



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING May 23, 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

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:18 p.m., and Village Clerk Mastandrea called the roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.2 Finance and Administration

2.3 Public Works

2.31 Consideration of Approval of the Proposed Signage Master Plan for Village Parks and Entryway signs and Related Sign Variances (Village of Lincolnshire)

Public Works Director Woodbury provided the background and summary of the proposed Signage Master Plan for Village parks and entryway signs and related sign variances. Since staff has worked with Hitchcock Design Group (Hitchcock) on this project. Staff recommends continuing to work with Hitchcock on a procurement option for the signage. This would involve soliciting quotes from pre-qualified signage fabricators to identify the most qualified vendor. Quotes would be solicited using design drawings to obtain preliminary pricing. Once a fabricator is selected, the vendor would prepare detailed shop drawings to finalize pricing and submittal to the Village for approval. The advantage of this option is contracting with a quality fabricator, as well as the ability to negotiate pricing. A waiver of the competitive bidding requirements would be required. This type of procurement process is recommended by Hitchcock Design Group to control the pricing and ensure the Village contracts with a skilled sign construction/installation company for the project.

Mayor Brandt asked if there are two signs being proposed for the Village Hall. Public Works Director Woodbury stated there would be a regular identifier for traffic coming in from the east side and another sign for westbound traffic with an arrow directing vehicles to the

Village Hall entrance. This is based on feedback received from the Architectural Review Board (ARB). Mayor Brandt stated she is not in favor of having a sign with an arrow. A conversation regarding the signage for Village Hall and the arrow followed. Public Works Director Woodbury suggested putting a mockup of the proposed sign at this location prior to installation. Trustee Grujanac suggested having the sign at Village Hall be two-sided to include both Police and Village Hall and have it on the same side of the road as the Village Hall. It was the consensus of the Village Board to support Trustee Grujanac's suggestion.

Mayor Brandt stated a priority sign for her would be an entry way sign near Stevenson High School where Half Day Road and Milwaukee Avenue meet. Mayor Brandt noted another entry sign priority would be a sign near Sedgebrook.

Trustee Wright mentioned the corner property of Vernon Hills that people think is Lincolnshire might be an appropriate place to designate where the Village starts in this corridor.

Trustee Mitchell asked if the Board has the final say on what signs get bid out first. Public Works Director Woodbury stated the pricing will include the entire project and the Board can choose whether to pursue installation once pricing is secured. The only thing being approved tonight are the overall concepts; staff will then work with the consultant to identify a fabricator, identify pricing, and bring it back to the Board the final procurement. Trustee Mitchell asked if there would be pricing per sign. Public Works Director Woodbury confirmed they would have pricing per sign.

Mayor Brandt asked if the park signs could be paid for out of the Park Development budget. Village Manager Burke confirmed the cost of the park signs would come out of the Park Development budget.

A conversation regarding the kiosk sign followed. Public Works Director Woodbury states staff is seeking a grant to pay for the kiosk sign. It was the consensus of the Board to obtain pricing for the kiosk sign currently as well. Village Attorney Simon noted the sign code would need to be amended to allow for electronic signage.

Trustee Raizin asked if existing Illinois Department of Transportation (IDOT) signs regarding not blocking the intersection of the entrance to the Village Hall property interfere with the proposed new signs for Village Hall. Public Works Director Woodbury noted it was decided to use the current location for the new sign without the arrow and indicated he did not think existing signage would conflict with the new Village Hall/Police Station signage.

Trustee Harms Muth asked how not bidding out the project would get better pricing for the Village. Public Works Director Woodbury noted staff would be soliciting quotes from pre-qualified fabricators using design drawings, sufficient details to obtain preliminary pricing, and details added to the concept drawings. Staff would work with Hitchcock

Design, and they would select the most qualified fabricator, staff would negotiate pricing, and bring back the recommended fabricator and pricing to the Village Board for approval. Village Manager Burke clarified staff would obtain pricing from multiple qualified fabricators. The process Hitchcock Design is suggesting consists of pre-qualifying fabricators, then then requesting they bid on the project.

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

2.4 Public Safety

2.5 Parks and Recreation

2.51 Consideration and Discussion of an Agreement between the Village of Lincolnshire and Chicago Rush North Soccer for the Use of North Park Concession Building (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of a proposed Agreement between the Village of Lincolnshire and Chicago Rush North Soccer for the use of North Park Concession Building.

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

2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

4.1 Military Buy Back of Service Credit

Village Manager Burke distributed a memo regarding military buy back of service credit requested by an employee. Since this would affect all employees, the item is being discussed under new business and not under Executive Session.

Village Manager Burke stated he received a request from an employee to buy back of service credit under the Illinois Municipal Retirement Fund (IMRF) for prior military service. This is the only employee currently on staff who would qualify to buy back service credit; however, by adopting a Resolution, this benefit would be available to any employee who previously served in the military that is enrolled in IMRF. IMRF limits the number of years an employee can buy back to four, and the employee is required to fund, on their own, what they would have been contributing at their starting rate of pay for the years of service to be purchased back. The employee will also be required to contributed interest up until the current date to bring them their service to whole. The employee essentially is contributing funds to buy service credit equal to their annual contributions, plus the Villages contributions, plus interest to be able to count for that military service time. The impact to the municipality is that employee's military service is now counted toward their IMRF service credit. This employee making the current request has approximately \$40,000 they would be required to pay to IMRF to purchase years of service, and the Village's net change is approximately \$1,000 over the employee's projected remaining years of service with the Village.

Village Manager Burke provided information regarding a previous request by an employee wanting reciprocity at another public sector that would have had a much different financial impact on the Village. This request was denied by the Board.

A form resolution was distributed consideration and to possibly include on the agenda for the June 13, 2022, Village Board meeting.

Trustee Mitchell asked what other Villages do; do they have this type of Resolution. Village Manager Burke stated he would have to poll the other municipalities and let the Board know. Village Treasurer/Finance Director Rossi stated his experience is about 50% of communities permit this type of service credit buy back.

Employees participating in the Police Pension Fund have a similar ability permitted by state law without requiring a resolution by the local government.

Trustee Mitchell asked if there is a limitation of years for which an employee can purchase credit. Village Manager Burke stated IMRF has capped the amount of time at four years.

Trustee Mitchell asked if the Village would be financing any of the employee's buy back portion. Village Manager Burke stated the Village would not be financing any of the employee's buy back service but noted there is a time frame allowed to pay the buy back. Village Treasurer/Finance Director Rossi stated the maximum payment plan for the service buy back is three 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.

4.2 Spring Lake Park

Mayor Brandt stated she has received a few complaints regarding bringing lifeguards back to Spring Lake Park and the current conditions of the park. Mayor Brandt stated her response was to bring these issues back up for consideration next year since the budget decision has been made for current year. Mayor Brandt asked if the float could be brought back for current year. Public Works Director Woodbury stated the Village no longer has the float due to costly repairs needed.

Public Works Director Woodbury stated there are current proposals for mulch and sand at the beach and for power washing of the brick. Public Works strives every year to have the park in great condition by Memorial Day. Mayor Brandt suggested taking pictures of the park after these improvements are made to post on social media.

Staff noted the difficulty in hiring lifeguards throughout the years. This year staff has been trying to get lifeguards for the 4th of July Boat Regatta and have had no luck.

Trustee Grujanac asked if there could be a representative at the park. Public Works Director Woodbury noted staff goes through the park twice a week and has presence when available. A conversation regarding beach activity and

staff presence followed. Village Manager Burke noted the Park Board will have a park survey going out and staff presence could be included as part of the survey.

4.3 Pickle Ball Court Seating

Mayor Brandt noted chairs at the North Park pickle board courts and asked if seating was allowed on the courts. Public Works Director Woodbury noted staff is looking at bench options for the courts and will report back to the Board.

A conversation regarding park usage, monitoring, parking, and traffic followed.

Public Works Director Woodbury stated some signage has been ordered with regards to being mindful of neighbors when using the courts.

Trustee Raizin asked if staff has posted the need for lifeguards for the Boat Regatta on the Lincolnshire Moms Facebook page. Village Manager Burke reached out to Stevenson High School and will discuss this at the next Special Events meeting.

5.0 EXECUTIVE SESSION

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 8:03 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk