



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, August 27, 2018**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	<del>Trustee Hancock</del>
<del>Trustee McDonough</del>	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Finance Director/Treasurer Peterson	<del>Public Works Director Woodbury</del>
Chief of Police Leonas	Assistant Village Manager/Community &
Assistant Public Works Director/Village	Economic Development Director Gilbertson
Engineer Dittrich	Economic Development Coordinator Zozulya

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:50 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the August 6, 2018 Special Committee of the Whole Meeting Minutes**

The minutes of the August 6, 2018 Special Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Preliminary Evaluation of a Petition for a Major Amendment to Westgate of Lincolnshire Planned Unit Development (PUD) to Install a Fence on a Berm along Route 22/Half Day Road (Westgate of Lincolnshire Homeowner's Association)**

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided a summary of the preliminary evaluation of a petition for a Major Amendment to Westgate of Lincolnshire Planned Unit Development (PUD) to install a fence on a berm along Route 22/Half Day Road. The request has the following three zoning exceptions: height of fence from the maximum permitted 6' to 8', placement of fence on a berm, and style of fence. The petitioner is also requesting a fee waiver of application fees which has been awarded to other non-for-profit corporations. Assistant Village Manager/CED Director Gilbertson stated the next step, if approved is referral to the

Architectural Review Board (ARB), a Public Hearing at a Committee of the Whole then approval at a Regular Village Board meeting.

Mr. Gordon Grote provided a presentation regarding Westgate's petition for a Major Amendment to Westgate of Lincolnshire Planned Unit Development (PUD) to install a fence on a berm along Route 22/Half Day Road. Mr. Grote stated students from Stevenson High School cut through the berm along with illegal parking in the area.

Mayor Brandt asked staff if they knew what the height of the fence was that Stevenson High School recently installed on the back of their property which was constructed as part of the new construction. Staff did not have the fence height for the new fence at Stevenson High School.

Trustee Harms Muth asked if a big fence was going to be viewed all along Route 22 without any additional landscaping. Mr. Grote stated this is correct; the berm itself is heavily landscaped. Mr. Grote stated they will only have the fence along half of the property, and they have a landscape plan for the proposed project.

Trustee Leider asked if there will be landscaping between the fence and Route 22. Mr. Grote provided a landscape plan; they will be planting salt resistant plants and will not be taking down any trees.

Trustee Harms Muth noted concern regarding the fence material and the view of a big wall of fence along Route 22. Trustee Harms Muth asked how many Stevenson students live in Westgate. Mr. Grote stated they did not have a lot of Stevenson students. Mayor Brandt stated there is a sidewalk students can use to go to Hotz Road from Westgate. Trustee Harms Muth stated she understands the issue but would hate to hide the current vegetation and see a wall of fence.

Village Attorney Simon stated the next step in the process would be to refer this to the ARB. The ARB will look at the landscape plan and design of the fence, and then it will come back before the Board before it gets approved.

All Trustees recommended adding landscaping so the appearance is not a wall of fencing.

It was the consensus of the Board to refer this to the Architectural Review Board.

**3.12 Preliminary Evaluation of a Petitioner for a Major Amendment to the Lincolnshire Marketplace Planned Unit Development (PUD) to Permit Existing Culver's Wall signs to be Internally Illuminated (Culver's of Lincolnshire)**

Economic Development Coordinator provided a summary of the preliminary evaluation of Culver's petition for a Major Amendment to the Lincolnshire Marketplace Planned Unit Development (PUD) to permit existing Culver's wall sign to be internally illuminated. Economic Development Coordinator Zozulya stated if this is approved tonight the next steps would be to refer this to the ARB, then a Public Hearing at a Committee of the Whole, and approval at a Regular Village Board meeting.

Mr. Kevin Weasler, Owner of Culver's provided a presentation of their petition for a Major Amendment to the Lincolnshire Marketplace Planned Unit Development (PUD) to permit existing Culver's wall sign to be internally illuminated. Mr. Weasler provided photos of the current sign at night and what it would look like illuminated. Mr. Weasler noted their night time traffic is not as good as desired and noticed immediately illumination was an issue.

Trustee Grujanac stated it seems like the precedent has been set and it is the right thing to do.

Trustee Leider asked if it would only be illuminated when the business is operating. Mr. Weasler confirmed the proposed sign would only be illuminated when Culver's is open.

It was the consensus of the Board to refer this to the Architectural Review Board.

### 3.2 Finance and Administration

#### **3.21 Consideration of Approval of an Investment Advisory Agreement and Custodian Account Agreement with Sawyer Falduto Asset Management (Village of Lincolnshire)**

Finance Director/Treasurer Peterson provided a summary of a proposed Investment Advisory Agreement and Custodian Account Agreement with Sawyer Falduto Asset Management. This is to assist staff in managing the Village's investment activities consistent with the primary policy objectives of maintaining safety of principal and liquidity, while maximizing investment returns.

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

#### **3.22 Consideration of an Ordinance Dissolving the Village of Lincolnshire "Fund 21" (Westminster Way Transportation Special Service Area 1A) (Village of Lincolnshire)**

Finance Director/Treasurer Peterson provided a summary of an Ordinance Dissolving the Village of Lincolnshire "Fund 21" (Westminster Way Transportation Special Service Area 1A).

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

**3.23 Consideration of Approval of a Utility Tax Audit Service Agreement with Azavar Solutions (Village of Lincolnshire)**

Finance Director/Treasurer Peterson provided a summary of a proposed Utility Tax Audit Service Agreement with Azavar Solutions. Staff has selected Azavar Government Solutions to provide utility tax audit services in exchange for a 40% contingency based fee over a three year period.

Village Manager Burke noted the title on the memo narrowly defines what the Professional Service Agreement is and stated Staff is looking at auditing a variety of revenue sources.

Village Attorney Simon stated it has been emphasized to Azavar that they will only be auditing the existing tax structure. We will not get a contingency fee for a tax that is not currently levied. Trustee Servi asked if there is a cap for the fees that may be shared with the auditing firm. Finance Director/Treasurer Peterson stated the fee drops when additional Villages sign on. Village Manager Burke stated the max payout is not capped.

Village Attorney Simon provided detail regarding the types of audits Azavar will perform.

Trustee Servi asked staff to provide what type of money came out of the last audit.

It was the consensus of the Board to place this on the next Regular Village Board Agenda.

**3.3 Public Works**

**3.31 Consideration of a Professional Engineering Service Contract with Patrick Engineering, Inc., for Illinois Route 22 Emergency Access Design, Permits and Bidding Services at a Cost not to Exceed \$69,770.53 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a Professional Engineering Service Contract with Patrick Engineering, Inc., for Illinois Route 22 Emergency Access Design, Permits and Bidding Services at a cost not to exceed \$69,770.53.

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

**3.32 Consideration of a Professional Engineering Services Contract**

**with Ciorba Group, Inc. at a cost not to Exceed \$18,744.35 for Preparation of Bid Plans/Specifications for an Emergency Alternative Water Supply Connection (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a Professional Engineering Service Contract with Ciorba Group, Inc. at a cost not to exceed \$18,744.35 for preparation of bid plans/specifications for an emergency alternative water supply connection with Buffalo Grove.

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

**3.33 Concurrence to Sign a Letter of Intent with the Village of Buffalo Grove for an Alternative Water Supply Connection (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a Letter of Intent with the Village of Buffalo Grove for an Alternative Water Supply Connection.

Village Manager Burke stated a more detailed Intergovernmental Agreement will follow pertaining to the operation of the connection.

Trustee Harms Muth asked what an alternative water supply was. Assistant Public Works Director/Village Engineer Dittrich stated currently, the Village's water supply comes solely from the City of Highland Park so if anything happens with their operations, we should have a way of getting water from some other source. Trustee Harms Muth asked who provides Buffalo Grove their water. Village Manager Burke stated Buffalo Grove purchases their water through Evanston via the Northwest Water Commission. Village Manager Burke added this would be considered an emergency water interconnect.

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

3.4 Public Safety

3.5 Parks and Recreation

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 EXECUTIVE SESSION**

**7.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn.  
Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk