



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING January 9, 2023

Present:

~~Mayor Brandt~~
Trustee Harms Muth
Trustee Pantelis
Trustee Wright
Village Attorney Mack
Village Treasurer/Finance Director
Rossi
~~Public Works Director Woodbury~~

Utilities Superintendent Geib

Trustee Grujanac
Trustee Mitchell
Trustee Raizin
Village Clerk Mastandrea
Village Manager Burke
~~Chief of Police Leonas~~

Assistant Village Manager/Community &
Economic Development Director Roesler
Management Analyst Cascone

1.0 ROLL CALL

Temporary Chair Grujanac called the meeting to order at 7:25 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

2.21 Consideration of approval of a Settlement Agreement Between the Village of Lincolnshire and Commonwealth Edison Co. (Village of Lincolnshire and ComEd)

Village Treasurer/Finance Director Rossi provided a summary of a Settlement Agreement between the Village of Lincolnshire and Commonwealth Edison Company (ComEd). Village Treasurer/Finance Director Rossi noted in 2018 Lincolnshire, via its third-party agent Azavar Government Solutions (Azavar), initiated an audit of ComEd to confirm all properties located within Lincolnshire were paying utility tax properly. Following the audit, Azavar and ComEd worked collaboratively to identify and correct three addresses miscoded to a taxing jurisdiction other than Lincolnshire. A law firm appointed by Azavar, Cozen O'Connor (Cozen), was contracted to negotiate this settlement agreement to recover uncollected revenue lost by the Village plus interest and a statutory penalty for the period the tax went uncollected by ComEd.

Trustee Harms Muth asked what the amount the Village was pursuing to begin with in terms of lost revenue, interest, and statutory penalty. Village Treasurer/Finance Director Rossi stated the amounts presented in the packet is what Cozen had suggested the Village settle for and will go back and review in detail what Azavar provided and report back to the Board on the amount in question in terms of the Village's original demand.

It was the consensus of the Board to get the original requested amount from staff and place this under Items of Regular Business at the next Regular Village Board meeting for discussion and approval.

2.22 Receipt of Report and Discussion 2023 Special Event Planning (Village of Lincolnshire)

Management Analyst Cascone provided a report regarding 2023 Special Event planning including accomplishments of the Special Events Committee in 2022 and high-level descriptions of 2023 Special Event planning. Management Analyst Cascone stated he is looking for Board direction on the 2023 Red, White, and BOOM! schedule and presented three schedule options for the event. Staff recommendation is for Red, White, & BOOM! to operate similarly to 2022 where the event occurs over the course of two days split between North Park and Spring Lake Park. Staff recommendation is for Monday, July 3 to consist of a concert/carnival at North Park beginning mid-afternoon and running into the evening, and Tuesday, July 4 consist of the 5K race, parade, and boat regatta in the morning with the fireworks show in the evening at Spring Lake Park.

Trustee Mitchell congratulated staff on the 2022 events. Trustee Mitchell asked Management Analyst Cascone about the safety concerns mentioned in the staff memo regarding the boat regatta and suggested if the safety concerns are addressed to promote the event as soon as possible. Management Analyst Cascone stated the chief safety concern is asking children to enter cardboard boats in the water and the ability to have someone there to act as a lifeguard and/or first responder. Last year, staff struggled to find someone to serve in that role. Thankfully, in June the Lincolnshire-Riverwoods Fire Protection District (LRFPD) agreed to serve in that role after the parade. If staff can get the same commitment from the LRFPD or another qualified entity, notice will go out and staff will start publicizing for the regatta event.

Trustee Raizin stated her opinion is all the 2022 events turned out great and agreed with Trustee Mitchell to have the 2023 Red, White, and BOOM! event operate as it was scheduled to take place in 2022. Trustee Raizin noted her opinion that she liked how the 2022 Boo Bash and Red, White, and BOOM had a gateway/photo area as people walked in to take selfies and provide a sense of excitement and suggested having this done for 2023 Summer in the Shire as well.

Trustees Wright, Pantelis, and Harms Muth all noted agreement with staff recommendation for Red, White, and BOOM! and thanked staff for all they do with the events.

Trustee Grujanac suggested engaging the schools to participate in the boat regatta and all 2023 events.

Trustee Raizin had the following suggestions for staff when planning the 2023 special events: include the Fire Department, name badges

for staff, continuing goodie bags for the children, and surround sound at Lincolnshire Lights.

