



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING April 25, 2022

### Present:

Mayor Brandt  
Trustee Harms Muth  
Trustee Pantelis  
Trustee Wright  
Village Attorney Simon  
Village Treasurer/Finance Director Rossi  
Public Works Director Woodbury  
  
Assistant Public Works  
Director/Village Engineer Dittrich  
Management Analyst Cascone

Trustee Grujanac  
Trustee Mitchell  
Trustee Raizin  
Village Clerk Mastandrea  
Village Manager Burke  
Chief of Police Leonas  
  
Assistant Village Manager/Community &  
Economic Development Director Roesler  
Planning & Development Manager Zozulya

### 1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:11 p.m., and Village Clerk Mastandrea called the roll.

### 2.0 ITEMS OF GENERAL BUSINESS

#### 2.1 Planning, Zoning and Land Use

#### 2.11 **Consideration of the Corporate Center Subarea Strategy & Transformative Opportunities Plans (Village of Lincolnshire)**

Assistant Village Manager/Community & Economic Development (CED) Director Roesler and Planning & Development Manager Zozulya provided a presentation regarding the Corporate Center Subarea Strategy & Transformative Opportunities Plans.

Assistant Village Manager/CED Director Roesler reviewed project history and the need for regulatory controls and design guidelines for warehouse/industrial uses as well as concept plans for CityPark, Park-King, and Aptakisic Road residential properties.

Planning & Development Manager Zozulya continued the presentation with Zoning Map recommendations to demarcate an "Office" district primarily east of Barclay Boulevard, and an "Industrial" district primarily west of Barclay Boulevard. Both districts would allow more than those two respective uses, but the "Office" district would prohibit Industrial/Warehouse uses. As part of the study, staff is making recommendations to develop Office and Industrial code regulations, institute a new impervious surface ratio of 80% for both the Office and Industrial zoning districts and update the Landscape Code.

Trustee Wright asked if staff had any examples of the proposed 80% impervious surface ratio the Board could view. Planning & Development Manager Zozulya stated currently there is not any

properties at this level. The properties surveyed are in the proposed Industrial area and are at approximately 65% impervious surface. The number will be further studied during the Zoning Board review and Public Hearing process. Trustee Grujanac asked if staff is proposing the 80% impervious surface to both the Office and Industrial sections. Planning & Development Manager Zozulya confirmed staff is proposing maximum 80% impervious surface for both Office and Industrial sections. Village Attorney Simon stated if a site were to max out on the impervious surface, there will be an impact in terms of amount charged for storm water fees.

Planning & Development Manager Zozulya continued the presentation highlighting concept plans for the CityPark site, Par-King site, and the single-family residential cluster along Aptakisic Road. Planning & Development Manager Zozulya noted none of the proposed concepts are binding or are a result of current development interest.

Planning & Development Manager Zozulya closed the presentation asking for Board direction with the proposed zoning district boundaries – specifically for the Probat/Benchmark, former Grainger office and Children’s Land properties, as well as properties west of Barclay Boulevard along Half Day Road (including the Quill property). Planning & Development Manager Zozulya also asked the Board for direction on the proposed rezoning of the Sysmex and Relevant Radio properties.

Mayor Brandt noted the Quill property is currently for sale which makes it important to address the site and provide clarity to the development community. Mayor Brandt asked if there is a way to allow Sysmex and Relevant Radio to maintain Office zoning permissibility. Village Attorney Simon stated since these sites are adjacent to the proposed Office area, the Board could provide guidance to include the two sites with the Office zoning. The Board was in favor of making the proposed code changes as least impactful to the current property owners of the Relevant Radio and Sysmex properties and maintain their office zoning classification.

Trustee Grujanac asked if new warehouses coming in the proposed Industrial area would affect the roads. Assistant Village Manager/CED Director Roesler stated the extension of Schelter Road and Margate would have to be built to current Village standards to withstand the weight of larger vehicles as well as frequency of the vehicles. Planning & Development Manager Zozulya noted there was an internal conversation regarding possibly limiting the times of potential truck traffic and stated this could not be done since Aptakisic Road is a Lake County road, and Milwaukee Avenue, and Route 22 are both state roads; all are approved for truck traffic.

Trustee Grujanac noted concern with proposing 80% impervious surface in the rezoned districts. Assistant Village Manager/CED Director Roesler stated staff can go back and look at the current ratio for Corporate Center properties. Trustee Raizin asked if they could restrict which way parking would face. Village Attorney Simon stated in the materials presented from Ginkgo there are architectural standards

intended for the Industrial District that can also be applied to the Office District to orient parking interior to each property and provide adequate screening/landscaping. Trustee Grujanac suggested applying a certain setback on Milwaukee Avenue to allow for a path. Mayor Brandt suggested putting the proposed changes on the website noting the Board supports the changes.

Mayor Brandt asked what would happen to Noah's which is now an open building. Planning & Development Manager Zozulya stated the current zoning would be applicable and it would not be impacted.

Planning & Development Manager Zozulya asked for Board direction related to the Quill property which is on the market and currently zoned Office/Warehouse; the Millbrook property; and the smaller lots on Schelter. Assistant Village Manager/CED Director Roesler stated the current users in this area of Schelter Road would not be affected by the proposed rezoning; rather, the question to the Board is if they supported rezoning the property to the Office category which would prohibit Warehouse/Industrial uses which are currently permitted on the Quill property.

Trustee Mitchell asked why staff is treating the Quill property differently than the Probat property. Village Attorney Simon stated Probat is new, a recent investment, and fully occupied. The Probat building will be changed to Office but because of the way the nonconforming structure and use rules work within the Zoning Code, this use will be allowed to continue occupation for as long as it remains active. A conversation regarding the uses, location, and proposed zoning for the Millbrook, Quill, and Probat properties followed.

Trustee Grujanac stated her concern is with the amount of vacant office space there is currently and the potential to limit some of the spaces in years to come. Trustee Grujanac stated her opinion would be to rezone the Quill property to Office along with Sysmex and Relevant Radio.

Trustee Mitchell asked if the proposed Office zoning could include residential. Planning & Development Manager Zozulya stated residential could be added if it is what the Board wants. Village Manager Burke stated the strategy considerations before the Board tonight could be looked at as phase I of a two phase process; phase I are the recommendations to clean up the warehouse locations and then go through the comprehensive planning process to refine phase II to possibly include some residential in the office mixed-use zoning areas.

Trustee Mitchell asked what the advantage would be to change Quill to Industrial. Assistant Village Manager/CED Director Roesler stated given the use permissibility Quill currently has for the property, in his opinion, it would be more valuable as Industrial versus Office or Residential.

Trustee Mitchell asked when staff anticipated Schelter Road would be

built to go through to Aptakisic noting this could be an advantage for the Quill property. Assistant Village Manager/CED Director Roesler stated that would come with the development petition for the Lietzau Farm. Village Manager Burke stated the brokers representing the Lietzau Farm indicate they intended to close on the sale of the property this year, and he anticipates the road construction within 12 – 18 months. Trustee Mitchell stated he is more inclined to zone the Quill property with the proposed Industrial district, noting warehouse parcels are in demand. Trustees Harms Muth, Wright, Raizin, and Pantelis agreed with Trustee Mitchell regarding rezoning the Quill property as Industrial.

A conversation regarding what the consultant provided as project deliverables followed. Assistant Village Manager/CED Director Roesler stated what staff asked for in the contract was just to provide concept plans. Village Manager Burke noted having the concepts as part of a planning document that the Board has considered and endorsed helps staff telegraph to the market and the community the redevelopment potential for each property. A conversation regarding the Par-King conceptual plan and lack of green space followed.

Assistant Village Manager/CED Director Roesler provided a timeline for the code changes.

Trustee Wright asked where the articulation of more green and open space gets expanded upon in the process. Assistant Village Manager/CED Director Roesler noted this would be outside of the timeline provided and come later as part of the Comprehensive Plan update process. Village Manager Burke added some of the design components related to the Warehouse uses would come back to the Board as part of the current project and are reflected in the draft design guidelines prepared by the consultant.

Trustee Grujanac asked staff how to generate excitement and interest from the community for the concept plans. Village Attorney Simon noted part of the comprehensive planning process is community engagement. A conversation regarding promoting this investment in the community followed.

It was the consensus of the Board to have staff along with the Village Attorney prepare the noted changes and refer this to the Zoning Board for a Public Hearing and the Architectural Review Board.

## 2.2 Finance and Administration

### **2.21 Consideration of Combining the Village of Lincolnshire’s Social Media and Communications Policies (Village of Lincolnshire)**

Management Analyst Cascone provided a summary of the proposal to combine the Social Media and Communications Policies.

Trustee Wright asked when an update to the kiosk sign would be presented to the Board. Village Manager Burke noted updating the kiosk sign to digital is in a future budget. This upgrade could be

accelerated if a grant staff applied for is awarded; the grant could offset the total cost.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

## 2.3 Public Works

### **2.31 Consideration of Approval of a Professional Services Contract with RJN Group Inc. for Design Engineering Services for the Village's 2022 Sanitary Sewer System Evaluation Project at a Cost not to Exceed \$131,500 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional service contract with RJN Group, Inc. for design engineering services for the Village's 2022 sanitary sewer system evaluation project at a cost not to exceed \$131,500.

Trustee Mitchell asked if the not to exceed cost would be reflected in the 2022 budget. Assistant Public Works Director/Village Engineer Dittrich confirmed the amount noted is for the current year budget. Mayor Brandt asked how much was budgeted for the project for 2022. Assistant Public Works Director/Village Engineer Dittrich noted the 2022 budget for sanitary sewer evaluation is \$110,000 and there is another budget line item used for sanitary rehabilitation projects that come up throughout the year and due to the complexities of designing a lift station the remainder will come from this line item.

Trustee Mitchell asked how many responses staff received for the Request for Qualifications (RFQ). Assistant Public Works Director/Village Engineer Dittrich noted staff received eight responses. Trustee Mitchell asked what the range of the costs were. Assistant Public Works Director/Village Engineer Dittrich stated staff does qualification-based submittals; consultants submit their qualifications, staff ranks the qualifications, and a contract is then negotiated with the most qualified. Village Manager Burke noted a few weeks ago the sewer televising service contract was approved for the consent agenda tonight which is more of a bid-based project which collects the data. This firm then analyzes the video data, creates design solutions, assists with bids that meet the design solution, and executes on the actual project in the coming years. The lift station is separate to this project.

Trustee Wright asked if this is the type of work that can be co-opt out with other villages. Assistant Public Works Director/Village Engineer Dittrich stated staff co-opts the actual sewer televising to get economies of scale but the engineering is village specific and specific to the projects identified at the community level.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

### **2.32 Discussion of a Pending Bid Award for the Northampton Lane Watermain Replacement Project (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a pending bid award for the Northampton Lane Watermain Replacement Project. Bids are due May 4 and at the next meeting staff will bring the Board the bid results.

Trustee Harms Muth asked what the Board is doing with this request. Assistant Public Works Director/Village Engineer Dittrich noted this item is informational. Staff tries not to place things directly on the Regular Village Board Agenda without first providing information to the Board. Village Manager Burke noted this is to let the Board know staff is currently out to bid, refreshing the Board on the budget process that this water main project was approved as part of the Capital Plan for the Water and Sewer Improvement Plan, and staff plans to include this on the next Regular meeting agenda due to having the bid results at that time. If there are questions, staff would like to know now prior to going to bid.

**2.33 Consideration of Approval of a Professional Services Contract with Civiltech Engineering, Inc. for Construction Engineering Services for the Northampton Lane Water Main Project at a Cost not to Exceed \$132,671.00 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional services contract with Civiltech Engineering, Inc. for construction engineering services for the Northampton Lane Water Main Project at a cost not to exceed \$132,671.

Trustee Harms Muth noted concern with awarding a contract for these types of services and stated there must be some way to share these costs with other villages or designate a person to handle this type of work. Village Manager Burke noted the firm will provide surveyors, clerical staff to review payroll, and engineers. Trustee Wright reiterated her concern for hiring a firm when we have the need on so many projects for this type of work.

Trustee Wright stated when we are spending this amount of money is there a way of reevaluating the performance of the firms and asked if there is a better way to go about this type of contract. Trustee Grujanac asked if there was a way to get an economy of scale; go to a firm for all our projects for the year. Assistant Public Works Director/Village Engineer Dittrich noted every project brought forward staff puts out a RFQ and select the most qualified firm. Sometimes it is the firm that may have worked on a previous job. Assistant Public Works Director/Village Engineer noted he is not aware of Civiltech previously working in the Village. When staff went through the process Civiltech had some experiences in other communities that fit well with this project so staff felt there would not be a learning curve when using them for this type of project. As far as evaluations go, that factors into subsequent projects. Past performance is part of the criteria when reviewing qualifications. As far as economies of scale or having a dedicated staff person, the challenge becomes the ebbs and flows of construction, design, and the expertise. Generally, engineers

are specialized in either design or construction. It is difficult to have a construction engineer who is busy for three or four months on a construction project then have nothing more for them to work on throughout the year become part of staff. This is then the benefit of using a consultant to use for a limited time when a full-time employee would not be used for eight months out of the year. We also get the multiple levels of capabilities; whether a technician or a senior level staff to right-size the level of service on any particular day.

Trustee Raizin asked how we know the cost when the actual job has not been awarded. Assistant Public Works Director/Village Engineer Dittrich stated staff negotiates a contract on assumed hours but get bills every month of the actual hourly rate. It is not a lump sum contract. The actual is not to exceed.

Trustee Harms Muth stated her opinion is there should be another way to manage these types of projects, and staff should be able to do the monitoring of this work. Village Manager Burke noted staff is involved in monitoring the work, but an onsite staff engineer is the communication between the work on the site, construction work, and village staff. Trustee Harms Muth stated her opinion would be to hire additional staff to do this work. Mayor Brandt noted there used to be more staff years ago, and the Board made the decision to contract this work due to the expertise needed for each job. Assistant Public Work Director/Village Engineer noted as part of delivering this number of projects in the Capital Plan, his opinion is this is the most efficient way of doing this type of work.

Trustee Wright noted her opinion would be to hold the engineers more accountable when the work is complete. Village Manager Burke has charged staff to gather historical costs between what the Village has paid compared to the not to exceed amount. Staff does not have one single engineer that is consistently recommended. There is much diversity between the projects. Trustee Harms Muth stated she would like to know what they are bringing to the table that their dollar value is warranted.

It was the consensus of the Board to place this item under items of general business on the Regular Village Board meeting.

**2.34 Consideration of Approval of a Supplemental to an Existing Professional Services Contract with BLA, Inc. for Construction Engineering Services for the Crosstown Water Main Segment 3 & 4 Project at a Cost not to Exceed \$71,303.00 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a supplemental to an existing professional services contract with BLA, Inc. for construction engineering services for the Crosstown Water Main Segment 3 & 4 Project at a cost not to exceed \$71,303. This project has been the single largest project the Village has taken on in a long time. Due to delays in starting construction and the way the contractor worked the project with extended workdays,

multiple crews, and work on weekends, the hours allocated for engineering in the original contract were not enough to complete the project. Some of the work was more complex due to issues encountered in the field and took longer to complete than anticipated.

Trustee Harms Muth asked if the start of the project was delays in getting materials. Assistant Public Works Director/Village Engineer Dittrich stated there was a delay in getting the water main on the contractors side and delays in getting our permit from Lake County Department of Transportation. Staff could not secure the final permit until a contractor was onboard which takes insurance and bonding. Permits from the state for intersection work had to be complete as well.

It was the consensus of the Board to place this item under items of general business on the Regular Village Board meeting.

#### 2.4 Public Safety

##### **2.41 Consideration of a Proposal to Lease Fifteen Panasonic Toughbook Laptops and Associated Docking Stations, Mounting Components, and Mobile Antenna Systems (Village of Lincolnshire)**

Chief of Police Leonas provided a summary of a proposal to lease 15 Panasonic Toughbook laptops and associated docking stations, mounting components, and mobile antenna systems.

Trustee Harms Muth asked if this was budgeted. Village Treasurer/Finance Director Rossi stated the budgeted amount was approximately \$35,000 and comes directly from the JETSB fund. Village Manager Burke stated ultimately it is not an impact to the Village Budget; Lincolnshire will be reimbursed and noted the 911 Funds are technically Lincolnshire funds but are held with the JETSB.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

##### **2.42 Consideration of Proposal to Purchase Body Worn Cameras for the Lincolnshire Police Department from Axon Enterprise, Inc. (Village of Lincolnshire)**

Chief of Police Leonas provided a summary of a proposal to purchase body worn cameras for the Lincolnshire Police Department from Axon Enterprise, Inc. in accordance with new law. This will be a recurring cost for five years.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

##### **2.43 Consideration of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code Pertaining to Delivery of Alcohol (Village of Lincolnshire)**



Chief of Police Leonas provided a summary of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code Pertaining to Delivery of Alcohol. In June of 2020, the State of Illinois temporarily authorized the delivery of alcohol to lessen the hardships liquor license holders experienced following the COVID-19 outbreak and subsequent limitations placed on their businesses. On January 1, 2022, the State of Illinois modified the Illinois Liquor Control to permanently allow for the delivery of alcoholic liquor.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

- 2.5 Parks and Recreation
- 2.6 Judiciary and Personnel

**3.0 UNFINISHED BUSINESS**

**4.0 NEW BUSINESS**

**5.0 EXECUTIVE SESSION**

**5.1 Executive Session Regarding Status of ongoing Collective Bargaining with the Fraternal Order of Police Pertaining (Village of Lincolnshire)**

Trustee Grujanac moved, and Trustee Wright seconded the motion to go into Executive Session for the status of ongoing Collective Bargaining with the Fraternal Order of Police Pertaining. The roll call vote was as follows:

AYES: Harms Muth, Grujanac, Pantelis, Mitchell, Wright, Raizin  
NAYS: None  
ABSENT: None  
ABSTAIN: None

Mayor Brandt declared the motion carried and the Board went into Executive Session at 9:00 p.m. and came out of Executive Session at 9:14 p.m.

**6.0 ADJOURNMENT**

Trustee Grujanac moved, and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 9:15 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk