



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING December 11, 2023

Present:

Mayor Brandt
Trustee Kelly
Trustee Pantelis
Trustee Wright
Village Attorney Simon
Village Treasurer/Finance Director Rossi
~~Public Works Director Woodbury~~

Planning & Development Manager Zozulya

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

Assistant Village Manager/Community & Economic Development Director Roesler

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:26 p.m., and Village Manager Burke called the roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning, and Land Use

2.11 Consideration of a Professional Services Agreement with the Lincolnshire-Riverwoods Fire Protection District for Fire Protection Plan Review and Inspection Services (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a summary of a Professional Services Agreement with the Lincolnshire-Riverwoods Fire Protection District (LRFPD) for Fire Protection Plan Review and Inspection Services noting the Village has had an arrangement with the Lincolnshire-Riverwoods Fire Protection District for many years for plan review and inspection services. This agreement ratifies a change in fees proposed by the LRFPD. The Village collects fees from the applicants and then bills and carries those revenues forward to the Fire Protection District.

Trustee Mitchell asked if staff has a report on how much of an increase this is. Assistant Village Manager/CED Director Roesler stated the increase depends on the type of fee they are charging and listed some examples of increases.

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

2.12 Consideration of a Professional Services Agreement with Wiss, Janney, Elstner Associates, Inc. for Structural Engineering Plan Review Services (Village of Lincolnshire)

Assistant Village Manager/CED Director Roesler provided a summary of a Professional Services Agreement with Wiss, Janney, Elstner Associates, Inc. (WJEA) for Structural Engineering Plan Review Services.

Trustee Kelly asked if we have a choice for another contractor for these services and when the last RFP to consider other firms was.

Assistant Village Manager/CED Director Roesler stated the agreement with WJEA dates back to 1997. Staff have been discussing internally whether it is prudent to search for services beyond WJEA and will be looking at that in the coming year. Assistant Village Manager/CED Director Roesler stated the agreement is to secure structural plan review services available now and in case we get any applications in quarter one of 2024. Assistant Village Manager/CED Director Roesler noted his opinion that WJEA does a very good job; they are very thorough and comprehensive. An added benefit to working with them is they provide a lot of on-site support or inspection services if we need them to come in and provide inspection services. Worst case scenario, if something happens to a building, they would be available to send some of their crew out and be very diligent in terms of the review they do for whatever might have happened out in the field.

Village Manager Burke noted he and Assistant Village Manager/CED Director Roesler and discussed issuing an RFP in the coming year. However, the challenge is WJEA does a lot of municipal support for complicated structural inspections in the region. They are not called in during every permit review. The firm is primarily used for certain types of complicated structural elements.

It was the consensus of the Board for staff to issue an RFP in 2024 for structural engineering plan review services.

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

2.13 Consideration of Landscaping Improvements to the Village Hall Circle Drive (Village of Lincolnshire)

Planning & Development Manager Zozulya provided background and overview of potential landscaping improvements to the Village Hall Circle Drive noting staff contacted Hitchcock Design Group (Hitchcock) this past fall to create a vision for the Circle Drive. Hitchcock prepared three design concepts and related cost estimates for the Village Board's consideration. Planning & Development Manager Zozulya reviewed renderings of the three concepts.

Mayor Brandt asked if any of the concepts increased the height of the center area. Planning & Development Manager Zozulya stated none of the concepts increase the height of the center area.

A conversation regarding raising the center area and the options provided followed.

Mayor Brandt asked if staff had a preference. Planning & Development Manager Zozulya noted staff was divided but thought option C had maybe too much signage. Mayor Brandt noted her opinion that all three options have a focal point facing north and thought it would be better to have them facing east toward Route 22.

Trustee Mitchell asked if there was ever a consideration to put an evergreen tree in the center to decorate during different seasons. Village Manager Burke noted one of the conversations when considering an evergreen was the viability of the evergreen. Village Manager Burke noted certain types of evergreens have been struggling to survive in recent years throughout the region. Staff contemplated whether an evergreen type of tree was a good investment. There was talk about whether this could be the location of the tree lighting, but the arborist questioned whether this would be a good investment given some of the struggles the evergreen trees are having.

Trustee Kelly asked what was wrong with the current tree. Village Manager Burke noted it was rotting at the base and is dead in a majority of the structure. Village Manager Burke also noted much of the branching structure has been cabled to provide structural support for the declining tree.

A conversation regarding the options presented and different options ensued. The Board discussed putting in a larger tree in the center area.

Trustee Grujanac suggested making something out of the existing tree.

Trustee Pantelis asked what the next steps would be.

Planning & Development Manager Zozulya stated staff will go back to Hitchcock for refined versions based upon Village Board feedback at this meeting. Staff has heard no on the masonry wall and that the consensus of the Board would like a one-tree concept with a larger height and a possible berm of the center of the circle.

Trustee Raizin asked if there was an irrigation system in place. Village Manager Burke stated staff would be watering vegetation planted in this location.

It was the consensus of the Board to refine the plans and bring discussed revisions back to the Board for review and discussion.

- 2.2 Finance and Administration
- 2.3 Public Works
- 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 Grujanac moved, and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 8:04 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk