



VILLAGE OF LINCOLNSHIRE

MINUTES REGULAR VILLAGE BOARD MEETING May 9, 2022

Present:

Mayor Brandt	Trustee Grujanac
Trustee Harms Muth	Trustee Mitchell
Trustee Pantelis	Trustee Raizin
Trustee Wright	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Village Treasurer/Finance Director Rossi	Chief of Police Leonas
Public Works Director Woodbury	Assistant Village Manager/Community & Economic Development Director Roesler
Assistant Public Works Director/Village Engineer Dittrich	Building Official Yunker

CALL TO ORDER

1.0 ROLL CALL

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

2.0 PLEDGE OF ALLEGIANCE

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

3.1.1 Proclamation Recognizing and Honoring the Public Service of Village Clerk Barbara Mastandrea

Mayor Brandt read the Proclamation recognizing and honoring 35 years of public service of Village Clerk Barbara Mastandrea. Mayor Brandt presented Village Clerk Mastandrea with a dinner certificate to recognize her thirty-five-year commitment as Clerk.

Village Clerk Mastandrea thanked the Board and provided a brief history of how she came to run for Village Clerk.

3.1.2 Proclamation Recognizing May 15 – 21, 2022 as Public Works Week

Mayor Brandt noted the Proclamation recognizing May 15 – 21, 2022 as Public Works week and stated appreciation for the Public Works Department who take care of the 11 parks, all the streets, snow removal, many aspects of special events, and so many other areas of the Village of Lincolnshire.

Mayor Brandt noted she attended the Arbor Day event at the Vernon Area Public Library, staff, and Half Day School. Public Works was essential in this event and all events. Mayor Brandt noted thanks to the Public Works team every day.

3.13 Proclamation Recognizing May 15 – 21, 2022 as Police Week

Mayor Brandt noted the Proclamation recognizing May 15 – 21, 2022 as Police Week. Mayor Brandt noted the Board loves the Police, Chief of Police Leonas, and stated appreciation for keeping all the residents safe each day.

Mayor Brandt noted prior to signature, revisions would be made to the Proclamation based on recommendations from Trustee Raizin.

3.14 Consideration and Approval of Appointments and Reappointments to Positions on the Architectural Review Board, Police Pension Board, Park Board, and Zoning Board (Village of Lincolnshire)

Mayor Brandt provided a summary of appointments and reappointments to the positions on the Architectural Review Board, Police Pension Board, Park Board, and Zoning Board.

Trustee Grujanac moved, and Trustee Harms Muth seconded the motion to approve appointments and reappointments to positions on the Architectural Review Board, Police Pension Board, Park Board, and Zoning Board. The roll call was as follows:

Aye: Grujanac, Harms Muth, Mitchell, Pantelis, Raizin, Wright
Nay: None
Absent: None
Abstain: None

Mayor Brandt declared the motion carried.

3.2 Village Clerk's Report – None

3.3 Village Treasurer's Report

3.31 Bond Issuance

Village Treasurer/Finance Director Rossi provided an update on the Bond Issuance. The Village received a AAA bond credit rating from S&P. This is the highest rating possible that S&P gives and basically means the Village has a very strong capacity to meet its financial obligations. Village Treasurer/Finance Director Rossi noted for reference only 8% of municipalities in the State of Illinois have the AAA rating. Treasurer/Finance Director Rossi thanked the Board and staff who worked through the pandemic to put the Village in a financial position to receive such a high rating.

Village Treasurer/Finance Director Rossi noted tomorrow morning the interest rate will be locked in, and once received, either Village Manager Burke or he will email the Board to let the Board know how it compares to the rate structure Mr. Kim provided. By securing the bonds at this time, it could potentially save the Village millions of dollars.

3.4 Village Manager's Report

3.41 Introduction of New Building Official Jay Yunker

Village Manager Burke noted Assistant Village Manager/Community & Economic Development (CED) Director Roesler would like to introduce the new Building Official, Jay Yunker.

Assistant Village Manager/Community & Economic Development (CED) Director Roesler introduced new Building Official, Jay Yunker who is taking over for retired Building Official Mike Jesse. Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a summary of Building Official Yunker's credentials and background.

Building Official Yunker thanked the Village for the opportunities and challenges that come with the new position stating he is looking forward to working for the Village of Lincolnshire.

3.42 Water Main Shutoffs

Village Manager Burke noted there was a planned water main shutoff last week, one today, and a third in a series for the installation of pipe as part of the Crosstown Water Main Project. All affected residents have and will receive notification of the shutoffs.

3.43 Former Public Works Employee - Rob Byrne

Village Manager Burke informed the Board of the passing of former Public Works employee, Rob Byrne who had 32 years of service with the Village and had been struggling with health challenges. Village Manager Burke departed with a story of Rob Byrne stepping in and leading the 2013 flood event. The Village will miss Rob dearly.

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on May 9, 2022, in the Amount of \$360,293.29

A summary of May 9, 2022, bills prelist was presented for payment with the total being \$360,293.29. The total amount is based on \$220,000 for General Fund; \$118,000 for Water & Sewer Fund; \$8,200 for Vehicle Maintenance Fund; \$3,500 for Storm Sewer Operating Fund; \$3,800 for Storm Sewer Improvement Fund; and \$5,500 for General Capital Fund.

Trustee Grujanac moved, and Trustee Raizin seconded the motion to approve the bills prelist dated May 8, 2022, as presented. The roll call was as follows:

Aye: Grujanac, Raizin, Harms Muth, Mitchell, Pantelis, Wright

Nay: None

Absent: None

Abstain: None

Mayor Brandt declared the motion carried.

5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on non-agenda items only)

6.0 CONSENT AGENDA

Items on the Consent Agenda will be approved by one motion. If a Trustee wishes to discuss any item, it will be pulled from the Consent Agenda and discussed under "Unfinished Business".

6.1 Approval of the April 25, 2022, Regular Village Board Meeting Minutes

6.2 Approval of the April 25, 2022, Committee of the Whole Meeting Minutes

6.3 Approval of an Agreement, effective January 1, 2022, to December 31, 2025, between the Illinois Fraternal Order of Policy Labor Council and the Village of Lincolnshire (Village of Lincolnshire)

6.4 Approval of Village of Lincolnshire's Social Media and Communications Policies (Village of Lincolnshire)

6.5 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)

6.6 Approval of Agreement to Lease Fifteen Panasonic Toughbook Laptops and Associated Docking Stations, Mounting Components, and Mobile Antenna Systems from LEAF Capital Funding, LLC, Mesquite, Texas (Village of Lincolnshire)

6.7 Approval of Purchase Body Worn Cameras for the Lincolnshire Police Department from Axon Enterprise, Inc. (Village of Lincolnshire)

6.8 Approval 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)

Trustee Grujanac moved, and Trustee Harms Muth seconded the motion to approve the Consent Agenda as presented. The roll call vote was as follows:

Aye: Grujanac, Harms Muth, Raizin, Mitchell, Pantelis, Wright

Nay: None

Absent: None

Abstain: None

Mayor Brandt declared the motion carried.

7.0 ITEMS OF GENERAL BUSINESS

7.1 Planning, Zoning & Land Use

7.11 Approval of a Resolution Adopting the Corporate Center Subarea Strategy (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a brief presentation of a Resolution adopting the Corporate Center Subarea Strategy as a follow up to some of the comments at the last Committee of the Whole meeting.

A few Trustees asked if the phasing of the Subarea Strategy relative to when we kick off the Comprehensive Plan later this year, is appropriate. From Staff's perspective, with the Strategy document, an immediate or near-term need was being addressed. To prevent unwanted development throughout the Corporate Center, staff wanted to react quickly. There will be an opportunity to address the Comprehensive Plan later this year along with feedback from the community.

Assistant Village Manager/CED Director Roesler's presentation addressed moving the Quill property into the "Industrial" district, moving, Sysmex and Relevant Radio properties into the "Office" district.

Staff re-examined impervious surface caps and provided a current existing Office and Industrial chart, noted only two other communities had a cap, and made the recommendation for the cap of at least 70%. This information would be taken to the Zoning Board for their recommendation.

Assistant Village Manager/CED Director Roesler provided next steps for the Subarea Strategy.

Trustee Grujanac asked what the height recommendation is for the warehouse guidelines. Assistant Village Manager/CED Director Roesler stated he would have to get this information and report back to the Board. Trustee Grujanac noted concern that part of Quill is behind the parking structure of Millbrook, and inadvertently ending up with a warehouse structure visible from Route 22. Assistant Village Manager/CED Director Roesler stated the height limitation for any building throughout the industrial district would apply to that property. Village Attorney Simon stated because the industrial district currently represents where O/D and OI/C were, the current height limitations in those subdistricts are 45' or 3 stories. Village Manager Burke stated this concern can be incorporated for the Zoning Boards consideration.

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided next steps relative to the update to the Comprehensive Plan Update.

Trustee Grujanac moved, and Trustee Harms Muth seconded the motion to approve a Resolution Adopting the Corporate Center Subarea Strategy. The roll call vote was as follows:

Aye: Grujanac, Harms Muth, Raizin, Mitchell, Pantelis, Wright
Nay: None
Absent: None

Abstain: None

Mayor Brandt declared the motion carried.

7.2 Finance and Administration

7.3 Public Works

7.31 Approval of a Contract with J. Congdon Sewer Service of Carol Stream, IL for the Northampton Lane Water Main Replacement Project in an Amount not to Exceed \$1,422,974.11 (Village of Lincolnshire)

7.32 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)

Mayor Brandt opened Items 7.31 and 7.32 together.

Village Manager Burke noted staff included information in the Board reports with more information about the construction engineering and processes. Village Manager Burke noted he has additional handouts which can be reviewed on how other communities engineering departments are structured and some historical information on construction costs versus engineering costs since 2019 stating since 2019 the total costs of projects executed or will be executed on is approximately \$27 million and construction engineering has been at approximately 10% of the industry target.

Mayor Brandt noted she asked Village Manager Burke to come up with this data and to include what was budgeted in the future reporting.

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the bid results for this project. The lowest bid came in just over the engineers estimate and budget amount. Staff recommends awarding this bid to the low bidder and moving forward with the construction of this project. To deliver the project this year and with current staff, we would have the need for an Engineering Consultant to oversee the construction and coordination.

Trustee Wright stated she appreciated the budget impact in the memo.

Trustee Harms Muth asked why the engineering doesn't go out to bid and why staff does not think they can get a cheaper price for the engineering. Assistant Public Works Director/Village Engineer Dittrich stated engineering is awarded per Illinois state law; professional services need to be selected based on qualifications. The engineering consultant therefore is selected on the qualifications of the professional, then once this is identified, the price is negotiated. Trustee Harms Muth stated if there are multiple companies qualified, why wouldn't the Village ask for various proposals from them to do the job. Village Manager Burke stated the selection of the engineering firm for the design work for Northampton is the same firm because of their

familiarity with the design rather than a second firm to execute on someone else's work. The design phase also goes through a selection process. Trustee Harms Muth asked how we know this firm is the best for this activity. Village Attorney Simon stated under the qualifications selection process, the first step must be cost blind. If they have ten respondents, staff rates them 1 – 5 and discards the bottom 5 and starts renegotiations with the first one. There is a budget set up in advance, so staff knows the approximate figure the engineering is expected to be. If the cost of the highest rated professional far exceeded the budget, staff would revisit whether to move on to the next highest rated engineer to see if they would meet the budget expectation. Village Attorney Simon noted the law states you are supposed to negotiate first with the highest rated and most qualified professional. Assistant Public Works Director/Village Engineer Dittrich stated when staff is negotiating a fee, they do take into consideration the work, past contracts, and similar work to see the hours line up.

Trustee Mitchell asked if there was ever a situation where staff could not get to a negotiated price with the top-rated firm. Assistant Public Works Director/Village Engineer Dittrich stated in his career with the Village of Lincolnshire he has not ever had this situation but prior to Lincolnshire, he ran into this situation where there was a fundamental difference of opinion, and another firm was chosen. Trustee Mitchell stated there must be another qualifying firm that might be cost conscience. Village Attorney Simon noted Illinois has adopted a law expressing the public policy for engineering services and architecture services, the selection of the professional is supposed to be based on their qualifications which is obviously unique from labor and materials. The qualifications must be rated first. The exception to the law says if you have an existing relationship with the professional, and they are reliable, you can use the same firm over again. There are some places that rely upon the same firm for many projects. The Village does not feed all the projects to one engineering firm because of their qualifications based on the project. Village Attorney noted in the memo presented there is an example of the qualification-based rating score card and an allocation regarding what is priority in terms of the qualifications.

Trustee Harms Muth asked once the qualifications are set and the top three are selected, can there then be a way to figure out which professional organization can provide the most competitive rate. Village Attorney Simon stated the Village can say they will not go above a certain number and if the highest qualified professional states they can not do it for the number, the Village can then go down to the next qualified. The Village can be a stringent negotiator, but the law is not written for the top three to then bid against each other for price.

Trustee Mitchell asked how staff gets to the budget number if it is not a competitive bid. Assistant Public Works Director/Village Engineer Dittrich stated when the Capital Plan is developed, staff looks at the overall scope of a project and what the level of effort is and that is how the budget is set; based on the anticipated cost of construction

then 10% is put in for engineering, past projects are reviewed and the level of complexity to see if the number should be increased/decreased. Village Manager Burke noted as staff goes through the qualification-based process they may call other municipalities to see if they have any experiences with a firm, but also the professional engineering contractor has a rate card.

Mayor Brandt noted some of what was asked has been reported in the spreadsheet Village Manager Burke distributed. Village Manager Burke provided details related to the spreadsheet.

Trustee Grujanac moved, and Trustee Pantelis seconded the motion to approve a Contract with J. Congdon Sewer Service of Carol Stream, IL for the Northampton Lane Water Main Replacement Project in an Amount not to Exceed \$1,422,974.11. The roll call vote was as follows:

Aye: Grujanac, Pantelis, Harms Muth, Raizin, Mitchell, Wright
Nay: None
Absent: None
Abstain: None

Mayor Brandt declared the motion carried.

Trustee Grujanac moved, and Trustee Pantelis seconded the motion to approve 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. The roll call vote was as follows:

Aye: Grujanac, Pantelis, Raizin, Mitchell, Wright
Nay: Harms Muth
Absent: None
Abstain: None

Mayor Brandt declared the motion carried.

7.33 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 \$71,303.00.

Village Manager Burke noted the project costs in total for segments 3 and 4 are still coming \$671,000 under budget.

Trustee Grujanac moved, and Trustee Raizin seconded the motion to

approve 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. The roll call vote was as follows:

Aye: Grujanac, Raizin, Mitchell, Wright, Harms Muth, Pantelis
Nay: None
Absent: None
Abstain: None

Mayor Brandt declared the motion carried.

- 7.4 Police**
- 7.5 Parks and Recreation**
- 7.6 Judiciary and Personnel**

- 8.0 REPORTS OF SPECIAL COMMITTEES**
- 9.0 UNFINISHED BUSINESS**
- 10.0 NEW BUSINESS**
- 11.0 EXECUTIVE SESSION**
- 12.0 ADJOURNMENT**

Trustee Grujanac moved, and Trustee Wright seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 7:57 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk