



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING August 28, 2023

Present:

Mayor Brandt	Trustee Grujanac
Trustee Kelly	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 McLaughlin	

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:27 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 an Ordinance Amending the Lincolnshire Village Code to Implements the Budget Officer System including Amendments to Title 1 (Administration), Chapter 5 (Mayor and Village Board of Trustees), Chapter 6 (Village Officers and Employees), and Chapter 8 (Village Finances) (Village of Lincolnshire)

Finance Director Rossi summarized the proposed changes to the Village Code. Finance Director Rossi noted adopting the budget officer system will eliminate the cumbersome process of preparing the annual Appropriation Ordinance which simply reflects information already presented to the Village Board in the form of the budget document. The Lincolnshire Village Board typically adopts an annual budget, in which staff manages expenditures, and tracks revenues as opposed to the appropriation ordinance that sets maximum spending authority by each fund.

Trustee Kelly inquired about the Emergency Purchases section of the proposed text amendments and the rationale for allowing the Village Manager to secure emergency purchases rather than the Village Board as is currently stated. Village Manager Burke replied this change reflects the procedure the Village currently follows, and that authorization of emergency purchases does not always align with the Village Board meeting schedule. The Village Board ultimately ratifies all expenditures, yet the proposed change grants formal authority to the Village Manager to authorize emergency expenditures outside the

regular Village Board meeting schedule. Village Manager Burke noted any emergency expenditures typically are made after or in conjunction with the Mayoral emergency declaration. No emergency purchases would be pursued without a mayoral declaration of emergency.

Trustee Grujanac asked if there were any proposed changes to the purchasing limits per the Village's Purchasing Policy. Village Manager Burke replied there are no proposed changes to the purchasing limits.

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 Approval of an Agreement with Sikich LLP, Naperville, IL for Financial Auditing Services (Village of Lincolnshire)

Finance Director Rossi stated three firms responded to the auditing services RFP, and staff recommends Sikich as the preferred vendor based on their professional expertise and lowest cost submitted.

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 Proposed Public Works Department Organizational Changes (Village of Lincolnshire)

Public Works Director Woodbury reviewed personnel changes in recent years by way of retirements and resignations, and recommends several departmental changes to (1) create growth opportunities within the Utilities Division with the addition of a Foreman position; (2) merge the Fleet and Forestry Division; (3) reclassify the Field Maintenance Foreman to a Parks Foreman position that would oversee all Village parks; and (4) reclassify the Fleet Servicer position to a Fleet Mechanic. Public Works Director Woodbury noted Public Works is currently recruiting to fill the Management Analyst position and one General Maintenance position, but no new positions are being created with the proposed changes, and no material budgetary impact is expected. The organizational structure would be piloted for one year to evaluate effectiveness.

A conversation regarding the reclassification of the Field Maintenance Foreman to the newly created Parks Foreman position taking on additional roles followed.

Trustee Grujanac asked if the proposed changes for the Park Division would adequately support all parks. Public Works Director Woodbury responded he believed this would work, given the emphasis on cross-training between all divisions in recent years and the new departmental structure.

Mayor Brandt expressed support for the proposed changes and the growth opportunities provided regarding supervisory experience.

Trustee Raizin inquired about the timing for filling vacant maintenance positions. Public Works Director Woodbury stated there is already an offer out to an individual to fill one of the maintenance positions and the other maintenance position is to fill the full-time position made vacant by the elimination of the Fleet Foreman roll.

Trustee Kelly inquired about the changes in the Fleet Division. Public Works Director Woodbury stated several recent hires have fleet experience and can support fleet operations, and that the pilot period would provide time to assess the new structure.

2.4 Public Safety

2.41 Consideration of a First Amendment to Emergency Dispatch Services Agreement with the Deerfield Police Department (Village of Lincolnshire)

Chief of Police Leonas reviewed the proposed amendment, stating the cost of dispatch services is expected to increase as further described in the staff memo. The amendment would also bring the billing cycle for dispatch services into alignment with the Village’s fiscal year.

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

4.1 Signage Regulations

Mayor Brandt shared an inquiry from the owner of Move Studio in Village Green regarding signage opportunities, specifically window signage regulations.

Mayor Brandt asked Village Attorney Simon if the Village could limit a sign change for more window signage for workout, physical therapy, and stretch facilities. Village Attorney Simon stated sign regulation by content does not meet judicial guidance and case law.

Discussion ensued regarding regulating sign content, and options available for signage flexibility within sign districts and Planned Unit Developments.

Mayor Brandt asked Trustees to visit the property and review signage throughout the commercial areas to determine if the window signage was appropriate, which could guide future text amendments to the Sign Code or the Village Green Planned Unit Development Ordinance.

4.2 Dead Trees and Shrubs

Mayor Brandt brought attention to several dead trees and shrubs along Riverwoods Road and asked the Public Works department to determine the entity responsible for maintenance or removal.

4.3 Bomb Threat Update

Trustee Kelly asked Chief of Police Leonas to provide an update regarding the bomb threat made against Daniel J. Wright Junior High School earlier in the day.

Chief of Police Leonas commended all the agencies who responded and their preparedness for such an event. Chief of Police Leonas also commended School District 103's leadership for their organization, communication, and cooperation with public safety entities.

Discussion ensued regarding the other D103 school facilities and Adlai E. Stevenson High School's decision to remain open considering the bomb threat at a different school. Chief of Police Leonas responded that there was no evidence to suggest other school buildings in the community were at risk.

A conversation regarding police protection for the rest of the Village while the bomb threat was being investigated followed. Chief of Police Leonas said the entire community remained protected thanks to the mutual aid provided by surrounding police agencies.

Village Manager Burke commented on the Lincolnshire Police Department's professionalism in their response, as well as the Village's preparedness because of cooperative relationships with D103 and previous tabletop exercises.

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 8:05 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk