



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING March 13, 2023

Present:

Mayor Brandt	Trustee Grujanac
<del>Trustee Harms Muth</del>	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
Management Analyst Cascone	

### 1.0 ROLL CALL

### 2.0 ITEMS OF GENERAL BUSINESS

#### 2.5 Parks and Recreation

#### **2.51 Consideration of Parks and Entry Sign Materials as Provided by Sign Fabricator DeSign Group Signage of Des Plaines, Illinois (Village of Lincolnshire – Various Locations/Park and Entry Signs)**

Mayor Brandt moved Item 2.51 up on this Agenda.

Public Works Director Woodbury provided a summary of the parks and entry sign materials as provided by sign fabricator DeSign Group Signage noting in February the Village Board approved an agreement with DeSign Group Signage to construct and install new village entryway and park signs. Staff is seeking Board approval for the materials to ensure the materials are acceptable and the Lincolnshire green color meets the branding and style guide specifications.

Public Works Director Woodbury introduced Mr. Mike Wood of Hitchcock Design Group and Mr. Jim Gilmore of DeSign Group Signage.

Mr. Gilmore provided sample material colors and noted the green color proposed meets the specifications for Lincolnshire green. Feedback on the bronze colors is requested.

Mayor Brandt asked if Mr. Gilmore has a recommendation for the bronze color. Mr. Gilmore noted his opinion would be to pick a darker bronze for contrast.

Mayor Brandt asked for staff recommendations for the bronze color. Public Works Director Woodbury agreed with Mr. Gilmore's recommendation of a darker color for contrast on the signs.

Trustee Raizin asked if the sign for Public Works had to state “Public Works Facility” or if it could be shortened to state “Public Works,” noting her opinion is that it is pretty clear if it simply states, “Public Works.” A discussion of sign content for the Public Works Facility sign followed. Staff noted the current sign content reflects “Public Works Facility.”

Trustee Raizin asked if there are currently two signs at Rivershire Park and if staff believes two signs are needed for this park since all the other parks only have one sign. Public Works Director Woodbury confirmed there are currently two signs at Rivershire Park; one is off of Coldstream Circle which is one of the entrances to the park and the other is off of Londonderry Lane and 45 Londonderry. Trustee Raizin stated the sign located off Coldstream Circle seemed difficult to see and asked if the proposed placement would be the same as the proposed sign. Public Works Director Woodbury stated a landscape contract would be brought to the Board separate from the sign contract, then the signs would be installed and procured in accordance with the landscaping that was included in the original design plan. Trustee Raizin asked if staff thought it was necessary to have two signs for Rivershire Park given that no other park has two signs. Public Works Director Woodbury noted the intent was to match existing locations. Village Manager Burke stated the topography from the Coldstream neighborhood and the residential area to access Rivershire Park would warrant a sign, and the other sign guides vehicles coming into Rivershire Park; it serves as a communication method for two different and distinct geographic areas.

A conversation regarding the bronze color options followed. Mayor Brandt suggested the Board look at the samples in the sunlight and report their choice to staff by the end of the week.

Trustee Raizin asked for clarification on her question related to changing the Public Works sign from Public Works Facility to state Public Works. Public Works Director Woodbury asked if there would be any type of cost savings to reduce the lettering in the title on the sign. Mr. Gilmore stated the signs are bid in a package but is certain he could give a small credit to change the wording. Village Manager Burke stated it would not be a substantial difference in the total bid contract. Mayor Brandt polled the Board, and it was the consensus not to change what was in the bid.

Trustee Raizin asked if the engraved signs in the masonry pillars at North Park needed two “L’s” noting it seems duplicative. Village Manager Burke noted the L on the existing masonry posts at North Park reflects the old logo, so what this does is cover the old logo for brand consistency adding a new one on top of the current logo in the masonry. Otherwise, the brick would need to be fixed.

Mayor Brandt asked the Board if they had any feedback on the proposed electronic kiosk sign. Trustee Raizin asked if there are three sides to the proposed kiosk sign. Public Works Director Woodbury stated it is only a two-sided sign. Village Manager Burke noted for

clarity, the kiosk sign will still need to go through Zoning Board and Architectural Review Board (ARB) process. This is the rendering reflective of what meets the intent of the master sign plan. Public Works Director Woodbury stated this sign would need to go through the variance process noting it is included in the same contracted project but handled a bit separately because of the required text amendments needed.

A conversation regarding the leaf size on some of the signs ensued. The significantly different size in the standalone identifier sign next to Strawberry Fields was noted. Public Works Director Woodbury stated the Board decided to use the existing sign structure at this location, so the leaf size had to be changed to fit the structure, adding to it rather than replacing it in total. Village Manager Burke reiterated that these are all fitting into existing design elements, which is why they are not 100% identical from sign location to sign location. All the signs are in conformance with the approved master sign plan that was reviewed by the Park Board and the ARB, then ultimately came through the Village Board. Trustee Wright noted her opinion that she would like to see the leaf more featured on the Village marquee signs if possible.

Trustee Raizin noted her opinion of the proposed kiosk sign would be to maximize the digital screen and minimize the rectangles on either side outside of the screen area. Trustee Wright noted agreement with Trustee Raizin. Mr. Wood stated he would go back and look at the dimensions prior to presenting the kiosk sign. The Board noted the desire to have landscaping below the kiosk sign. Village Attorney Simon stated before the kiosk sign dimensions can change, the code needs to be considered.

It was the consensus of the Board to view the bronze sign samples in the sunlight and report back to staff on their choice by the end of the week.

2.1 Planning, Zoning, and Land Use

2.2 Finance and Administration

**2.21 Consideration of an Ordinance Disposing Surplus Property (Village of Lincolnshire)**

Management Analyst Cascone provided a summary of the biannual ordinance disposing surplus property.

Trustee Mitchell asked if staff had any thoughts regarding donating the items to charitable organizations. Management Analyst Cascone stated this has been brought up in the past but noted the items vary so much each time. This could be something staff looks into again with the new phones being deployed. Village Manager Burke stated the ordinance speaks of different types of disposal methods, so there is an opportunity to donate. Management Analyst Cascone stated most items on the ordinance list have exceeded their useful life.

Trustee Grujanac asked about the cell phones on the list and suggested exploring wiping them and donating them. Chief of Police Leonas stated there is an organization that will do this that he will investigate.

Trustee Raizin stated if the items are past their useful life, are we selling them for the material cost or is there another option for disposal? Management Analyst Cascone noted vehicles would go to an auction which the Village goes through the Northwest Municipal Conference. Many of the older electronics, such as the Laserjet 4000 printer on the list, would go to electronic recycling or disposal.

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

## **2.22 Receipt of Report Regarding the Community Satisfaction Survey (Village of Lincolnshire)**

Management Analyst Cascone noted the high-level results of the survey were inadvertently left out of the packet and have since been uploaded to the Board Dropbox accounts.

Management Analyst Cascone provided a presentation regarding the Community Satisfaction Survey including background, open-ended vs. close-ended question report, and open-ended results for “would you recommend Lincolnshire as a good community to live/work in” noting some reasons for not wanting to live/work in Lincolnshire as being taxes too high but also not having a park district which would add a taxing body. Most respondents were in favor of recommending Lincolnshire as a community in which to live/work.

Mayor Brandt asked about the small percentage not wanting to live/work in Lincolnshire was further broke down percentages of why not. Management Analyst Cascone stated reasons for why not were listed in the presentation if multiple respondents listed the same reason. Many respondents regardless of the topic responded with the same answer. Village Manager Burke stated the fully reviewed results are not being shared tonight due to the timing/challenge of the Steering Committee for the Comprehensive Plan getting a portion of the results as part of the Comp Plan update before a deep review can be completed. Staff felt the Board needed to see the results first, but there is more work to do to unpack some of the details. Staff is still understanding the 285-page survey report, especially the comments with a total of 505 respondents.

Mayor Brandt asked what type of response we received for previous surveys. Management Analyst Cascone stated the last community-wide survey was done in 2014 and the number of respondents was approximately 660. Mayor Brandt asked if the last survey was sent in the Newsletter. Village Manager Burke stated the last survey was done similarly to this one with direct mailing postcards and online

availability. A brief discussion about surveys and the lack of responses followed.

Trustee Pantelis asked if the conditions of the roads listed as negative in the responses were IDOT roads or Village roads. Management Analyst Cascone stated some of the responses were a result of a misunderstanding of what roads the Village is responsible for. Public Works Director Woodbury provided a brief overview of the schedule for street repairs in the Village.

Management Analyst Cascone continued the presentation with the demographics of respondents; words that best describe Lincolnshire; the sense of community and belonging in Lincolnshire; languages spoken in the Village other than English; one thing about Lincolnshire respondents would change; Village communication; public services offered by the Village; Economic Development; parks, paths, and accessibility; public safety; special events; and what is next when considering results.

A conversation regarding diversity and getting seniors involved in Lincolnshire followed.

Management Analyst Cascone stated the survey results are being shared with Village departments, internal committees, partner agencies, and advisory bodies, when applicable, for further analysis. Staff will provide subsequent reports to the Village Board about the analysis, actions taken, and future projects for the Board's consideration.

## 2.3 Public Works

### **2.31 Receipt of Report and Discussion of Village Hall Landscaping Plan (1 Olde Half Day Road, Village of Lincolnshire)**

Public Works Director Woodbury provided a report on the proposed Village Hall landscaping plan. The Linden tree in the middle of the circle drive has been deemed hazardous and will need to be removed. Staff is looking for direction on the removal of the tree and proposed landscaping in this area. Public Works Director Woodbury presented proposed landscaping options to the Board including staff internal design, Lincolnshire Garden Club options, and a design consultant option.

Trustee Pantelis asked if the cost for the landscape design included the entire project. Public Works Director Woodbury stated the landscape design option is an estimate of \$10,000 - \$15,000 and would include the entire project based on what the Board chose. Depending on what the Board chooses for this location, the price may vary.

Mayor Brandt noted this is a statement location in the Village and did not believe this could be scaled down. Mayor Brandt suggested possibly putting in three trees instead of one. Mayor Brandt noted her opinion would be to use a landscape design consultant and more mature trees should be planted in this location.

Mayor Brandt asked if this project could be paid for out of the tree bank funds. Village Manager Burke confirmed the reforestation could be paid for out of the tree bank funds.

Trustee Mitchell suggested having a design consultant plant the trees and possibly have the Garden Club do some plantings surrounding the trees. Village Manager Burke suggested other areas around Village Hall they could use the Garden Club for and have the design consultant work on the circle drive project.

Public Works Director Woodbury asked for confirmation from the Board if they would like the current tree to remain until they have a proposed landscape plan for this area. It was the consensus of the Board to leave the current tree standing if it was deemed safe.

It was the consensus of the Board to move forward with the design consultant option for landscaping in front of Village Hall.

2.4 Public Safety

~~2.5 Parks and Recreation~~

~~**2.51 Consideration of Parks and Entry Sign Materials as Provided by Sign Fabricator DeSign Group Signage of Des Plaines, Illinois (Village of Lincolnshire Various Locations/Park and Entry Signs)**~~

Item 2.52 was moved up on this Agenda.

2.6 Judiciary and Personnel

**3.0 UNFINISHED BUSINESS**

**4.0 NEW BUSINESS**

**4.1 Property Crime Update**

Chief of Police Leonas provided a presentation regarding recent property crime activity in Lincolnshire including recent headlines, National Crime Bureau Report, definitions related to crimes, yearly comparisons, reasons for the crimes, investigative measures being taken, current proactive measures, and future proactive measures.

Mayor Brandt suggested having the seniors flyer that was in the spring newsletter be a tear out with a QR Code and not label it for seniors since it is good information for everyone.

Mayor Brandt encouraged the Board to send any messages they see on social media or other outlets to staff for possible response and clarification.

Trustee Raizin asked what the best way to stop someone from breaking into homes. Chief of Police Leonas stated an alarm is a great way to alert the police and deter a criminal. Other ways to deter criminals would be lighting, locks, and landscaping. Chief of Police Leonas noted having good door locks is important; the lock is only as good as the screws that are holding the lock. Mayor Brandt stated the article staff posted recommends leaving a TV or radio

on to make it appear as if someone is home. Chief of Police Leonas confirmed criminals are looking for a home where no one is there and suggested not leaving newspapers stacked up if you are away, locking car doors, locking home doors, and not keeping key fobs in cars.

Chief of Police Leonas stated the Police Department offers safety security surveys, free of charge.

Trustee Wright stated neighbors should be looking out for each other. Neighbors generally know when repeat people are coming to nearby homes, noting the importance of having that awareness when neighbors are out of town. Chief of Police Leonas confirmed being a good neighbor is key. It is important for residents to have the courage to call the police when something suspicious is going on. Chief of Police Leonas stated the neighborhood watch is a great program and noting the signs are reminders to residents that they have the commitment to call 911.

Village Manager Burke stated this presentation will be shared in E-News this week.

**5.0 EXECUTIVE SESSION**

**6.0 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 8:58 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk