



AGENDA
REGULAR VILLAGE BOARD MEETING
Village Hall – Board Room
Monday, November 26, 2018
7:00 p.m.

Reasonable accommodations/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 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.

CALL TO ORDER

1.0 ROLL CALL

PLEDGE OF ALLEGIANCE

2.0 APPROVAL OF MINUTES

2.1 Approval of the November 12, 2018 Regular Village Board Meeting Minutes

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

3.2 Village Clerk's Report

3.3 Village Treasurer's Report

3.31 Revenues and Expenditures for the Month of October, 2018

3.4 Village Manager's Report

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on November 26, 2018 in the amount of \$73,037.05

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

6.0 PETITIONS AND COMMUNICATIONS

7.0 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".

7.1 Approval of an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for Fiscal Year Beginning the First Day of January, 2018 and ending December 31, 2018 (Village of Lincolnshire)

7.2 Approval of an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on Special Service Area (SSA) Bonds of the Village of Lincolnshire, Lake County, Illinois (Sedgebrook Special Service Area Number 1 Special Tax Bonds)

- 7.3 Approval of an Ordinance Amending Chapter 15 of Title 1- Comprehensive Fee Schedule of the Lincolnshire Village Code Related to the Establishment of Fees and Charges for Service (Water and Sewer Connection Charges and Rate) (Village of Lincolnshire)
- 7.4 Approval of the 2019 Village Calendar and Meeting Schedule (Village of Lincolnshire)
- 7.5 Approval of a Professional Services Agreement with Baker Tilly Virchow Krause, LLP, Oak Brook, Illinois for Auditing Services in an Amount not to Exceed \$29,000 (Village of Lincolnshire)
- 7.6 Approval of a One-Year Supplemental Statement of Work with Geographic Information Systems (GIS) Consortium Service Provider, Municipal GIS Partners (MGP) for Geographic Information Services (Village of Lincolnshire)
- 7.7 Approval of a Bid Award for Lincolnshire Custodial Services to Eco Cleaning Maintenance, Inc. of Elmhurst, Illinois at an Annual Base Bid Cost of \$35,820.00 (Village of Lincolnshire)

8.0 ITEMS OF GENERAL BUSINESS

8.1 Planning, Zoning & Land Use

8.2 Finance and Administration

8.3 Public Works

8.4 Police

8.41 Approval of a Memorandum of Understanding Between Village of Lincolnshire and the Board of Education of Adlai E. Stevenson High School District No.125 for School Resource Officers (Village of Lincolnshire & School District #125)

8.42 Approval of an Ordinance Amending Section 3-3-2-6 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control), of the Lincolnshire Village Code to Reduce the Number of Allowable Class "C" Liquor Licenses by One (Sullivan's Steakhouse)(Waiver of First Reading Requested – Village of Lincolnshire)

8.5 Parks and Recreation

8.6 Judiciary and Personnel

9.0 REPORTS OF SPECIAL COMMITTEES

10.0 UNFINISHED BUSINESS

11.0 NEW BUSINESS

12.0 ADJOURNMENT



2.1

MINUTES
REGULAR VILLAGE BOARD MEETING
Monday, November 12, 2018

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	Trustee Hancock
Trustee McDonough (Arrived at 7:18 p.m.)	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Chief of Police Leonas	Public Works Director Woodbury
Village Treasurer/Finance Director Peterson	Assistant Village Manager/Community &
Planning & Development Manager Zozulya	Economic Development Director Gilbertson

ROLL CALL

Mayor Brandt called the meeting to order at 7:00 p.m., and Village Clerk Mastandrea called the Roll.

Pledge of Allegiance**2.0 APPROVAL OF MINUTES****2.1 Approval of the October 22, 2018 Regular Village Board Meeting Minutes**

Trustee Servi moved and Trustee Grujanac seconded the motion to approve the minutes of the Regular Village Board Meeting of October 22, 2018 as presented. The roll call vote was as follows: AYES: Trustees Grujanac, Servi, Harms Muth, and Leider. NAYS: None. ABSENT: Trustees McDonough and Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried.

3.0 REPORTS OF OFFICERS**3.1 Mayor's Report****3.11 Swearing in of Police Officer Michael Lill****3.12 Swearing in of Police Officer Paul Petrick**

Mayor Brandt administered the Oath of Office to new Police Officer Paul Petrick.

Paul's wife pinned Officer Petrick's badge on his uniform.

Chief of Police Leonas presented Police Officer Petrick with his badge, provided background information about Officer Petrick and welcomed him to the Village.

Mayor Brandt administered the Oath of Office to new Police Officer Michael Lill

Chief of Police Leonas pinned Officer Lill's badge on his uniform.

Chief of Police Leonas presented Police Officer Lill with his badge, provided background information about Officer Lill, and welcomed him to the Village.

3.2 Village Clerk's Report - None

3.3 Village Treasurer's Report

3.31 Revenues and Expenditures for the Month of September, 2018

Village Manager Burke noted the Revenue and Expenditure Summary is included in the Board packet; and all revenues and expenditures have been properly recorded for the month of September 2018.

3.4 Village Manager's Report

3.41 Skunks

Village Manager Burke updated the Board regarding a request made by a resident for a Skunk Removal Program. Staff researched a number of communities and how they handled this matter, and noted Vernon Hills has an active program where they reimburse trapping costs from residents that trap skunks. Village Manager Burke noted a majority of the neighboring communities take no action and leave wildlife management to the property owner. Staff is recommending the residents handle this with a wildlife management firm.

Mayor Brandt asked the Board for feedback. Trustees Servi and Grujanac were in agreement with the staff recommendation.

Mayor Brandt suggested staff respond to the resident with the consensus of the Board and resources the resident can utilize.

3.42 Manors of Whytegate Bike Path

Village Manager Burke provided clarification regarding the Manors of Whytegate bike path on the west side of Riverwoods Road stating back in 2016 when the project was reviewed there were two path connections proposed. At the time the Board approved the project, there was a decision to hold off on bike paths in total and not have those installed by the developer. Village Manager Burke noted last December, staff brought forward a recommendation to the Board to use ITEP Grant funds to extend the path from Whytegate Park to Daniel Wright School. Village Manager Burke noted the Village has approval to use the funds from the state and are waiting for Illinois Department of Transportation (IDOT) approval to move forward. Staff expects this to move forward next year and there is money budgeted for the Villages 20% share of this project.

Mayor Brandt stated the cones are still out, there is an opening on either side of the path, and asked if Arthur J. Greene is still laying pipe. Village Manager Burke stated Arthur J. Greene has been pursuing assurances that the storm water management system is functioning and establishing the ditch line. Mayor Brandt asked if they will be able to complete this before winter. Village Manager Burke stated they anticipate to have this done within the next few weeks. Mayor Brandt noted concern regarding weather and safety.

Trustee Grujanac asked if there is a reason the Village would not want the path to go through Whytegate and connect to Surrey Lane. Village Manager Burke stated the connection could be made to the path that goes through the park and then back through the neighborhood in Whytegate. A conversation regarding the path system and connections followed.

Mayor Brandt asked when the fence in front of the Manors of Whytegate would be installed. Planning & Development Manager Zozulya stated she was not sure if Arthur J. Greene was waiting to install the fence until more of the homes along the fence line were completed, but the landscape plan does include the fence. A brief conversation regarding the landscaping for Manors of Whytegate followed. Mayor Brandt suggested possibly using tree bank money to replace some of the trees taken out in this area. Public Works Director Woodbury suggested waiting until the developer was completed and had some maturity in the landscaping, and noted staff would look into possibly using the tree bank funds for additional trees in this area.

A conversation regarding the current development, any future developments in the area, and the lack of communication as a result of what Lake County required in terms of roadway improvements followed.

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on November 12, 2018 in the amount of \$781,841.83

Village Manager Burke provided a summary of the November 12, 2018 bills prelist presented for payment with the total being \$781,841.83 The total amount is based on \$237,527.74 for General Fund; \$281,602.21 for Water & Sewer Fund; \$17,848.54 for Water & Sewer Improvement Fund; \$16,456.96 for Vehicle Maintenance Fund; \$67,221 for E 911 Fund; \$93,079.02 for Park Development Fund; and \$68,103.36 for General Capital Fund.

Trustee Grujanac moved and Trustee Servi seconded the motion to approve the bills prelist dated November 12, 2018 as presented. The roll call vote was as follows: AYES: Trustees Grujanac, Harms Muth, Servi, McDonough, and Leider. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried.

5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only) - None

6.0 PETITIONS AND COMMUNICATIONS - None

7.0 CONSENT AGENDA

- 7.1 **Approval of an Ordinance Amending Title 12 (Signs) Regarding Changes to Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs, and Chapter 13 (Temporary Signs) (Village of Lincolnshire)**
- 7.2 **Approval of a Joint Purchasing Agreement with Morton Salt, Inc. in the Amount of \$31,740.00, and Cargill Incorporated in the Amount of \$13,345.00, for the Purchase of Rock Salt for the 2018-2019 Winter Season (Village of Lincolnshire)**
- 7.3 **Approval of an Ordinance Extending Suspension of Tree Permit and Tree Replacement Requirements for Non-Residential Property Owners Title 13 (Tree Preservation) of the Lincolnshire Village Code (Village of Lincolnshire)**
- 7.4 **Approval of a Resolution Approving an Intergovernmental Agreement for Dispatch Services to be Provided by the Village of Deerfield (Village of Lincolnshire)**
- 7.5 **Approval of an Intergovernmental Agreement Regarding Regional 911 Consolidation Project (Village of Lincolnshire)**
- 7.6 **Approval of a Resolution Approving an Amended Member Agreement for the Northern Illinois Police Alarm System (NIPAS) (Village of Lincolnshire)**

Trustee Grujanac moved and Trustee Leider seconded the motion to approve the Consent Agenda. The roll call vote was as follows: AYES: Trustees Leider, Grujanac, Servi, McDonough, and Harms Muth. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. The Mayor declared the motion carried.

8.0 ITEMS OF GENERAL BUSINESS

- 8.1 Planning, Zoning & Land Use
- 8.2 Finance and Administration
- 8.3 Public Works
- 8.4 Police
- 8.5 Parks and Recreation

- 8.51 **Consideration of Approval of a Contract with Lake County Grading Co. LLC of Libertyville, Illinois for the Demolition of the Rivershire Park Nature Center in an Amount not to Exceed \$25,330.00 (Waiver of First Reading - Village of Lincolnshire)**

Trustee Grujanac moved and Trustee McDonough seconded the motion to waive the first reading of a Contract with Lake County Grading Co. LLC of Libertyville, Illinois for the Demolition of the Rivershire Park Nature Center in an Amount not to exceed \$25,330.00. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, Servi, Harms Muth, and McDonough. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee McDonough seconded the motion to approve a Contract with Lake County Grading Co. LLC of Libertyville, Illinois for the Demolition of the Rivershire Park Nature Center in an Amount not to exceed \$25,330.00. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, Servi, Harms Muth, and McDonough. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried.

8.6 Judiciary and Personnel

9.0 REPORTS OF SPECIAL COMMITTEES

10.0 UNFINISHED BUSINESS

11.0 NEW BUSINESS

12.0 EXECUTIVE SESSION

13.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Servi seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:31 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk



Agenda Item
3.31

VILLAGE OF LINCOLNSHIRE
REVENUE / EXPENSE BUDGET SUMMARY

PERIOD ENDING 10/31/2018
FISCAL YEAR 2018

	2017 Year-To-Date			2018 Year-To-Date		
	Revenue	Expense	OVER/(UNDER)	REVENUE	EXPENSE	OVER/(UNDER)
GENERAL FUND						
Revenue	10,381,221			10,681,061		
Administration		246,852			250,455	
Finance		273,416			273,666	
Police		3,409,447			2,668,409	
Community & Economic Dev.		785,278			871,730	
Insurance & Common		1,086,424			1,082,488	
PW: Administration		204,760			212,388	
PW: Streets		802,314			818,610	
PW: Parks & Open Space		1,187,035			1,102,335	
Buildings & Grounds		105,748			100,245	
Debt & Transfers		1,267,791			600,000	
TOTAL GENERAL FUND	\$ 10,381,221	\$ 9,369,067	\$ 1,012,155	\$ 10,681,061	\$ 7,980,325	\$ 2,700,736
ENTERPRISE FUNDS						
Water & Sewer Revenue	3,973,624			3,919,047		
Water & Sewer Administration		914,539			827,442	
Public Works Operating		3,033,122			2,744,724	
Water & Sewer Improvements	2,690,171	1,328,318		1,132,813	1,746,178	
TOTAL ENTERPRISE FUNDS	\$ 6,663,795	\$ 5,275,979	\$ 1,387,816	\$ 5,051,859	\$ 5,318,344	\$ (266,485)
NON-OPERATING FUNDS						
Motor Fuel Tax	158,676	335,000	(176,324)	156,857	175,000	(18,143)
Fraud Alcohol Drug Enforcement	15,545	36,630	(21,085)	7,701	2,746	4,955
Vehicle Maintenance	387,250	301,044	86,206	326,800	386,029	(59,229)
E-911	254,365	321,976	(67,611)	328,557	283,486	45,072
Park Development	1,515,696	62	1,515,634	263,549	511,013	(247,463)
Traffic Signals SSA	10	3,510	(3,500)	5	3,756	(3,752)
General Capital	236,106	1,086,292	(850,187)	24,363	680,463	(656,101)
TOTAL NON-OPERATING FUNDS	\$ 2,567,647	\$ 2,084,515	\$ 483,132	\$ 1,107,832	\$ 2,042,492	\$ (934,660)
TRUST FUNDS						
Police Pension Fund**	3,246,309	1,327,871	1,918,438	418,629	1,093,600	(674,971)
Sedgebrook SSA	1,178,556	1,151,745	26,811	1,179,234	1,152,055	27,179
TOTAL TRUST FUNDS	\$ 4,424,865	\$ 2,479,616	\$ 1,945,249	\$ 1,597,863	\$ 2,245,655	\$ (647,792)

**The Police Pension amounts are as of 10/31/2018.
The Pension Board contracts their accounting services;
which sometimes results in a reporting delay.

VILLAGE OF LINCOLNSHIRE
REVENUES AND EXPENSES BY FUND
October 31, 2018
83.3% of Fiscal Year is Complete

	Annual Budget	Year-to-Date	% Used	Significant Facts
GENERAL FUND				
REVENUES				
Taxes	11,090,000	9,449,817	85.2%	Sales Tax % of Budget 93.8%
				Local HR Sales Tax % of Budget 93.1%
				Food & Beverage % of Budget 82.8%
				Room & Admission % of Budget 91.8%
				Real Estate Transfer % of Budget 206.5%
Licenses & Fees	691,700	624,707	90.3%	Building Permit Fee Revenue \$185,529
				Bldg Permits % of Licenses & Fees 29.7%
Fines & Forfeitures	236,000	158,417	67.1%	
Allotments, Grants & Reimbursements	275,360	268,575	97.5%	
Miscellaneous	90,100	93,613	103.9%	
Other Income	80,000	85,931	107.4%	
TOTAL REVENUES	\$ 12,463,160	\$ 10,681,061	85.7%	
EXPENSES				
Personnel Expenses	264,890	227,954	86.1%	
Contractual Services	3,700	1,348	36.4%	
Other Charges	34,400	21,153	61.5%	
Administration	302,990	250,455	82.7%	
Personnel Expenses	302,960	252,252	83.3%	
Contractual Services	22,950	19,590	85.4%	
Other Charges	5,375	1,824	33.9%	
Finance	331,285	273,666	82.6%	
Personnel Expenses	3,767,240	2,327,959	61.8%	
Contractual Services	159,970	102,289	63.9%	
Commodities	19,000	14,552	76.6%	
Other Charges	183,725	109,283	59.5%	
Transfers Out	202,500	114,325	56.5%	
Police	4,332,435	2,668,409	61.6%	
Personnel Expenses	460,920	365,556	79.3%	
Contractual Services	178,300	111,365	62.5%	
Other Charges	408,900	391,520	95.7%	
Transfers Out	4,800	3,290	68.5%	
Community & Economic Dev.	1,052,920	871,730	82.8%	
Contractual Services	1,444,225	1,040,525	72.0%	
Commodities	14,400	13,818	96.0%	
Other Charges	81,000	27,997	34.6%	
Other Expenses	-	149	0.0%	
Insurance & Common	1,539,625	1,082,488	70.3%	
Public Works				
Personnel Expenses	205,882	184,605	89.7%	
Contractual Services	36,300	16,299	44.9%	
Other Charges	12,225	11,484	93.9%	
Admin	254,407	212,388	83.5%	
Personnel Expenses	566,850	487,709	86.0%	
Contractual Services	466,400	155,581	33.4%	
Commodities	84,300	63,827	75.7%	
Other Charges	13,825	13,480	97.5%	
Transfers Out	143,000	98,013	68.5%	
Streets	1,274,375	818,610	64.2%	

	Annual Budget	Year-to-Date	% Used	Significant Facts
Personnel Expenses	602,460	500,003	83.0%	
Contractual Services	607,200	472,844	77.9%	Includes Insurance Covered Exp
Commodities	56,000	44,189	78.9%	
Other Charges	15,725	10,110	64.3%	
Transfers Out	109,700	75,189	68.5%	
Parks & Open Space	1,391,085	1,102,335	79.2%	
Contractual Services	105,500	80,923	76.7%	
Commodities	18,000	13,600	75.6%	
Other Charges	3,000	2,433	81.1%	
Transfers Out	4,800	3,290	68.5%	
Buildings & Grounds	131,300	100,245	76.3%	
Transfers Out	1,700,000	600,000	35.3%	
Debt & Transfers	1,700,000	600,000	35.3%	
TOTAL EXPENSES	\$ 12,310,422	\$ 7,980,325	64.8%	

WATER & SEWER FUND**REVENUES**

Licenses & Fees	4,572,000	3,908,544	85.5%
Miscellaneous Revenue	10,000	7,078	70.8%
Other Income	3,000	3,425	114.2%
TOTAL REVENUES	\$ 4,585,000	\$ 3,919,047	85.5%

EXPENSES

Personnel Expenses	245,100	216,520	88.3%
Contractual Services	251,860	199,659	79.3%
Commodities	1,600	1,531	95.7%
Other Charges	2,325	1,938	83.3%
Other Expenses	-	-	0.0%
Transfers Out	407,795	407,795	100.0%
Administration	908,680	827,442	91.1%
Personnel Expenses	541,120	448,196	82.8%
Contractual Services	3,026,500	2,218,373	73.3%
Commodities	28,200	40,875	144.9%
Other Charges	32,800	4,587	14.0%
Transfers Out	47,700	32,694	68.5%
Operating	3,676,320	2,744,724	74.7%
TOTAL EXPENSES	\$ 4,585,000	\$ 3,572,166	77.9%

WATER & SEWER IMPROVEMENT FUND**REVENUES**

Licenses & Fees	200,000	120,268	60.1%
Miscellaneous Revenue	-	-	0.0%
Other Income	2,000	4,750	237.5%
Transfers	1,307,795	1,007,795	77.1%
TOTAL REVENUES	\$ 1,509,795	\$ 1,132,813	75.0%

EXPENSES

Capital Outlay	2,007,000	1,746,178	87.0%
TOTAL EXPENSES	\$ 2,007,000	\$ 1,746,178	87.0%

Annual Budget	Year-to-Date	% Used	Significant Facts
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MOTOR FUEL TAX FUND**REVENUES**

Allotments, Grants & Reimbursements	187,000	156,473	83.7%
Other Income	400	384	96.1%
TOTAL REVENUES	\$ 187,400	\$ 156,857	83.7%

EXPENSES

Capital Projects	175,000	175,000	100.0%
TOTAL EXPENSES	\$ 175,000	\$ 175,000	100.0%

FRAUD, ALCOHOL & DRUG ENFORCEMENT FUND**REVENUES**

Other Income	-	7,701	0.0%
TOTAL REVENUES	\$ -	\$ 7,701	0.0%

EXPENSES

Other Charges	60,630	2,746	4.5%
TOTAL EXPENSES	\$ 60,630	\$ 2,746	4.5%

VEHICLE MAINTENANCE FUND**REVENUES**

Transfers	476,800	326,800	68.5%
TOTAL REVENUES	\$ 476,800	\$ 326,800	68.5%

EXPENSES

Personnel Expenses	193,450	159,012	82.2%
Contractual Services	153,450	105,540	68.8%
Commodities	118,800	112,100	94.4%
Other Charges	11,100	9,376	84.5%
TOTAL EXPENSES	\$ 476,800	\$ 386,029	81.0%

E911 FUND**REVENUES**

Taxes	273,000	328,430	120.3%
Other Income	100	128	127.6%
Transfers	35,700	-	0.0%
TOTAL REVENUES	\$ 308,800	\$ 328,557	106.4%

EXPENSES

Contractual Services	308,800	283,486	91.8%
TOTAL EXPENSES	\$ 308,800	\$ 283,486	91.8%

PARK DEVELOPMENT FUND**REVENUES**

Other Income	236,100	263,549	111.6%
TOTAL REVENUES	\$ 236,100	\$ 263,549	111.6%

EXPENSES

Other Charges	860,000	511,013	59.4%
TOTAL EXPENSES	\$ 860,000	\$ 511,013	59.4%

Annual Budget	Year-to-Date	% Used	Significant Facts
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TRAFFIC SIGNAL SSA**REVENUES**

Other Income	-	5	0.0%
TOTAL REVENUES	\$ -	\$ 5	0.0%

EXPENSES

Contractual Services	4,880	3,756	77.0%
TOTAL EXPENSES	\$ 4,880	\$ 3,756	77.0%

GENERAL CAPITAL**REVENUES**

Grants	-	-	0.0%
Other Income	917,740	24,363	2.7%
Transfers In	800,000	-	0.0%
TOTAL REVENUES	\$ 1,717,740	\$ 24,363	1.4%

EXPENSES

Facilities	115,000	54,289	47.2%
Equipment	227,320	162,118	71.3%
Furniture & Fixtures	20,000	24,353	121.8%
Storm Sewer & Water	629,000	34,566	5.5%
Parks	404,000	135,372	33.5%
Roadways	398,000	164,664	41.4%
Vehicles	160,000	87,436	54.6%
Miscellaneous Capital	27,000	17,665	65.4%
TOTAL EXPENSES	\$ 1,980,320	\$ 680,463	34.4%

POLICE PENSION FUND****REVENUES**

Taxes	849,750	843,775	99.3%	Property Taxes
Miscellaneous Revenue	206,500	182,763	88.5%	
Other Income	143,750	(607,909)	-422.9%	Investment Income
TOTAL REVENUES	\$ 1,200,000	\$ 418,629	34.9%	

EXPENSES

Contractual Services	88,500	85,350	96.4%
Other Charges	9,500	2,295	24.2%
Other Charges	1,102,000	1,005,955	91.3%
TOTAL EXPENSES	\$ 1,200,000	\$ 1,093,600	91.1%

**The Police Pension amounts are as of 10/31/2018. The Pension Board contracts their accounting services; which sometimes results in a reporting delay.

SEDGEBROOK SSA**REVENUES**

Taxes	1,161,600	1,161,828	100.0%	
Other Income	18,600	17,406	93.6%	Interest Income
TOTAL REVENUES	\$ 1,180,200	\$ 1,179,234	99.9%	

EXPENSES

Contractual Services	17,700	2,299	13.0%
Capital Outlay	1,162,500	1,149,756	98.9%
TOTAL EXPENSES	\$ 1,180,200	\$ 1,152,055	97.6%



Agenda Item
4.1

VILLAGE OF LINCOLNSHIRE

BILLS PRESENTED FOR PAYMENT

11/26/2018

General Fund	\$	52,891.58
Water & Sewer Fund	\$	7,468.75
Motor Fuel Tax		
Water & Sewer Improvement Fund	\$	3,730.73
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	\$	3,567.99
E 911 Fund		
Park Development Fund		
Sedgebrook SSA		
SSA Traffic Signal		
General Capital Fund	\$	5,378.00
GRAND TOTAL	\$	73,037.05

Brad Burke, Village Manager

11/16/2018 12:23 PM
 User: npanos
 DB: Lincolnshire

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
 INVOICE DUE DATES 11/13/2018 - 11/26/2018
 JOURNALIZED
 BOTH OPEN AND PAID

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACCURATE DOCUMENT DESTRUCTION		
15638489	10/4/18 Document Destruction	107.18
TOTAL VENDOR ACCURATE DOCUMENT DESTRUCTIO		107.18
VENDOR NAME: ANCEL GLINK DIAMOND BUSH		
66894a	BD Bond Escrow Attorney Fee_920 Milwaukee Ave	115.00
66894b	BD Bond Escrow Attorney Fee_1000 Milwaukee Av	115.00
66894c	BD Bond Escrow Attorney Fee_Marriott Lincolnshire	57.50
66894d	BD Bond Escrow_City Park Center_275 Parkway	172.50
66894f	BD Bond Escrow_Stevenson HS Transition Bldg_16	115.00
B18-0007E	BD Bond Escrow_Woodland Trails Taylor Morrison	172.50
66894e	BD Bond Escrow Attorney Fee_AOLGO Church_12	57.50
3165092-1	October 2018 Legal Fees	4,834.50
TOTAL VENDOR ANCEL GLINK DIAMOND BUSH		5,639.50
VENDOR NAME: ARAMARK		
2081795966	Weekly Uniform Rental - Public Works	87.08
TOTAL VENDOR ARAMARK		87.08
VENDOR NAME: ARLINGTON HEIGHTS FORD		
C62969	Squad 1131	3,197.58
TOTAL VENDOR ARLINGTON HEIGHTS FORD		3,197.58
VENDOR NAME: ASSOC. OF PUBLIC TRE		
20034	Annual membership to 9/30/2019	145.00
TOTAL VENDOR ASSOC. OF PUBLIC TRE		145.00
VENDOR NAME: BELL'S ULTIMATE TRUCK OUTFITTERS		
26242	Sq 1851 Truck Bed	2,215.00
TOTAL VENDOR BELL'S ULTIMATE TRUCK OUTFITTER		2,215.00
VENDOR NAME: BENISTAR		
12012018	December 2018 Retiree Over 65 Insurance Premiu	1,016.00
TOTAL VENDOR BENISTAR		1,016.00
VENDOR NAME: BOLLINGER, LACH & ASSOC		
19332	Cumberland Drive Drainage Improvement	3,163.00
TOTAL VENDOR BOLLINGER, LACH & ASSOC		3,163.00
VENDOR NAME: CALL ONE		
11152018	11/15/18 Monthly Phone Bill 1122574	2,177.08
TOTAL VENDOR CALL ONE		2,177.08
VENDOR NAME: CARMEN FRANCO		
B18-001EP_11082018	BD Eng Bond Refund_18 Cambridge Lane_P18-02	750.00
TOTAL VENDOR CARMEN FRANCO		750.00
VENDOR NAME: CDW COMPUTER CENTERS		
PXK3635	LED Monitors for Inspection workspace	591.56
TOTAL VENDOR CDW COMPUTER CENTERS		591.56
VENDOR NAME: CLESEN, INC.		
339260	Anti-Foam Product	200.00
TOTAL VENDOR CLESEN, INC.		200.00
VENDOR NAME: COMED		
6123019023-11-18	Rate 25 Street Lighting	259.76
TOTAL VENDOR COMED		259.76
VENDOR NAME: CONSTELLATION NEWENERGY, INC.		
13246492501	Electric supply ESR Pumping 9-28-18 to 10-29-18	3,314.79
13244797701	Electric supply Londonderry Liftstation 9-28-18 to 10	213.94

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CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
 INVOICE DUE DATES 11/13/2018 - 11/26/2018
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CONSTELLATION NEWENERGY, INC.		
	TOTAL VENDOR CONSTELLATION NEWENERGY, INC.	3,528.73
VENDOR NAME: COPS TESTING SERVICES, INC.		
105054	Officer Candidate Psych Eval (Lill)	450.00
	TOTAL VENDOR COPS TESTING SERVICES, INC.	450.00
VENDOR NAME: CUTLER WORKWEAR		
115962	Thigh Bibs for Dave Clauser	96.29
	TOTAL VENDOR CUTLER WORKWEAR	96.29
VENDOR NAME: ELEVATOR INSPECTION SERVICES		
80312	October 2018_ @ \$19 per Inspections	3,416.00
	TOTAL VENDOR ELEVATOR INSPECTION SERVICES	3,416.00
VENDOR NAME: FIRST COMMUNICATIONS		
116796768	10 2018- T-1 Line	279.92
	TOTAL VENDOR FIRST COMMUNICATIONS	279.92
VENDOR NAME: FIRST MIDWEST BANK		
1018	10 2018 Lockbox Service	427.94
	TOTAL VENDOR FIRST MIDWEST BANK	427.94
VENDOR NAME: FOREMOST PROMOTIONS		
453107	LPD Coloring Books	507.60
	TOTAL VENDOR FOREMOST PROMOTIONS	507.60
VENDOR NAME: GOVIT CONSORTIUM		
2018-011	Exipio Price Model - Travel Expenses	38.39
2018-018	Solarwinds Network Monitoring License and Hardw	922.96
	TOTAL VENDOR GOVIT CONSORTIUM	961.35
VENDOR NAME: GRAINGER, INC.		
9952572395	Non-Slip Mat for the Anti-Icing Room	92.82
9958148208	Clipboards	13.44
9951238857	Hand Soap & Glass Cleaner	131.94
	TOTAL VENDOR GRAINGER, INC.	238.20
VENDOR NAME: GREEN ACRES LANDSCAPING		
2018-4775	Mowing & clean-up across from Village Hall	500.00
2018-4767	October Service for Weekly Maintenance & Mowing	22,690.00
	TOTAL VENDOR GREEN ACRES LANDSCAPING	23,190.00
VENDOR NAME: HACH COMPANY		
11209322	Red Indicator Solution & Dropper Bottles	61.53
	TOTAL VENDOR HACH COMPANY	61.53
VENDOR NAME: INTERSTATE ALL BATTERY CENTER		
1903901018574	12Volt 35AH Batteries	391.80
	TOTAL VENDOR INTERSTATE ALL BATTERY CENTER	391.80
VENDOR NAME: KAPLAN, LENORE		
2017	Senior Citizen Property Tx Relief Refund	166.54
	TOTAL VENDOR KAPLAN, LENORE	166.54
VENDOR NAME: LAKE FOREST POST OFFICE		
P77-091701	Q4 2018 Newsletter Postage	58.56
	TOTAL VENDOR LAKE FOREST POST OFFICE	58.56
VENDOR NAME: LALUZERNE & SMITH, LTD.		
October 2018	Legal Services October 2018	2,762.50

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: LALUZERNE & SMITH, LTD.		
	TOTAL VENDOR LALUZERNE & SMITH, LTD.	2,762.50
VENDOR NAME: LIBERTYVILLE CHEVROLET		
910995	Truck 242 Oil Filters	26.62
	TOTAL VENDOR LIBERTYVILLE CHEVROLET	26.62
VENDOR NAME: LINCOLNSHIRE POSTMASTER		
P77-091701	Q4 2018 Newsletter Postage	576.03
	TOTAL VENDOR LINCOLNSHIRE POSTMASTER	576.03
VENDOR NAME: LINCOLNSHIRE VILLAGE-PETTY CASH		
12102018	12/10/18 Petty Cash Reimbursements	228.55
	TOTAL VENDOR LINCOLNSHIRE VILLAGE-PETTY CASH	228.55
VENDOR NAME: MORRISON ASSOCIATES, LTD		
2018:0254	Annual Western Suburb City Managers' Group	1,500.00
	TOTAL VENDOR MORRISON ASSOCIATES, LTD	1,500.00
VENDOR NAME: MOTOROLA PARTS		
16020978	2 Radio Chargers for Starcom Radios	248.20
	TOTAL VENDOR MOTOROLA PARTS	248.20
VENDOR NAME: MOTOROLA SOLUTIONS - STARCOM21		
388379282018	Nov. 2018 Starcom Monthly Use Rate	884.00
	TOTAL VENDOR MOTOROLA SOLUTIONS - STARCOM2	884.00
VENDOR NAME: NEOPOST USA INC		
56220543	Meter Rental 12/02/18 - 03/01/19	105.00
	TOTAL VENDOR NEOPOST USA INC	105.00
VENDOR NAME: O'HERRON CO INC		
1859265-IN	Uniform Shirts/Pants/Belts (Lill)	887.59
1859263-IN	Uniform Shirts/Pants/Belts (Petrick)	929.59
	TOTAL VENDOR O'HERRON CO INC	1,817.18
VENDOR NAME: PADDOCK PUBLICATIONS, INC.		
159163-110418/01261	Daily Herald Subscription (11/4/18-1/26/19)	47.20
	TOTAL VENDOR PADDOCK PUBLICATIONS, INC.	47.20
VENDOR NAME: POSTAL SOURCE		
INV80938	Annual Maint Contract Neopost Mail Mach	154.50
	TOTAL VENDOR POSTAL SOURCE	154.50
VENDOR NAME: RJN GROUP INC.		
322708	2018 Sanitary Sewer Program - Professional Servic	3,730.73
	TOTAL VENDOR RJN GROUP INC.	3,730.73
VENDOR NAME: SPRING ALIGN OF PALATINE		
111088	Truck 232	68.85
	TOTAL VENDOR SPRING ALIGN OF PALATINE	68.85
VENDOR NAME: STATE TREASURER		
54904	Traffic signal maint. July - September 2018	7,312.50
	TOTAL VENDOR STATE TREASURER	7,312.50
VENDOR NAME: STREICHER'S, INC.		
I1338761	Duty Holster - Glock 19 (Department Owned)	113.99
	TOTAL VENDOR STREICHER'S, INC.	113.99

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CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: WASTE MANAGEMENT		
6445427-2008-6	2 Yard Roll-Off Contmaination - North Park	138.00
TOTAL VENDOR WASTE MANAGEMENT		138.00
GRAND TOTAL:		73,037.05



Agenda Item 7.4 RVB

REQUEST FOR BOARD ACTION

Subject: Approval of 2019 Village Calendar and Meeting Schedule (Village of Lincolnshire)

Action Requested: Consideration of Proposed Calendar and Meeting Schedule and Direct Placement on Consent Agenda for Approval

Originated By/Contact: Brad Burke, Village Manager

Referred To: Village Board

Summary / Background:

Attached is a copy of the proposed Village meeting calendar for 2019. The following are a list of dates identifying Village Board meetings. A majority of dates fall on the regularly scheduled second and fourth Mondays of the month. However, those dates noted with the "*" reflect a date shift due to a holiday falling on that date. An explanation of the reason for the shift is listed below.

January 14, 2019	January 28, 2019
February 11, 2019	February 25, 2019
March 11, 2019	March 18, 2019****
April 8, 2019	April 22, 2019
May 13, 2019	May 28, 2019*
June 10, 2019	June 24, 2019
July 8, 2019	July 22, 2019
August 12, 2019	August 26, 2019
September 9, 2019	September 23, 2019
October 15, 2019 **	October 28, 2019
November 11, 2019	November 25, 2019
December 9, 2019***	

*Changed to Tuesday due to Memorial Day

**Changed to Tuesday due to Columbus Day

***There will only be one meeting in December due to the Christmas holiday

******Changed from March 25th as a result of the 11/12/2018 COW Meeting recommendation due to Spring Break**

Once the meeting dates are approved, staff will send out electronic meeting invites to Board members.

Budget Impact: Not Applicable.

Service Delivery Impact: Not Applicable.

Recommendation: Consideration and discussion of proposed meeting calendar.

Reports and Documents Attached:

- Proposed meeting calendar listing standing meetings of all Village Boards.

Meeting History	
Initial Referral to Village Board (COW):	11/12/2018
Regular Village Board Meeting:	11/26/2018



January 2019

ARB = Architectural Review Board
 RVB/COW = Regular Village Board/
 Committee of the Whole

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day Village Offices Closed	2	3	4	5
6	7	8 Zoning Board - 7:00 p.m.	9	10	11	12
13	14 RVB?COW - 7:00 p.m.	15 ARB - 7:00 p.m.	16	17	18	19
20	21 Martin Luther King, Jr. Day	22 *Park Board - 7:00 p.m. (moved due to Martin Luther King, Jr.)	23	24	25	26
27	28 RVB/COW - 7:00 p.m.	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 RVB/COW - 7:00 p.m.	12 Zoning Board - 7:00 p.m.	13	14	15	16
17	18 President's Day	19 ARB - 7:00 p.m.	20 *Park Board - 7:00 p.m. (moved due to President's Day)	21	22	23
24	25 RVB/COW - 7:00 p.m	26	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 Daylight Savings - Set Clock ahead 1 hour	11 RVB/COW - 7:00 p.m.	12 Zoning Board - 7:00 p.m.	13	14	15	16
17	18 RVB/COW - 7:00 p.m.* (moved due to spring break)	19 ARB - 7:00 p.m.	20 Park Board - 7:00 p.m.	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 RVB/COW - 7:00 p.m.	9 Zoning Board - 7:00 p.m.	10	11	12	13
14	15 Park Board - 7:00 p.m.	16 ARB - 7:00 p.m.	17	18	19 Passover Begins	20
21	22 RVB/COW - 7:00 p.m.	23	24	25	26	27 Passover Ends
28	29	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12 Mother's Day	13 RVB/COW - 7:00 p.m.	14 Zoning Board - 7:00 p.m.	15	16	17	18
19	20 Park Board - 7:00 p.m.	21 ARB - 7:00 p.m.	22	23	24	25
26	27 Memorial Day - Village Offices Closed	28 *RVB/COW - 7:00 p.m. (moved due to Memorial Day)	29	30	31	

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 RVB/COW - 7:00 p.m.	11 Zoning Board - 7:00 p.m.	12	13	14	15
16 Father's Day	17 Park Board - 7:00 p.m.	18 ARB - 7:00 p.m.	19	20	21	22
23	24 RVB/COW - 7:00 p.m.	25	26	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 4th of July - Village Offices Closed	5	6
7	8 RVB/COW - 7:00 p.m.	9 Zoning Board - 7:00 p.m.	10	11	12	13
14	15 Park Board - 7:00 p.m.	16 ARB - 7:00 p.m.	17	18	19	20
21	22 RVB/COW - 7:00 p.m.	23	24	25	26	27
28	29	30	31			



August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 RVB/COW - 7:00 p.m.	13 Zoning Board - 7:00 p.m.	14	15	16	17
18	19 Park Board - 7:00 p.m.	20 ARB - 7:00 p.m.	21	22	23	24
25	26 RVB/COW - 7:00 p.m.	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day - Village Offices Closed	3	4	5	6	7
8	9 RVB/COW - 7:00 p.m.	10 Zoning Board - 7:00 p.m.	11	12	13	14
15	16 Park Board - 7:00 p.m.	17 ARB - 7:00 p.m.	18	19	20	21
22	23 RVB/COW - 7:00 p.m.	24	25	26	27	28
29 Rosh Hashanah Begins	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Rosh Hashanah Ends	2	3	4	5
6	7	8 Yom Kippur Begins	9 Yom Kippur Ends	10 * Zoning Board - 7:00 p.m. (Moved due to Yom Kippur)	11	12
13 Sukkot Begins	14 Columbus Day	15 * RVB/COW - 7:00 p.m. (Moved due to Columbus Day)	16 *ARB - 7:00 p.m. (Moved due to Columbus Day)	17	18	19
20 Sukkot Ends	21 Park Board - 7:00 p.m.	22	23	24	25 	26
27	28 RVB/COW - 7:00 p.m.	29	30	31 Halloween - Trick or Treat hours 4 - 8 p.m.		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 RVB/COW - 7:00 p.m. Veteran's Day	12 Zoning Board - 7:00 p.m.	13	14	15	16
17	18 Park Board - 7:00 p.m.	19 ARB - 7:00 p.m.	20	21	22	23
24	25 RVB/COW - 7:00 p.m.	26	27	28 Thanksgiving Holiday - Village Offices Closed	29 Thanksgiving Holiday - Village Offices Closed	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 RVB/COW - 7:00 p.m.	10 Zoning Board - 7:00 p.m.	11	12	13	14
15	16 Park Board - 7:00 p.m.	17 ARB - 7:00 p.m.	18	19	20	21
22 Hanukkah Begins	23	24 Christmas Eve - Village Offices Closed	25 Christmas Day - Village Offices Closed	26	27	28
29	30 Hanukkah Ends	31				





**Agenda Item
8.41 RVB**

**REQUEST FOR BOARD ACTION
Regular Village Board Meeting
November 26, 2018**

Subject: School Resource Officer Agreement with Stevenson High School

Action Requested: Approval of a Memorandum of Understanding Between the Village of Lincolnshire and the Board of Education of Adlai E. Stevenson High School District No. 125 for School Resource Officers (Village of Lincolnshire & School District 125)

**Originated
By/Contact:** Joseph Leonas, Chief of Police

Referred To: Village Board

Summary / Background:

In 1998, the Village of Lincolnshire entered into an Intergovernmental Agreement (IGA) with the Board of Education of Adlai E. Stevenson High School District No. 125 to provide a police officer to act as a School Resource Officer at Stevenson High School. Earlier this year, staff received a request for a second School Resource Officer to be assigned to the school. At that time, staff and school officials met to review the existing agreement, discuss changes to the agreement with the addition of a second Resource Officer, and update cost allocations related to officer services along with providing police vehicles for the two officers.

Rather than a renewed IGA, the new Agreement is proposed as a Memorandum of Understanding (MOU) and shall be for three complete school years, commencing with the 2018-19 school year. The MOU automatically renews each school year unless either party notifies of its intent not to renew, or to change the number of School Resource Officers assigned to Stevenson High School. The MOU provides for an 85% reimbursement for both police officers' salaries and fringe benefits, and increases the reimbursement for the police vehicles from \$200 to \$1,433 per month.

Update Since November 12, 2018 Committee of the Whole:

Subsequent to the November 12, 2018 Committee of the Whole meeting, staff received an updated MOU from Stevenson High School. The financial obligation of Stevenson High School remains unchanged; however, language has been added to clarify roles and responsibilities of officers serving within the school

Budget Impact:

The Board of Education of Adlai E. Stevenson High School District 125 shall reimburse the Village 85% of the assigned Police Officers' salaries and fringe benefits. Fringe benefits as outlined in the agreement include compensated time off, health, dental and life insurance benefits; collective bargaining agreement compliance costs; workers compensation costs; federal taxes; and pension costs. The Board of Education has also agreed to reimburse the Village \$1,433 per month for the use of two marked police cars. In fiscal year 2019, the Village has budgeted \$300,000 in revenue for the reimbursement of School Resource Officer services.



**Agenda Item
8.41 RVB**

Recommendation:

According to Stevenson High School Personnel, the D125 School Board is expected to approve the proposed MOU at their November 19, 2018 meeting. Staff recommends approval of the proposed MOU at the November 26, 2018 Regular Village Board meeting.

Reports and Documents Attached:

- Proposed School Resource Officer Memorandum of Understanding
- Current School Liaison Officer Agreement

Meeting History	
Committee of the Whole Meeting:	November 12, 2018
Regular Village Board Meeting:	November 26, 2018

MEMORANDUM OF UNDERSTANDING BETWEEN

**VILLAGE OF LINCOLNSHIRE AND
THE BOARD OF EDUCATION OF
ADLAI E. STEVENSON HIGH SCHOOL DISTRICT NO. 125
FOR SCHOOL RESOURCE OFFICER**

This Memorandum of Understanding (“MOU”) is entered into this 19 day of November 2018 by and between the Village of Lincolnshire, Illinois (“Village”), an Illinois Municipal Corporation, and the Board of Education of Adlai E Stevenson High School District No. 125, Lake County, Illinois (“DISTRICT”), an Illinois Public School District (collectively the “Parties”) for the provision of a School Resource Officer (“SRO”).

As a result of discussions between VILLAGE and DISTRICT, VILLAGE agrees to furnish DISTRICT with two SROs according to the terms and conditions described below:

I. Purpose and Governing Principles

- A. Purpose.** Effective schooling requires a safe and orderly environment in which learning can occur. School policing is intended to promote a safe, welcoming, and inclusive environment for all students, staff and other members of the school community. This SRO program provides DISTRICT administrators with law enforcement resources and expertise to assist with maintaining safety, security, order, and discipline in the school environment and to bridge the gap to related community services. The SRO program is intended to promote each student’s right to receive an education which is not jeopardized by violence or disruption. As such, this MOU clarifies the responsibilities of VILLAGE and DISTRICT, the roles of the SROs and DISTRICT administrators, and the scope of their authority in the administration of the SRO program. Nothing herein is intended, nor shall anything herein be interpreted, to create any express or implied special duty to all or any students, staff, faculty or administrators by the VILLAGE or any SRO assigned to the DISTRICT.
- B. Non-Discrimination.** The Parties agree that in compliance with the law, the Parties shall administer the SRO program established under this MOU without discrimination.
- C. Goals and Objectives.** It is understood and agreed that VILLAGE and DISTRICT share the following goals and objectives with regard to the SRO program:
1. To promote an atmosphere of safety, security and order for students and staff through the use of school discipline and enforcement of criminal statutes, traffic laws and VILLAGE ordinances;
 2. To provide educational programs and prevention activities that will increase student knowledge of the criminal justice system and respect for the law and the function of law enforcement agencies;
 3. Subject to the Reciprocal Reporting Agreement between the same parties, and other application legal limitations, to maintain open communications among school administrators, faculty, staff, the SROs, parents/guardians, guidance counselors and other key school personnel;

4. To utilize the SROs for problem-solving, mediation, personal safety and an informational source for students;
5. To support the SROs' efforts in being a positive role model and cultivating positive relationships and strengthening each student's understanding of good citizenship and accountability for their actions;
6. To foster and promote in students a positive attitude toward law enforcement and law enforcement officers;
7. To provide security to the schools from outside threats by maintaining a visible police presence on campus, assessing threats to school security, reducing and eliminating such threats, and swiftly responding to any immediate threats or breaches of security;
8. To recognize the Building Principal as primarily responsible for the administration of discipline within the schools;
9. To prevent and deter the possession and/or use of weapons on campus, the illegal possession, sale and/or distribution of controlled substances and alcohol on campus, and other crimes; and
10. To address criminal activity by students through the collaborative administration of school discipline and/or referral to the criminal justice system.

D. Cooperative Efforts.

1. The presence of the SROs at schools is not intended to usurp the rights and responsibilities of the Building Principal or designees to enforce the rules of student conduct and to administer discipline in the schools.
2. The existence of DISTRICT discipline policies and procedures is not intended to nor shall it usurp the mandates and responsibilities of the SROs as directed by VILLAGE.
3. The Parties acknowledge that not every criminal act will be handled through the criminal justice system. There will be times when the administration of typical school discipline, such as detention, withdrawal of privileges, and/or suspension and the availability of intervention services will be sufficient to address behaviors that may constitute crimes.
4. In deciding when to resort to the criminal justice system in lieu of or in addition to school discipline, the Building Principal or designee and the SRO(s) shall confer and each strive to accommodate the opinions of the other regarding how best to handle a particular situation, when practical. Final discretion regarding whether to charge an individual with an ordinance, criminal or traffic violation lies with the SRO(s), VILLAGE and/or Lake County State's Attorney's Office.

II. Duties of VILLAGE

VILLAGE will provide two SROs as follows:

A. **Selection, Qualifications and Supervision of the SROs.**

1. VILLAGE shall be responsible for selecting and assigning officers to the SRO position; however, DISTRICT may provide feedback to the VILLAGE regarding SRO selection. Should DISTRICT become dissatisfied with the performance or services by an assigned SRO, the representatives of DISTRICT and representatives of VILLAGE shall meet to discuss performance concerns and develop a plan to address identified deficiencies. If at such time as both DISTRICT and VILLAGE agree that an individual SRO is not meeting expectations, staff from both DISTRICT and VILLAGE shall work together to ensure the timely assignment of a replacement.
2. VILLAGE shall retain all employer and management rights of the SROs. The Chief of Police or designee shall supervise the assigned SROs and coordinate the functions of the SRO program with DISTRICT's Superintendent or designee. Duties of the Chief of Police or designee in supervising the assigned SRO's shall include: coordinating the work assignment of the SROs between various DISTRICT buildings; ensuring SROs compliance with directives and policies of VILLAGE; coordinating SROs scheduling and work hours; and addressing concerns and complaints regarding SROs performance and conduct in collaboration with DISTRICT and in accordance with VILLAGE and VILLAGE protocols.
3. Notwithstanding anything herein to the contrary, the SRO shall at all times remain solely the employee of the VILLAGE and be subject solely to the personnel decisions, including discipline, of the VILLAGE, subject to the employee's rights and responsibilities under any applicable collective bargaining agreement.

B. SRO Trainings. VILLAGE shall ensure that the SROs maintain minimum in-service training and certification requirements as would normally apply to all other certified officers of the VILLAGE in addition to any training and certification required under this MOU.

C. SRO Work Hours and Absences. VILLAGE shall not utilize the SROs during the designated workday for duties other than those set forth herein, except due to training, illness, approved leave, court hearing(s), or in emergency situations that necessitate removal of the SROs from their normal duties pursuant to this MOU. In the event any SRO is unavailable on campus for an extended period of time, VILLAGE shall provide a replacement SRO, whenever possible or requested.

III. Duties of the SRO

A. SRO Work Hours, Uniform and Visibility on Campus. Generally speaking, at least one SRO shall remain on school grounds from 7:00 a.m. to 7:00 p.m. on school days when school is in session during the regular school calendar (not summer school), except due to training, illness, approved leave, court hearing(s), or in emergency situations that necessitate removal of the SROs from their normal duties pursuant to this MOU. With the exception of emergency situations out of the SROs' control, the SROs shall give the SROs' Police Supervisor and Building Principal or designee reasonable advance notice of any

times when the SRO is not expected to be on campus during the hours stated in this paragraph, and VILLAGE may provide a replacement SRO to the extent possible in accordance with Section II(C), above. DISTRICT may request and VILLAGE may agree to provide additional days for one or more SRO on school grounds during summer school sessions based on need and availability. Such a request shall be made annually by April 1, and shall be confirmed by mutual agreement by not later than May 1 annually. From time to time DISTRICT may require a School Resource Officer to work in excess of a regularly scheduled hours. The DISTRICT shall reimburse the VILLAGE for extra time in accordance with the VILLAGE's collective bargaining agreement.

The SROs shall wear the official law enforcement uniform or other apparel issued by the VILLAGE, when appropriate, while serving on DISTRICT property.

The SROs shall, whenever possible and in accordance with guidance from the Building Principal or designee, participate in or attend school functions during the SROs' regular duty hours in order to complement DISTRICT security efforts to assure the peaceful operation of school-related programs.

B. SRO Mentoring and Outreach. The SROs shall conduct themselves as a role model at all times and in all facets of the job; shall seek to establish a strong rapport with staff, faculty, students, parents and other members of the school community; and shall encourage students to develop positive attitudes towards the school, education, law enforcement officers, and good citizenship in general.

C. Law Enforcement Actions and Safety Interventions. The SROs may initiate law enforcement actions to address criminal matters, including matters that threaten the safety and security of the school or its occupants, and/or intervene with staff or students (with or without a referral from school staff) when necessary to protect the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety. All law enforcement actions and interventions to protect the safety of others shall be consistent with all applicable laws, regulations, and policies.

Use of force may be implemented pursuant to VILLAGE policies, procedures and protocol as well as applicable laws.

1. Investigations, Interviews and Arrests. Criminal investigations, interviews and arrests by an SRO will be conducted in accordance with all applicable legal requirements, including all applicable laws, regulations, and policies governing the use of force, interviews, searches and arrests.

D. School Discipline. DISTRICT administration shall be solely responsible for implementing student discipline rules, policies and procedures. DISTRICT administration, not the SROs, has primary responsibility for maintaining order in the school environment and for investigating and responding to school disciplinary matters. Subject to the Reciprocal Reporting Agreement between the VILLAGE and DISTRICT, the SROs shall refer any reports or concerns related to student discipline to the Building Principal or designee. The SRO shall not independently investigate or administer consequences for violations of student disciplinary rules, policies or procedures, except the extent such behavior also represents a violation of criminal statutes or Village ordinances.

IV. Duties of DISTRICT

- A. Payment for the SROs.** DISTRICT shall reimburse VILLAGE for 85% of each SROs annual salary and fringe benefits for each particular officer assigned as a School Resource Officer. In December of every year, VILLAGE will provide DISTRICT a calculation of anticipated expenses related to annual salary and fringe benefits for the coming year to reflect the SROs' new rates of pay and fringe benefit amounts. VILLAGE will bill the District in twelve (12) equal payments beginning in January. The monthly invoice will include 1/12 of the calculated annual salary and fringe benefits plus required overtime (per Section III.A of this agreement). DISTRICT shall make payments of the bills within thirty (30) days of receipt. For the purpose of this Agreement, "fringe benefits" shall include, but not be limited to, compensated time off; health, dental, and life insurance benefits; collective bargaining agreement compliance costs; workers compensation costs; federal taxes; and pension costs.
- B. Payment for Marked Police Vehicles.** The DISTRICT shall reimburse the VILLAGE for the use of 2 marked police vehicles used in conjunction with the SRO's daily duties and VILLAGE's vehicle replacement policies.
- C. Provision of Office Space and Access to School Community.** DISTRICT shall provide the SROs with:
1. Access to suitable accommodations at the school, which shall include a room with limited access, telephone, desk, chair, computer and filing cabinet;
 2. A radio for use on campus;
 3. Keys to assigned schools; and
 4. Reasonable opportunities to address students, teachers, school administrators and parent(s)/guardian(s) about criminal justice, safety and security issues relating to school-aged students.
- D. SRO Trainings.** DISTRICT shall provide training to the SROs regarding DISTRICT policies and procedures relevant to the SRO program, including but not limited to: student behavior and discipline; student conduct expectations; bullying, harassment and intimidation; sexual harassment; teen dating violence; non-discriminatory administration of school discipline; students with disabilities and special needs; student records and privacy issues; positive behavioral interventions and supports; student support services; restorative justice; and student suicide awareness and prevention. VILLAGE shall be notified in advance of such training, including its duration and location. Should such training take place outside the SROs' normal work hours or outside VILLAGE boundaries, the SROs' presence will be contingent upon pre-approval by VILLAGE and may require overtime. The VILLAGE shall not be required to provide a substitute SRO during such training.
- E. Data Collection and Reporting.** DISTRICT, working with the SROs, shall maintain data records on school-based discipline referrals that result in involvement with an SRO and/or law enforcement and review such data on an annual basis.

F. Review of the SRO Program. The Superintendent or designee shall provide feedback to the VILLAGE Chief of Police or Designee regarding the SRO program and the SROs' performance on an annual basis.

V. Shared Obligations and Understandings of the Parties

A. Entire Agreement. VILLAGE and District acknowledge and agree that this MOU constitutes the entire agreement for the SRO program.

B. Indemnification. It is understood and agreed that neither party to this MOU shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this MOU shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other Party or against third parties. The parties further agree to indemnify, reimburse and hold each other harmless against any and all liabilities, damages, claims, causes of action, costs, expenses and fees, including attorney fees, that either party incurs arising out of or occurring in connection with the other party's negligent, reckless or intentional misconduct.

C. Business Relationship. In the performance of this Agreement, the Parties are at all times acting as independent contractors and neither of them nor their respective employees shall claim to be employees, partners, joint venturers, or agents of the other.

VI. Miscellaneous Provisions

A. Effective Date. This MOU becomes effective upon the date as of which it has been approved by both VILLAGE and DISTRICT.

B. Term of MOU; Non-Assignability. This initial term of this MOU shall run from the Effective Date through June 30, 2021. This MOU is not transferable or assignable by the Parties. If neither Party gives written notice of its intent to terminate not less than twelve (12) months prior to the expiration of the term or any renewal term, this MOU shall renew for an additional one year term according to the same terms and conditions described herein.

C. Termination. Either Party shall have the right to terminate this MOU effective July 1 of any school year, provided 12 months prior written notice is provided to the other Party.

D. Notices. All notices required pursuant to this MOU shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to VILLAGE:

If to DISTRICT:

with a copy to counsel:

with a copy to counsel:
Robbins-Schwartz

55 W. Monroe St. – Suite 800
Chicago, IL 60603-5144
Facsimile: (312) 332-7768

E. Amendments. No change, modification or amendment to this MOU shall be valid unless reduced to writing and approved by the Parties' authorized representatives.

Good Faith and Dispute Resolution. The Parties agree to use their best, good faith efforts to promote mutually beneficial program participation.

F. Severability. If for any reason any provision of this MOU is determined by an arbitrator to be invalid or unenforceable, that provision shall be deemed severed and the balance of the MOU shall otherwise remain in full force and effect.

The failure of a Party to this MOU to insist upon strict and prompt performance of the terms and conditions shall not constitute or be construed as a waiver or relinquishment of that Party's right thereafter to enforce any such term or condition, but the same shall continue in full force and effect.

G. Governing Law; Venue. This MOU shall be governed by and interpreted according to the laws of the State of Illinois. The venue for initiation of any such action shall be Lake County, Illinois.

H. Signature in Counterparts. This MOU may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

VILLAGE OF LINCOLNSHIRE,

**BOARD OF EDUCATION OF
ADLAI E. STEVENSON HIGH
SCHOOL DISTRICT NO. 125**

By: _____
Elizabeth J. Brandt, Mayor

By: _____
Steve Frost, Board President

Attest: _____
Barbara Mastandrea, Village Clerk

Attest: _____
Terry Moons, Secretary

Date: _____

Date: _____

POLICE/SCHOOL LIAISON OFFICER AGREEMENT

Preamble

This agreement entered into as of October 12 1998 between the Village of Lincolnshire (hereinafter "Village") and the Board of Education of Adlai E. Stevenson High School, Lake County, Illinois (hereinafter "Board").

The Board wishes to have available the services of a Police Officer from the Village of Lincolnshire who will act as a Police/School Liaison Officer at Adlai E. Stevenson High School, maintained by the Board.

The Village of Lincolnshire is willing to supply services for such a Police/School Liaison Officer under the provisions of this Agreement.

NOW, THEREFORE, the parties agree as follows:

Section 1: School Year - Hours of Assignment

Beginning on the first day of the school session and continuing for each day school is in session until the last day school is in session, a Police Officer, acceptable to the Board's representative, shall be assigned to the Adlai E. Stevenson High School from 8:00 a.m. to 4:00 p.m., or other hours as may be adjusted from time to time to meet the needs of Adlai E. Stevenson High School or the Village, as mutually agreed upon.

Section 2: Employment Status

At all times, the Police/School Liaison Officer shall remain an employee of the Village of Lincolnshire, but while at Adlai E. Stevenson High School, the Police/School Liaison Officer shall be subject to the jurisdiction and direction of Adlai E. Stevenson High School officials; however, such direction shall be consistent with Illinois Statute, Village of Lincolnshire Village Code, and Police Department rules, regulations, policies and directives.

Section 3: Availability for Duty

If the Police/School Liaison Officer is unavailable for duty at the school for fewer than five (5) consecutive days, a replacement need not be assigned by the Village. At such time as the Police/School Liaison Officer's absence exceeds five (5) consecutive days, or as soon as it is known that a leave will extend beyond five (5) days, the Village will provide a temporary replacement. To the extent that it is practical to do so, the Village will consult with the school authorities prior to designating the replacement. At such times as the Police/School Liaison Officer is absent and a replacement is not required to be provided, a Village patrol unit will respond to calls for assistance on an "as needed" basis.

Section 4: Police/School Liaison Officer Performance/Replacement

Should the Board become dissatisfied with the performance of services by the assigned Police/School Liaison Officer, the representatives of Adlai E. Stevenson High School and representatives of the Village shall work together to ensure the assignment of a replacement. Each party has the right to terminate the arrangement at the end of any month upon giving sixty (60) days notice, in writing, to the other party.

Section 5: Payment for Service

The Board shall reimburse the Village of Lincolnshire for 83% of the Police Officer's annual salary and fringe benefits for the particular officer assigned as the Police/School Liaison Officer. The Village will bill Adlai E. Stevenson High School for ten (10) equal payments beginning in September. The Board shall make payments of the bills within thirty (30) days of receipt.

Section 6: Vehicle Reimbursement

The Board shall reimburse the Village \$200 per month for the use of a Village marked police car. The Village shall maintain and insure the vehicle. The Board shall provide fuel for the vehicle. Only persons employed by the Village shall be authorized to operate this vehicle.

Section 7: Overtime/Compensatory Time

From time to time the Board may require the Police/School Liaison Officer to work in excess of a regular eight (8) hour day. The Police/School Liaison Officer will be paid at 150% of his/her regular salary or compensated for his/her time at 150% of the additional hours worked. If the Police/School Liaison Officer is paid for his/her time, the Village will bill the Board on a subsequent invoice. If the Police/School Liaison Officer is to take compensatory time off, every effort will be made to take the time during non-school hours.

Section 8: Term of Agreement

The term of this Agreement shall be for three (3) complete school years, commencing with the school year the Agreement was executed. The Agreement shall automatically be renewed for each subsequent school year, unless either party notifies the other of its intent not to renew by providing sixty (60) days notice in writing to the other party.

IN WITNESS THEREOF, the parties have caused the agreement to be executed by their duly authorized officials.

ADLAI E. STEVENSON
HIGH SCHOOL

VILLAGE OF LINCOLNSHIRE

By: Mew H. Roberts

By: Richard LaPina



**Agenda Item
8.42 RVB**

**REQUEST FOR BOARD ACTION
REGULAR VILLAGE BOARD MEETING
November 26, 2018**

Subject: Consideration and Approval of Ordinance Reducing Number of Class "C" – Sullivan's Steakhouse

Action Requested: Approval of an Ordinance Amending Section 3-3-2-6 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control), of the Lincolnshire Village Code to Reduce the Number of Allowable Class "C" Liquor Licenses by One (Sullivan's Steakhouse) (Village of Lincolnshire – Waiver of First Reading).

**Originated
By/Contact:** Joseph Leonas, Chief of Police

Referred To: Village Board

Summary / Background:

On November 14, 2018, the Village learned Sullivan's of Illinois, LLC, doing business as Sullivan's Steakhouse, located at 250 Marriott Drive closed for business. As a result, staff recommends the Village Board decrease the number of allowable Class "C" liquor licenses by one to retain absolute discretion regarding the issue of any new liquor license in this class in the future.

The reduction of authorized licenses requires a change to the Lincolnshire Village Code, staff requests waiving of the first reading of the ordinance in order for the decrease of authorized licenses to become effective immediately following Monday night's Regular Village Board Meeting.

Budget Impact:

The absence of the Sullivan's Steakhouse liquor license will result in the loss of the \$2,500 annual liquor license fee and the Village's portion of sales tax generated by the business.

Service Delivery Impact:

Not Applicable.

Recommendation:

Staff recommends waiving of the first reading and approval of the ordinance, as presented.

Reports and Documents Attached:

- An Ordinance Amending Section 3-3-2-6 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code to Reduce the Number of Allowable Class "C" Liquor Licenses by One.

Meeting History	
Initial Referral to Village Board (COW):	
Regular Village Board Meeting:	November 26, 2018

ORDINANCE NO. 18-**AN ORDINANCE AMENDING SECTION 3-3-2-6
OF TITLE 3 (Business & License Regulations), CHAPTER 3 (Liquor Control),
OF THE VILLAGE OF LINCOLNSHIRE VILLAGE CODE TO REDUCES NUMBER OF
ALLOWABLE CLASS "C" LIQUOR LICENSES BY ONE
(Sullivan's Steakhouse)**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, as follows:

Section 1: That pursuant to Title 3, Chapter 3, Section 3-3-2-6 of the Lincolnshire Village Code, the number of Class "C" Liquor Licenses which are authorized for issuance in the Village of Lincolnshire shall be decreased to zero (0). (This decrease in Class "C" liquor licenses reflects the closing of the Sullivan's of Illinois, LLC, Sullivan's Steakhouse Lincolnshire location.)

Section 2: This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law. The Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

PASSED this 26th day of November, 2018, by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk