VILLAGE OF
LINCOLNSHIRE

AGENDA
VILLAGE BOARD MEETING
Village Hall - Board Room
Monday, August 25, 2025
7:00 p.m.

CALL TO ORDER

1.0 ROLL CALL

2.0 PLEDGE OF ALLEGIANCE

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

3.11 Presentation of Community Lifesaving Award

3.2 Village Clerk's Report

3.3 Village Treasurer's Report

3.31 Revenue & Expense Summary as of July 31, 2025

3.4 Village Manager's Report

4.0 PAYMENT OF BILLS

4.01 Bills Presented for Payment on August 25, 2025, in the Amount of $753,043.52

5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on non-agenda items only)

6.0 CONSENT AGENDA

Items on the Consent Agenda will be approved by one motion. If a Trustee wishes to discuss any item, it will be pulled from the Consent Agenda and discussed under "Unfinished Business".

6.01 Approval of August 11, 2025, Regular Village Board Meeting Minutes

7.0 **ITEMS OF GENERAL BUSINESS**

7.1 Planning, Zoning & Land Use

7.2 Finance and Administration

7.21 Approval of an Ordinance Amending Title 1, Chapter 8, Article D of the Lincolnshire Village Code Pertaining to Reimbursement of Out-of-Pocket Expenses (Village of Lincolnshire)

7.3 Public Works

7.31 Approval of an Ordinance Amending Title 8, Chapter 6 of the Lincolnshire Village Code Pertaining to Construction of Utility Facilities in the Public Right-of-Way (Village of Lincolnshire – Waiver of First Reading Requested)

7.4 Police

7.5 Parks and Recreation
7.6 Judiciary and Personnel

8.0 REPORTS OF SPECIAL COMMITTEES
9.0 UNFINISHED BUSINESS
10.0 NEW BUSINESS
11.0 EXECUTIVE SESSION
12.0 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 accommodations/auxiliary aids will be provided to enable people 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 accommodations to attend. Regular Village Board 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

August 25, 2025
Regular Village Board
3.11

ITEM SUMMARY

Action Requested:	Presentation of Community Lifesaving Award
Author:	Joseph Leonas, Chief of Police

Summary:

On July 22, 2025, at approximately 5:50 p.m., a 19-year-old man swimming at Spring Lake Park found himself in danger. A sudden leg cramp left him struggling to swim, unable to stay afloat, and in immediate trouble. The situation could have ended in tragedy, but it did not because someone was paying attention and someone acted. That someone is Jaydynn Britva.

At just 13 years old, Jaydynn Britva recognized the emergency, stayed calm, and acted decisively. With remarkable bravery and presence of mind, he entered the water, reached the distressed swimmer, and helped bring him safely to shore. It was an act that demonstrated selflessness and courage far beyond his years.

What Jaydynn did that evening was nothing short of extraordinary. He did not wait for someone older. He did not second-guess himself. Instead, he saw a person in need and answered the call instinctively, fearlessly, and with the kind of integrity we all aspire to have.

It is s not every day we witness a true act of heroism, and it’s certainly not every day the hero is only 13 years old. It is with deep admiration and immense pride that I stand before you to honor an exceptional young individual, someone who, without hesitation, stepped forward in a moment of crisis and changed the course of another person’s life forever.

For Jaydynn’s incredible act of bravery and for setting an inspiring example for the entire Lincolnshire community, the Village of Lincolnshire is honored to present him with this Community Member Recognition Award for his life saving actions.

VILLAGE OF
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Agenda Item
3.31

Revenue and Expense Budget Summary

Period Ending: 7/31/2025
Fiscal Year: 2025

	2024 Year-To-Date			2025 Year-To-Date		
	Revenue	Expense	OVER/(UNDER)	REVENUE	EXPENSE	OVER/(UNDER)
GENERAL FUND						
Revenue	8,959,804			9,680,849		
Administration		348,776			362,735	
Finance		245,038			270,066	
Police		2,996,172			3,188,127	
Community & Economic Dev.		561,324			834,891	
Insurance / Common		677,378			700,061	
PW: Administration		173,284			192,973	
PW: Streets & Storm Water		620,357			744,611	
PW: Forestry & Parks		850,389			1,019,116	
PW: Facilities		82,486			154,953	
Debt & Transfers		756,667			256,667	
TOTAL GENERAL FUND	$ 8,959,804	$ 7,311,870	$ 1,647,934	$ 9,680,849	$ 7,724,199	$ 1,956,650
ENTERPRISE FUNDS						
Water & Sanitary Sewer Revenue	3,564,911			3,739,299		
Water & Sanitary Sewer Administration		661,995			367,875	
Water & Sanitary Sewer Operating		2,024,180			2,138,426	
Water & Sanitary Sewer Improvements	845,410	362,674		193,100	316,899	
Storm Sewer Operating	823,854	79,705		823,484	683,374	
Storm Sewer Improvement	194,503	354,040		11,591,390	1,096,623	
TOTAL ENTERPRISE FUNDS	$ 5,428,678	$ 3,482,593	$ 1,946,084	$ 16,347,273	$ 4,603,197	$ 11,744,077
NON-OPERATING FUNDS						
Motor Fuel Tax	233,729	-	233,729	239,809	-	239,809
Fraud Alcohol Drug Enforcement	8,000	-	8,000	6,020	-	6,020
Vehicle Maintenance	281,280	260,775	20,505	280,430	265,878	14,552
E911	153,754	-	153,754	60,564	-	60,564
Park Development	1,992	-	1,992	2,922	-	2,922
General Capital	-	479,563	(479,563)	573,252	440,674	132,578
TOTAL NON-OPERATING FUNDS	$ 678,755	$ 740,338	$ (61,583)	$ 1,162,998	$ 706,552	$ 456,446
TRUST FUNDS						
Police Pension Fund**	2,846,057	913,979	1,932,079	3,175,787	851,178	2,324,609
Sedgebrook SSA	607,044	1,142,581	(535,537)	731,539	1,144,194	(412,655)
TOTAL TRUST FUNDS	$ 3,453,101	$ 2,056,560	$ 1,396,541	$ 3,907,326	$ 1,995,372	$ 1,911,954

The Pension Board contracts their accounting services; which may results in a reporting delay.

VILLAGE OF
LINCOLNSHIRE

Revenues and Expenses by Fund

Period Ending	**July 31, 2025**	
Percent of Fiscal Year Complete	**58%**	

	Annual Budget	Year-to-Date	% Used
GENERAL FUND			
REVENUES			
Taxes	12,902,562	8,023,402	62.2%
Licenses & Fees	666,750	692,766	103.9%
Fines & Forfeitures	182,500	132,297	72.5%
Allotments, Grants & Reimbursements	546,000	301,469	55.2%
Miscellaneous	59,400	69,042	116.2%
Other Income	125,000	461,873	369.5%
TOTAL REVENUES	$ 14,482,212	$ 9,680,849	66.8%
EXPENSES			
Personnel Expenses	550,000	304,063	55.3%
Contractual Services	62,400	30,857	49.4%
Other Charges	38,782	27,816	71.7%
Administration	651,182	362,735	55.7%
Personnel Expenses	369,000	203,581	55.2%
Contractual Services	101,325	63,632	62.8%
Other Charges	6,695	2,852	42.6%
Finance	477,020	270,066	56.6%
Personnel Expenses	4,628,451	2,499,222	54.0%
Contractual Services	781,950	417,171	53.4%
Commodities	30,550	19,545	64.0%
Other Charges	293,890	154,038	52.4%
Transfers Out	168,258	98,151	58.3%
Police	5,903,099	3,188,127	54.0%
Personnel Expenses	515,500	285,476	55.4%
Contractual Services	236,100	156,595	66.3%
Other Charges	605,270	390,016	64.4%
Transfers Out	4,807	2,804	58.3%
Community & Economic Dev.	1,361,677	834,891	61.3%
Contractual Services	950,950	676,273	71.1%
Commodities	5,000	2,898	58.0%
Other Charges	30,965	20,890	67.5%
Insurance & Common	986,915	700,061	70.9%
Public Works			
Personnel Expenses	279,000	148,945	53.4%
Contractual Services	66,189	33,231	50.2%
Other Charges	11,620	10,797	92.9%
Admin	356,809	192,973	54.1%
Personnel Expenses	615,500	324,831	52.8%
Contractual Services	471,408	264,958	56.2%
Commodities	104,587	56,181	53.7%

	Annual Budget	Year-to-Date	% Used
Other Charges	17,220	14,512	84.3%
Transfers Out	144,221	84,129	58.3%
Streets	1,352,936	744,611	55.0%
Personnel Expenses	623,000	333,437	53.5%
Contractual Services	888,957	577,614	65.0%
Commodities	47,500	17,963	37.8%
Other Charges	32,950	25,602	77.7%
Transfers Out	110,570	64,499	58.3%
Parks & Open Space	1,702,977	1,019,116	59.8%
Contractual Services	210,200	117,729	56.0%
Commodities	21,500	32,451	150.9%
Other Charges	4,000	1,969	49.2%
Transfers Out	4,807	2,804	58.3%
Buildings & Grounds	240,507	154,953	64.4%
Transfer Out-Gen Cap	(2,550,000)	-	0.0%
Tranfer Out-Storm Sewer Oper	440,000	256,667	58.3%
Transfer Out-WS Imp: Cap Proj.	3,000,000	-	0.0%
Debt & Transfers	890,000	256,667	28.8%
TOTAL EXPENSES	$ 13,923,122	$ 7,724,199	55.5%
WATER & SEWER FUND			
REVENUES			
Licenses & Fees	6,130,000	3,655,035	59.6%
Miscellaneous Revenue	8,000	69,768	872.1%
Other Income	7,500	14,496	193.3%
TOTAL REVENUES	$ 6,145,500	$ 3,739,299	60.8%
EXPENSES			
Personnel Expenses	339,000	181,309	53.5%
Contractual Services	265,036	184,840	69.7%
Commodities	560	370	66.2%
Other Charges	2,320	1,356	58.5%
Other Expenses	-	-	0.0%
Transfers Out	350,000	-	0.0%
Administration	956,916	367,875	38.4%
Personnel Expenses	575,000	321,113	55.8%
Contractual Services	4,561,582	1,736,052	38.1%
Commodities	39,450	27,848	70.6%
Other Charges	45,835	25,370	55.3%
Transfers Out	48,074	28,043	58.3%
Operating	5,269,941	2,138,426	40.6%
TOTAL EXPENSES	$ 6,226,857	$ 2,506,301	40.2%
WATER & SEWER IMPROVEMENT FUND			
REVENUES			
Licenses & Fees	50,000	191,915	383.8%
Miscellaneous Revenue	-	-	0.0%
Other Income	-	1,185	0.0%
Transfers	3,350,000	-	0.0%
TOTAL REVENUES	$ 3,400,000	$ 193,100	5.7%

	Annual Budget	Year-to-Date	% Used
EXPENSES			
Capital Outlay	3,323,000	316,899	9.5%
TOTAL EXPENSES	$ 3,323,000	$ 316,899	9.5%
MOTOR FUEL TAX FUND			
REVENUES			
Allotments, Grants & Reimbursements	350,000	235,671	67.3%
Other Income	3,000	4,138	137.9%
TOTAL REVENUES	$ 353,000	$ 239,809	67.9%
EXPENSES			
Capital Projects	-	-	
Transfers	-	-	0.0%
TOTAL EXPENSES	$ -	$ -	0.0%
FRAUD, ALCOHOL & DRUG ENFORCEMENT FUND			
REVENUES			
Other Income	7,000	6,020	86.0%
TOTAL REVENUES	$ 7,000	$ 6,020	86.0%
EXPENSES			
Other Charges	-	-	0.0%
Transfers	-	-	0.0%
TOTAL EXPENSES	$ -	$ -	0.0%
VEHICLE MAINTENANCE FUND			
REVENUES			
Transfers	480,738	280,430	58.3%
TOTAL REVENUES	$ 480,738	$ 280,430	58.3%
EXPENSES			
Personnel Expenses	143,000	79,181	55.4%
Contractual Services	156,020	82,433	52.8%
Commodities	170,000	97,650	57.4%
Other Charges	11,718	6,614	56.4%
TOTAL EXPENSES	$ 480,738	$ 265,878	55.3%
E911 FUND			
REVENUES			
Taxes	384,000	60,564	15.8%
Other Income	-	-	0.0%
TOTAL REVENUES	$ 384,000	$ 60,564	15.8%
EXPENSES			
Contractual Services	227,500	-	0.0%
Other Charges	25,000	-	0.0%
TOTAL EXPENSES	$ 252,500	$ -	0.0%
PARK DEVELOPMENT FUND			
REVENUES			
Other Income	2,500	2,922	116.9%
TOTAL REVENUES	$ 2,500	$ 2,922	116.9%
EXPENSES			

	Annual Budget	Year-to-Date	% Used
Other Charges	-	-	0.0%
Transfers	725,000	-	0.0%
TOTAL EXPENSES	$ 725,000	$ -	0.0%
GENERAL CAPITAL			
REVENUES			
Grants	-	-	0.0%
Other Income	50,000	39,275	78.6%
Transfers In	(1,825,000)	533,977	-29.3%
TOTAL REVENUES	$ (1,775,000)	$ 573,252	-32.3%
EXPENSES			
Facilities	200,000	30,690	15.3%
Equipment	59,000	32,410	54.9%
Furniture & Fixtures	-	-	0.0%
Storm Sewer & Water	-	-	0.0%
Parks	775,000	26,981	3.5%
Roadways	757,500	254,717	33.6%
Vehicles	120,000	95,876	79.9%
TOTAL EXPENSES	$ 1,911,500	$ 440,674	23.1%
POLICE PENSION FUND**			
REVENUES			
Taxes	915,451	441,388	48.2%
Miscellaneous Revenue	270,000	147,895	54.8%
Other Income	1,150,000	2,586,504	224.9%
TOTAL REVENUES	$ 2,335,451	$ 3,175,787	136.0%
EXPENSES			
Contractual Services	51,600	21,387	41.4%
Other Charges	5,800	1,375	23.7%
Other Charges	1,750,000	828,416	47.3%
TOTAL EXPENSES	$ 1,807,400	$ 851,178	47.1%

The Pension Board contracts their accounting services; which may results in a reporting delay.

SEDGEBROOK SSA			
REVENUES			
Taxes	1,163,750	714,538	61.4%
Other Income	21,000	17,001	81.0%
TOTAL REVENUES	$ 1,184,750	$ 731,539	61.7%
EXPENSES			
Contractual Services	8,000	600	7.5%
Capital Outlay	1,438,437	1,143,594	79.5%
TOTAL EXPENSES	$ 1,446,437	$ 1,144,194	79.1%
STORM SEWER OPERATIONS FUND			
REVENUES			
Storm Sewer Fees	925,000	566,817	61.28%
Interest Income	-	-	0.00%
Transfer In	440,000	256,667	58.33%
TOTAL REVENUES	$ 1,365,000	$ 823,484	60.33%
EXPENSES			
Personnel Services	119,250	59,291	50%

	Annual Budget	Year-to-Date	% Used
Contractual Services	127,032	43,384	34%
Other Charges	500	130	
Commodities	4,000	5,570	139%
Transfers	-	575,000	0%
TOTAL EXPENSES	$ 250,782	$ 683,374	272.5%
STORM SEWER IMPROVEMENT FUND			
REVENUES			
Other Income	10,000	11,016,390	110164%
Transfer In	-	575,000	0%
TOTAL REVENUES	$ 10,000	$ 11,591,390	115914%
EXPENSES			
Capital Outlay	200,000	60,750	30%
Capital Assets	561,000	203,535	36.3%
Contractual Services	-	298,361	0.0%
Transfers	-	533,977	0.0%
TOTAL EXPENSES	$ 761,000	$ 1,096,623	144%

VILLAGE OF
LINCOLNSHIRE

AGENDA ITEM 4.1

BILLS PRESENTED FOR PAYMENT
08/25/2025

General Fund	$	137,997.97
Water & Sewer Fund	$	178,749.59
Motor Fuel Tax		
Water & Sewer Improvement Fund	$	9,118.50
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	$	9,844.78
Park Development Fund		
Sedgebrook SSA	$	275,000.00
Storm Sewer Operating Fund	$	8,472.68
Storm Sewer Improvement Fund		
General Capital Fund	$	133,860.00
Grand Total	$	753,043.52

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Brad Burke, Village Manager

Return to Agenda

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 08/12/2025 - 08/25/2025
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACCURATE DOCUMENT DESTRUCTION		
14927641T095	Document Destruction - 07/01-07/31/20	95.00
	TOTAL VENDOR ACCURATE DOCUMENT DESTRU	95.00
VENDOR NAME: ADOBE SYSTEMS INCORPORATED		
3161406213	Jul 17 - Aug 16, 2025 Acrobat Pro & All A	553.69
	TOTAL VENDOR ADOBE SYSTEMS INCORPORATE	553.69
VENDOR NAME: ALL TRAFFIC SOLUTIONS, INC.		
Q-95565	Traffic Suite; Equip Mgmt, Reporting, Ima	3,000.00
	TOTAL VENDOR ALL TRAFFIC SOLUTIONS, INC.	3,000.00
VENDOR NAME: AMAZON CAPITAL SERVICES, INC.		
1KHY-9HVV-4TM7	2 - Sig Sauer Green Dog Sights	284.77
1CYV-1QFJ-CGTN	Calculator and Lights for Balzer Park	445.74
	TOTAL VENDOR AMAZON CAPITAL SERVICES, IN	730.51
VENDOR NAME: AMERICAN PRINTING TECHNOLOGIES		
25-LS08	08 2025 UB Print Service	465.00
25-LS08-P	08 2025 UB Postage	1,217.29
	TOTAL VENDOR AMERICAN PRINTING TECHNOL	1,682.29
VENDOR NAME: AMERICAN SEALCOATING OF INDIANA		
1366	North Park Pickleball Court - Conversion P	41,244.00
	TOTAL VENDOR AMERICAN SEALCOATING OF IN	41,244.00
VENDOR NAME: AMERICAN WELDING & GAS, INC.		
0011031737	Gas Cyclinder Rental	195.44
0010998649	Cylinder Refill (Propane for Forklift)	33.50
	TOTAL VENDOR AMERICAN WELDING & GAS, IN	228.94
VENDOR NAME: ANCEL GLINK DIAMOND BUSH		
112576A	112576A BD Escrow Attorney Fee Saint J	61.25
3165092 202507	July 2025 Corporate Legal Fees	2,442.96
	TOTAL VENDOR ANCEL GLINK DIAMOND BUSH	2,504.21
VENDOR NAME: ARLINGTON HEIGHTS FORD		
165343H	Vent Shades for Truck# 244	60.55
	TOTAL VENDOR ARLINGTON HEIGHTS FORD	60.55
VENDOR NAME: B & F CONSTRUCTION CODE SERVICES		
69220	Plan Review_275 Parkway Drive Suite 21	1,102.50
21329	June 2025 Inspections	675.00
21331	July 2025 Inspections	1,620.00
	TOTAL VENDOR B & F CONSTRUCTION CODE SE	3,397.50
VENDOR NAME: BENISTAR		
08012025	August 2025 O65 Medical Premiums	2,549.84
	TOTAL VENDOR BENISTAR	2,549.84
VENDOR NAME: BHFX DIGITAL IMAGING		
503465	Plotter Base Charge (07/01/25-07/31/20	159.57
	TOTAL VENDOR BHFX DIGITAL IMAGING	159.57
VENDOR NAME: BUFFALO GROVE VILLAG		
2025-00000012	Signs for Village Wide Signage Improvem	738.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BUFFALO GROVE VILLAG		
	TOTAL VENDOR BUFFALO GROVE VILLAG	738.00
VENDOR NAME: BUILDERS ASPHALT, LLC		
171991	Broken Asphalt	130.00
	TOTAL VENDOR BUILDERS ASPHALT, LLC	130.00
VENDOR NAME: BURRIS EQUIPMENT CO.		
RC1032242-1	Generator Rental - Summer in the Shire (	427.50
	TOTAL VENDOR BURRIS EQUIPMENT CO.	427.50
VENDOR NAME: CDW COMPUTER CENTERS		
AF3R161	Zebra Receipt Paper 8000D and Zebra Re	286.37
	TOTAL VENDOR CDW COMPUTER CENTERS	286.37
VENDOR NAME: CINTAS CORPORATION #47P		
4239353389	Floor Mat Rental & Microfiber Cloths - Vill	245.89
4239353343	Floor Mat Rental - Public Works	110.86
	TOTAL VENDOR CINTAS CORPORATION #47P	356.75
VENDOR NAME: CLARKE ENVIRONMENTAL		
001037608	Mosquito Abatement Services (Payment 3	19,052.50
	TOTAL VENDOR CLARKE ENVIRONMENTAL	19,052.50
VENDOR NAME: COMCAST		
248906719	August 15 SCADA - 10 Park Ave.	259.86
0117545 0818-09	Aug 18 - Sep 17, 2025 SCADA - 101 Wes	269.90
0002374 0816-09	Aug 16 - Sep 15, 2025 Village Hall Cable	25.32
	TOTAL VENDOR COMCAST	555.08
VENDOR NAME: COMED		
7279092000-07-2	Electric for Brookwood Liftstation 7-8-25	75.01
8050222000-07-2	Electric for Northampton Sanitary Sump	83.40
5367167000-07-2	Electric for Farrington Pumping Meter 7-8	101.86
3804240100-07-2	Electric for 207A Northampton 7-8-25 to	30.04
9290194000-07-2	Electric for OHDR Bike Path 7-8-25 to 8-6	199.64
8630872000-07-2	Electric for Whytegate Park 7-8-25 to 8-6	34.27
7780530100-07-2	Electric for Entryway Sign 7-8-25 to 8-6-	56.91
0987386000-07-2	Electric for Fallstone Pumping Meter 7-8-	87.17
7440595000-07-2	Electric for Riverside Liftstation 7-8-25 to	149.06
2726137000-07-2	Electric for Westwood Liftstation 7-7-25 t	82.67
8031022222-07-2	Electric for Trailhead Park 7-7-25 to 8-5-2	33.51
8845772222-07-2	Electric for Interconnect Pumping Meter 7	31.10
1715723000-07-2	Electric for RT 23 Brampton 6-23-25 to 7-	908.51
	TOTAL VENDOR COMED	1,873.15
VENDOR NAME: CROWN TROPHY		
26904	Lifesaving Plaque for Jaydynn Britva 07/2	53.00
	TOTAL VENDOR CROWN TROPHY	53.00
VENDOR NAME: CURRIE MOTORS		
E1861	2025 Ford Explorer Interceptor VIN 1FM5	46,449.00
E1897	2025 Ford Explorer Interceptor VIN 1FM5	46,167.00
	TOTAL VENDOR CURRIE MOTORS	92,616.00
VENDOR NAME: ELEVATOR INSPECTION SERVICES		
00327760	2025 Elevator Reinspections_2@$17	34.00
00327721	2025 Reinspections_10@$17	170.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ELEVATOR INSPECTION SERVICES		
	TOTAL VENDOR ELEVATOR INSPECTION SERVIC	204.00
VENDOR NAME: ELINEUP LLC		
1695	Professional and Support/Maintenance Ye	750.00
	TOTAL VENDOR ELINEUP LLC	750.00
VENDOR NAME: FELD FIRE		
FF66314	Hip Boots - Cockrum	250.20
	TOTAL VENDOR FELD FIRE	250.20
VENDOR NAME: FOREMAN, JD		
336308	Concrete 6 Gallon Buckets	276.00
	TOTAL VENDOR FOREMAN, JD	276.00
VENDOR NAME: FRIES AUTOMOTIVE SERVICES, INC.		
68999	Exhaust Repairs for Truck# 254	4,771.19
	TOTAL VENDOR FRIES AUTOMOTIVE SERVICES,	4,771.19
VENDOR NAME: GRAINGER, INC.		
9604219304	Sign Improvement Project	259.48
	TOTAL VENDOR GRAINGER, INC.	259.48
VENDOR NAME: GREEN ACRES LANDSCAPING		
2025-9780	CED Mowing Request - 61 Lincolnshire Dr	100.00
2025-9964	CED Mowing Request - 61 Lincolnshire Dr	400.00
	TOTAL VENDOR GREEN ACRES LANDSCAPING	500.00
VENDOR NAME: HAWKINS, INC.		
7164072	Sodium Hypochlorite	140.75
	TOTAL VENDOR HAWKINS, INC.	140.75
VENDOR NAME: HIGH STAR TRAFFIC		
15165	Signs regarding Pickleball Lessons - North	161.90
14970	(6) "Do Not Block Driveway" and (8) "No	496.90
14968	Various Signs for Village Wide Sign Impro	864.45
14969	Various Signs for Village Wide Sign Impro	758.40
	TOTAL VENDOR HIGH STAR TRAFFIC	2,281.65
VENDOR NAME: HOME DEPOT CREDIT SERVICES		
7100438	Mailbox and Sign Hardware	86.43
611740	Edging for Water Fill Area at Public Works	226.25
3013532	Hardware for Village Street Signs	46.45
4013454	Cleaning Supplies for Village Parks - Wipe	179.22
5514789	Paint for Village Sign Posts	28.42
2012853	Cutting Blades for Truck# 236	25.94
2012909	Hose and Nozzle for Public Works	79.96
3012783	Photocell for Cambridge and Riverwoods	19.98
7520756	Cleaning Supplies for Public Works Fleet	24.95
8012504	Red, White, & Boom - Buckets	31.84
8012502	Electric Supplies for Street Lights	88.55
9012349	Junction Box, Metal Hole Saw, Adapter, C	38.94
3012028	Lathe for No Parking Signs	39.60
12280	Materials for Electrical Repair - Cement a	269.94
1012945	Post Mix for Brampton and Riverwoods	31.94
7902419	Balzer Lighting - Hex Nut	6.97
7178718	Street Sign Materials - Hex Bolts	40.81
3012023	Work Gloves, Herbicide, and Sprinkler for	109.39

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: HOME DEPOT CREDIT SERVICES		
3512413	Bolts for Route 22 Bridge	265.64
7513328	Stakes for Underground Work	64.90
	TOTAL VENDOR HOME DEPOT CREDIT SERVICES	1,706.12
VENDOR NAME: ILEDA		
1877	IEDA Membership 07/25/25- 12/25/25_Z	125.00
	TOTAL VENDOR ILEDA	125.00
VENDOR NAME: ILLINOIS SECRETARY OF STATE		
CF98902	Vehicle Registration Transfer CF98902 to	25.00
2512	Title for Squad 2512, #1FM5K8AB9SGC5	165.00
	TOTAL VENDOR ILLINOIS SECRETARY OF STATE	190.00
VENDOR NAME: IMRF		
3484457-D3J7	07 2025 Member & Employer Contributio	52,812.89
3486179-H9N9	07 2025 Member & Employer Contributio	274.77
	TOTAL VENDOR IMRF	53,087.66
VENDOR NAME: INVOICE CLOUD		
1185-2025_7	07 2025 Paperless Utility Bills	157.25
	TOTAL VENDOR INVOICE CLOUD	157.25
VENDOR NAME: IPASS		
1889625-07-25	I-Pass Replenishment	20.00
	TOTAL VENDOR IPASS	20.00
VENDOR NAME: JC LICHT, LLC		
61190543	Paint for Village Hall Office	184.97
61190612	Paint for Village Hall	199.17
	TOTAL VENDOR JC LICHT, LLC	384.14
VENDOR NAME: KEN MONTERUBIO		
08092025	Reimbursement for Monterubio - Baseboa	99.96
	TOTAL VENDOR KEN MONTERUBIO	99.96
VENDOR NAME: KLUBER ARCHITECTS + ENGINEERS		
9700	Police Department Renovations Concept	4,500.00
	TOTAL VENDOR KLUBER ARCHITECTS + ENGINE	4,500.00
VENDOR NAME: LAKE COUNTY PUBLIC WORKS		
P25-0064SW	Swr Cnt at 15-15-404-180, Commerical,	32,240.00
LCPW-08-25	Sanitary Sewer Treatment Bill Dates 6-16	159,632.88
	TOTAL VENDOR LAKE COUNTY PUBLIC WORKS	191,872.88
VENDOR NAME: LAKE COUNTY STATE'S ATTORNEY		
2025-24	Lake County SA Forensic Lab July 2025-J	2,995.00
	TOTAL VENDOR LAKE COUNTY STATE'S ATTORNE	2,995.00
VENDOR NAME: LAKE FOREST POST OFFICE		
2025 Q3	Q3 2025 Newslttr Postage: Permit Impr#	75.00
	TOTAL VENDOR LAKE FOREST POST OFFICE	75.00
VENDOR NAME: LEXISNEXIS RISK SOLUTIONS		
1100179781	July 2025 Data Searches	200.00
	TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS	200.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: LINCOLNSHIRE POSTMASTER		
2025 Q3	Q3 2025 Newslttr Postage: Permit Impr#	700.00
	TOTAL VENDOR LINCOLNSHIRE POSTMASTER	700.00
VENDOR NAME: LINCOLNSHIRE RIVERWOODS FPD		
12000	Plan Review_425 Milwaukee Ave_P25-003	1,045.00
	TOTAL VENDOR LINCOLNSHIRE RIVERWOODS F	1,045.00
VENDOR NAME: LOCALGOVNEWS.ORG		
10162025	October 2025 - October 2026 Subscriptio	2,044.00
	TOTAL VENDOR LOCALGOVNEWS.ORG	2,044.00
VENDOR NAME: MENARDS - LONG GROVE		
49810	Post for Marriott Bridge Repair	17.69
	TOTAL VENDOR MENARDS - LONG GROVE	17.69
VENDOR NAME: MICHAEL MERANDA JR.		
2551508	8/11/25 RVB/COW Meetings	145.00
	TOTAL VENDOR MICHAEL MERANDA JR.	145.00
VENDOR NAME: MICHAELS		
06302025	Red, White, & Boom Centerpiece Material	47.85
	TOTAL VENDOR MICHAELS	47.85
VENDOR NAME: MID AMERICAN WATER OF WAUCONDA INC.		
283636W	Victoria Valve Install/Replacement	1,128.80
	TOTAL VENDOR MID AMERICAN WATER OF WAU	1,128.80
VENDOR NAME: MIDWEST METER INC.		
0177839	(1) 2" Water Meter for Stock	2,302.48
	TOTAL VENDOR MIDWEST METER INC.	2,302.48
VENDOR NAME: NATIONAL POWER RODDING		
HydMtr06122024	Refund of Construction Meter Deposit	2,200.00
	TOTAL VENDOR NATIONAL POWER RODDING	2,200.00
VENDOR NAME: NOOIE LLC		
072120251	45 Londonderry Security Camera Recordi	8.00
072120252	45 Londonderry Security Camera Recordi	8.00
	TOTAL VENDOR NOOIE LLC	16.00
VENDOR NAME: O'HERRON CO INC		
2426181	Uniform LS Shirts and Pants - Det. D. For	297.94
	TOTAL VENDOR O'HERRON CO INC	297.94
VENDOR NAME: OLD NATIONAL BANK		
0625	06 2025 Lockbox Service	340.15
	TOTAL VENDOR OLD NATIONAL BANK	340.15
VENDOR NAME: OTTER.AI		
B73CA169-0007	Jul 26 - Aug 26, 2025 Subscription	30.00
	TOTAL VENDOR OTTER.AI	30.00
VENDOR NAME: PAYLOCITY		
113030546	08/22/25 Pay Services	753.91
113013872	08/08/25 Pay Services	256.15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: PAYLOCITY		
	TOTAL VENDOR PAYLOCITY	1,010.06
VENDOR NAME: PAYMENTUS CORPORATION		
INV-15-167443	07 2025 Returned Payment Fees	10.95
	TOTAL VENDOR PAYMENTUS CORPORATION	10.95
VENDOR NAME: PBA, INC./FLEXIBLE BENEFITS		
1103816	September 2025 FLEX Record Keeping	200.00
	TOTAL VENDOR PBA, INC./FLEXIBLE BENEFITS	200.00
VENDOR NAME: PIONEER MANUFACTURING CO		
260879	Nets for North Park Basketball Courts	94.90
	TOTAL VENDOR PIONEER MANUFACTURING CO	94.90
VENDOR NAME: PITNEY BOWES, INC.		
1027950514	Postage Machine Ink	91.29
	TOTAL VENDOR PITNEY BOWES, INC.	91.29
VENDOR NAME: PSI EXAMS		
07132025-F	Unmanned Aircraft General-Small Exam 0	175.00
07132025-P	Unmanned Aircraft General-Small Exam 0	175.00
	TOTAL VENDOR PSI EXAMS	350.00
VENDOR NAME: PUMPCATELOG.COM		
PC-9521177115	WSR CL2 Pump Rebuild	1,192.92
	TOTAL VENDOR PUMPCATELOG.COM	1,192.92
VENDOR NAME: RJN GROUP INC.		
39710206	Review and Assessment of Forcemain Pro	4,080.00
407011	Old Mill Commons Engineering through 7-	5,038.50
	TOTAL VENDOR RJN GROUP INC.	9,118.50
VENDOR NAME: SAM'S CLUB		
642054895619910	Red, White, & Boom - Coolers, Water, & P	179.84
112117049773227	Red, White, & Boom - Ice and Powerade	44.82
006691145300689	Water and Powerade for Public Works and	55.84
669613798006990	Water and Powerade for Village Hall and P	59.82
602084293608918	Candy and Supplies for Red, White, & BO	106.60
	TOTAL VENDOR SAM'S CLUB	446.92
VENDOR NAME: TKG ENVIRONMENTAL SERVICES GROUPLLC		
21627	3rd Village Wide Sweep	3,096.27
	TOTAL VENDOR TKG ENVIRONMENTAL SERVICE	3,096.27
VENDOR NAME: US BANK- CORP TRUST		
SSA Revised Princ	Sedgebrook SSA Bond 2025 Optional Red	275,000.00
	TOTAL VENDOR US BANK- CORP TRUST	275,000.00
VENDOR NAME: USA BLUE BOOK		
00791914	Batteries for Locating Devices	107.26
00779065	WSR Transducer Replacement (Suction W	479.50
	TOTAL VENDOR USA BLUE BOOK	586.76
VENDOR NAME: VERIZON WIRELESS		
486844609-0001	07 2025 Cell Phone Svc	1,858.36
619927900	07 2025 Squad Laptops	512.20

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: VERIZON WIRELESS		
6118350030	06/13/25-07/12/25 SCADA Data Plan Util	229.25
TOTAL VENDOR VERIZON WIRELESS		2,599.81
VENDOR NAME: WALMART.COM		
07152025	Replacement/Enhancement of Outdated C	528.99
TOTAL VENDOR WALMART.COM		528.99
VENDOR NAME: WAUKEGAN TIRE		
4652672	Tires for Police Squads	730.00
TOTAL VENDOR WAUKEGAN TIRE		730.00
VENDOR NAME: WEATHERTECH		
U02759125	Vent Shades for Various Public Works Tru	397.35
TOTAL VENDOR WEATHERTECH		397.35
VENDOR NAME: WEST SIDE TRACTOR SALES CO		
L96387	Mini Excavator Maintenance/Diagnostics/	2,314.16
TOTAL VENDOR WEST SIDE TRACTOR SALES CO		2,314.16
VENDOR NAME: WILDCAT TROPHY CO		
3232	2024/2025 Citizen of the Year Engraving	5.00
TOTAL VENDOR WILDCAT TROPHY CO		5.00
VENDOR NAME: WILLY'S CONCRETE LLC		
169	(3) Storm Sewer Restorations - 5 Oxford,	7,600.00
TOTAL VENDOR WILLY'S CONCRETE LLC		7,600.00
VENDOR NAME: YELLOWSTONE LANDSCAPES		
974710	August 2025 Village Hall Plant Maintenan	214.00
TOTAL VENDOR YELLOWSTONE LANDSCAPES		214.00
GRAND TOTAL:		753,043.52

VILLAGE OF
LINCOLNSHIRE

MINUTES
REGULAR VILLAGE BOARD MEETING
August 11, 2025

Present:

Mayor Brandt
Trustee Kelly
Trustee Munger
~~Trustee Raizin~~
Village Attorney Simon
~~Chief of Police Leonas~~
Public Works Director Woodbury
Trustee Grujanac
Trustee Mitchell
Trustee Pantelis
~~Village Clerk Mastandrea~~
Village Manager Burke
Village Treasurer/Finance Director Rossi

CALL TO ORDER

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:00 p.m. and Village Manager Burke called the Roll.

2.0 PLEDGE OF ALLEGIANCE

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

3.11 Acceptance of 2025 Summer Slam Report, and Consideration and Approval of Dates for 2026 Summer Slam Baseball Tournament (Lincolnshire Sports Association)

Brayden Fell, Matthew Gordon, and Nick Graham introduced themselves. Mr. Fell introduced Serge Zepeda, Mr. Daube's brother-in-law, and Ms. Leah Phillips, who participated remotely. Mr. Fell noted Ms. Leah Phillips is a representative of the Young Lung Cancer Initiative, which is the foundation Summer Slam raised money for this year on behalf of Ryan Daube.

Mr. Fell noted Summer Slam celebrated its 12th anniversary, and throughout the years, the tournament has raised over $300,000 for various charities. This year, the tournament raised at total of $26,000. $23,000 of the funds raised will be donated to the Young Lung Cancer Initiative in honor of Ryan Daube. Mr. Fell noted Ryan Daube had been a leader and served as president of the Lincolnshire Sports Association. The remaining $2,800 will go back to Lincolnshire Sports Association.

Mr. Gordon provided 2025 Summer Slam statistics in terms of teams participating, age groups, and games held during the dates of the tournament.

Mr. Graham requested 2026 Summer Slam dates of June 24 –28.

Mr. Fell asked the Board to provide suggestions for a charity to donate to for 2026 Summer Slam. Mayor Brandt noted if the Board has suggestions, they will let them know.

The Summer Slam team presented the check to Mr. Zepeda which will be directed to the Young Lung Cancer Initiative from the Summer Slam Tournament organization.

Mr. Zepeda thanked the team for their hard work and the donation and expressed her appreciation for the support of the Young Lung Cancer Initiative.

It was the consensus of the Board for Summer Slam 2026 to be held on June 24 – 28, 2026.

3.2 Village Clerk's Report - None

3.3 Village Treasurer's Report - None

3.4 Village Manager's Report

3.41 City Hall Selfie Day

Village Manager Burke noted tomorrow is City Hall Selfie Day and suggested the Board take a picture within the next day to promote and share on social media.

3.42 Choose Your Chill Challenge

Village Manager Burke informed the Board that the Lincolnshire-Riverwoods Fire Protection District and Police Department are participating in a "Choose Your Chill Challenge" with the Lincolnshire McDonald's. Funds raised during the month of August will go to charity.

3.43 Fireworks Displays

Village Manager Burke noted the village recently issued several fireworks display permits. One permit is for a wedding at the Marriott Resort, with a small five-to-six-minute display scheduled for Wednesday. Another permit is for Marriott's 50th anniversary celebration, with a display scheduled for Thursday, August 28. Both displays will take place between 4 and 6 p.m. The Lincolnshire-Riverwoods Fire Protection District approved these permits, and the village recently signed off and issued the permits.

The village is also working on a permit for Stevenson High School's Street Fest, scheduled for September 13.

3.44 Whytegate Park Playground

Village Manager Burke provided an update on the Whytegate Park playground noting the old playground equipment was removed last week, construction fencing will go up tomorrow, and the new equipment will begin to be installed this week.

Mayor Brandt noted the North Park pickleball court conversion is complete.

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on August 11, 2025, in the Amount of $713,148.53

Village Treasurer/Finance Director Rossi presented a summary on August 11, 2025, bills for payment with the total being $713,148.53. The total amount is based on $327,000 for the General Fund; $321,000 for the Water & Sewer Fund; $20,000 for Water & Sewer Improvement Fund; $8,600 for the Vehicle Maintenance Fund; $3,400 for Storm Sewer Operating Fund; $22,000 for Storm Sewer Improvement Fund; and $9,300 for General Capital Fund.

Trustee Grujanac moved, and Trustee Kelly seconded the motion to approve the bills dated August 11, 2025, as presented. The roll call vote was as follows:

Aye: Grujanac, Kelly, Pantelis, Mitchell, Munger
Nay: None
Absent: Raizin
Abstain: None

Mayor Brandt declared the motion carried.

5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on non-agenda items only)

5.1 Residential Fence

Mayor Brandt noted Mr. and Mrs. Ralston are in the audience. The Board received an email from the Ralston's regarding their non-compliant backyard fence. Mayor Brandt asked Village Manager Burke to highlight options for the Ralston's fence.

Village Manager Burke confirmed he received communication from the Ralston family and their neighbors requesting a fence height variance, which is an option under the zoning code. Village Manager Burke noted such variances for residential fences have been rarely granted. Village Manager Burke explained the current zoning code allows fences up to six feet in the R1 and R2 districts, but not in R2A, which is limited to four feet. Village Manager Burke presented two options to address the residents' concerns as follows:

1. Pursue a variance for the specific property which is a lengthy and rarely used process.
2. Consider a text amendment to the zoning code to allow taller fences in the R2A district which would then mirror what is currently permitted in the R1 and R2 zoning districts. Approaching the solution as a text amendment would address the Ralston's concerns and apply more broadly.

Village Manager Burke noted a text amendment would not change other requirements, such as fence opacity or material, and would require a public hearing and zoning board review.

Trustee Grujanac asked if R2 and R2A are the larger properties in the community. Village Manager Burke confirmed they were the larger properties north of Route 22.

Village Manager Burke stated staff can do some analysis of lot sizes in the R2 and R2A zoning districts to provide the Board with feedback if the desire was to pursue a text amendment. This approach would first need to be referred to the Zoning Board.

Trustee Grujanac asked if the neighbors on both sides have six-foot fences. Village Manager Burke noted the neighbors on both sides have pools which requires a taller fence per the building code.

Mayor Brandt noted her opinion is the code regarding the fences in these Zoning Districts is out of date.

It was the consensus of the Board for staff to provide a recommendation to the Board for a text amendment which would be referred to the Zoning Board.

Village Manager Burke noted in the interim, everything would be held in abeyance as the Zoning Board works through the referral for this possible text amendment.

6.0 CONSENT AGENDA

Items on the Consent Agenda will be approved by one motion. If a Trustee wishes to discuss any item, it will be pulled from the Consent Agenda and discussed under "Unfinished Business."

6.01 Approval of July 28, 2025, Regular Village Board Meeting Minutes

6.02 Approval of July 28, 2025, Committee of the Whole Meeting Minutes

6.03 Approval of Modifications to Site and Building Design (435 Milwaukee Avenue – Marathon Gas Station/Total Image Solutions)

6.04 Approval of Presentation of the 10-Year Capital Improvement Plan Update (Village of Lincolnshire)

6.05 Approval of a Proposal from Western Specialty Contractor, via The Interlocal Purchasing System (TIPS), to Apply Epoxy Floor Coating at the Public Works Facility at a Cost not to Exceed $82,846 (Village of Lincolnshire)

6.06 Approval of a Fee Waiver per Section 5-3-2A of the Lincolnshire Village Code for Lincolnshire Korean Evangelical Church (106 Schelter Road)

Trustee Grujanac moved, and Trustee Pantelis seconded the motion to approve the Consent Agenda as presented. The roll call vote was as follows:

Aye: Grujanac, Pantelis, Kelly, Mitchell, Munger,
Nay: None

Absent: Raizin
Abstain: None

Mayor Brandt declared the motion carried.

7.0 ITEMS OF GENERAL BUSINESS

7.1 Planning, Zoning & Land Use

7.2 Finance and Administration

7.21 Receipt of Report on Results of 2025 Employee Engagement Survey (Village of Lincolnshire)

Village Manager Burke provided a report on results of the 2025 Employee Engagement Survey noting this is the fourth year the village has conducted this survey. The survey is administered by the Gallup organization, which has a long history of measuring employee engagement. The purpose of the survey is to assess and improve employee engagement within the organization. Village Manager Burke noted all engagement scores are trending in the right direction, with improvements each year since the survey began. Village Manager Burke attributed these positive trends to the village's focus on engagement, teamwork, and supervisory practices, especially following the challenges of the pandemic.

Village Manager Buurke noted the results of the 2025 employee engagement survey have been shared with the employee council, which is an advisory group with representatives from each department. Employee Council reviewed the results and will continue to discuss them with their teams to identify areas for the leadership team to focus on in the coming year. Three priority areas for attention this year are as follows:

1. Increasing recognition for employees within the last seven days.
2. Ensuring employees feel their opinions matter at work.
3. Understanding and addressing the decrease in the score related to "co-workers are committed to doing quality work."

These focus areas align with feedback from both the employee council and the leadership team.

Village Manager Burke explained the Gallup Survey is structured similarly to Maslow's hierarchy of needs, starting with basic needs (e.g., knowing what is expected at work, having necessary materials) and building up to higher-level needs (e.g., opportunities for growth, sense of belonging). The village's engagement scores are trending upward in all these areas, indicating overall improvement. Village Manager Burke highlighted specific departmental efforts, such as the police department conducting development surveys with officers to identify growth opportunities. The village is excelling in employee development compared to overall survey respondents. These improvements are attributed to a shared language and focus on engagement among the leadership team and supervisors.

A conversation regarding how the information is broken down and communicated with the employees followed.

7.3 Public Works
7.4 Police
7.5 Parks and Recreation
7.6 Judiciary and Personnel

8.0 REPORTS OF SPECIAL COMMITTEES
9.0 UNFINISHED BUSINESS
10.0 NEW BUSINESS
11.0 EXECUTIVE SESSION

12.0 ADJOURNMENT

Trustee Grujanac moved, and Trustee Mitchell seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 7:36 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk

VILLAGE OF LINCOLNSHIRE

August 25, 2025
Regular Village Board
7.21
Waiver of First Reading

ITEM SUMMARY	
Action Requested (Petitioner):	Approval of an Ordinance Amending Title 1, Chapter 8, Article D of the Lincolnshire Village Code Pertaining to Reimbursement of Out-of-Pocket Expenses (Village of Lincolnshire)
Recommendation:	Waiver of First Reading and Approval of Ordinance
Author(s):	Brad Burke, Village Manager
Actual Amount – Budgeted Amount:	N/A
Meeting History:	N/A
Attachments:	1) Ordinance Amending Title 1, Chapter 8, Article D of the Lincolnshire Village Code

Request Summary
In recent months, third party fiber optic companies (i.e. companies that do not currently have existing franchise agreements with the Village) have contacted Village staff about the potential for locating in Lincolnshire to provide residential areas access to a fiber optic networks. This work will require staff to review and issue permits for the work, provide utility locate services, and complete construction observation to ensure no damage to public utilities occurs. Many of these companies have begun constructing networks in neighboring communities.

During conversations with these fiber optic providers and determining the process involved for permit review, construction monitoring, and utility locate services, staff found the section of the Lincolnshire Village Code pertaining to reimbursement of out-of-pocket expenses did not apply to expenses that may arise in administering Title 8 of the code pertaining to right-of-way control. The proposed ordinance amends Title 1 (Administration), Chapter 8 (Finances) to offer the ability for the Village to recover expenses incurred by the Village in permitting and monitoring work by fiber optic companies in the Village right-of-way.

Budget Impact
N/A

Level of Service Impact
These updates will ensure the Village is able to recover expenses incurred by the Village related to issuing permits to third-party providers requesting to install equipment and infrastructure in the Village's right-of-way.

Approval Process
Approval at the August 25, 2025 Regular Village Board Meeting.

Options for Consideration
Not applicable.

Staff Recommendation / Next Steps

VILLAGE OF
LINCOLNSHIRE

August 25, 2025
Regular Village Board
7.21
Waiver of First Reading

Waiver of first reading and approval at the August 25, 2025 Regular Village Board Meeting is requested to allow for the ordinance amendments to take effect immediately.

VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS

ORDINANCE NO. 25-_____

AN ORDINANCE AMENDING TITLE 1, CHAPTER 8, ARTICLE D OF THE LINCOLNSHIRE VILLAGE CODE

WHEREAS, the Village of Lincolnshire (hereinafter, the "Village"), is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970; and

WHEREAS, the Village of Lincolnshire has adopted certain regulations in Title 1 of the Lincolnshire Village Code related to the reimbursement of out-of-pocket expenses made for the benefit of land use applicants, the annexation of new territory, and to establish a comprehensive fee schedule; and

WHEREAS, the Mayor and Board of Trustees desire to update and revise the aforesaid regulations to ensure they remain equitable and that regulatory fees and charges rationally relate to the cost of administering and enforcing the Village ordinances.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, in exercise of its home rule authority, as follows:

SECTION 1. RECITALS. The foregoing recitals represent the purpose and intent of this Ordinance and as such shall be incorporated as though fully set forth herein. In the event of any ambiguity or invalidity regarding the enforcement of this ordinance it is the intent of the corporate authorities that this ordinance be liberally construed or reformed to accomplish the purpose and intent so described.

SECTION 2. AMENDMENTS TO TITLE 1. Title 1, Chapter 8, Article D, Section1 of the Village Code is hereby revised in the manner described below:

1-8D-1: DEVELOPERS FEES AND CHARGES

In connection with all applications for ~~**building**~~ permits and reviews under Titles 5, 6, 7, **8,** 12, and 13 of the Village Code, the owner, applicant and developer shall reimburse the Village for all actual expenses incurred by the Village, including expenses incurred for third-party legal, engineering, planning, building, and forestry reviews and, where applicable, for in-house staff time as liaison for the Village Board and advisory boards. The Village shall also collect an Escrow Administrative fee, as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code, for the administration of the owner's or developer's escrow account related to each application. The Village Manager or his designee may require each Village consultant to submit a budget estimate in advance indicating projected review costs. The Village Manager or his designee shall invoice the owner and developer for an estimated amount prior to directing that work proceed on such reviews. If the actual cost for such reviews exceeds the budgeted amounts, the owner and developer shall reimburse the Village for such excess, and if the actual cost is less than such budget estimates, the Village will reimburse the owner and developer for the difference. In the event, the actual costs for such reviews exceeds the budgeted amounts and a good faith estimate of the remaining costs exceeds Five Hundred Dollars ($500), the Village Manager or his designee may require an additional deposit equal to the additional estimate of remaining costs.

SECTION 3. EFFECTIVE DATE. The Mayor and Board of Trustees find the adoption of the amendments herein described addresses an urgent public policy and declare this Ordinance shall be in full force and effect immediately upon its passage and approval by a 2/3 vote of all members holding office.

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

AYES:

NAYS:

ABSENT:

APPROVED This _____ day of _____, 2025.

Elizabeth J. Brandt, Mayor

ATTESTED, Filed in my office,
and published in pamphlet form
this _____ day of _____, 2025.

Barbara Mastandrea, Village Clerk

VILLAGE OF LINCOLNSHIRE

August 25, 2025
Regular Village Board
7.31
Waiver of First Reading

ITEM SUMMARY

Action Requested (Petitioner):	Approval of an Ordinance Amending Title 8, Chapter 6 of the Lincolnshire Village Code Pertaining to Construction of Utility Facilities in the Public Right-of-Way (Village of Lincolnshire)
Recommendation:	Waiver of First Reading and Approval of Ordinance
Author(s):	Wally Dittrich, Assistant Public Works Director/Village Engineer
Actual Amount – Budgeted Amount:	N/A
Meeting History:	N/A
Attachments:	1) Ordinance Amending Title 8, Chapter 6 of the Lincolnshire Village Code

Request Summary
Over the past few months, third party fiber optic companies (i.e. companies that do not currently have existing franchise agreements with the Village) have begun contacting Village staff about the potential for coming into Lincolnshire to serve the entire residential area with access to a fiber optic network. Many of these companies have begun constructing networks in neighboring communities. Currently, AT&T and Comcast offer internet service in residential areas but do not include fiber optic network infrastructure. To ensure the Village can protect limited right-of-way space, additional enhancements to the Right of Way control ordinance are recommended. A draft of these updates has been prepared by the Village Attorney and staff for Village Board consideration. These updates focus on ensuring the Village can require a fiber optic company to install extra conduits for future users at the same time as their permitted installation to maximize the space in the Village's Right of Way utilized for fiber optic cables. References to the Village's existing Tree Preservation Ordinance have been included in this section of the code to ensure applicants understand other Village requirements that may not be initially obvious when complying with the requirements of the Right of Way Ordinance.

Budget Impact
N/A

Level of Service Impact
These updates will provide for the continuation of access to the Village's right of way for all users while protecting the Village's trees and existing utility infrastructure.

Approval Process
Approval at the August 25, 2025 Regular Village Board Meeting.

Options for Consideration
Not applicable.

Staff Recommendation / Next Steps
Waiver of first reading and approval at the August 25, 2025 Regular Village Board Meeting is requested to allow for the ordinance amendments to take effect immediately.

VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS

ORDINANCE _____

AN ORDINANCE AMENDING TITLE 8, CHAPTER 6
OF THE MUNICIPAL CODE OF THE VILLAGE OF LINCOLNSHIRE

WHEREAS, the Village of Lincolnshire (the "Village) is a home rule municipality in accordance with the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and governing the use of public right-of-way and that protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Village uses the public rights-of-way within its corporate limits to provide essential public services to its residents and businesses, including traffic control signals, water, sanitary sewer and storm sewer; and

WHEREAS, other utility service providers, including electricity, telephone, natural gas and cable television and video service providers have placed, or from time to time may request to place, certain utility facilities in the public rights-of-way within the Village; and

WHEREAS, legislatures and regulatory agencies at the State and federal levels have implemented changes in the regulatory framework to enhance competition in the providing of various utility services; and

WHEREAS, the combination of legislative and regulatory changes and the development of new technologies has led additional service providers to seek opportunities to provide services in the Village; and

WHEREAS, these regulatory and technological changes have resulted in demands for access to and use of the public rights-of-way in the Village as service providers, particularly in the communications services, attempt to provide new or additional services to compete with incumbent service providers; and

WHEREAS, unlike prior deregulations of utility services in which incumbent service providers have been required to make their transmission and/or distribution systems available to competitors, communications services seeking to compete with incumbent service providers are seeking to install their own facilities for delivering competing video and communications services; thereby increasing the number of service providers seeking access to and use of the public rights-of-way in the Village; and

WHEREAS, the public rights-of-way within the Village are a limited public resource held in trust by the Village for the benefit of its citizens and the Village has a custodial duty to ensure that the public rights-of-way are used, repaired and maintained in a manner that best serves the public interest; and

WHEREAS, the corporate authorities of the Village find and determine that it is necessary to and in the best interests of the public health, safety and general welfare to establish uniform standards and regulations for access to and use of the public rights-of-way in the Village by utility service providers and other persons and entities that desire to place structures, facilities or equipment in the public rights-of-way, so as to (i) prevent interference with the use of streets, sidewalks, alleys and other public ways and places by the Village and the general public, (ii) protect against visual and physical obstructions to vehicular and pedestrian traffic, (iii) prevent interference with the facilities and operations of the Village's utilities and of other utilities lawfully located in public rights-of-way or property, (iv) protect against environmental damage, including damage to trees, from the installation of utility facilities, (v) preserve the character of the neighborhoods in which facilities are installed, (vi) prevent visual blight, and (vii) assure the continued safe use and enjoyment of private properties adjacent to utility facilities locations; and

WHEREAS, this Ordinance is enacted in the exercise of the Village's home rule powers, the Corporate Authorities having determined that the regulation of the use of the public rights-of-way in the Village is a matter pertaining to the affairs of the Village as provided in Article VII, Section 6 of the Constitution of the State of Illinois of 1970; and

WHEREAS, in addition to the Village's power as a home rule municipality, this Ordinance is adopted pursuant to the provisions of (i) the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq*., including, without limitation, Sections 11-20-5, 11-20-10, 11-42-11, 11-42-11.2, 11-80-1, 11-80-3, 11-80-6, 11-80-7, 11-80-8, 11-80-10, and 11-80-13; (ii) Section 4 of the Telephone Company Act, 220 ILCS 65/4; (iii) the Illinois Highway Code, including, without limitation, Articles 7 and 9 thereof, 605 ILCS 5/1-101 *et seq*.; (iv) the Simplified Municipal Telecommunications Tax Act, 35 ILCS 636/1 *et seq*. and (v) the Cable and Video Competition Law of 2007, 220 ILCS 5/21-100 *et seq*.; and

WHEREAS, this Ordinance updates and amends the Village's generally applicable standards for construction on, over, above, along, upon, under, across, or within the public right-of-way, and for the use of and repair of the public right-of-way; and

WHEREAS, in the enactment of this ordinance, the Village has considered a variety of standards for construction on, over, above, along, under, across, or within, use of and repair of the public right-of-way, including, but not limited to, the standards relating to Accommodation of Utilities on Right-of-Way of the Illinois State Highway System promulgated by the Illinois Department of Transportation and found at 92 Ill. Adm. Code § 530.10 *et seq*.; and

WHEREAS, the Village hereby finds that it is in the best interest of the Village, the public and the utilities using the public rights-of-way to update and amend its comprehensive set of construction standards and requirements to achieve various beneficial goals, including, without limitation, enhancing the planning of new utility facilities; minimizing interference with, and damage to, rights-of-way and the streets, sidewalks, and other structures and improvements located in, on, over and above the rights-of-way; and reducing costs and expenses to the public.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, in exercise of its home rule powers, as follows:

Section 1. Recitals. The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. Amendments.

A. Section 8-6-16 of the Municipal Code of the Village of Lincolnshire is hereby amended as presented below (additions are shown with **bold, double-underlined** text; deletions are shown as ~~strikeouts~~, omitted text is not intended to be amended):

8-6-16: LOCATION OF FACILITIES

A. General Requirements: In addition to location requirements applicable to specific types of facilities, all facilities, regardless of type, shall be subject to the general location requirements of this subsection.

1. No Interference with Village Facilities. No utility facilities shall be placed in any location if the Village Engineer or his/her designee determines that the proposed location will require the relocation or displacement of any of the Village's utility facilities or will otherwise interfere with the operation or maintenance of any of the Village's utility facilities.

2. Minimum Interference and Impact. The proposed location shall cause only the minimum possible interference with the use of the right-of-way and shall cause only the minimum possible impact upon, and interference with the rights and reasonable convenience of property owners who adjoin said right-of-way. **Underground telecommunications facilities shall be installed within an existing underground duct or conduit whenever excess capacity exists within such duct or conduit.**

3. No Interference with Travel. No utility facility shall be placed in any location that interferes with the usual travel on such right-of-way.

4. No Limitations on Visibility. No utility facility shall be placed in any location so as to limit visibility of or by users of the right-of-way.

5. Size of Utility Facilities. **Except where oversizing is required by the Village to permit non-discriminatory access to future grantees,** ~~T~~ the proposed installation shall use the smallest suitable vaults, boxes, equipment enclosures, power pedestals, and/or cabinets then in use by the facility owner, regardless of location, for the particular application.

6. The Village is not required to install or maintain any specific utility pole or to continue to install or maintain utility poles in any location if it makes a non-discriminatory decision to eliminate above-ground utility poles of a particular type. For Village utility poles with collocated small wireless facilities in place when the Village makes a decision to eliminate above-ground utility poles, the Village will, at its discretion, either maintain the utility pole or install and maintain an alternative utility pole for the

collocation of the small wireless facility, or offer to sell the utility pole to the wireless provider.

7. Whenever new telecommunication facilities will exhaust capacity of a right-of-way or utility easement to reasonably accommodate future facilities, a grantee may be required to provide additional ducts, conduits, manholes, handholds and other facilities for non-discriminatory access to future grantees.

B. Section 8-6-18 of the Municipal Code of the Village of Lincolnshire is hereby amended as presented below (additions are shown with **bold, double-underlined** text; deletions are shown as ~~strikeouts~~, omitted text is not intended to be amended):

8-6-18: VEGETATION CONTROL

B. Other Utilities - Tree Trimming Permit Required: Tree trimming that ~~is done by any other utility with facilities in the right-of-way and that is not performed pursuant to applicable Illinois laws and regulations specifically governing same,~~ **results in an "impacted tree"** shall not be considered a normal maintenance operation, but shall require the application for, and the issuance of, a permit, **under Title 13, Chapter 1 of this Code,** in addition to any other permit required under this Chapter.

1 Application for Tree Trimming Permit. Applications for tree trimming permits shall include assurance that the work will be accomplished by competent workers with supervision who are experienced in accepted tree pruning practices. Tree trimming permits shall designate an expiration date in the interest of assuring that the work will be expeditiously accomplished.

2. Damage to Trees. **All construction and tree trimming plans likely to result in "impacted trees" or which results in tree removal shall be subject to the provisions of Title 13, Chapter 1 of this Code, including but not limited to the requirements for cash deposits and tree replacement.** ~~Poor pruning practices resulting in damaged or misshapen trees will not be tolerated and shall be grounds for cancellation of the tree trimming permit and for assessment of damages. The Village will require compensation for trees extensively damaged and for trees removed without authorization. The formula developed by the International Society of Arboriculture will be used as a basis for determining the compensation for damaged trees or unauthorized removal of trees. The Village may require the removal and replacement of trees if trimming or radical pruning would leave them in an unacceptable condition.~~

C. Specimen Trees or Trees of Special Significance: The Village may require that special measures be taken to preserve specimen trees or trees of special significance. **Without limiting the generality of the foregoing sentence, trees of special significance include those trees described in Appendix A to Title 13,**

Chapter 1 of this Code. The required measures may consist of higher poles, side arm extensions, covered wire or other means.

Section 3. Effective Date. The Mayor and Board of Trustees find the adoption of the amendments herein described addresses an urgent public policy and declare this Ordinance shall be in full force and effect immediately upon its passage and approval by a 2/3 vote of all members holding office.

PASSED this ___ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED by me this ____ day of _____, 2025.

_____
Elizabeth J. Brandt
Mayor of the Village of Lincolnshire

ATTESTED, Filed in my office,
and published in pamphlet form
this _____ day of _____, 2025.

_____
Barbara Mastandrea
Clerk of the Village of Lincolnshire