had upgraded charges after working with the LCSAO.



Issued 230 Ordinance Violations



Conducted 1,563 Traffic Stops



400% increase in DUI arrests.

- FY22 had 2, with FY23 jumping to 8.

PUBLIC WORKS

HIGHLIGHTS

Roads

- Completed the most ambitious road resurfacing project in recent history by resurfacing the following streets:
 - Greenwood Dr, Auburn Ln, Federal Pkwy, Federal Cir, Jefferson Dr, North Beck Rd, Penn Blvd, Penn Cir, Paine Ave, Colony Ave, Colony Ct, Ivy Cir, Nature's Way, Constitution Dr.

Water Distribution

- Completed water main replacement on Lake Shore Dr.
- Coordinated two water main replacements for the Grand Avenue Land Bridge Project.
- Replaced three business/ commercial water meters.

Stormwater

- Distributed 50/50 Culvert Replacement funds to six residents.
- Assisted 34 residents in mitigating standing water issues.
- Completed Longmeadow Stormwater Project.
 - Ran two new culverts under the road to relieve ponding at the end of the curve. Replaced six driveway culverts and regraded ditch line. The road was repaved after culverts were completed.

Infrastructure Improvements by the Numbers



3.3 miles of Village roads resurfaced



Replaced 800 ft of water main on Lake Shore Dr.



43 trees planted & maintained



Completed Longmeadow Stormwater Project

PUBLIC WORKS

HIGHLIGHTS

Trees

- Received Tree City USA Award for the 25th year.
- Continued tree replacement program by planting and maintaining 43 trees.
- Distributed 50/50 Tree Replacement Program Funds in the amount of \$3,514.05 to 26 households.

Building Maintenance

- Added roof hatch at the Village Hall Garage to safely access rooftop.
- Updated HVAC Units at Public Works Operation Building.

Operations

- Implemented Asset Management Software with Beehive Industries.
 - Staff participated in weekly meetings with Beehive to validate data and create a preventative work management schedule.

Team Building & Community Engagement

- Completed 2nd annual Village wide Santa Parade in collaboration with the Park District. This year's event was coordinated with the Park District in two parts, with the first portion of the parade bringing Santa to the Tree Lighting. Following the tree lighting, the parade continued throughout the Village.
- Coordinated employee wide Kenosha Kingfish baseball outing.
- Assisted and participated in charity golf outing hosted by the Police Department.
- Participated in the Park District's Touch-a-Truck event.





DATE: June 1, 2023

TO: Mayor Marturano and Village Board of Trustees

FROM: Clay T. Johnson, Village Administrator

RE: Future Direction of Village-Provided Post Office Services

The postal services offered by the Village date back to an agreement made in March 1984 for an initial annual lease rate of \$10,000. Our 40th year of offering mail services will take place during this fiscal year! At the time, our contract established a lease rate based on an annual volume of approximately 1,000 customers and gross USPS revenue of \$20,000. In exchange for the lease dollars, the Village Hall staff would sell stamps and provide services for domestic, registered, and certified mail. We also supply mail for post office boxes which are rented within Village Hall. Primarily, the Village postal services were intended to be a convenience to our residents who would otherwise have to travel to other area post offices, Lake Villa, Antioch, or Gurnee.

Our arrangement with the USPS is known as a “firm fixed” agreement where, outside of the revenues for the lease itself, the Village does not receive any compensation for the sale of parcels, stamps, or other postal services. The contract lease rate has changed a few times over the years, with the last rate increase occurring in October 1992 to our current rate, \$20,000. This was a \$5,500 increase over the expiring rate. This amount, as expressed by the USPS, is “one of the highest” rates in operation. No annual escalator accounting for CPI or other inflationary components is applied to our lease rate.

A multitude of factors have converged which have caused our staff to evaluate the work load that postal services place upon our staff in Village Hall. One of the primary factors in driving this evaluation is the retirement of two full-time employees from our office and the impact on future roles and staffing decisions which are affected by postal service operations. A thorough evaluation of the postal service will determine the direct and indirect costs of providing this service to better inform staffing needs, indicate if our postal lease rate is adequate in covering our costs of providing this service, and if the postal services alone are a worthwhile value to our residents.

Some factors are less than tangible. The Village’s computer systems have never been integrated into the greater postal service point-of-sale system which has made us unable



to accept anything but cash or check as a form of payment. This also keeps us from being able to track packages when requested. Even though our Village Hall is labeled as a “post office” when you conduct a search within a mapping application on your phone, we have never provided certain “full scale” services to the public – money orders, passport photos, and international package processing, for example. This forces our staff to send away a significant number of postal customers to other post offices for services we do not, and cannot, offer. This inability to successfully meet the needs of our customers is a poor reflection of our staff and does not align with the level of service we desire to provide our residents.

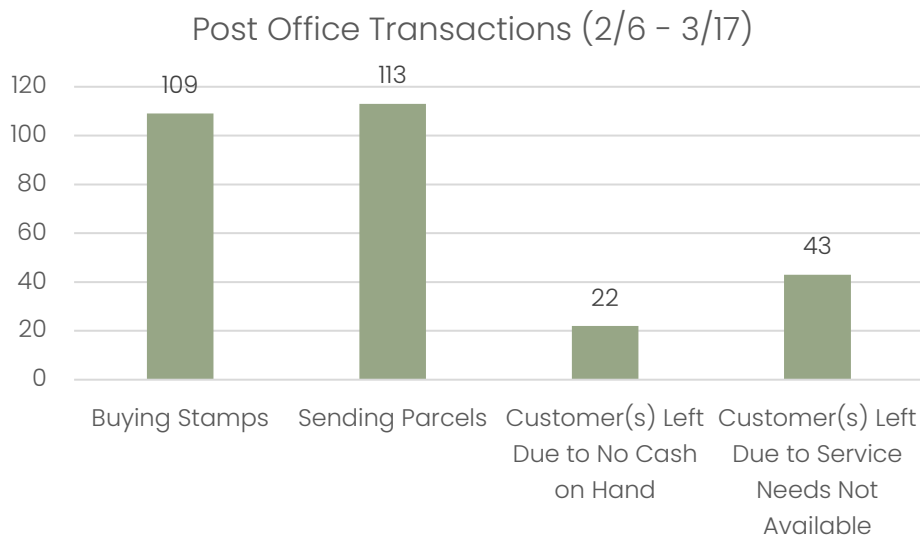
Our staff’s frustrations also extend to the service provided to us by the Lake Villa post office, to which we are subsidiary. Setting aside that our employees are not formally trained by the USPS and most information about USPS operations is gleaned from local news (i.e., raising of postal rates), and also setting aside the inconsistent mail drop-offs and pick-ups, there have been entire days in which we are unable to provide certain services due to an inability to acquire postal supplies from our main branch office in a timely fashion. Some of the inability to obtain supplies comes from the fact that our equipment is old by comparison, but it also represents Lake Villa post office’s inability to support our operation. Keep in mind that our operation benefits Lake Villa post office, in particular, as our customers would otherwise patronize their facility, causing increased operational burden in our absence. Our staff has attempted to have conversations with Lake Villa to rectify service issues, but most of those requests have gone unheeded. In short, Lake Villa takes little to no accountability for their lack of support, leaving our non-post office employees to pick up the proverbial slack.

We wanted to better understand the significance the post office has on our overall operations without these frustrations tinging our analysis. One of the first steps of this evaluation was to gain a better picture of who, among our residents, utilize our post office service. To that end, one of the new questions inserted into the 2022 Citizen Survey asked, “Excluding the outdoor mail collection box, have you utilized postal services inside of Village Hall within the past 12 months?” The results of this question broke down as 59% responded “Yes” and “41%” responded “No.” Which means out of 379 respondents, approximately 193 have used the Village’s postal services within a year period. Unfortunately, the question does not delve further into the matter, as we do not know if those individuals were simply dropping off a package or making purchases of postage. Nonetheless, we have an idea that there is a 60%-40% split amongst residents regarding post office usage.



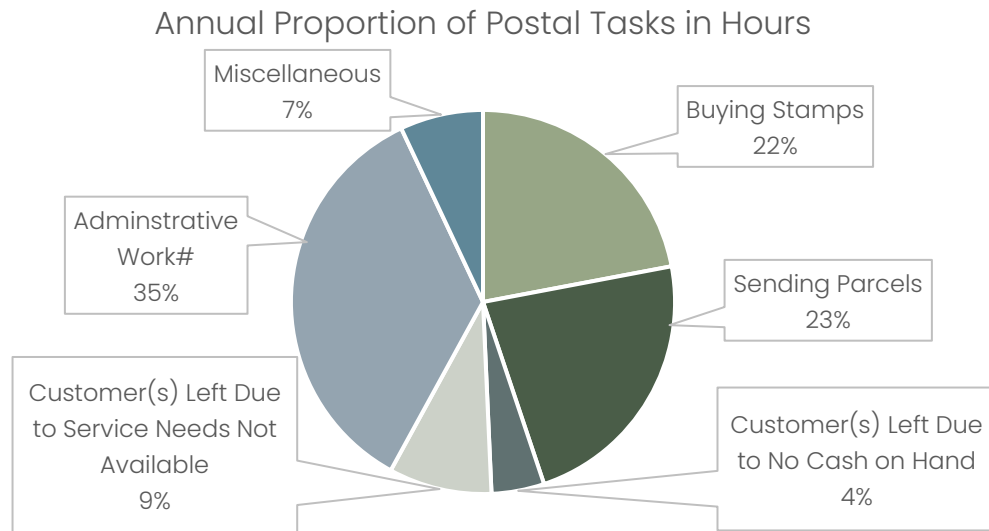
The next step of our analysis was to conduct a time study to determine how much of our staff’s work day and, by extension, work year was dedicated to servicing postal operations. To be a fair and complete picture of our postal service obligations, we needed to capture all transactions that occur at the front counter, successful and unsuccessful alike, and related administrative duties. The time period between Monday, February 6th and Friday, March 17th was selected as our evaluation period. These 38 work days (President’s Day holiday was February 20th) captured six full weeks of our mail operations. Our staff tallied all in-person postal interactions each day of the time period while no less than 30 interactions were randomly selected to be timed. This time period was selected to capture a representative sample of post office demand and avoid mail intensive times of year like Mothers’ Day and days between Thanksgiving to Christmas.

In total, our staff tabulated 287 interactions at the front counter during this period averaging about 5.77 minutes per interaction. This would equate to about 2,600 transactions/interactions in a year. (Recall that our contract was based on 1,000 customers annually back in 1984.) For purposes of our analysis, transactions were broken into four categories: 1) Buying Stamps 2) Sending Parcels 3) Customers who Left Due to Inability to Pay with Cash and 4) Customers Who Left Due to a Service that Is Not Offered. The first two of these categories are labeled “transactions completed” and are considered successful while the other two are “transactions not completed” and deemed not successful. Total transactions are depicted in the following chart:





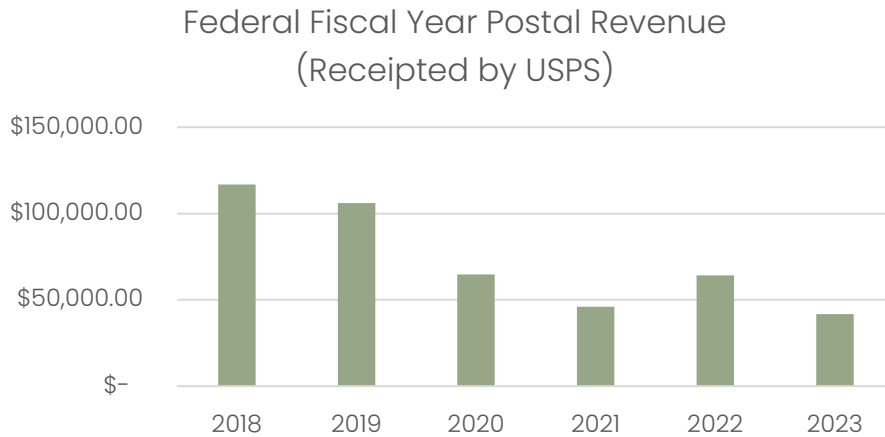
As was mentioned before, each interaction was timed to be an average of about 5.77 minutes. Our randomized time tracking did not differentiate between whether or not the transaction was considered successful. Even those transactions which are not completed/successful take some time to conduct as our staff often explains that we do not offer a certain transaction type and offer a resolution to how or where they may be able to complete their transaction. Outside timing transactions, our staff estimated the daily time in minutes dedicated to administrative work. Administrative work could include daily preparing of deposits to provide to Lake Villa, sorting/delivering mail to 66 of 256 rented post office boxes, and/or ordering supplies pertaining to our mail operations. An additional five minutes daily was included in our study to capture miscellaneous responsibilities such as answering phone calls with postal service questions, phone calls with Lake Villa post office, or preparing for occasional post office audits of supplies. Our study arrived at a total of 629 hours annually dedicated to postal obligations when all transactions and administrative work totals are calculated. The proportion of that 629 hours can be viewed in the following chart:



After extrapolating the commitment of our staff to postal operations on daily, weekly and annual basis, a cost factor was applied to assign a financial value to our post office labor. That factor was calculated to be \$26.44/hr. This hourly rate was determined on an equal distribution of the wages of three employees who predominately service the front counter postal requests. When applied, the total labor cost of providing annual post office services comes to \$16,633.08.



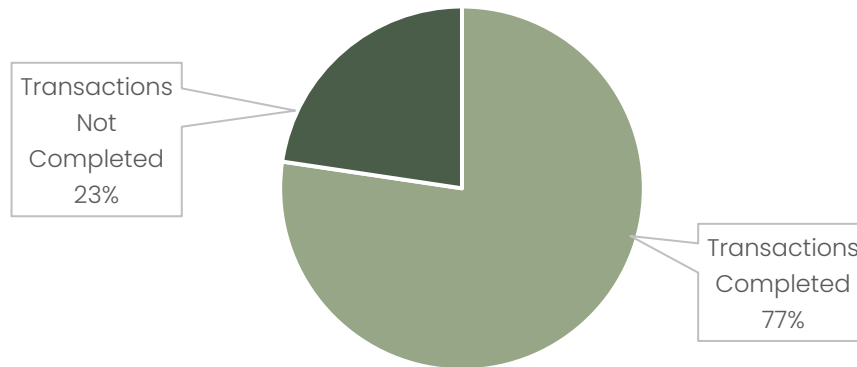
Direct costs were then added to the labor costs to calculate the true cost of our postal operation. Materials to maintain the operation of the post office are the financial responsibility of the Village. These materials would include the rental of our postal meter, meter strips, ink, and computer chips for the meter to calculate postage. (Each time there is any change in postal rates, we must purchase a new meter computer chip.) In FY 23, the Village spent just over \$1,600 in materials. The combined cost of labor and materials for the Village to maintain the post office in a twelve-month period is approximately \$18,266.97. With an annual revenue of \$20,000, the Village nets \$1,733.03. It is probably important to point out that the USPS receipted around \$64,000 in 2022 from our operation alone and \$37,500 through March 31, 2023. A six-year history of USPS revenues generated by our operation is included below. Federal fiscal year 2023 is only a partial year figure.



Offering postal services for our residents has not been based solely on financial benefit. It could easily be argued it never was. This service has been about convenience for our residents. For a number of years, our staff has felt that we are turning away a large number of customers who come to our front counter seeking postal services. Yet we never really quantified how many potential customers this may affect. For this reason, we wanted to be sure to count transactions that were successful and those that were not. During the analysis time period, our transaction success rate was 77%. In other words, there is an almost 1-in-4 chance that someone coming to Village Hall for postal services could be turned away.



Completed vs. Non-Completed Transactions



With this type of success rate, our staff has questioned if we are truly offering the highest and best service to our residents. Is offering limited postal services to three-quarters of our customers truly a convenience? Weighing the amount of time our staff dedicates to the post office operations, the high percentage of customers we are unable to serve, and the lack of financial support to compensate the Village for our labor has caused our staff to seek alternatives to our current postal arrangement that may make more sense to all involved.

We have openly wondered if there are ways to still meet the needs of our customers/residents that doesn't carry such a high impact on our Village operational needs. In April, our staff reached out to a representative of the USPS to express our concerns and frustrations to better understand what options were available to us should we desire to continue postal services. Essentially, three options were presented to us.

The first option was the one most desired by our staff – a postal kiosk. Like those you may have seen at other post offices, kiosks provide all the essential services that we provide at our front counter. This would allow the Village to continue to provide postal services, but time dedicated to the post office by our staff would dramatically decrease at the front counter. Considering our operation is practically budget neutral, having a kiosk would be roughly the same as our current arrangement. However, postal kiosks are only allowed within full-service post offices like Lake Villa and therefore not available to us.



A second, hybrid option suggested by the USPS representative called a Retail Systems Software Business Partner (“RSSBP”). This type of contractual unit would provide compensation to the Village based on the volume of sales of items. In this arrangement the stamps, postage, and supplies would be obtained through the USPS, and it would be the responsibility of our staff to manage the inventory; however, the Village would receive a piece of those sales. RSSBP is a more standalone function, as we would no longer be required to provide daily financial reports to Lake Villa, no longer rent a postage meter, nor would we be subject to postal audits. Lake Villa would still be responsible for delivery of the mail. We would be integrated into the USPS computer systems which would allow us to track certain parcels, automatically be updated when new rates are established, and accept all forms of payment. This change in service level does come with costs - including the initial build out of all our front counters and case work to USPS branding. Our recurring direct costs would be in postage meter labels, receipt paper, and certain postage. The staff may need to invest more time in the postal service, but that additional effort could be recouped based on the sale of stamps and packages. The USPS representative did state that RSSBP contracts are usually reserved for operations that gross closer to \$100k annually. As I stated before, our figures are usually closer to \$60k-70k. There is a possibility to seek an exception, but we do not know if this would be viewed favorably by the leadership of the USPS.

The third option is a slimmed-down version of what we currently offer. This contractual alternative is called “Stamps-to-Go” by the USPS. This is a service you would likely see at a Walgreens, CVS, or grocery store. In this arrangement, the Village would purchase stamps (a minimum of 100 books of 20), but the stamps are the property of the Village, which would eliminate postal audits and the daily financial reporting and deposits. Customers would also be able to pay with all forms of payment, not unlike when residents wish to purchase yard waste stickers from Groot. Because the stamps are our property, the funds receipted could be comingled into our Village finances. The sale of stamps would be made at face value, with no financial benefit to the Village. Stamp inventory would be the responsibility of the Village.

Lastly, any move away from our “firm-fixed” contract with the USPS will eliminate service to our post office boxes, including the options mentioned above. If it was decided to change our service level, Lake Villa post office would be responsible for notifying post office box renters that their box will no longer be available and give them a possible credit toward boxes at the main post office.



In summary, our analysis reveals that the current Village postal service offering requires a dedicated part-time employee to staff operationally, at roughly a break-even cost. However, the fact that we cannot meet all the needs of some customers, in fact turning them away, is not an impression we like to convey to those coming to our office. With staffing needs now a pressing issue in Village Hall with upcoming turnover, now is the time to best determine if providing postal services is meeting our mission and the needs of our community. Our staff is seeking direction from the Village Board on the future of the post office function. Because our current contractual relationship with the USPS is estimated to require over 620 hours annually of staff time, the hiring of a new part-time employee is likely necessary to continue this service without inordinate operational impact after retirements and reassignments are enacted within our office. In a discussion item on the June 12th agenda, the staff would like direction on the Village Board's position regarding whether or not postal services are a worthwhile endeavor for the staff to continue offering to our residents and if so, what level of postal service is expected to be provided.