VILLAGE OF
LINCOLNSHIRE

The minutes were corrected by the Board of Trustees at the Regular Village Board meeting on September 29, 2026, as follows: Item 3.1 should read "**Trustee, Raizin stated that the Tri-State signage presentation has not yet gone to the ARB for approval. But because of concerns from the Village Board regarding size, the screen, and various items, Trustee Raizin stated staff and herself brought up talking points and concerns, and as a result, the petitioner has agreed to propose a smaller sign without a digital screen.**"

MINUTES
COMMITTEE OF THE WHOLE MEETING
September 14, 2026

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
~~Assistant Village Manager/CED Director Davies~~
Deputy Chief of Police Covelli
Assistant Public Works Director/Village Engineer Dittrich
Public Works Management Analyst Wszolek
Commander Ulanowski
Utilities Superintendent Geib

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:22 p.m., and Deputy Village Clerk Burke called the roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning, and Land Use

2.2 Finance and Administration

2.21 Receipt and Consideration of Police Pension Fund Report

Mr. Steve Lee, Police Pension Board President provided the annual Police Pension Fund report including a list of Police Pension Board members, annual actuarial process, summary of valuation including the request for $919,000 for contributions for the upcoming fiscal year, historical funding policy contributions, historical funded ratio, and comparison of funded status and contribution rate.

Mayor Brandt expressed appreciation for all Mr. Lee has done to serve the community and Police Pension Board over many years.

Trustee Raizin asked if the Police Department is at full staff. Village

Manager Burke stated the Police Department is currently at full staff, but the actuarial analysis is a snapshot in time. The village policy is to have the actuary to run the numbers as if the department is fully staffed.

2.22 Consideration of Requests from Citizens and Village Organizations Regarding Proposed Fiscal Year 2027 Budget

Village Manager Burke noted that as part of the budget process, the village sends letters to clubs and organizations asking if they have any items to be considered for the upcoming budget. For the 2027 budget, no requests or inquiries were received from any organizations or clubs regarding new projects or budget items.

2.3 Public Works

2.31 Continued Consideration of Approval of a 5-Year Solid Waste and Recycling Contract Extension with Lakeshore Recycling Systems (LRS) (Village of Lincolnshire)

Public Works Director Woodbury stated staff recommends approving a five-year extension with the village's solid waste and recycling contractor, Lakeshore Recycling Systems (LRS). Public Works Director Woodbury noted Mr. Josh Connell, representative of LRS, is in attendance for questions after the presentation.

Public Works Director Woodbury provided a presentation with follow-up information at the request of the Village Board including executive summary and recommendations with a proposed total household rate increase of $3.48 per month, proposed contract rate comparison to other communities with similar service, and response from LRS regarding CPI floor justification.

Mayor Brandt asked if the recommendation is to stay with the CPI floored justification at 2.75%. Public Works Director Woodbury stated the 2.75% – 4% inflation cap would be staff's recommendation.

Trustee Mitchell asked for clarification; are there two choices, one with an annual adjustment based on what CPI actually comes in at but capped at 4% or locking in at 3.5%. Public Works Director Woodbury confirmed these choices. Trustee Mitchell asked what the current CPI is. Village Attorney Simon stated the last annual CPI for the property tax cap calculations purposes was 2.7% which is the CPI for all urban consumers. Trustee Mitchell and Mayor Brandt stated their opinion would be the 2.75% floor with a 4% cap.

Public Works Director Woodbury continued his presentation sharing information gathered regarding CPI percentages of surrounding communities.

A conversation regarding the rate increases and the leaf program followed.

Trustee Mitchell noted some issues we had with leaf pickup in prior

years and asked what is being done to prevent these issues from happening moving forward. Public Works Director Woodbury stated LRS has purchased new equipment which is part of the reason for the increase. This new equipment will be directed solely toward the Lincolnshire leaf collection program.

Public Works Director Woodbury continued his presentation with information on the current vacuumed leaf program versus a bagged program with the staff recommendation to continue with the vacuumed leaf program.

Trustee Mitchell asked if residents would still have the ability to bag yard waste and put it at the curb. Public Works Director Woodbury confirmed residents could still bag yard waste and noted residents should not place sticks and brush in with the leaves for the vacuum leaf pickup.

Public Works Director Woodbury continued his presentation sharing additional information on LRS's purchase of dedicated equipment commitments, and regional benchmark rate comparisons of the price of vacuum leaf service in other Lake County communities.