Trustee Wright stated she is looking forward to having the movie night at different park locations and suggested using more hashtags and branding in communications.

It was the consensus of the Board to plan Red, White, and BOOM! as recommended by staff.

2.23 Consideration of a Resolution Approving Closed Session Meeting Minutes and Authorizing the Village Clerk to Make Certain Closed Session Meeting Minutes Available to the Public for Inspection – Second Review – 2022 and Authorizing the Destruction of Certain Audio Recordings of Closed Session Minutes (Village of Lincolnshire)

Village Manager Burke provided a summary of the second semi-annual Resolution approving closed session meeting minutes and authorizing the Village Clerk to make certain closed session meeting minutes available to the public for inspection.

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 an Easement Agreement between the Village of Lincolnshire and the Karen L. Boyle Trust for the Installation and Maintenance of a Village Monument Sign (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a summary of an Easement Agreement between the Village of Lincolnshire and the Karen L. Boyle Trust for the installation and maintenance of a Village monument sign. The area subject to the proposed easement agreement is located at the southeastern corner of the property near the intersection of Riverwoods Road and Vernon Tail.

Trustee Wright asked if the proposed location already has an existing sign. Assistant Village Manager/CED Director Roesler stated the existing sign is within Lake County right-of-way and the new sign is proposed for private property just south of the current sign.

Trustee Raizin suggested staff look at putting the sign more perpendicular to the road so more people would see it.

Trustee Mitchell asked if the Village would maintain the sign even though it is on private property. Village Manager Burke confirmed the Village would maintain the sign.

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 Approval of a Contract to Hoerr Construction at a Cost not to Exceed \$101,516.00 for the 2022 Sanitary Lining Project to be Completed in 2023 (Village of Lincolnshire)

Utilities Superintendent Geib provided a summary of a contract to Hoerr Construction at a cost not to exceed \$101,516.00 for the 2022 sanitary lining project to be completed in 2023. Utilities Superintendent Geib stated this contract is for approximately 1,500' of sewer lining through the Marriott golf course. Utilities Superintendent Geib noted this work is time sensitive due to the ground still being soft and not frozen on the golf course.

Trustee Mitchell asked why the Village is not doing as much lining as we typically would do. Utilities Superintendent Geib noted through the Lake County program, the Village targets about 10% of sanitary sewer system each year; it is Village obligation to show Lake County the sanitary sewer system is being taken care of since all Village of Lincolnshire's wastewater goes to a treatment plant. Historically, the Village has done approximately 3,000' per year in the residential area but as staff has gotten to the commercial side of town, the pipe diameter gets larger as it makes its way to the treatment plant. Material costs have increased substantially so the Village is not able to do as much lining. Utilities Superintendent Geib stated this has not been a concern since working with the consultant, there has not been as many identified problem areas in commercial parts of the Village as there was in the residential areas. He noted the commercial side of town is newer. Trustee Mitchell stated he was concerned that the Village was not deferring improvements that should be done sooner.

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

2.33 Receipt of Update on the 2022 Water Supply System Leak Survey conducted by M.E. Simpson Company (Village of Lincolnshire)

Utilities Superintendent Geib provided a presentation update on the 2022 water supply system leak survey conducted by M.E. Simpson Company including background on the water distribution system, what the leak survey work consisted of, leak survey report example, types of leaks, identified leaks, water and revenue loss, leaks repaired, and plans for performing more leak detection surveys in the future.

Trustee Wright asked if one of the notes in the presentation is stating the cost for the survey will be recouped in two months because of the repaired leaks. Utilities Superintendent Geib confirmed the cost of the survey this year was recovered in two months because of the leak repairs and the reduction in unbilled water leaking out of the system. A conversation regarding the identified leaks and revenue loss because of the leaks followed.

Trustee Mitchell asked where the Village responsibility ends, and the

user responsibility picks up; are leaks always the responsibility of the Village. Utilities Superintendent Geib stated Village responsibility typically ends at the b-box or the control valve on the service. Leaks can be found on either side. If the leak is found right at the box, the Village takes on the repair of the leak. If it is on the residents side, it is the cost of the resident, but staff will work with the resident to get the repair made. Village Manager Burke noted in the parkway is where the b-box is typically located.

- 2.4 Public Safety
- 2.5 Parks and Recreation
- 2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Harms Muth moved, and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous, and Temporary Chair Grujanac declared the meeting adjourned at 8:13 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk