



**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, November 12, 2018**

Present:

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

ROLL CALL

Mayor Brandt called the meeting to order at 7:32 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the October 22, 2018 Committee of the Whole Meeting Minutes

The minutes of the October 22, 2018 Committee of the Whole Meeting were approved as submitted.

2.2 Acceptance of the October 29, 2018 Special Committee of the Whole Meeting Minutes

The minutes of the October 29, 2018 Special Committee of the Whole Meeting were approved as submitted.

2.3 Acceptance of the November 1, 2018 Special Committee of the Whole Meeting Minutes

The minutes of the November 1, 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 Regarding Wall and Ground Sign Regulations in the Downtown and Corridor Commercial Sign Districts (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a presentation

regarding a preliminary evaluation regarding wall and ground sign regulations in the Downtown and Corridor Commercial Sign Districts. Planning & Development Manager Zozulya provided wall sign comparisons and ground sign comparisons. Planning and Development Manager Zozulya presented the Board with the following options to consider: combine districts and apply all current Corridor Commercial requirements; maintain separate Districts, and apply all or certain Corridor Commercial requirements; and combine Districts and develop/apply new requirements.

Trustee McDonough suggested leaving it the way it is and allowing businesses to petition for changes or variations, then the Board would make decisions based on petition presented. Trustee Harms Muth stated this is being addressed to avoid variance petitions from coming before the Board.

Trustee Harms Muth asked what the difference was between the red and yellow areas on the sign plan map presented and why there are two different classifications for sign districts. Planning & Development Manager Zozulya noted the red classification represents the Downtown area; where the Lincolnshire Marketplace and Village Green sits and was created to hold this areas to a higher aesthetics standard. Trustee Servi noted his opinion was that when this area was developed it was in knowing that this area had residential uses nearby, and the Board decided to be more restrictive due to the proximity of residential uses. A conversation regarding how the Downtown District was created and how it has evolved followed.

Mayor Brandt asked if staff had a specific recommendation. Planning & Development Manager Zozulya stated staff feels like it is the right time to standardize dimensions but staff would question whether or not design should be separate. Trustee Harms Muth stated her opinion is that she liked the Downtown Sign District ground monument sign examples with a cap, main area and a base, and asked if these have been questioned by businesses. Planning & Development Manager Zozulya stated most questions have come from wall sign sizes.

Trustee Grujanac noted concern in changing the height of the structure of signs in the downtown area.

Village Attorney Simon asked for clarification noting it appears the Board would like to enhance the flexibility for the Downtown District but not necessarily make it exactly the same as the Corridor Commercial. There are regulations that can be made to make it similar to Corridor Commercial such as dimensions, design requirements, and possibly the illumination. Trustee Servi noted he would be in favor of consolidating the dimensions and design but having variances for illumination; specifically if the signs are facing residential. Village Attorney Simon noted the Board adopted a new regulation when the signs have to be

turned off; if they are within 120' or are in direct line sight of residential property. Village Attorney Simon stated staff did a survey of the area and almost none of the current signs are within 120' or directly in sight of residential properties.

Trustee Leider noted his opinion was to be more requiring and restrictive than less. Trustee Harms Muth noted the desire for the two districts to be consistent. A conversation ensued regarding the proposed changes.

Village Attorney Simon noted this is a preliminary evaluation and the next step, if the Board is in approval, would be to refer this to the Architectural Review Board (ARB).

Village Clerk Mastandrea suggested members of the Board take photos of signs they like/dislike and provide to staff.

Trustee Leider asked about the sign at Route 22 and Elm Road being illuminated. Planning & Development Manager Zozulya stated this sign is grandfathered under the current code until 2021, and the owners know the replacement timeline/requirements.

Mayor Brandt stated there is no definitive direction from the Board to the ARB and suggested staff put together a table showing what is allowed at the Vernon Hills Center on the corner of Olde Half Day Road and Milwaukee Ave.

It was the consensus of the Board to refer this to the Architectural Review Board for further study and recommendations.

3.2 Finance and Administration

3.21 Public Comment Regarding the Proposed Fiscal Year 2019 Budget (Village of Lincolnshire)

Village Manager Burke stated there was no supplemental information included with the packet for this item; it is part of the schedule for adoption of the annual budget. No emails or inquiries have been received from the Public.

3.22 Consideration 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)

Village Manager Burke provided an update and summary of the annual Ordinance levying taxes for corporate purposes of the Village of Lincolnshire for fiscal year beginning the first day of January, 2018 and ending December 31, 2018. The proposed levy provides an opportunity for the Village to capture \$76,212 additional property tax revenue while

maintaining a tax rate freeze of .241.

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 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)

Village Manager Burke provided a summary of the annual proposed Ordinance abating and reducing certain taxes heretofore levied to pay debt service on Special Service Area (SSA) Bonds of the Village of Lincolnshire (Sedgebrook Special Service Area Number 1 Special Tax Bonds).

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

3.24 Consideration 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)

Village Manager Burke provided a summary and the proposed 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) discussed during the budget meetings. The proposed Ordinance reflects a 15% increase in water rates, and a 2% increase in sewer rates for 2019. The increases are directly related to the increases in the water purchase charge assessed by the City of Highland Park, as well as the increase for wastewater treatment services assessed by Lake County.

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

3.25 Consideration of Professional Service Agreements for Fiscal Year 2019 (Village of Lincolnshire)

Village Manager Burke provided a summary of the Professional Service Agreements for Fiscal Year 2019 which was included in the draft budget.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the December 10, 2018 Regular Village Board

Meeting.

3.26 Consideration of the 2019 Village Calendar and Meeting Schedule (Village of Lincolnshire)

Village Manager Burke provided a summary of the proposed 2019 Village calendar and meeting schedule.

Mayor Brandt suggested changing the March 25, 2019 meeting due to spring break and asked the Board to get feedback to staff. Village Manager Burke suggested changing this date to March 18, 2019 and changing the Advisory Board meetings for this week.

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

3.27 Consideration of 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)

Village Manager Burke provided a summary of the proposed Professional Services Agreement with Baker Tilly Virchow Krause, LLP, Oak Brook, Illinois for auditing services in an amount not to exceed \$29,000.

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

3.3 Public Works

3.31 Consideration of 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)

Public Works Director Woodbury provided a summary of the proposed one-year Supplemental Statement of work with Geographic Information Systems (GIS) Consortium Service Provider, Municipal GIS Partners (MGP) for Geographic Information Services.

Trustee Servi noted a discrepancy in the chart of the Professional Service Agreements which shows this as 61% not .61%. Village Manager Burke will make the correction.

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 Awarding a Bid 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)

Public Works Director Woodbury provided a summary of awarding a bid for Lincolnshire custodial services to Eco Cleaning Maintenance, Inc. of Elmhurst, Illinois at an annual base bid cost of \$35,820.00. Based on the bids received, staff recommends \$53,000.00 to be budgeted for these services in 2019.

Trustee Harms Muth asked if they were much lower than the other bids. Public Works Director Woodbury stated Eco was much lower noting he thought they were a newer company.

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

3.41 Consideration of an Agreement with Adlai E. Stevenson High School District #125 for Two School Resource Officers (Village of Lincolnshire & School District #125)

Village Manager Burke provided a summary of the proposed Agreement with Adlai E. Stevenson High School District #125 for two School Resource Officers (SRO). Village Manager Burke noted earlier in the day he received an email from Sean Carney at Stevenson High School with suggested changes from their legal counsel on the structure of the agreement. Village Manager Burke noted he did not believe the suggested changes would affect how the Village would be reimbursed for the SRO and vehicles assigned to the high school, but would bring this item back on the next Regular Village Board Meeting agenda so the Board would have a chance to ask any questions regarding these changes.

Trustee Leider asked for clarification of the third paragraph of the agreement that reads “The new Agreement provides for a 2% increase in reimbursement for the police officers’ salaries and fringe benefits; and increases the reimbursement for the police vehicles from \$200 to \$1,433 per month”. Village Manager Burke explained the current agreement states 83% of salary and fringe benefits for the current SRO. The School is asking for additional services during the summer months so it was increased to 85% of the total employee salary, fringe benefits, and pension obligations for both officers. Village Manager Burke noted there was a \$200 stipend for the use of a village vehicle in the previous agreement, and now the school is requesting the use of a second vehicle and the proposed agreement amortizes the cost of both vehicles over a typical five-year life cycle. Village Manager Burke stated the reimbursement is recalculated each year based on the salary of the SRO serving in the position.

Trustee Servi asked why the reimbursement is at 85% and not 100%.

Village Manager Burke stated if the SRO is not working at the school they will be redeployed onto the street or assigned to other activities. Trustee Servi asked if one of the SRO's is on vacation, would we backfill another officer. Village Manager Burke stated some of the changes received in the email earlier make note of this and will need to be reviewed in order to answer this. Village Manager Burke noted the intent is that if one of the SRO's is off due to injury or illness for an extended period of time, a replacement would need to be made, but if it is a short absence, then there would be no backfill.

A conversation regarding how other communities handle reimbursements versus how Lincolnshire does it followed.

Trustee Harms Muth asked why there is a need for a second SRO. Chief of Police Leonas stated the School District asked the Village to provide a second SRO primarily for the evening hours. The second SRO will be working until 7:00 p.m. due to after school events and a large student body.

Trustee Servi asked if three years was an adequate term for the agreement and suggested possibly changing it to five years. Chief of Police Leonas stated the SRO is assigned for four years, and the newly hired SRO will likely be at Stevenson for the length of his career so it is possible Stevenson High School may examine this later. Trustee Servi noted concern with becoming overstaffed. Village Manager Burke noted one of the provisions in the agreement is a 12 month notification by either the high school or the village if there is to be a change in number of officers assigned to the school.

It was the consensus of the Board to place this under Item of General Business on the Agenda for consideration and approval at the next Regular Village Board Meeting.

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 Leider seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:33 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk