VILLAGE OF
LINCOLNSHIRE

AGENDA
COMMITTEE OF THE WHOLE
Monday, August 24, 2026
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
2.21 Consideration of Proposed Goals for Fiscal Year 2027

2.2 Finance and Administration

2.3 Public Works
2.31 Consideration of Approval of a 5-Year Solid Waste and Recycling Contract Extension with Lakeshore Recycling Systems (LRS) (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

August 24, 2026
Committee of the Whole
2.21

ITEM SUMMARY	
Action Requested:	Consideration of Proposed Goals for Fiscal Year 2027
Staff Recommendation:	Consideration of Proposed Goals as Part of FY2027 Budget Process
Author(s):	Brad Burke, Village Manager Department Managers
Actual Amount - Budgeted Amount:	N/A
Meeting History:	N/A
Reports / Documents Attached:	FY2027 Draft Goals Document

Request Summary / Project Description

Annually, as part of the budget process, staff develops proposed goals for the coming fiscal year. The following are goals and objectives for Fiscal Year 2026 identified by each Village Department. The first section outlines goals for FY2027 applicable to all Village departments, followed by department specific goals. Please note some proposed goals for FY2027 are goals to be carried over from the current year due to delays. Village Board consideration and feedback on the proposed goals is requested.

Budget Impact

Budget impact for Fiscal Year 2027 to be determined.

Level of Service Impact

None

Approval Process

Discussion of the FY2027 Budget will take place in October, November, and December.

Staff Recommendation / Next Steps

Consideration and discussion community organization budget requests for Fiscal Year 2027.

FISCAL YEAR 2027 GOALS

Administration / All Village Departments Goals

- ***Increase Employee Engagement and Teamwork:*** Leadership team to focus on regular staff recognition, meaningful input from all team members, and professional development opportunities while continuing to build a workplace where employees feel valued, supported, connected, and motivated to stay and grow.

- ***Implementation of the IT Strategic Plan:*** Follow the 2025 approved IT Strategic Plan pertaining to securing long-term internet services; complete network connectivity, and coverage audit within and between all Village facilities; improve capital planning; and deploy proactive software update plan and replacement schedule.

- ***Complete Four Major Office 365 Projects:*** Work with MGP staff to use Office 365 tools for tasks like automating liquor licensing, launching new citizen request portal, agenda management, tracking ordinances, leveraging AI agents where possible, and creating automated forms.

- ***Boost Digital Media Skills and Public Engagement:*** Hold four training sessions for Communication Committee and leadership team to improve skills with photos, videos, and writing for digital platforms. Share monthly and quarterly reports on communication achievements.

- ***Prepare our Team for the Future:***
  Create a plan to prepare for future staff transitions, develop employees and future leaders, and retain important organizational knowledge and relationships. Identify practical approaches such as cross-training, mentoring, and improved procedures to strengthen continuity and support employee growth.

- ***Promote Responsible AI Use and Efficiency:*** Update and implement the Village's AI Policy, train employees and look for ways to responsibly use AI and new technologies to improve productivity and service delivery.

- ***Improve Performance Measurement and Reporting:*** Establish a coordinated system to track and report Village-wide performance. Develop accessible reporting tools that identify trends, demonstrate progress, support decision-making, and communicate the story behind the data. Share monthly and quarterly updates.

- ***Develop Recommendations Regarding Volunteer Appreciation Activity:*** Plan and host an event to thank volunteers, strengthen connections among staff and officials, and celebrate contributions to the Village.

Community & Economic Development Department Goals

- ***Evaluate Annexation Opportunities:*** Review possible areas for annexation by assessing land use compatibility, infrastructure capacity, fiscal impacts, service delivery, economic development potential. Share findings and recommendations with the Village Board and create an annexation strategy to guide future decision-making as needed.

- ***Modernize Development Services:*** Use technology and better processes to improve development services. Increase electronic permitting, records management, and workflow automation to improve efficiency with the goal of transitioning to paperless permitting. Deliver educational outreach and social media campaigns to promote voluntary compliance and increase awareness of Village regulations. Develop standard operating procedures.

- ***Advance Affordable Housing Priorities:*** Prioritize and implement next steps identified through the Village's affordable housing planning process. Engage developers, housing organizations, and strategic partners to advance affordable housing opportunities.

- ***Expand Business Attraction & Investment:*** Update and implement a two-year Economic Development Action Plan focused on business attraction and retention, redevelopment, and growing the commercial tax base. Increase proactive outreach to businesses, brokers, property owners, and developers through recruitment and retention efforts, site and property promotion, tours, focus groups, and strategic partnerships.

Finance Department Goals

- ***Expanded Electronic Forms and Online Document Submission*:** Continue switch from fillable PDF and handwritten forms to fully electronic forms and document submission processes to improve the resident and staff experience and improve accuracy and efficiency of processing requests.

  ***Expand Automated Email Notifications for Utility Billing Customers*:** Implement additional email notifications for utility billing customers, like past due and shut-off notices, to improve communication, encourage timely payments, and reduce manual work.

- ***Implement AI-Assisted Invoice Processing*:** Implement AI tools to automate invoice entry into Accounts Payable. This will improve staff efficiency, reduce manual data entry, minimize potential errors, and support a streamlined accounts payable process.

- ***Implement GASB Statement No. 103 Reporting Requirements*:** Update the Village's Management Discussion & Analysis (MD&A) within the Annual Comprehensive Financial Report to comply with the requirements of GASB Statement 103.

Police Department Goals

- ***Implement Cybersecurity Awareness & Resource for the Elderly (CARE) Network:*** The Police Department will implement a CARE (Cybersecurity Awareness & Resources for the Elderly) Network to help senior residents identify, avoid, and report financial scams, cyber fraud, identity theft, and other technology-based crimes. This initiative will include educational programming, development of prevention materials, and the creation of a volunteer or partner-based support network to assist seniors with basic technology safety needs at no cost. The program will focus on preventing common scams targeting older adults, connecting victims with appropriate resources before financial losses occur, and reducing stigmas associated with reporting.

- ***Research Potential Creation of Therapy Dog Program*:** The Police Department will present a report and recommendation regarding introducing a therapy dog program to support community engagement, victim support, employee wellness, and crisis response. The potential program include processes for selecting and training a handler, acquiring or assigning a suitable therapy dog, completing required training and certification, and developing policies and programming for deployment. Proposed uses for a therapy dog include assisting with community events, schools, senior programs, victim/witness support, traumatic incidents, and internal employee wellness initiatives. The goal of the program is to enhance the department's ability to build trust, reduce stress during difficult encounters, and provide a positive connection between officers and the community.

- ***Research Potential EpiPen Emergency Response Program*:** The purpose of the EpiPen emergency response program initiative is to better equip officers to respond to severe allergic reactions and suspected anaphylaxis. As first responders, officers are often among the first to arrive at medical emergencies, and access to epinephrine auto-injectors may provide lifesaving intervention before paramedics arrive. This initiative will include acquiring epinephrine auto-injectors, training sworn personnel in recognition of anaphylaxis and proper administration, developing policy and reporting procedures, and establishing storage, inspection, replacement, and medical oversight protocols.

- ***Develop an E-Bike Patrol and Micromobility Enforcement Program:*** Establish an e-bike patrol program to improve officer mobility, visibility, and access to areas that are difficult to reach by squad car. The department will identify officers to serve as riders. Officers will receive appropriate training, and the department will establish operating guidelines for incorporating e-bikes into patrol duties. This program will also support public education and enforcement initiatives throughout the year related to illegal or unsafe micromobility activity, including e-bikes, e-scooters, and e-motos.

Public Works Department Goals

- ***Village Sign Replacement:*** Building on the village-wide street post and streetlight initiative, the Public Works Department will oversee the design and procurement of Phase II, focusing on secondary and regulatory signage. Staff will work directly with manufacturers to specify maintenance-free, bronze-finished posts that mirror Phase I, staff will establish unified design standards for bike path wayfinding, park facility entry markers, and municipal regulatory signs. To ensure compliance and cohesive implementation across all public rights-of-way, Public Works will also coordinate all design guidelines and post placement specifications with relevant county and state transportation agencies as necessary.

- ***Execute on Spring Lake Park Improvement Project:*** The Public Works Department will lead the full replacement of the Spring Lake Park play areas and deck facility to provide an inclusive, safe, and durable community space. Beginning with engineering and design selection in late 2026, the department will oversee the design of accessible 2–5 and 5–12 play structures, poured-in-place safety surfacing, and a heat-mitigating composite deck. Public Works will manage the procurement and Phase III construction oversight to ensure the complete installation is delivered on schedule and within budget throughout the 2027 construction season.

- ***Develop Public Works Training Academy:*** Public Works Department leadership will work to establish a structured trainee program to build a sustainable workforce pipeline through hands-on skill development in forestry, parks maintenance, water/sewer operations, street maintenance, and snow/ice control. The initiative will execute a "no experience required" recruitment strategy targeting entry-level talent, supported by a formalized curriculum offering Commercial Driver's License (CDL) coaching and heavy equipment certification. To ensure long-term program viability, Public Works will evaluate and recommend necessary operating budget adjustments to cover competitive hourly wages, safety gear, and required technical credentials.

- ***Update Flood Response Manual:*** Public Works Department leadership will conduct a comprehensive update of the Village's Flood Response Manual to align emergency operations with recent capital improvements. Revision will incorporate operational protocols for the new stormwater lift station, update Flood Alert Stages and sandbagging procedures to reflect enhanced protection levels, and modernize the equipment and tool checklists. Additionally, the manual will feature updated emergency contact directories and refined Field Operating Guides (F.O.G.) with revised conversion charts to ensure field supervisors have clear, accurate data for rapid decision-making during flood events.

- ***Complete Village Hall and Public Works Facility Assessment:*** In 2017-2018, the Village engaged a professional architecture firm to complete a comprehensive review of the public works facility and village hall buildings to review all aspects of the conditions of each facility to assist in the planning of needed maintenance and capital improvements. This included the exterior walls, windows, surrounding pavements as well as all internal plumbing, mechanical, HVAC, electrical, and fire suppression systems. Staff will work with a consultant to update the assessment and incorporate changes into the 10-Year Capital Improvement Plan which will then be presented to the Village Board.

VILLAGE OF LINCOLNSHIRE

August 24, 2026
Committee of the Whole
Item 2.31

ITEM SUMMARY

Action Requested (Petitioner):	Consideration of Approval of a Five-Year Solid Waste and Recycling Contract Extension with Lakeshore Recycling Systems (LRS) (Village of Lincolnshire)
Recommendation:	Consideration and Approval
Author(s):	Bradford H. Woodbury, Public Works Director
Actual Amount – Budgeted Amount:	N/A
Meeting History:	August 24, 2026 COW
Attachments:	1) August 12, 2026 LRS Residential Pricing Proposal

Request Summary

In anticipation of the Village's solid waste contract with Lakeshore Recycling Systems (LRS) expiring on December 31, 2026, staff began discussing a potential contract extension with LRS earlier this year. LRS's initial proposal included a significant increase in leaf vacuum service costs. In response, staff negotiated further with LRS, researched comparable leaf collection costs throughout the region, and consulted with Walter Willis, Executive Director of the Solid Waste Agency of Lake County.

These efforts resulted in a substantially improved final proposal from LRS. Based on the revised pricing and terms, staff recommends approving a five-year contract extension. As outlined below, the proposed extension keeps household service costs in line with regional benchmarks, secures dedicated equipment for seasonal leaf collection, and provides community service enhancements.

LRS Five-Year Service Proposal

On August 12, 2026, LRS updated their proposal to the Village (Attachment 1). The table below shows the current 2026 LRS contract rates as well as the proposed five-year contract rates.

Category	Current Contract (2026)	Revised LRS Proposal (August 12, 2026)
Base Service Rate	$26.13 /month	$26.95 /month
Leaf Vacuum Service	$3.34 / month $40.13/season	$6.00 /month $72.00 / season
Total Monthly Cost	$29.47 /month	$32.95 /month
Annual CPI Adjustment	2.75%	2.75%–4% range
Organics Program Pricing	Not tiered	Tiered Pricing
Leaf Equipment Commitment	Existing rental equipment	Dedicated LRS fleet + 7-week service

* The table above is based off residential unlimited service (95-Gallon Cart)
* Ancillary rates: Stickers $3.50, White Goods $30.00, Backdoor $20.00/mo.

Overview of the Changes:

- **Base Refuse & Rate Alignment:** The proposed rate of $32.95/month ($26.95 base + $6.00 leaf vac) aligns the Lincolnshire proposed rates closely with peer LRS-serviced communities (e.g.,

Gurnee: $31.10; Lake Villa: $31.91; Lake Villa Township: $33.07).

- **Expanded Leaf Collection and Restructuring:** LRS extended leaf collection season from six to seven weeks for a total of seven passes throughout the Village. Additionally, they agreed to purchasing dedicated fleet trucks to eliminate reliance on rental equipment to ensure reliability. LRS remains the only major regional hauler willing to provide full curbside leaf vacuuming (competitors such as Waste Management and Groot require bagged leaf collection). Preserving curbside vacuuming prevents operational disruption and limits resident dissatisfaction.
- **Year-Round Organics Option:** The contract included a an optional, year-round organic curbside collection program the Village can activate at any point during the five-year contract. The expansion to year-round collection would come at an additional cost for all customers regardless of use. Staff does not recommend transitioning to year-round currently. However, it may be beneficial to have this option for future consideration.
- **Vacation Hold / Snowbird Provision:** LRS did point out that residents on temporary vacation holds will continue to receive the $6.00 monthly leaf collection fee while base service charges are suspended, which may generate confusion regarding the annual cost structure. Village staff will collaborate with LRS to review and resolve this matter accordingly.
- **CPI Escalator Cap and Risk Protection:** LRS will cap the CPI escalator at 4.0% (2.75%–4.0% range). Shifting to a 2.75%–4.0% annual CPI collar aligns with SWALCO recommendations, protecting residents during low-inflation years while capping municipal financial exposure at 4.0% if inflation spikes.
- **Continued Municipal Services:** The proposed contract extension contemplates LRS continued collection at municipal buildings and parks.
- **Value-Add Services:** The contract includes adding a new 10-cart winter organic drop-off station (e.g. composting). Further, it includes the continuation of two free annual E-waste events and an annual document shredding event.

Residential Cost Increases

The proposed extension establishes a combined rate of $32.95 per household per month beginning January 1, 2027. This represents an initial increase of $3.48 per month (+11.8%) over current 2026 rates, bringing Lincolnshire's service rates into alignment with regional benchmarks ($31.00 – $33.00/month).

Level of Service Impact

Core residential refuse, recycling, and organic collection services will maintain their high standards alongside operational enhancements. Key upgrades include an expanded seven-week leaf collection window supported by LRS's commitment to deploy dedicated, newly purchased leaf vacuum trucks specifically for Lincolnshire which would eliminate reliance on seasonal rentals and ensure schedule reliability.

Approval Process

Consideration and approval at the August 24, 2026, Committee of the Whole Meeting with final approval at the September 14, 2026, Regular Village Board Meeting.

Staff Recommendation / Next Steps

Staff recommends executing a five-year contract extension with Lakeshore Recycling Systems (LRS) based on their August 12, 2026, revised proposal. Following constructive negotiations, LRS offered significant concessions, bringing solid waste and leaf collection fees into regional alignment while securing substantial service enhancements for Lincolnshire residents.

August 12, 2026

Mr. Bradford Woodbury – Public Works Director
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

Re: Revised Residential Pricing

Thank you for meeting with Bill Kenney and me yesterday to further discuss the services and proposed pricing for a renewal agreement. We truly appreciate this relationship and hope to continue our services.

As we discussed, LRS will provide a couple of service upgrades for leaf vacuum collection services that include a seven-week program with weekly leaf vac. collection. The other significant change will be a $6.00 per home (per month) minimum charge for those that place their LRS account on vacation status.

PROPOSED PRICE:

All users	=	$26.95 per month
Senior rate	=	$24.26 per month
Leaf collection serv.	=	$6.00 per month (per home)
Vacation hold	=	$6.00 per month minimum charge
Backdoor Rate	=	$20.00
Senior Rate	=	10% discount
Yard waste subscription	=	$175.00
Sticker Rate	=	$3.50
White Goods	=	$30.00

LEAF COLLECTION

- LRS will purchase vehicles, eliminating the high rental cost
- LRS will provide a seven-week service (7 passes per home)

CPI ADJUSTMENT

- 2.75% - 4%

BILLING CREDIT & ENHANCEMENTS

- $.75 per month (per home) reduction for Lincolnshire to provide the quarterly billing if Lincolnshire decides to provide the billing services.
- Two E-waste collection events (recommend spring and fall) at Village Hall or other location
- Ride Along seasonal organic collection program
    - Seasonal weekly curbside program
    - Residents can use the LRS subscription program or sticker program for food waste, combining it yard waste materials
    - Winter months: organic drop-off location (10 carts serviced 1x per week)

- Year-Round organic curbside collection program:
    - This program can be added to contract with a start date occurring at any time during the five-year agreement
    - Year-round program pricing (pricing will increase annually by the CPI contracted rate)
        - 3rd cart provided to each single-family home through opt-in portal
        - Up to 49% participation $6.00/home per month (all residents pay)
        - 50% or greater participation $9.00/home per month (all residents pay)
- Year-round invoicing for the leaf collection program. Residents on vacation hold will be charged a $6.00 per month minimum charge.

Please review and contact Bill or me with any questions or comments.

Sincerely,

Joshua Connell
312-656-2341 (mobile)
jconnell@LRSrecycles.com