Mayor Brandt suggested getting information regarding how many Lake County communities have leaf pickup compared to doing it in house or not offering it at all.

Public Works Director Woodbury continued his presentation with information on additional services offered by LRS which provided great community value to residents including vacation hold, winter organics drop-off, and community extras such as curbside electronics collection and shredding events.

Trustee Mitchell asked if the winter organics drop-off is a new service. Public Works Director Woodbury confirmed this is a new service. Trustee Mitchell asked if the organics is popular. Village Manager Burke stated participation is very low for the curbside organic's pickup.

Public Works Director Woodbury continued his presentation with resident impact and communication strategies for impact and offered services, service reliability and continuity, and next steps regarding the approval schedule.

Trustee Mitchell asked if other providers have been looked at. Public Works Director Woodbury stated staff has not looked at other providers unless the Village chooses to go through the formal Request for Proposal process. Going through such a process would entail the potential of fully changing waste haulers and swapping out toters for all residents. Mayor Brandt stated we made the move to LRS from Waste Management because they offered better pricing.

Trustee Mitchell asked when Lincolnshire switched to LRS. Public Works Director Woodbury stated the Village is nearing the end of a five-year contract with LRS that began in 2022.

Trustee Munger stated the 11.8% increase is substantial, and suggested marketing should include information on the leaf collection element and the additional week of collection.

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

2.32 Approval of a Contract for the Installation of Street Light Posts with Lyons & Pinner Electrical Companies of Lagrange, IL in an Amount not to Exceed $383,700 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a contract for the installation of streetlight posts with Lyons & Pinner Electrical Companies in an amount not to exceed $383,700 noting this is for the 28 lights along Riverwoods Road and Half Day Road and would be a turnkey installation. The contractor would take out the old posts, dispose of them, run all the new conduit and wiring work with ComEd on the permitting then get everything set for the new 28 light poles. Based on lead times for the lights, most of the work will happen next year.

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

2.33 Receipt of Presentation and Consideration of an Update Lincolnshire Water/Sewer Connection Fees for New Construction (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a presentation regarding the proposed update to water/sewer connection fees for new construction including current connection fee calculation which is based on equivalent dwelling unit (EDU), proposed connection fee calculation based on EDU and water meter capacity.

Utilities Superintendent Geib continued the presentation noting one of the major points the new methodology uses is capacity. When looking at prevalent capacity in the distribution system, Lincolnshire has approximately 2,800 meters, and the majority of those are three-quarter inch meters or M35 Badger meters. That provides a 35 gallon per minute flow rate, so this is base capacity, which is where the American Water Works Association (AWWA) manual comes in. The AWWA provides resources showing capacity can be used within the system to calculate the EDU.

Trustee Munger asked if a property with a bigger water meter would have a higher demand on the system. Utilities Superintendent Geib confirmed this would be accurate.

Utilities Superintendent Geib continued the presentation highlighting connection fee charges.

Trustee Raizin asked how this would affect smaller homes versus

larger homes in the village. Utilities Superintendent Geib stated the most common meter is the M35 meter, which is a three-quarter inch, 35 gallon a minute meter. When homes get renovated and become larger, they may put more demand on the system. If the construction requires a larger meter, the connection fee can be revaluated at that time.

Trustee Munger asked if previously the EDU was tied to the meter size. Utilities Superintendent Geib state the previous EDU rate was established by evaluating how much water the average Lincolnshire residential household uses.

Utilities Superintendent Geib continued the presentation with the connection fee calculations with different types of system and baseline connect fee for single family.

Trustee Mitchell asked if someone was building a house today, they would be subject to pay $3,357 in connection fees. Utilities Superintendent Geib confirmed the connection fees for a new house would be $3,357. Trustee Mitchell asked if they were building a house next year with the new proposed fee, they would pay $8,935. Superintendent Geib confirmed the new rate would be $8,935 for a new house for both sanitary and water service connections.

Trustee Pantelis asked why it would be such a huge increase. Utilities Superintendent Geib stated the present way the connection fee is calculated is complete replacement cost minus depreciation versus AWWA guidance of system value and capacity. Assistant Public Works Director/Village Engineer Dittrich stated this was going off the previous village engineer's calculations and once the consultant helped with the water model in recent years, staff were able to capture the overall cost of the system. The assumptions were zeroing out a lot of our infrastructure, and our infrastructure does not have zero value.

Trustee Pantelis stated when comparing our connection fees with other communities, it seems strange to be so much higher. Assistant Public Works Director/Village Engineer Dittrich stated we are comparing cost of connection fee and not comparing cost of development. A lot of our neighbors have way higher permit fees with impact fees and tap on fees. The proposed is looking at the actual connection fee itself. The sanitary side falls more in line, but because everybody calculates connection fees in a variety of different ways, there is disparity. Currently, Lincolnshire is only getting two to five residential connection fees a year, and this will come into play more on the commercial side.

Utilities Superintendent Geib continued the presentation with the example of the EDU calculation of Taco Bell.

Trustee Mitchell asked why the increase is not the same in the example of Taco Bell as it is in the example of residential. Assistant Public Works Director/Village Engineer Dittrich stated the current calculation is from the 1980s and is based on amount of water assumed to be used per seat in the restaurant. Utilities Superintendent

Geib stated the AWWA manual helps by stating seats should not be counted, but to look at capacity.

Utilities Superintendent Geib continued the presentation with the example of the EDU calculation of a warehouse.

Village Attorney Simon asked if the size of the meter a developer chooses for new construction is based on their design choice or a regulation. Assistant Public Works Director/Village Engineer Dittrich stated it is based on calculation; the number of plumbing fixtures to be used in the building is provided and gets equated to what the demand is, and then staff equates that demand to the meter size.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with the example of the EDU calculation of a new apartment development and comparisons with other communities. Village Manager Burke noted the other communities in the comparison may not even have an EDU concept in their code; they may just be charging a set fee.

Trustee Munger suggested adding text to the comparison chart to explain the differences in the fee comparison based on differences in calculations.

Trustee Mitchell asked how this proposed fee change will impact projects in the planning stages currently. Assistant Public Works Director/Village Engineer Dittrich stated connection fees are calculated at the time of permit issuance.

Trustee Mitchell asked if currently the fee for an apartment building would be split across all the apartment units. Assistant Public Works Director/Village Engineer Dittrich confirmed the current fee would be divided by the number of units.

A conversation regarding how these proposed fees are presented followed.

Trustee Mitchell stated he wanted to make sure he understood how the proposed fees are impacting the cost of new construction in Lincolnshire versus other surrounding communities. Village Manager Burke stated staff will have to do some homework about how the new connection fees affect total new-construction costs versus neighboring towns. Connection fees alone do not tell the whole story.

Village Manager Burke stated staff will bring back the research on the fee comparisons along with the proposed code changes.

2.4 Public Safety

2.41 Consideration and Approval of a Networking Agreement Between Lincolnshire Police Department and Zacharias Sexual Abuse Center (Village of Lincolnshire)

Deputy Chief of Police Covelli provided a summary of a networking agreement between the Lincolnshire Police Department and Zacharias Sexual Abuse Center noting the existing agreement does not indicate that an advocate may be present when the detective interviews the victim.

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

2.42 Consideration and Approval of a Memorandum of Understanding between the United States Capitol Police and the Village of Lincolnshire

Commander Ulanowski provided a summary of a Memorandum of Understanding (MOU) between the United States Capitol Police (USCP) and the Village of Lincolnshire noting the USCP works with law enforcement agencies nationwide to support security for members of Congress while they are in their home districts and when traveling throughout the United States. This MOU provides reimbursement to law enforcement agencies for agreed-upon law enforcement services at the request of the USCP. The USCP contacted the Village of Lincolnshire police department to inquire about establishing this MOU for future reimbursements, as Lincolnshire is the home district office location for United States Representative Brad Schneider. Under the MOU, the USCP may request assistance from the Lincolnshire Police Department for Congressional events and/or USCP protective operations occurring within Lincolnshire's jurisdiction and the USCP would reimburse Lincolnshire for services.

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

2.5 Parks and Recreation
2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

3.1 Tri-State Signage

~~Trustee Raizin stated the Zoning Board recently received the Tri-State signage presentation. There were some concerns from the Village Board regarding size, the screen, and various things. Trustee Raizin stated staff and herself brought talking points and concerns to the meeting and as a result, the petitioner agreed to a smaller sign without a digital screen.~~ T**rustee, Raizin stated that the Tri-State signage presentation has not yet gone to the ARB for approval. But because of concerns from the Village Board regarding size, the screen, and various items, Trustee Raizin stated staff and herself brought up talking points and concerns, and as a result, the petitioner has agreed to propose a smaller sign without a digital screen.** Village Manager Burke noted the petitioner is still planning to do a demonstration showing the proposed sign height. This information will be shared with the Village Board once the demonstration date is scheduled.

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Munger moved, and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 8:44 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk