



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING February 12, 2024

Present:

Mayor Brandt
Trustee Kelly
Trustee Pantelis
~~Trustee Wright~~
Village Attorney Mack
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 7:50, and Village Clerk Mastandrea called the roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning, and Land Use

2.11 Consideration of an Ordinance Amending Title 12 (Sign Control) of the Village of Lincolnshire Code Regarding Government Signs (Village of Lincolnshire)

Planning & Development Manager Zozulya noted this item pertains to Sign Code changes, which are necessary given the Village Board's desire to replace the manual village kiosk sign with a digital board sign, as well as some conversations with school districts also discussing potentially installing digital signs. Planning & Development Manager Zozulya provided a summary of the proposed changes to the Sign Code. Planning & Development Manager Zozulya noted the Architectural Review Board (ARB) evaluated the proposal and thoroughly debated a few points. Specifically, there were concerns as far as the brightness level proposed by staff which was the recommendation by various sign companies. Staff's proposal was for 7,500 nits during the day and 1,000 nits at night. The sign companies felt it would be prudent to go higher on brightness level, simply because there might be locations for these types of signs that would be in direct sunlight. Any digital sign subject to this code would either need to be fully turned off or have a static image or message put on between 10 p.m. and 6:30 a.m. the following day, which is consistent with the Stevenson Sign Ordinance.

Planning & Development Manager Zozulya stated the second item of debate with the ARB was allowing animated displays. Staff included it in the proposal in case the Village Board was interested. The ARB felt

that by allowing animation, there could be distractions for drivers at certain intersections close to the roadways. The ARB ultimately recommended allowing transitions between any images instead of allowing animation. In working with the Village Attorney, staff arrived at a two-second period between transition. Staff also noted animation is not allowed on any signs previously approved, except for Stevenson High School.

Planning & Development Manager Zozulya noted the ARB also had a limited discussion about the background color of the digital screen. There was an ARB member who felt strongly that white backgrounds not be allowed. The ARB member felt it would take away from the message. However, this limitation was not necessarily supported by the rest of the ARB. Staff followed up on background colors with the sign companies, and all reported a white background should not be a concern given the state of technology for digital signs. Staff is not proposing to prohibit white backgrounds with the materials presented at this meeting.

Trustee Pantelis asked what the brightness level is for the Marriott sign and questioned whether we would want to be different from some of the other signs in the Village. Planning & Development Manager Zozulya stated the Ordinance would apply to the Village sign but also to other eligible taxing district signs. Currently, it would be the two school districts, the Vernon Area Public Library, and the Lincolnshire-Riverwoods Fire Protection District. Mayor Brandt stated if we allow 7,500 and they do not feel the need, current technology will allow it to be reduced.

Trustee Raizin suggested the Village consider allowing emergency messages to be displayed on the kiosk sign between 10 p.m. and 6 a.m., for important notifications like tornado warnings or boil water advisories. Village Manager Burke noted the language would be in the code for the static messaging. Village Attorney Simon noted boil water advisories are typically geographically specific and not throughout the Village adding there is nothing to say a static emergency message between that time frame could not be left up.

Trustee Raizin noted the issue of the white background for digital signs that was raised and recommended including information in the sign code that a white background may be problematic. Village Manager Burke noted there is a Kiosk Sign Policy staff is working to update and suggested referencing best practices within the policy.

Trustee Kelly asked about the auto-dim function for the sign. Planning & Development Manager Zozulya stated the signs can be adjusted internally and automatically. Village Attorney Simon noted the proposed rule requires any government sign that has an electronic sign panel and holds a circuit board equipped with light sensors to automatically adjust the brightness based on the ambient light level.

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 an Ordinance Granting Sign Variances from Title 12 (Sign Control) of the Village of Lincolnshire Code Regarding a Village Electronic Kiosk Sign (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a presentation of the proposed Ordinance granting Sign Variances from Title 12 (Sign Control) of the Village of Lincolnshire Code regarding a Village Electronic Kiosk Sign. The ARB felt the proposed variances as far as height, length, and square footage were completely appropriate for the location. The findings of fact were discussed and entered into the record during the ARB public hearing, and the ARB voted in favor unanimously of the needed variances.

The point of discussion the ARB wanted staff to relay to the Village Board was the location of the replacement kiosk sign and challenged staff to think about whether the current location is the one where the digital sign should be located. Planning & Development Manager Zozulya provided information about an alternate proposed location for the new kiosk sign on the Village Hall property. Staff noted visibility concerns with locating the sign on the other side of the intersection. Planning & Development Manager Zozulya mentioned additional expenses and logistical concerns that would come with a new location and having to build a retaining wall with electricity which would also be needed.

Trustee Kelly noted safety concerns with relocating the sign.

A conversation regarding electricity in the area followed.

There was a consensus of the Board to keep the kiosk sign at the current location.

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 a Resolution Reallocating the 2024 Lake County Private Activity Bond Clearinghouse Cap to the Village of Buffalo Grove, Illinois, in the Amount of \$990,250 (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary of the annual Resolution reallocating the 2024 Lake County Private Activity Bond Clearinghouse Cap to the Village of Buffalo Grove in the amount of \$990,250.

Trustee Kelly asked when Lincolnshire would utilize this. Planning & Development Manager Zozulya noted it would be utilized for any eligible projects. For example, some projects to date in other communities included manufacturing facilities, first-time homebuyer housing, Montessori Schools, and projects that would potentially be eligible multifamily. Village Manager Burke noted typically what would

happen is Lake County Partners would be working with one of the entities and put them in contact with the clearinghouse members. The amount may exceed the village's amount for them to access that bonding authority.

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

2.2 Finance and Administration

2.21 Consideration of an Ordinance Amending Title 1 (Administration), Chapter 6 (Village Officers and Employees) of the Lincolnshire Village Code to Amend Chapter 3 (Village Policies) of the Personnel Manual for Incorporation of an Interpersonal Relationships and Fraternization Policy (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a summary of the proposed Ordinance Amending Title 1 (Administration), Chapter 6 (Village Officers and Employees) of the Lincolnshire Village Code to amend Chapter 3 (Village Policies) of the Personnel Manual for Incorporation of an Interpersonal Relationships and Fraternization Policy. Assistant Village Manager/CED Director Roesler noted the Village has two officers in the police department who are married and have been for some time. This policy is not necessarily written to apply to them, though they would fall under the policy guidelines. Staff recommends implementing this policy should a relationship develop in the workplace and put the Village in the best position to ensure a productive working environment.

Trustee Kelly asked if there is a peer-to-peer relationship that is not reported, would it be a violation? Assistant Village Manager/CED Director Roesler stated it would be a violation if it becomes known or reported to the Department Manager in consultation with the Village Manager and has a negative impact on performance. There is a self-reporting requirement so management can decide if the situation could compromise professional relationships or others' relationships with those folks in the broader organization. Trustee Kelly asked if it is not reported, would it be grounds for termination? Village Manager Burke stated it could be grounds for termination, and the Village has a progressive discipline policy.

Trustee Grujanac noted concern this will limit the individuals from receiving a promotion. Assistant Village Manager/CED Director Roesler stated the policy prohibits relationships between supervisors and direct reports, but other relationships would be permitted. Trustee Grujanac noted her opinion is to not have a policy on this type of activity.

Village Manager Burke stated employees should have a conversation with management to make sure the relationship is consensual to ensure the relationship is appropriate rather than coercive or harassing.

Trustee Grujanac stated she is in favor of protecting employees against harassment but has concerns with limiting advancement as this policy appears to do.

Trustee Kelly stated if we have a policy like this in place and someone is dating a supervisor, they are potentially advantaged over the other.

Mayor Brandt asked if this comes back to liability. If the Village is sued, someone feels like someone got promoted because they were dating the supervisor. Village Manager Burke suggested that when developing workplace relationship policies, organizations should not just plan for employees entering relationships, but also plan for how to address situations if the relationship ends. Village Manager Burke noted having documentation of any disclosed relationships and the relationship being consensual helps the organization if accusations are made later that can then be untangled.

Trustee Raizin noted concern with what staff believes would constitute a relationship. Trustee Kelly stated this should be in the policy.

Trustee Pantelis noted surprise that this type of policy is not already in place.

Trustee Kelly suggested having all our policies and procedures reviewed by an employment firm noting this may be available through our insurance program at no cost. Trustee Kelly asked when the last time all the policies were reviewed. Village Manager Burke stated it is an ongoing process.

Mayor Brandt asked if other municipalities have adopted what is being proposed. Assistant Village Manager/CED Director Roesler stated many other entities have similar policies in place.

Village Attorney Simon provided clarification about the interpersonal relationship policy stating the policy will be revised to narrow the scope of one of the bullet points regarding participation in business discussions. Specifically, the policy only requires employees in a relationship to recuse themselves from discussions specifically about the other employee, not prohibit them from discussing work matters in general.

It was the consensus of the Board to make the noted changes and 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 a Professional Service Contract with Baxter & Woodman Consulting Engineers for Design Engineering Services for the 2024 Road Resurfacing Program at a Cost not to Exceed \$41,293 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of the proposed

Professional Service Contract with Baxter & Woodman Consulting Engineers for Design Engineering Services for the 2024 Road Resurfacing Program at a cost not to exceed \$41,293

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
- 2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

~~5.1 Setting the Price for Sale of Village Owned Property 5ILCS 120/2(c)(6)~~

This Executive Session item was pulled from the agenda due to a lack of materials at this time.

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 8:31 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk