VILLAGE OF
LINCOLNSHIRE

AGENDA
COMMITTEE OF THE WHOLE MEETING
Monday, June 23, 2025
Following Regular Village Board Meeting

CALL TO ORDER

1.0 ROLL CALL

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.2 Finance and Administration

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

2.22 Consideration of Village of Lincolnshire Social Media Strategy Including Creation of a Village Instagram Account and Deletion of the Existing Village Twitter ("X") Account (Village of Lincolnshire)

2.3 Public Works

2.31 Approval of a Contract with Kim Construction Co. Inc. at an Amount not to Exceed $464,575.00 for the Rehabilitation of Sanitary Manholes (Village of Lincolnshire)

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

PUBLIC PARTICIPATION OPTIONS

- **View/Listen**
  - Watch live on Cable Channel 10.
  - Watch live on the Village Facebook page (https://www.facebook.com/VillageofLincolnshire).
- **Public Comment – Items Not Requiring a Public Hearing**
  - Participants may provide public comment per the Village Board's Rules for Public Comment which can be found on the Village website on the "Transparency" webpage.

Reasonable accommodation/auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847-883-8600) 48 hours in advance if you need special accommodation to attend. Committee of the Whole meetings will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.

VILLAGE OF LINCOLNSHIRE

June 23, 2025
Committee of the Whole
2.21

ITEM SUMMARY

Action Requested (Petitioner):	Approval of an Ordinance Disposing Surplus Property (Village of Lincolnshire)
Recommendation:	Consideration of the Proposed Ordinance and Placement on the July 14, 2025, Regular Village Board Agenda for Approval
Author(s):	Cecylia Wszolek, Public Works Management Analyst
Actual Amount – Budgeted Amount:	N/A
Meeting History:	N/A
Attachments:	1) Draft Ordinance Listing Property to be Disposed

Request Summary
Staff requests disposal of one unmarked squad car, vehicle 2191, due to a recent transmission failure, as well as disposal of a broken 40" Samsung television. Approval of an ordinance by the Village Board is required by Chapter 65, Section 5/11-76-4 of the Illinois Compiled Statutes authorizing the disposal of surplus equipment.

Budget Impact
The value of auctioned or recycled equipment is to be determined.

Level of Service Impact
Disposal of this equipment will have no impact on the level of service.

Approval Process
Initial consideration and potential approval of the ordinance at the June 23, 2025 Committee of the Whole meeting, with final approval at the July 14, 2025 Regular Village Board meeting.

Staff Recommendation / Next Steps
Staff recommends approval of the draft ordinance as presented and placement on the consent agenda for the July 14, 2025, Regular Village Board.

ORDINANCE NO. _____
AN ORDINANCE AUTHORIZING THE SALE OF SURPLUS PROPERTY

WHEREAS, the Mayor and Board of Trustees may designate property no longer needed by the Village of Lincolnshire ("Village") to provide services or that does not otherwise benefit the Village as surplus property; and

WHEREAS, pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Mayor and Board of Trustees may authorize the sale and disposal of surplus property; and

WHEREAS, the Mayor and Board of Trustees have determined it is no longer necessary or useful, or in the best interests of the Village, to retain items listed on Exhibit A attached to this ordinance, currently owned by the Village ("Surplus Property"); and

WHEREAS, the Mayor and Village Board of Trustees have determined it is in the best interest of the Village to dispose of the Surplus Property.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: The foregoing recitals are incorporated in this Ordinance as the findings of the Mayor and Board of Trustees.

SECTION TWO: Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Mayor and Board of Trustees find that the Surplus Property described in the attached Exhibit A, now owned by the Village of Lincolnshire, is no longer necessary or useful to the jurisdiction and the best interests of the jurisdiction would be best served by its disposal.

SECTION THREE: The Village Manager is hereby authorized and directed to dispose of the surplus property. Surplus Property identified on Exhibit A as having a minimum bid shall be sold to the highest bidder following a public auction. Surplus property identified on Exhibit A as having no value shall be disposed of in such a manner deemed appropriate.

SECTION FOUR: The Village Manager is hereby authorized to advertise the sale of the surplus property at public auction.

SECTION FIVE: The Village Manager is hereby authorized to direct Village staff to enter into an agreement for the sale of said Surplus Property whereby said property may be sold at a public auction.

SECTION SIX: Upon payment of the full auction price for the aforesaid items of surplus property, the Village Manager is authorized to direct Village staff to convey and transfer the title and ownership of said Surplus Property, to the successful bidder.

SECTION SEVEN: This Ordinance shall be in full force and effect from and after its passage, by a vote of at least three-fourths of the corporate authorities, and approval in the manner provided by law.

PASSED this _____ day of _____, 2025, by the Corporate Authorities of the Village of Lincolnshire, on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED: this _____ day of_____, 2025

_____
Elizabeth J. Brandt, Mayor

ATTEST:

_____
Barbara Mastandrea, Village Clerk

EXHIBIT A	Disposal Inventory Form								**Disposal Options**
									Auction
Your Name:	Cecylia Wszolek								Trade-In
Agency Name:	Village of Lincolnshire								Recycle
Agency Address:	1 Olde Half Day Road								Disposal
	Lincolnshire, IL 60069								Buy-Back/Upgrade
Agency Phone:	847-913-2356								
Point of Contact	**Make**	**Model**	**Type**	**Unit #**	**Approximate Date of Acquisition**	**Serial Number/VIN**	**Quantity**	**MLG/HRS**	**Disposal Process**
Vehicles/Equipment									
Joseph Leonas	Ford	Interceptor Utility	Unmarked Squad Car	2191	2021	1FM5K8AW0MNA15636	1	116,127	Auction
Cecylia Wszolek	Samsung	2018	40" TV				1		Recycle

VILLAGE OF LINCOLNSHIRE

June 23, 2025
Committee of the Whole
2.22

ITEM SUMMARY	
Action Requested:	Consideration of Village of Lincolnshire Social Media Strategy Including Creation of a Village Instagram Account and Deletion of the Existing Village Twitter ("X") Account
Prepared By:	Nasko Pelinkaj – Management Analyst
Recommendation:	Placement on the June 23, 2025 – Committee of the Whole Meeting for direction.
Budgeted Amount:	No cost.
Tentative Meeting Schedule:	June 23, 2025, Committee of the Whole - Approval
Attachments:	Communications Policy

Background

The Village maintains an active presence on several social media platforms, including Facebook, LinkedIn, and Twitter. These accounts have been instrumental in keeping residents informed and engaged with the latest updates as well as all special events. In February, the Communications Committee observed low engagement on the Village Twitter account and decided to suspend the use of Twitter for a few months to gauge community response. Since the last post in February, staff received no inquiries or feedback concerning the suspension of content posted to Twitter.

Given the lack of feedback and contemporary social media trends, staff discussed creation of an Instagram account to replace Twitter as one of the Village's social media communication tools.

Project Description

Instagram is an effective platform for reaching and engaging with communities. Instagram's visual-centric approach and popularity make it advantageous for sharing updates, photos, and stories about Village events and initiatives. Instagram's mobile design enables swift posting, perfect for real-time updates and community engagement, especially in real time at Village special events such as Open House, Memorial Day, Red, White, & BOOM, and more.

In addition, Instagram Reels are a way to create and share engaging videos. Short videos generate significant interaction; a recent short video, created by the Police Department explaining police body cameras, generated over 5.4 thousand views on the Village's Facebook account.

During a recent meeting of the Northwest Municipal Conference Communicators Group, member community representatives noted some Instagram account activity may reflect fewer followers but experience higher interaction rates compared to Facebook. This insight, as well as the reality Instagram has the potential to reach a different and broader demographic, supports establishing an Instagram presence for the Village.

By swapping out Twitter for Instagram, the Village can maintain its current number of social media platforms, ensuring minimal impact to the Village's overall communications strategy. Additionally, Facebook and Instagram can link across platforms, allowing for automatic publishing to Instagram and Facebook. This allows for managing of different social media platforms without additional burden.

Instagram's intuitive platform for sharing photos, videos, Stories, and Reels makes it an ideal platform for visually appealing content, which can attract more attention and engagement to Village special events and important updates.

Staff Recommendation / Next Steps
Staff is asking the Village Board for direction on this item.

VILLAGE OF
LINCOLNSHIRE

COMMUNICATION POLICY

Table of Contents

PURPOSE OF THE POLICY 3

SECTION 1: EXTERNAL COMMUNICATIONS 3
1.1 Purpose 3
1.2 Principles/Objectives 3
1.3 Policies For All Types Of External Communications 3
1.4 Specific Policies For Different Types of External Communications 4

SECTION 2: VILLAGE SPOKESPERSONS 9
2.1 Purpose 9
2.2 Principles/Objectives 9
2.3 Policies 9

SECTION 3: MEDIA RELATIONS PROTOCOLS 10
3.1 Purpose 10
3.2 Principles/Objectives 10
3.3 Policies 10

SECTION 4: INTERNAL COMMUNICATIONS 11
4.1 Purpose 11
4.2 Principles/Objectives 11
4.3 Policies For All Types Of Internal Communications 11
4.4 Specific Policies For Different Types Of Internal Communications 12

SECTION 5: OVERSIGHT 12
5.1 Purpose 12
5.2 Principles/Objectives 12
5.3 Policies For Oversight 12

APPENDICES

A.1 Brand and Visual Style Guide
- Overview
- Graphic & Visual Elements
- Color Palette
- Typography
- Graphic & Visual Elements

A.2 Communication Quick Reference - Do's and Don'ts
A.3 Annual Communication Calendar
A.4 Pre-Packaged Emergency Social Media Posts

PURPOSE OF THE POLICY

The Village of Lincolnshire (Village) recognizes the importance of a strategic, overarching Communication Policy (Policy). The Policy supports the Village's practice of communicating timely, accurate, and useful information to all audiences in a clear, consistent, and professional manner. The policy is designed to provide Village staff with information and procedures for dissemination of information to the media and public, and to deliver the key messages of the Village clearly and consistently. The policy addresses several areas, including external communications, roles, and responsibilities for Village staff in developing and distributing information to the public, identification of Village spokespersons and their roles, media relations protocols, and a visual identity and branding standards style guide. The Village Manager's Office will act as a clearinghouse for outgoing communication materials.

Updates: *This policy is to be updated at a minimum of every two years, with the next suggested update taking place in May 2024. Additionally, Village spokespeople and social media appointees should be confirmed on an annual basis by the Village Manager or department managers (or designees). The Annual Communications Calendar (see Appendix A.3) is to be updated at a minimum annually.*

SECTION 1: EXTERNAL COMMUNICATIONS

SECTION 1.1 PURPOSE

To confirm responsibilities for staff involved in developing and distributing communication and to establish content guidelines for communication. An Annual Communications Calendar (including the appropriate content listed below) will be prepared and maintained by the Village Manager's Office with the assistance and input of all departments. Communication may include letters or other mailed communication, press releases, administrative materials (e.g., memoranda, forms, applications, stationary, and fax cover sheets), brochures, emails, postings via the website and social media accounts, by phone, and in-person.

SECTION 1.2 PRINCIPLES/OBJECTIVES

- Ensure information distributed is consistent and professional in both messaging and appearance.
- Ensure information is accurate.
- Establish a structure and framework for coordinating external communication.
- Identify confirmed staff capable of developing and distributing external communication.
- Enhance open, two-way communication externally.
- A shared inventory among all departments of planned/regularly distributed communication, maintained by the Village Manager's Office (i.e., Annual Communications Calendar).
- A shared inventory among all departments of updated distribution lists (e.g., press contact information).
- Guide and ensure the continuity of the Village's official brand.

SECTION 1.3 POLICIES FOR ALL TYPES OF EXTERNAL COMMUNICATIONS

- Most of the external communication should be planned by the Communications Committee (Section 5.3) according to the Annual Communications Calendar (see Appendix A.3).
- External communication shall be filtered and delivered through an appropriate communication medium as determined by the Communications Committee.
- Appropriate content of communications includes:
    - Information of general interest to the public, including information on Village programs, services, initiatives, or areas of responsibility.
    - Resources for the public and community information relevant to residents, businesses, and visitors.

  - Information relevant or beneficial to the community, including events hosted at a venue within the Village of Lincolnshire.
- Inappropriate content includes:
  - Confidential or proprietary information, unless authorized for disclosure to specific recipients on an as-needed basis.
  - Commentary or personal opinions.
  - Language or material that may be reasonably considered profane, offensive, or obscene.
  - Content in support of or in opposition to political campaigns or ballot measures.
  - Content that discriminates based on race, color, age, religion, gender, marital status, military status, citizenship status, economic status, national origin, physical or mental disability, or sexual orientation.
  - Information that may compromise the safety or security of the public or public systems.
  - Photographs, music, video, graphics, or other content unless the posting individual has first obtained permission of the copyright holder or proof of the item being non-copyrighted and royalty free.
  - Content that violates a legal ownership interest of any other party.
  - Information related to legal matters, litigation, or any parties with whom the Village may be in litigation.
  - Personal attacks, insults, or threatening language.
- All types of external communication must follow the policies and guidelines in the Brand and Visual Style Guide (see Appendix A.1).
- Communication must include a date and staff contact information including name, direct phone number, and individual email address for questions and follow up.
- When possible, communication should include a link to more information on the Village website and when appropriate, it should also list relevant social media handles.
- Each department should identify no more than three staff members to manage communication—their responsibilities will include developing communication materials, routing communication materials for necessary reviews/approvals, and tracking/logging all external communication.
- External communication should be reviewed internally by at least one other reader for clarity of message, consistency of voice, and accuracy. The following guidelines should be used:
  - Communication sent to small groups (e.g., individual neighborhoods, business districts): Reviewed and approved by project manager and department manager (or designee) and sent to the Village Manager's Office prior to distribution for approval.
  - Communication sent Village-wide: Reviewed and approved by project manager, department manager (or designee), and Village Manager's Office.
  - Communication posted on Village website and social media: Reviewed and approved by project manager, department manager (or designee), and Village Manager's Office.
- Copies of communication materials sent to small groups or Village-wide should be shared with administrative and customer service staff to familiarize key customer service staff with the material.
- Communication materials may be shared by email (or emailed hyperlink to shared copy).
- All external communication must receive prior authorizations from all Department Managers (or designees) and/or the Village Manager (or designee).

SECTION 1.4 SPECIFIC POLICIES FOR DIFFERENT TYPES OF EXTERNAL COMMUNICATIONS

- **Website**
  - Content should provide information of general interest to the public and reflect the Village's programs, services, initiatives, news, and events.

- Information posted to the website should be timely and generally focused on events occurring at the present time, or in the near future (typically one to seven days). For cyclical events, previously used news items should be updated in place of creating a new item.
- All website content is considered a public resource, deemed relevant to all community stakeholders (residents, businesses, not-for-profit organizations, and intergovernmental partners).
- All links to outside agencies on the Village website must be checked for functionality and appropriateness. Links must be authorized by the Village Manager (or designee) and meet any of the following criteria:
  - Proof of not-for-profit status issued by the state of Illinois or federal government.
  - Considered an organization sponsored/funded/recognized by the Village.
  - Provides civic services to Village residents.
  - Is a taxing body serving the Village community?
  - Is a government organization.
  - Is a sponsoring agency for a Village event.
  - Is conducting contracted services for the Village in accordance with Village policies.
  - Is a local business and featured in the Village's "Business Spotlight" publication.
- New content postings require Village Manager's Office approval.
- Update to existing content requires department head (or designee) approval.
- Departments will be responsible for ensuring the accuracy and timeliness of all information on their department's pages. Pages should have seasonally appropriate information (e.g., snow plowing information in winter, leaf collection information in the fall). All department pages should be audited on a regular basis, at least monthly.
- Copyright compliance must be met for all photographs, music, video, or graphics posted to the Village website. Materials must either be owned, properly licensed, or open source for Village use.
- Village webpages will incorporate all elements necessary to comply with the Americans with Disabilities Act (ADA).

- **Email**
  - Email is the primary method of external communication between Village staff and Village residents.
- **Blackboard Connect**
  - The Village uses Blackboard Connect for mass notifications to the community, which allows rapid dissemination of time-sensitive emergency and non-emergency messages to selected telephone numbers, email addresses and SMS numbers in the notification database. The Village Manager's Office maintains a policy regulating how and when the mass notification system may be used for emergency notifications.
  - Blackboard Connect should be used to communicate information that is time-sensitive, related to events presently occurring and containing information that residents need the day or day after it is distributed. It is the responsibility of the determining department/agency to inform the final sender when a notification is needed. Appropriate uses and responsible parties are as follows:

Topic	Determining Department/Agency	Final Sender
Road Closures or Detours	Public Works	VMO
Water Main Breaks or Service Disruptions	Public Works	VMO
Mosquito Spraying	Public Works	VMO
Fireworks/Parade/Race	Public Works	VMO
Fire Hydrant Flushing	Public Works	VMO
Crime Alert	Police Department	Police Department
Missing Persons	Police Department	Police Department
Evacuations and/or Shelter-in-Place	Police Department	Police Department

- In a situation where public safety is an immediate concern, the Police Department may notify the Village Manager's Office after, or simultaneous with, the issuance of an emergency notification to the public.
- In the mass notification system, internal messages are those exclusively meant for distribution to a group of Village employees for business purposes and do not require prior notification, provided they are approved by the applicable department head (or designee). Any message meant for exclusively external users requires prior or simultaneous notification of the Village Manager's Office and the Police Chief.
- Non-emergency use of the mass email system shall follow this communication policy.
- Messages sent through the mass email system in an emergency will follow the Village's emergency operations plan, if it is activated. If the emergency operations plan is not activated, messages should be sent according to this communication and the crisis communications policies.

- **Social Media**
  - The Village maintains a single social media account per social media site to communicate operations on behalf of all Village departments. No other social media accounts shall be created.
  - The Village's social media account is usually ancillary to the Village website. Content, news, and events posted on the website should be shared on the social media accounts.
  - Information posted on social media should be timely and generally focused on events occurring at the present time, or soon (typically one to seven days). However, social media may also be used to disseminate "feel good" general interest information that is not time sensitive.
  - The Village's social media account is intended to reach audiences, including residents, businesses, visitors, and others, in addition to the Village website.
  - Village social media accounts can also be used to share posts from partner organizations, and Lincolnshire non-profits, or other governmental entities as needed.
  - Department heads (or designee) must approve new content before sending the content to the Village Manager's Office for posting on the Village's social media accounts. Content already approved for the website does not need additional approval.
  - Employees who choose to maintain a personal social media or online presence may do so.
  - The Village will not utilize its selected social networks as a chat tool. Inbox messages shall be utilized and responded to in a reasonably attentive manor by the appropriate staff person(s).

- When possible, links for more information on social media pages and content should bring users back to the Village's official website for more information.
- One employee from every department will be responsible for crafting and editing messages pertinent to their respective department on Village social media sites.
  - Department managers (or designee) or the Village Manager (or designee) will appoint the employee. The appointment will be reviewed annually, or as needed.
- The Village utilizes a color-coded messaging system to help flag specific Police messages:
  - RED – "Emergency Warning"
    - Immediate threat detected in Lincolnshire;
    - An emergency is developing; and
    - More information will be shared as soon as possible.
  - ORANGE – "Caution Watch"
    - Conditions exist for resident precaution
    - No immediate threat/emergency, however, an incident(s) has occurred in the surrounding vicinity
    - No additional detailed information is known or can be shared
  - GREEN – "Information Advisory"
    - Non-emergency information only
    - May contain dates for police/community events, crime prevention tips, items of public interest
- The Village maintains a list of pre-packaged emergency social media posts to be used for quick communication in the event of an emergency (see Appendix A.4).
- On social media sites where commenting cannot be disabled, such as Facebook, the following text shall be placed on the Village's page:
  - "The Village declares that this page is a non-public forum which is only intended to be a place for the Village to make announcements to inform the residents. Any "Comments" presented in response to a Village post strictly represent the opinions of the individual who posted such comment and they do not represent the opinions, speech, or policy of the Village. The Village has the right to delete all comments that:
    1) Contain vulgar language, personal attacks of any kind, or offensive or discriminatory content.
    2) Contain spam, advertisements, or links to other sites or pages.
    3) Are off topics and/or disruptive.
    4) Advocate illegal activity.
    5) Infringe on copyrights, trademarks, or other intellectual property rights.
    6) Violate any law, regulation, rule, or policy.

    This page is informational only. If you require a response from the Village of wish to request services, you must contact the Village at 847-883-8600. If you have an emergency requiring immediate assistance from law enforcement, medical, or fire services, call 911.

    All posts on this page, including any comments, may be subject to disclosure under the State of Illinois Freedom of Information Act."

- **Newsletters**
  - Weekly E-Newsletter
    - Village E-News is ancillary to the Village website. Content, news, and events posted on the website and social media can also be shared in Village E-News.
    - Village E-News is sent to subscribers by Friday every week.
    - The purpose of Village E-News is to announce newsworthy information and events, which are typically not of an imminent or emergency nature. Information communicated in the electronic newsletter is timely and may be summary

information from the weeks concluding, or short-term future information (typically one to four weeks in the future).
    - An E-News can be sent before, or in addition to, Friday if the Village Manager's Office deems information important, timely, and appropriate (e.g., special events day-of E-News).
    - Content should be submitted to the Village Manager's Office by Thursday at noon for the regularly scheduled, weekly E-news
    - Content for Village E-News is submitted to, approved, and distributed by the Village Manager's Office.
  - Quarterly Newsletter
    - Content for the Lincolnshire newsletter is developed by all departments and reviewed and approved for publishing by the Village Manager's Office.
    - Content will be general information that is not of an imminent, emergency, or time-sensitive nature, due to the frequency of publication.
    - Information communicated in the newsletter may be high-level summaries of major projects or issues that are germane to the community as a whole and community-wide information about events and programs in the longer-term future (typically one to three months).
  - Construction Update E-News
    - Created on a weekly basis during construction season.
    - Content specific to project information for the community at-large.
    - Generated by the Public Works Department.
    - Approved and distributed by the Village Manager's Office.
  - Construction Project Newsletter
    - Created on an as-needed basis during construction season by the resident-engineer.
    - Approved by the Public Works Department and distributed to affected residents.
  - Business Spotlight
    - Content specific to business activity and Village activity that may be of interest to the business community.
    - Created by the Community & Economic Development Department typically on the third Tuesday of each month.
    - Approved and distributed by the Village Manager's Office.
- **Press Releases**
  - All press releases must be approved and issued by the Village Manager's Office. The exception to this is when a release coming from the Police Department includes emergency information and waiting for approval may cause undue delay of said information reaching the public.
  - Press releases are directed toward members of the news media and the public for the purpose of announcing information of an urgent, imminent, or time-sensitive nature that requires immediate news attention or that would be of benefit to a large group of people. Examples of press releases include but are not limited to major life-safety issues and high-profile Village news stories (e.g., announcing a new program).
  - Press releases must always contain staff contact name(s), direct phone number, and email address. The staff contact should be the designated department spokesperson or subject-matter expert.
- **Electronic Message Boards**

- Electronic message boards shall be deployed on village-owned and maintained property. The Public Works Department maintains these boards and can deploy them in anticipation of an event that will impact typical traffic patterns, Village operations, or an emergency.

- **Government Access Channel**
  - Government access Channel 10 allows the Village to broadcast information about the Village government and community. The Village has a full media room that allows live broadcasts of meetings held in the Village Board Room.
  - The federal Cable Communications Policy Act of 1984 establishes government, educational, and public channels for use by each of these groups. There is no legal requirement to broadcast any type of programming that is not government owned.
  - Channel 10 is reserved for programming that helps residents learn more about Village activities, information, programming, and important issues facing the community.
  - Live meetings available on Channel 10 or via Facebook Live are recorded gavel-to-gavel, unedited. Meetings covered include Committee of the Whole, Village Board, Park Board, Architectural Review Board, and Zoning Board. Recordings of meetings are available on the Village website after the respective meeting.

SECTION 2: VILLAGE SPOKESPERSONS

SECTION 2.1 PURPOSE

To identify Village spokespersons/public information officers (PIO) by department and by subject matter expertise to communicate with the media.

SECTION 2.2 PRINCIPLES/OBJECTIVES

- To ensure that all staff clearly know who will act as a designated spokesperson/PIO authorized to make statements on behalf of the Village on specific topics, and to whom public inquiries should be directed during a crisis event.

SECTION 2.3 POLICIES

- The Village Manager's Office will act as a clearinghouse for all media inquiries. Contact information for all general Village inquiries should be shared with the media on an annual basis, or as needed.
- All employees communicating with the media within their normal course of duties – and employees who are using their Village-related job title, work experience, or position to communicate with the media outside of their normal course of duties to establish credibility or influence others – must receive approval from the Village Manager, or their designee, prior to communicating on or off the record with the media.
- Each department will identify spokespersons in a hierarchy and based on subject matter expertise, who will communicate with and answer inquiries from the public and the media. Spokespeople will be determined by the department managers on an annual basis or as needed (i.e., in the instance of employee turnover, etc.). In the absence of the staff below, department managers will serve as the primary spokesperson for all inquiries related to their department.
- Identified spokespersons and department managers are empowered by the Village Manager to respond to general, fact-based, and operational media inquiries at their discretion. These media inquiries do not need to be reviewed by the Village Manager's Office prior to response.
- Inquiries will be elevated to the Village Manager's Office at the discretion of the department manager (or designee) or the Village Manager (or designee). These instances include, but are not

limited to: emergency operations, Village Board direction, questions regarding policies or staff operations, etc.

- Current spokespeople include:

Name	Department	Expertise
Yates McLaughlin (Primary Contact)	VMO	General Inquiries
Brad Burke	VMO	High Profile Inquiries
Kim Covelli	Police	Safety Education, General Public Safety Inquiries
Joe Leonas	Police	High Profile Public Safety Inquiries
Matt Rossi	Finance	Finance Inquiries
Wally Dittrich	Public Works	General Inquiries
Brad Woodbury	Public Works	High Profile Inquiries
Tonya Zozulya	CED	General Inquiries
Ben Roesler	CED	High Profile Inquiries

List updated: 08/28/2023

- Departments will ensure staff is aware of who the identified spokespersons/PIOs are and how to respond to public inquiries and direct inquiries to the spokesperson(s). Spokespersons should direct all inquiries to the department manager (or designee) when in doubt.

SECTION 3: MEDIA RELATIONS PROTOCOLS

SECTION 3.1 PURPOSE

To provide direction to staff as to the proper/appropriate way to handle media inquiries and other requests for public comment on Village matters.

SECTION 3.2 PRINCIPLES/OBJECTIVES

- Ensure information is disseminated in a timely and consistent manner.
- Operate the Village's business in a transparent manner.
- Respond promptly and accurately to residents and other stakeholders in matters of interest and concern.

SECTION 3.3 POLICIES

- All inbound media calls should be directed to the appropriate staff person, per Section 2.3 of this policy.
- Media interviews will be coordinated through the Village Manager's Office. In instances when a staff member or PIO is conducting the interview, the individual will inform the Village Manager's Office before the interview to discuss any concerns or sensitive matters. If a media interview takes place during an emergency, refer to the Emergency Operations Plan.
- The Village Manager's Office will maintain a list containing the phone numbers and email addresses of all relevant local and regional media contacts.
- All external communications will be reviewed by the Village Manager's Office, except for responses to general, fact-based, and operational media inquiries as outlined in Section 2.3.
- All external communications related to Village-wide matters will be reviewed by the Village Manager's Office.
- All significant communication or press releases will be reviewed and approved by the Village Manager's Office prior to distribution. See Section 1.4 for exceptions.

- Any significant communication or releases will have a designated PIO or subject matter expert to handle media and public inquiries. Media inquiries must be directed to the Village Manager's Office, except in emergency situations. See the Emergency Operations Plan.
- All communication must follow the policies in the External Communications (see Section 1) and the message and branding section (Appendix A.1).

SECTION 4: INTERNAL COMMUNICATIONS

SECTION 4.1 PURPOSE

To confirm responsibilities involved in developing and distributing communications to Village staff and to establish content guidelines for communication.

SECTION 4.2 PRINCIPLES/OBJECTIVES

- Ensure information distributed has consistent and professional messaging and appearance.
- Ensure information is accurate.
- Establish a structure and framework for coordinating internal communication.
- To identify staff members who will develop and distribute communication.
- Enhance open, two-way communication internally.
- For the Village Manager's Office to maintain a shared inventory among all departments of planned/regularly distributed communication.
- Guide and ensure the continuity of the Village's official brand.

SECTION 4.3 POLICIES FOR ALL TYPES OF INTERNAL COMMUNICATIONS

- Appropriate content of communications includes:
    - Information of general interest to staff, including information on Village programs, services, initiatives, or areas of responsibility.
    - Resources for staff and community information relevant to residents, businesses, and visitors.
    - Information that is relevant or beneficial to the community, including events hosted at a venue within the Village of Lincolnshire or services provided to Lincolnshire residents.
- Inappropriate content includes:
    - Confidential or proprietary information, unless authorized for disclosure to specific recipients on an as-needed basis.
    - Commentary or personal opinions.
    - Language or material that may be considered profane, offensive, or obscene.
    - Content in support of or in opposition to political campaigns or ballot measures.
    - Content that discriminates based on race, color, age, religion, gender, marital status, military status, citizenship status, economic status, national origin, physical or mental disability, or sexual orientation.
    - Information that may compromise the safety or security of the public or public systems.
    - Photographs, music, video, graphics, or other content unless the posting individual has first obtained permission of the copyright holder or proof of the item being non-copyrighted and royalty free.
    - Content that violates a legal ownership interest of any other party.
    - Information related to legal matters, litigation, or any parties with whom the Village may be in litigation.
    - Personal attacks, insults, or threatening language
- All types of internal communication must follow the policies and guidelines in the Brand and Visual Style Guide (see Appendix A.1).

- Communication must include a date and staff contact information including name, direct phone number, and individual email address for questions and follow up.
- When possible, communication should include a link to more information on the Village website and when appropriate, it should also list relevant social media handles.
- Each department should identify no more than three staff members to manage communication. Their responsibilities will include developing communication materials, routing communication materials for necessary reviews/approvals, and tracking/logging all internal communication.
- Organization-wide, internal communication should be reviewed by at least one other reader for clarity of message, consistency of voice, and accuracy. The following guidelines should be used:
    - Reviewed by department head (or designee) and/or Village Manager (or designee).
- Communication materials may be shared by email (or emailed hyperlink to shared copy in the Data (V:) drive).

SECTION 4.4 SPECIFIC POLICIES FOR DIFFERENT TYPES OF INTERNAL COMMUNICATIONS

- **Manager's Notes**
    - Manager's Notes is a weekly, internal e-newsletter distributed to all Village staff, the Mayor and Board of Trustees, and all advisory board members.
    - Manager's Notes should provide information on current Village projects within each department and relevant news articles that could impact or inform Manager's Notes recipients.
    - Department heads (or designees) will submit summaries, pictures, news articles, and any other relevant information to the shared Manager's Notes origination file.
    - Staff producing content for Manager's Notes should refer to the Manager's Notes style guide.
    - The Village Manager's Office will edit Manager's Notes, including adding or removing information, before review and approval is given by the Village Manager (or designee).
    - Manager's Notes is distributed after final approval from the Village Manager (or designee).

SECTION 5: OVERSIGHT

SECTION 5.1 PURPOSE

To identify ownership of this document and processes for amendments and/or exceptions.

SECTION 5.2 PRINCIPLES/OBJECTIVES

- Ensure general chain of command.
- Outline chain of ownership of the Policy.
- Outline process to make amendments and exceptions to the Policy.

SECTION 5.3 POLICIES FOR OVERSIGHT

- The Village Manager (or designee) will be the sole owner of the Policy and its implementation. The Village Manager (or designee) will give final approval on all amendments, exceptions, and any official communication.
- A Communications Committee will be established to maintain the Policy's relevance. All proposed changes will first go to this committee before going to the Village Manager for final approval.
    - The Assistant Village Manager (or designee) will serve as the committee chair.
    - The Assistant Village Manager (or designee) will appoint Village staff to serve on this committee.
    - The Communications Committee will oversee the Annual Communications Calendar (see Appendix A.3) and any subcommittee.

  - The Communications Committee shall be responsible for training employees on quality, consistent communication across departments and platforms. The Communications Committee shall also be responsible for coordinating any training for committee members, in addition to other Village employees with some role in providing communications support.
  - The Communications Committee will be responsible for identifying and developing a schedule of "trigger events" that dictate which communication modes shall be used for certain information.
- The Village recognizes special cases may arise from time-to-time based on specific circumstances. The Village Manager (or designee) is empowered to make all decisions regarding general exceptions to this policy until such time as it can be amended.
- The Policy may be amended at any time at the discretion of the Village Manager or Communications Committee.

VILLAGE OF LINCOLNSHIRE

June 23, 2025
Committee of the Whole
2.31

ITEM SUMMARY

Action Requested (Petitioner):	Approval of a Contract with Kim Construction Co. Inc. at an Amount not to Exceed $464,575.00 for the Rehabilitation of Sanitary Manholes (Village of Lincolnshire)
Recommendation:	Consideration and Approval
Author(s):	Maxwell Geib, Utilities Superintendent
Actual Amount – Budgeted Amount:	$500,000.00 budgeted - $464,575.00 actual
Meeting History:	N/A
Attachments:	1) Bid Tabulation

Request Summary

Over the past 5–6 years, the Village has partnered with RJN Group to inspect manholes as part of its annual sanitary sewer maintenance program. RJN has inspected more than 600 manholes across the Village, proactively evaluating the condition of the sewer system. Through these inspections, RJN identified approximately 100 manholes requiring rehabilitation due to structural issues, infiltration, or other deficiencies, allowing the Village to prioritize repairs and maintain system reliability. This project supports and meets the Villages' obligation to Lake County to maintain 10% of the sanitary sewer system each year. The Village requested bids in May of 2025 and received 3 bids for the project. The low bidder, Kim Construction Co. Inc., completed similar work Romeoville, Northbrook, and Frankfort, Illinois and has received favorable reference reviews. After reviewing 3 bid prices, staff recommends awarding the bid to Kim Construction Co. Inc., of Streger, Illinois.

The contract includes rehabilitation of 91 sanitary manholes across the community to improve the performance and reliability of its wastewater collection system. This project targets aging infrastructure and addresses common issues that develop over time due to corrosion, ground movement, and water infiltration. As part of the rehabilitation process, crews will replace damaged or improperly functioning manhole covers, seal and adjusting manhole frames to proper elevations, and replace corroded bolts (for areas utilizing bolt-down style sanitary covers due to flooding) to restore structural integrity. To prevent surface water and groundwater from entering the system, crews will also install both internal and external chimney seals.

In addition, the rehabilitation work includes cementitious sealing to repair and smooth the interior concrete surfaces, chemical grouting to eliminate active infiltration points, replacement of deteriorated benches at the base of the manholes, and the application of high-performance epoxy coatings to protect against future corrosion and extend service life. These improvements reduce inflow and infiltration (I&I), minimize maintenance needs, and safeguard downstream treatment processes.

This project strengthens the Village's long-term infrastructure, health and operational efficiency. By using trenchless, non-invasive rehabilitation techniques, the Village avoids the cost, disruption, and environmental impacts associated with full manhole replacement. This approach allows crews to complete work efficiently with minimal disturbance to residents, traffic, and surrounding utilities. Through this

effort, the Village continues to invest in sustainable infrastructure solutions that enhance system resilience and protect public health and the environment.

Before Manhole Rehab

After Manhole Rehab

Budget Impact
The Village's Fiscal Year 2025 Budget allocates a total of $500,000.00 for the 2025 Sanitary Manhole Rehabilitation Project. This contract is $35,425.00 below budget.

Level of Service Impact
Rehabilitation extends the life of the existing manhole by 40 - 50 years.

Approval Process
Consensus from the Village Board at the Committee of the Whole, with final approval at a Regular Village Board Meeting.

Options for Consideration
N/A

Staff Recommendation / Next Steps
Staff recommends approval of a contract with $464,575.00 for the 2025 Sanitary Manhole Rehabilitation Project at the Regular Village Board Meeting on July 14, 2025.

Village of Lincolnshire

Sanitary Manhole Rehab Project

Bid Tabulation

6.13.2025

					Contractor	Kim Construction Co. Inc.		Hoerr Construction		Archon Construction					
	No.	Pay Item	Approx. Quantity	Unit		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Base Bid														
	Sanitary Manhole Rehab														
	1	Replace Bolts in Cover	1	EA		$ 1,500.00	$ 1,500.00	$ 900.00	$ 900.00	$ 418.00	$ 418.00				
	2	Replace Cover	1	EA		$ 500.00	$ 500.00	$ 2,350.00	$ 2,350.00	$ 522.00	$ 522.00				
	3	Replace Frame & Bolted Cover (Non-Paved)	4	EA		$ 3,400.00	$ 13,600.00	$ 3,000.00	$ 12,000.00	$ 2,600.00	$ 10,400.00				
	4	Replace Frame & Cover (Non-paved)	12	EA		$ 3,200.00	$ 38,400.00	$ 2,350.00	$ 28,200.00	$ 2,574.00	$ 30,888.00				
	5	Seal & Adjust Frame (Non-Paved)	26	EA		$ 2,800.00	$ 72,800.00	$ 3,900.00	$ 101,400.00	$ 2,142.00	$ 55,692.00				
	6	Internal Chimney Seal	9	EA		$ 1,000.00	$ 9,000.00	$ 1,230.00	$ 11,070.00	$ 950.00	$ 8,550.00				
	7	Cementitious Manhole Sealing, 36" Dia	45	VF		$ 330.00	$ 14,850.00	$ 540.00	$ 24,300.00	$ 340.00	$ 15,300.00				
	8	Cementitious Manhole Sealing, 48" Dia	350	VF		$ 350.00	$ 122,500.00	$ 380.00	$ 133,000.00	$ 380.00	$ 133,000.00				
	9	Grout Cone	1	EA		$ 800.00	$ 800.00	$ 2,360.00	$ 2,360.00	$ 2,063.00	$ 2,063.00				
	10	Grout Wall Joints	70	EA		$ 750.00	$ 52,500.00	$ 530.00	$ 37,100.00	$ 1,163.00	$ 81,410.00				
	11	Curtain Grout Bottom 18"	10	EA		$ 800.00	$ 8,000.00	$ 1,550.00	$ 15,500.00	$ 3,734.00	$ 37,340.00				
	12	Full Grout Curtain	26	EA		$ 1,950.00	$ 50,700.00	$ 2,250.00	$ 58,500.00	$ 6,070.00	$ 157,820.00				
	13	Vacuum Testing	5	EA		$ 950.00	$ 4,750.00	$ 925.00	$ 4,625.00	$ 1,179.00	$ 5,895.00				
	14	Repair Bench & Trough	5	EA		$ 1,000.00	$ 5,000.00	$ 1,120.00	$ 5,600.00	$ 2,445.00	$ 12,225.00				
	15	Replace Bench & Trough	1	EA		$ 3,000.00	$ 3,000.00	$ 1,950.00	$ 1,950.00	$ 4,389.00	$ 4,389.00				
	16	Epoxy Costing, 36" Dia	25	VF		$ 405.00	$ 10,125.00	$ 275.00	$ 6,875.00	$ 812.00	$ 20,300.00				
	17	Epoxy Costing, 48" Dia	130	VF		$ 435.00	$ 56,550.00	$ 395.00	$ 51,350.00	$ 825.00	$ 107,250.00				
			Total Bid Amount (As-Read)				**$ 464,575.00**		**$ 497,080.00**		**$ 683,462.00**				
			Total Amount (Tabulated)				**$ 464,575.00**		**$ 497,080.00**		**$ 683,462.00**				