

**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Village Hall – Board Room**  
**Monday, April 22, 2019**  
**Following Regular Village Board Meeting**

*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. The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 APPROVAL OF MINUTES**

- 2.1 Acceptance of the April 8, 2019 Committee of the Whole Meeting Minutes

**3.0 ITEMS OF GENERAL BUSINESS**

3.1 Planning, Zoning and Land Use

3.2 Finance and Administration

- 3.21 Consideration of an Ordinance Dissolving the Village of Lincolnshire  
“Fund 17” (Village of Lincolnshire - E911 Fund)

3.3 Public Works

- 3.31 Consideration and Discussion of Changes to the Current Village of  
Lincolnshire Street Usage Policy (Village of Lincolnshire / Lincolnshire  
Sports Association)

3.4 Public Safety

3.5 Parks and Recreation

- 3.51 Consideration of an Ordinance Amending Title 1 (Administration),  
Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village  
Code to Update Public Ways and Properties Fees (Village of  
Lincolnshire)

- 3.52 Consideration and Discussion of the Use of North Park for Heroes Night  
on August 23, 2019 (Village of Lincolnshire)

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 EXECUTIVE SESSION**

**7.0 ADJOURNMENT**



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, April 8, 2019**

Present:

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

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:11 p.m., and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the March 18, 2019 Committee of the Whole Meeting Minutes**

The minutes of the March 18, 2019 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Consideration of Approval of Roof-Mounted Solar Panel Installation for Building C of Extra Space Storage Facility – 200 Parkway Drive (Rethink Electric LLC)**

Planning & Development Manager Zozulya provided a summary of a proposed roof-mounted solar panel installation for building C of Extra Space Storage Facility – 200 Parkway Drive. The Architectural Review Board (ARB) reviewed the proposal and recommended unanimous approval. Staff noted there is no ordinance that will go with this agenda item since the approval is provided by the Village Code.

Mr. Garrison Regal, Vice President of Operations, Rethink Electric LLC, provided a brief presentation regarding the proposed roof-mounted solar panel installation for Building C of Extra Space Storage Facility.

Trustee Servi asked how high above the roof structure would the panels sit. Mr. Regal noted the panels are flush mounted and would sit

a few inches above the roof structure.

Mayor Brandt noted concern regarding 444 Social Luxury Apartment residents looking onto the building and asked if they had contacted 444 Social. Mr. Regal stated they were not directed to contact any neighbors and have not been in contact to date. Planning and Development Manager Zozulya stated the solar panels are slated to be installed on the southern portion of the roof so staff did not believe it will come into the line of sight for the nearby apartment building.

Mayor Brandt asked if the amount proposed would be enough for Extra Space Storage's power needs, or would they need to come back at some point to request additional panels. Mr. Regal stated the proposed amount is sufficient to power the entire storage facility.

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

**3.12 Consideration of an Ordinance Amending Ordinance #11-3191-13A Related to Marriott's Lincolnshire Resort Master Sign Plans (Marriott Lincolnshire Resort – 10 Marriott Drive)**

Planning & Development Manager Zozulya provided a summary of a proposed Ordinance amending Ordinance 11-3191-13A related to Marriott's Lincolnshire Resort Master Sign Plans to change the color of the cabinets for all the ground and directional signs as well as replace the tenant panels on two existing ground signs at Milwaukee Avenue and Route 22. The Architectural Review Board (ARB) reviewed the request and unanimously recommended approval, subject to the petitioner re-facing five additional directional signs to match the two ground signs and one directional sign submitted to the ARB for review.

Mr. Brad Lajoie, General Manager of the Marriott Lincolnshire Resort; Mr. Joe Krakowka, Director of Engineering at the Marriott Lincolnshire Resort; and Art Solis with North Shore Sign introduced themselves.

Mr. Lajoie provided a presentation regarding the proposed sign changes for Marriott Lincolnshire Resort.

Trustee Harms Muth asked if the size of Milwaukee Avenue and Route 22 signs would stay the same. Mr. Lajoie stated the size of the signs on Milwaukee Avenue and Route 22 would not change.

Mayor Brandt stated golf membership is currently advertised on the Route 22 sign and asked if the Marriott would be including this same information on the proposed new sign. Mr. Lajoie stated information on golf memberships would no longer be on the Route 22 sign.

It was the consensus of the Board to place this item on the Consent

Agenda for approval at the next Regular Village Board Meeting.

**3.13 Discussion and Direction Regarding the Village of Buffalo Grove's Draft Plan for the Prairie View Metra Station Area Plan as it Relates to the Existing Boundary and Planning Agreement Between the Village of Lincolnshire and Village of Buffalo Grove (Village of Lincolnshire)**

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided a summary of the Village of Buffalo Grove's draft plan for the Prairie View Metra Station Area Plan as it relates to the existing Boundary and Planning Agreement between the Village of Lincolnshire and Village of Buffalo Grove, noting the plan's main objective is to create a "cohesive vision" across three Buffalo Grove planning subareas in an effort to leverage the Prairie View Metra Station as an amenity for future residents. Assistant Village Manager/CED Director Gilbertson noted staff concern regarding the 40-acre Stancliff Property which is proposed for a mix of compact single-family detached and attached housing, as well as incorporating sustainable strategies. This is the only subarea governed by the Boundary Agreement.

Mayor Brandt noted the Boundary Agreement Lincolnshire has with Buffalo Grove states the area would only allow for detached homes and the current proposal is for townhomes/rowhomes. Mayor Brandt and Trustees noted concern regarding density reflected in the proposed plan and how the proposed will affect the schools and traffic. Mayor Brandt suggested the Village of Buffalo Grove meet with School Districts 125 and 103 regarding the proposed plan.

Village Attorney Simon stated the location of the boundaries cannot be changed unless both parties of the agreement consent. Village Attorney Simon noted the Agreement is scheduled to expire in six years (with automatic 5-year renewals, unless terminated by either party with proper notice), the Prairie View Plan is a long-term plan, and the schedule for the proposed project is not known at this time. He also noted an industrial area along the west side of Industrial Drive, south of Aptakistic Road, is also included in the Boundary Agreement and is scheduled to be disconnected from Lincolnshire and connected to Buffalo Grove.

A conversation regarding annexing the property and the process of annexation followed. Staff provided a map showing surrounding area annexation. Various other properties on the map were discussed.

Village Manager Burke noted staff has reached out to both school districts to see if they had any comments regarding the proposed plan. They are concerned with density but not necessarily opposing the project at this time. Village Manager Burke noted he reached out to

Scott Warren, Superintendent at School District 103, and the school has not issued anything formal regarding the school district's position on the plan.

Trustee Hancock asked why the Village would not want to annex the properties surrounding the Stancliff property. Village Attorney Simon provided background to the Boundary Agreement and contiguity requirements for annexation.

It was the consensus of the Board for staff to request a meeting with the Village of Buffalo Grove, School Districts 125 and 103 and other parties involved, with notable concern regarding multi-unit housing, project density, student generation, and report back to the Village Board.

3.2 Finance and Administration

3.3 Public Works

3.4 Public Safety

3.5 Parks and Recreation

**3.51 Consideration of a Picnic Permit Fee Waiver Request Pursuant to Section 8-1B-2(O) of the Village Code (Girl Scout Troop #45713 & Troop #45936)**

Public Works Director Woodbury provided a summary of a request for picnic permit fee waiver request pursuant to Section 8-1B-2(O) of the Village Code from Girl Scout Troop #45713 & Troop #45936 which the Park Board has approved.

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

**3.52 Consideration of a Name and Dedication Date for Lincolnshire Downtown Pocket Park (Village of Lincolnshire)**

Public Works Director Woodbury provided a presentation and background regarding the new park which is up for consideration of a name and dedication date. Public Works Director Woodbury noted proposed names and dedication dates are in the packet for consideration. The Park Board suggested surveying the residents for a name.

Mayor Brandt asked how many responses were received from the recent park survey. Public Works Director Woodbury stated he did not have the number and would report back to the Board on the most recent park survey.

Trustee Harms Muth noted she would be in favor of surveying the Lincolnshire area students for the name of the new park. Public Works Director Woodbury asked if the survey would only go to the students or

would staff include all residents. Trustee Harms Muth suggested giving the students some choices and let them decide.

Mayor Brandt asked the Trustees what name they preferred from the names provided by staff. Trustee Servi stated he liked Creekside. Trustee Grujanac stated she would like the schools to decide. Trustee Harms Muth stated she liked Lincolnshire Pocket Park. Public Works Director Woodbury noted a resident at the Park Board recommended City Center Park. Trustee Hancock noted his opinion would be to remove Indian Creek Park and Lincolnshire Pocket Park from the list. Mayor Brandt stated it is a part of Village Green and suggested using Village Green in the name.

It was the consensus of the Board to have the new park dedication at a date in early September.

It was the consensus of the Board to survey Half Day School with some suggested names and vote at the Illinois State Fair day.

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 the meeting adjourned at 8:14 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION**  
**Committee of the Whole Meeting**  
**April 22, 2019**

**Subject:** Consideration of Approval of Ordinance Dissolving the Village of Lincolnshire E911 Fund

**Action Requested:** Consideration of an Ordinance Dissolving the Village of Lincolnshire E911 Fund 17

**Originated By/Contact:** Michael Peterson, Finance Director/ Treasurer  
Brad Burke, Village Manager

**Referred To:** Mayor and Village Board of Trustees

**Summary / Background:**

During the 02/11/2019 Regular Village Board Meeting, staff presented a Resolution related to the approval of an intergovernmental agreement to establish a Joint Emergency Telephone System Board (JETSB) with the Village of Deerfield and Village of Bannockburn. The Intergovernmental Agreement prescribes the 911 surcharge revenues are to be received, accounted for, and disbursed through the JETSB.

The attached ordinance effectively eliminates Lincolnshire's E911 Fund on or before May 31, 2019. As noted in the ordinance, Staff recommends dissolving the fund since the JETSB is responsible for all E911 financial activities involving E911 taxes. To clarify; telecommunication expenses in excess of anticipated E911 taxes will be paid and reported through the General Fund- Police Department. We do not anticipate any such expenditures at this time.

**Budget Impact:**

The current revenue and expense balances will remain the same for the remainder of the year. No further revenue or expenses will be recorded to the Lincolnshire E911 Fund for fiscal year ending 12/31/2019.

**Recommendation:**

Staff recommends approval of the proposed ordinance dissolving the E911 Fund and placing it on the May 13, 2019 Consent Agenda.

**Reports and Documents Attached:**

- Ordinance Dissolving the Village of Lincolnshire- E911 Fund 17

<b>Meeting History</b>	
<b>Committee of the Whole Meeting</b>	<b>04/22/2019</b>
<b>Regular Village Board Meeting:</b>	<b>05/13/2019</b>

**VILLAGE OF LINCOLNSHIRE  
LAKE COUNTY, ILLINOIS**

**ORDINANCE 19-3XXX-2XX**

**AN ORDINANCE DISSOLVING THE VILLAGE OF LINCOLNSHIRE "FUND 17"  
(E911)**

**WHEREAS**, the Village of Lincolnshire is an Illinois home rule municipal corporation operating under the Constitution and laws of the State of Illinois; and

**WHEREAS**, by the adoption of Ordinance 90-1117-01 the Village heretofore created an Emergency Telephone System Board; and prescribed 2-5-2: Powers and Duties- F. "All monies received by a board pursuant to a surcharge imposed under this code shall be deposited into an Emergency Telephone System Fund.

**WHEREAS**, on February 19, 2019, the Village of Lincolnshire entered into an Intergovernmental Agreement Establishing a Joint Emergency Telephone Systems Board (JETS B) by and between the Village of Deerfield, the Village of Bannockburn, and the Village of Lincolnshire; and

**WHEREAS**, the Intergovernmental Agreement prescribes the manner in which 911 surcharge revenues are to be received, accounted for, and disbursed; and

**WHEREAS**, the Intergovernmental Agreement provides that an Emergency Telephone System Fund (hereafter the "Fund") into which all 9-1-1 surcharge revenues and reserve balances of the parties to the intergovernmental agreement are to be deposited; and

**WHEREAS**, the Fund shall have a separate interest bearing account and all interest accruing in the Fund shall remain in the Fund, until such time as it is disbursed, on a pro-rata basis, using month-end balances attributable to each party to the Intergovernmental Agreement, by resolution of the JETS B Board; and

**WHEREAS**, no expenditures of 9-1-1 Surcharge revenues may be made except upon direction of the JETS B Board; and

**WHEREAS**, as a result of the Village of Lincolnshire becoming a member of the JETS B, the Village's E911 Fund (Fund 17) is no longer needed;

**NOW, THEREFORE, BE IT ORDAINED** By the Mayor and Board of Trustees of the Village of Lincolnshire, in exercise of its home rule powers, as follows:

**SECTION 1.** Findings. The Mayor and Board of Trustees find the foregoing recitals are complete and accurate and hereby incorporate them as though fully set forth herein as the purpose and justification for dissolving the Emergency Telephone System

Fund; also known as, E911 Fund #17

**SECTION 2.** Emergency Telephone System Fund; also known as, E911 Fund #17.

A. That on or before May 31, 2019, Fund 17, entitled the "E911 Fund," (Fund 17) shall be and is hereby dissolved with no remaining balances.

B. That the Finance Director is hereby authorized and directed to execute the above stated changes.

**SECTION 3.** If any section, paragraph, clause or provision of this Ordinance is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

**SECTION 4.** This Ordinance shall be in full force and effect after its passage and approval.

**SO ORDAINED** this \_\_\_\_\_ Day of \_\_\_\_\_, 2019, at Lincolnshire, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

\_\_\_\_\_  
Elizabeth J. Brandt, Mayor

ATTEST:

\_\_\_\_\_  
Barbara Mastandrea, Village Clerk

**REQUEST FOR BOARD ACTION  
Committee of the Whole Meeting  
April 22, 2019**

**Subject:** Village of Lincolnshire Street Usage Policy Changes (Village of Lincolnshire)

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**Action Requested:** Consideration and Discussion of Changes to the Current Village of Lincolnshire Street Usage Policy (Village of Lincolnshire / Lincolnshire Sports Association)

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**Originated By/Contact:** Bradford H. Woodbury, Public Works Director

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**Referred To:** Mayor and Board of Trustees

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**Summary / Background:** The Village of Lincolnshire currently has a “Village Street Usage Policy” which provides guidelines for race events and other events which would require the use of Village owned streets. Staff is recommending several changes to the Village’s current Street Usage Policy which include the following key changes:

- Number of Events – Currently the street usage policy allows for a maximum of three (3) events per years, with one (1) event to be held in the spring, summer and fall. Staff is recommending Village Staff be allowed to make a discretionary decision to allow an extra event as long as it is not significantly impacting an area.
- Applicant Process – Currently any applicant must petition the Village Board each time they apply for a street usage permit. Staff is recommending requiring an applicant to petition the Village Board only during the initial year of an event. As a result, Staff would not need to bring the same application each year, and could manage the application internally after the 1<sup>st</sup> year. Staff would only plan to bring an item back to the board if there were significant changes in an event which would require Village Board feedback and/or direction.

**Budget Impact:** None

**Service Delivery Impact:** None

**Recommendation:** Staff recommends the changes to the current Village Street Usage Policy be approved as presented.

**Reports and Documents Attached:**

- Village Street Usage Policy – Staff Edits

<b>Meeting History</b>	
<b>Initial Referral to Village Board (COW):</b>	<b>April 22, 2019</b>



## **Village of Lincolnshire Village Street Usage Policy**

### **1. Policy Statement**

To provide limitations to the number of events held on Village streets and to establish guidelines for the approval, pre-race coordination, race day set-up and clean-up process.

### **2. Criteria for Use**

The following are criteria that organizations must meet in order to be considered for approval:

A. The organization must be not-for-profit and have no political affiliation and must have a significant relationship with the Lincolnshire community. This can be demonstrated by meeting one of the following:

- Having a membership of which 55% or more reside within the corporate limits of the Village.
- Having a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.
- The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

Friends of Ryerson Woods/River Committee of Lincolnshire  
Lincolnshire Community Association  
Lincolnshire Garden Club  
Lincolnshire Community Nursery School  
Lincolnshire Sports Association  
Lincolnshire Swim Club  
Riverside Foundation Auxiliary  
Greater Lincolnshire Chamber of Commerce  
School District # 103 Foundation  
School District # 103 Parent Teacher Organization  
School District # 125 Foundation  
Village Club of Lincolnshire  
Houses of Worship  
Homeowners Association management offices that serve residential developments in Lincolnshire  
Cub Scouts, Boy Scouts and Eagle Scouts, Brownies &

Girl Scouts  
Y Princesses and Y Guides  
League of Women Voters  
Lincolnshire Morningstar Rotary Club  
Toastmaster of Lincolnshire

B. The organization must be not-for-profit and have no political affiliation and must have a significant relationship with the Lincolnshire community. This can be demonstrated by meeting one of the following:

C. Being one of the following taxing bodies serving Village residents:

Lincolnshire-Riverwoods Fire Protection District  
School District #103  
School District #125 Vernon Area Public Library Vernon Township  
West Deerfield Township

D. Being one of the following entities serving the Village:

Federal, State and Local Representatives for purposes of holding Town Meetings, which will not be allowed within 30 days of an election if the representatives are running for office.

Being an organization of Lincolnshire business whose purpose is to support and encourage business within the Village

E. Being an organization which provides a recreational service within Lincolnshire

F. Being an organization which provides services for people with special needs:

Special Recreation Association of Central Lake County (SRACL)  
Riverside Foundation

If the organization does not meet the above criteria, then they shall have an opportunity to present to the Mayor and Board of Trustees an explanation for consideration.

### **3. Number of Events**

The number of events held per year shall be determined by Village Staff. **Each event will be limited to 1,000 participants.** Events are to be held between March 1<sup>st</sup> and November 1<sup>st</sup> of each year. The designations will be as follows: Spring (March, April, May). Summer (June, July, August) Fall (September, October). There shall not be any activities allowed during November, December, January and February. This is due to the leaf collection and snow and ice control programs. The awarding of a particular day and/or time slot shall be on a first come, first served basis. Street usage permits are limited to one application per day anywhere throughout the Village. If two applicants

apply for street usage permits for the same day, the previous year's applicant shall have priority over any new applicant.

#### **4. Approval**

- A. If an organization is denied a particular date, they will have an opportunity to dispute a Staff decision by asking to be placed on a Village Board meeting agenda and must present the application to the Mayor and Board of Trustees. This information will be discussed at a Committee of the Whole meeting and voted on at a subsequent Village Board meeting.
- B. The organization will be required to provide the Village with a Certificate of Insurance in the amount of one (1) million dollars to cover any liability.
- C. A cash bond in the amount of \$1,000.00 will be required for maintenance.

#### **5. Pre-Race and Race Day Coordination**

There shall be a single contact person the Village can communicate with during the entire process. This person will hold a minimum of one meeting with the Lincolnshire Police, Public Works and Lincolnshire - Riverwoods Fire Protection District personnel prior to the race date. Additionally, this person must be present on the race day for the event and final clean up. **The start/finish and race course area shall be returned to its original condition within 8 hours of the completion of the event.**

There shall be no advertising signage allowed and disruption of the neighborhood should be held to an absolute minimum.

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
April 22, 2019**

**Subject:** Revisions to the Comprehensive Fee Schedule of the Lincolnshire Village Code to Update Fees Related to Use of Public Ways and Properties

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**Action Requested:** Consideration of an Ordinance Amending Title 1 (Administration), Chapter 15(Comprehensive Fee Schedule) of the Lincolnshire Village Code to Update Public Ways and Properties Fees (Village of Lincolnshire)

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**Originated By/Contact:** Bradford H. Woodbury, Public Works Director

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**Referred To:** Village Board

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**Summary / Background:** Staff requests amendment of the Comprehensive Fee schedule and approval of an ordinance to reflect the fees updated in Chapter 15 of Title 1 Comprehensive Fee Schedule as a result of revisions to the Athletic Field Usage Policy Fees. Recommended changes to the Athletic Field Usage Fees are as follows:

**Athletic Field Usage Fees– Section 1-15-8:** Staff recommends a \$15.00 increase for Classification B and a \$15.00 increase for classification C. Incremental changes are also proposed for Classification C related to team fees and lights which are outlined in the attached Athletic Field Usage Policy. Staff solicited information from various Park Board members and is recommending the following fee schedule:

Classification	Current Fee Per Participant	Recommended Fee Per Participant	Difference +/-	Current Lights Fee	Recommended Lights Fee	Difference +/-
Classification A	No Fee	No Change	No Change	No Change	No Change	No Change
Classification B	\$20 per participant	\$35 per participant	+ \$15	\$10 per hr.	\$15 per hr.	+ \$5
Classification C	\$60 per participant	\$75 per participant	+ \$15	\$80 per hr.	\$80 per hr.	No Change

At the December 10, 2018 Committee of the Whole meeting, Staff discussed the fee increases with the Village Board as part of the Chicago Rush Affiliate approval. Members of the Lincolnshire Sports Association (LSA) were in attendance at this meeting and agreed to the fee changes, as long as they are to be in effect at the beginning of 2020.

**Recommendation:** At its March 21, 2019 meeting, Village Park Board unanimously recommended the changes in fees as presented. Staff is recommending concurrence with the Park Board recommendation and approval of the proposed revisions to the Comprehensive Fee Schedule.

**Reports and Documents Attached:**

- Athletic Field Usage Policy
- Proposed Ordinance

Meeting History	
Initial Referral to Village Board (COW):	April 22, 2019

## VILLAGE OF LINCOLNSHIRE FIELD USAGE POLICY

The Field Usage Policy for the Village of Lincolnshire has been established to provide a systematic method for utilization of the Village's playing fields. It has also been developed to protect and ensure that those fields are in top condition.

A permit is required for any organized game or practice, other than those run or organized by Lincolnshire Sports Association or the Village of Lincolnshire. The Village does not rent Athletic Fields by the hour for individual use. General drop-in use of the Village athletic fields does not require a permit and is available on a first come, first serve basis. Drop-in use is limited to four hours and does not include any organized league games or practices. A group with an approved permit shall have priority use of the fields over a group without an approved permit. Any individual or organization wishing to use the playing fields for team use for more than four hours in any given season is required to file an application under Classification C. A separate application and criteria are required.

### **Application for Permit**

Permit requests by all applicants must be submitted, not less than sixty (60) days prior to the date(s) requested and not more than one hundred and twenty (120) days in advance of the date(s) requested. Permits will be considered on a first come, first served basis. Applicants will be notified approximately thirty (30) days prior to the first requested field usage date if their request is approved or not.

### **Field Usage Availability**

Field conditions are determined by staff. If staff determines that the fields are not playable then no play will be held. Fields will be scheduled based on existing usage levels for the overall facility and the ability to keep the fields in good playing condition.

### **Payment of Fees**

The Village of Lincolnshire shall invoice any applicants which cause damage during use of any of its playing fields. In addition to field fees there will be additional charges for lights.

Applicants requesting a permit on a non-seasonal basis shall be required to pay the established fee at the time of application. Should an application be denied all fees will be refunded.

A minimum of one hour is required for each field reservation but may be reserved in increments of thirty minutes after the minimum one hour period.

Applicants requesting a permit on a seasonal basis are required to apply under Classification C. See Village of Lincolnshire Field Usage Criteria for Classification C and the Field Usage Application Classification C. Fees for seasonal use shall be due to the Village of Lincolnshire within ten business days after the first day of play. If fees are not received within ten business days, the remaining field dates will be cancelled and made available to other teams.

Applications and fees shall be submitted to: Lincolnshire Village Hall, One Olde Half Day Road, Lincolnshire, IL 60069

### **Athletic Field/Inspections**

It is understood that normal wear and tear is acceptable. However, any damage beyond what is considered normal wear and tear will be charged to the permit holder. The permit holder is responsible for all damage done to Village property as a result of their use. This would include, but not be limited to, heavy play on fields after a rain event, damage to fencing, park amenities, trash, etc.

At the conclusion of the each scheduled event, an inspection of the picnic area will be performed by Village staff to determine if the athletic field area was damaged. If there are damages and/or expenses incurred by the Village as a result of said event, the permittee shall be responsible for the costs of such damage and may be invoiced for all such costs

### **Refund of Fees**

A refund of athletic field permit fees shall be made for the following reasons:

1. If the Village of Lincolnshire believes that the athletic field is in unplayable condition and/or may be damaged due to field conditions, no play will be allowed and a refund or a credit towards a substitute time will be issued, in the Village's sole discretion.
2. If the group or individual provides written notification of cancellation to the Village at least one week prior to the date reserved. NOTE: written notification is required for each individual field, date and time and does not apply to seasonal permits.
3. An applicant who wishes a refund for a seasonal permit must provide a written notification of cancellation not less than one week prior to the date requested.
4. The Village of Lincolnshire cancels a permitted use of the athletic fields due to a conflict with a Village use.

### **Insurance and Waiver Forms**

1. All groups or organizations who provide organized play of sports and who are requesting a permit for use of Village playing fields, must provide, at the time of application, a certificate of insurance listing the Village of Lincolnshire as additional insured and a copy of the waiver form to be completed by its participants. This waiver shall clearly state the Village of Lincolnshire is relieved from any and all responsibility arising out of use of the playing fields.
2. The Village of Lincolnshire shall request the holder of the permit for organized play to provide copies of all signed waiver forms for each participant intending to use the playing fields.
3. Insurance and waiver forms are not required of groups or organizations who are requesting a permit for use of playing fields for a private party, outing or similar one time activity who do not provide regular organized play.

## **Athletic Field Use Classifications**

### **Classification A:** (Village of Lincolnshire)

The Village of Lincolnshire shall have first priority for use of the North Park Athletic Fields and, provided the Village's use conflicts with a permit for use, may cancel or reschedule any permits for use of the North Park Athletic Fields at its discretion.

### **Classification B:** (Lincolnshire Sports Association and Affiliates)

Lincolnshire Sports Association - The Village of Lincolnshire does not provide organized sports activities for its residents. LSA fills this need through volunteer service and is recognized as providing a valuable service to the community. For this reason they shall have second priority for use of the North Park Athletic Fields. The Village may review the participant fee for use of North Park Athletic Fields and therefore reserves the right to increase fees appropriately as needed.

LSA may wish to establish a partnership with an organization to provide assistance in supporting its programs. LSA shall enter into an Affiliate Service Contract with the Village and each partner organization (an "Affiliate"). The form of the Contract shall be approved by the Village Board.

The Affiliate shall complete a Program Proposal Form prior to entering into the Affiliate Service Contract. The Village shall evaluate the program based upon the following criteria. Those programs not meeting the criteria shall be presented to the Park and Village Boards for review and approval.

Affiliate Criteria:

- a. The program shall identify a direct benefit to residents of the Village.
- b. The program shall identify a direct benefit to LSA.
- c. The Affiliate has been previously approved by the Village as an Affiliate and has complied with all park regulations and has not caused damage to the facilities.
- d. The Affiliate is offering a program similar to that which has historically been offered by LSA.
- e. Field time is available.

Copies of all agreements establishing such partnerships shall be submitted with the application.

### **Classification C:** (Non Affiliates)

Any individual or organization wishing to use the North Park Athletic Fields that is not affiliated with the Village of Lincolnshire, LSA, or a partner with LSA, is required to apply for North Park Athletic Field usage under this classification. A separate application and criteria are required.

- a. Applications shall not be submitted less than sixty (60) days nor more than one hundred twenty (120) days prior to the start of play. Notification of field availability, if any, will not be provided until approximately 30 days prior to the start of play.
- b. The applicant cannot request North Park Athletic Field usage, in Classification C, for any programs which would be in competition with a program currently offered by Lincolnshire Sports Association.
- c. Priority will be given to the applicant who has the highest percentage of Lincolnshire residents participating in their program. Resident participation is defined as those individuals

who reside within the corporate limits of the Village of Lincolnshire and would not include participants who may be in School District 103 not residing in Lincolnshire.

The applicant must provide a certified team roster for the current program year. This roster shall identify each participant, their age, name, address and phone number. This roster shall be provided with the application.

- d. The applicant is required to provide proof of insurance which complies with Paragraph 7 above. Proof of insurance must be provided at the time of application.
- e. A program description shall be required and shall include:
  - i. The North Park Athletic Field number requested (fields are numbered and must be identified by the applicant on the application form) and size of field.
  - ii. Number of teams and ages of team members
  - iii. Number of hours of field time broken down into practices and games
  - iv. Start date and end date for each season (fall or spring)
  - v. Days and times of days requested
- f. The need for lights will be determined by the Village. The applicant will receive a listing of dates and times for lights with the final permit. Applicant will be responsible for any applicable lighting fees as herein described.
- g. Class C usage fees are required to be paid at the conclusion of the season.
- h. Class C usage fees shall include the participant fee in addition to the team fees. These fees shall be paid prior to the use of the fields. If fees are not received by this time, North Park Athletic Field usage for the remaining portion of the season will be cancelled and no refund will be provided.
- i. For each 5% of the participants who are Lincolnshire residents the North Park Athletic Field Usage Fee will be reduced by 5% until a maximum of 50% is reached.
- j. Selection for Classification C status for single events meeting the above criteria is determined by Village staff. Requests for three or more events in a single year will be determined by a recommendation from the Park Board with final approval by the Village Board. This process may take up to sixty days. The ability of the North Park Athletic Fields to support play is determined by staff. This is based on existing usage levels and the ability to keep the North Park Athletic Fields in good condition.
- k. The applicant shall require its participants to sign the standard Lincolnshire waiver form or a pre-approved equivalent waiver form. A copy of the waiver form shall be submitted at time of application. Signed copies of waivers shall be submitted for each player at the time of payment.

**B. All Other Athletic Fields**

- 1. Permits are not required to use the athletic fields at Spring Lake Park and Olde Mill Park. The Village may adopt policies from time to time governing the use of the facilities. These policies shall be posted at the facility in a conspicuous place.

## **Field Usage Hours**

Spring Lake Baseball Field 8:00 a.m. - 9:00 p.m.  
Olde Mill Park Baseball Field and Soccer Field 8:00 a.m. - 9:00 p.m.

**NOTE: Spring Lake Park and Olde Mill Park do not have lighted fields.**

North Park Baseball Fields and Soccer Fields 7:00 a.m. - 10:00 p.m.\*

\*(Except when fields are permitted for use they may be permitted to 11:00 p.m.)

**NOTE: North Park has two lighted baseball and four lighted soccer fields.**

NOTE: Subject to Village use, Lincolnshire Sports Association has priority use of all fields. Fields will not be permitted for use during dates and times reserved for Lincolnshire Sports Association

**Fee Schedule:** Baseball/Field Hockey/Softball/Soccer/Kickball

### **Classification A – (Village of Lincolnshire)**

- No participant fee.
- No deposit required.
- No fee charged for lighted fields

### **Classification B – (Lincolnshire Sports Association and Affiliates)**

- \$35.00 per participant (per season)
- No deposit required.
- \$15.00 per hour fee charged for lighted fields (in addition to participant fee)

NOTE: Applicants in Classification B are only required to pay the per participant rate plus hourly rates for lights and are not required to pay additional Team Fees beyond the participant rate.

### **Classification C – (Non Affiliates)**

- \$75.00 per participant (per season)
- No deposit required.
- \$80.00 per hour fee charged for lighted fields (in addition to participant fee)
- Team Fees:

5-16 hours	\$1200.00 per team for 12-13 week season
17-32 hours	\$2400.00 per team for 12-13 week season
33-48 hours	\$3600.00 per team for 12-13 week season

For every 5% of the team participants who are Lincolnshire residents a 5% reduction in fee will be provided to a minimum fee of:

5-16 hours	\$375.00 per season
17-32 hours	\$1275.00 per season
33-48 hours	\$2475.00 per season

NOTE: Team Fees are calculated by the maximum amount of hours of usage and are to be paid in addition to the per participant fees for applicants in Classification C. For example, a team in Classification C consisting of 10 players and playing between 5-16 hours would pay (\$75X10=\$750.00) in addition to the team fee (\$1200.00) based off 16 hours of usage. Additionally, any hours requested over the maximum 48 hours will require an hourly payment at a rate of \$80.00 per hour.

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

**Village of Lincolnshire  
FIELD USAGE PERMIT FORM**  
(Classifications A or B)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Applicant Classification: (Circle One)      A      B  
*See classification schedule in Usage Policy.*

Park: \_\_\_\_\_ Sport: (Circle One)    Baseball    Field Hockey    Soccer    Softball    Kickball

Field Number: \_\_\_\_\_ Date: \_\_\_\_\_ Time Requested: From \_\_\_\_\_ To \_\_\_\_\_

North Park Lights Requested: (Circle One)      Yes      No

**PAYMENT:**

*(See classification fee schedule in Usage Policy for fee information.)*

Total Number of Participants: \_\_\_\_\_ Total Payment: \_\_\_\_\_ Date: \_\_\_\_\_ Check No.: \_\_\_\_\_

On behalf of \_\_\_\_\_ (individual or organization name), I have read the Village of Lincolnshire Field Usage Policy and do hereby agree to comply with the rules and regulations outlined in this policy.

\_\_\_\_\_  
(Signed)

=====For Office Use Only=====

Field Area Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Field Area: \_\_\_\_\_

Damage Sustained: \_\_\_\_\_ Action Taken: \_\_\_\_\_

Copy to Applicant: \_\_\_\_\_ Copy to P.W.: \_\_\_\_\_ Copy to Book: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

**Village of Lincolnshire**  
**FIELD USAGE PERMIT FORM**  
(Classification C)  
*(complete a separate application for each season)*

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Program Description: \_\_\_\_\_

Season:     Fall \_\_\_\_\_     Spring \_\_\_\_\_

Start Date of Program: \_\_\_\_\_     End Date of Program: \_\_\_\_\_

Number of Games: \_\_\_\_\_     Length of field time reserved for each individual game: \_\_\_\_\_

Number of Practices: \_\_\_\_\_     Length of field time reserved for each individual practice: \_\_\_\_\_

Number of Teams: \_\_\_\_\_     Total Number of Field Hours: \_\_\_\_\_

Team	Age of Participants	Day(s) Requested	Time(s) Requested	Field Size Requirements	Lights	Total Hours

\*It is understood by the applicant that the Village will to specify times when lights are required. The applicant will be billed for light fees and shall pay for all fees related to permit usage times when lights are on.

**PAYMENT:**

(See classification fee schedule in Usage Policy for fee information.)

Total Number of Participants: \_\_\_\_\_ Total Participant Fee: \_\_\_\_\_

Total Hours of Field Time Requested: \_\_\_\_\_ Total Number of Teams: \_\_\_\_\_

Total Team Fees: \_\_\_\_\_ Percentage of Lincolnshire Residents: \_\_\_\_\_

Total Payment (participant fees + team fees) : \_\_\_\_\_ Date: \_\_\_\_\_ Check No.: \_\_\_\_\_

*\*Resident is defined as those individuals residing within the corporate limits of the Village of Lincolnshire.*

The following attachments are required:

\_\_\_\_\_ Certified team roster from the current program year. Individual names, addresses and phone numbers of participants must be provided.

\_\_\_\_\_ Certificate of Insurance listing the Village of Lincolnshire as additional insured. Minimum liability of \$2,000,000.

\_\_\_\_\_ Copy of waiver form to be used. (Signed completed waivers shall be provided to the Village at time of payment.)

\_\_\_\_\_ Any promotional material used to advertise the existing program and/or to solicit participants.

I have read and understand the Field Usage Permit Policy and Field Usage Criteria for Classification C.

I am executing this application on behalf of \_\_\_\_\_.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

\_\_\_\_\_ Title

=====For Office Use Only=====

Field Area Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Field Area: \_\_\_\_\_

Damage Sustained: \_\_\_\_\_ Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Copy to Applicant: \_\_\_\_\_ Copy to P.W.: \_\_\_\_\_ Copy to Book: \_\_\_\_\_

**ORDINANCE NO. 19-XXXX-XXX**

**AN ORDINANCE AMENDING CHAPTER 15 OF TITLE 1  
COMPREHENSIVE FEE SCHEDULE  
(Athletic Fields)**

**WHEREAS**, the Village of Lincolnshire (the “Village”), is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970; and

**WHEREAS**, the Village of Lincolnshire has the authority to adopt ordinances and promulgate rules and regulations that pertain to its government and affairs; and

**WHEREAS**, from time to time the Village reviews its codes and regulations of public ways and facilities to ensure that they are up to date and that they regulate matters as intended by the Village; and

**WHEREAS**, the Village Staff recently undertook a review of the Lincolnshire Municipal Code for those purposes, and Village Staff recommend to the Mayor and Board of Trustees of the Village of Lincolnshire to adopt revised regulations governing Village Parks; and

**WHEREAS**, the Mayor and Board of Trustees have reviewed and considered the recommendations of Village Staff and have considered all the facts and circumstances related to the proposed Municipal Code amendments;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, ACTING IN THE EXERCISE OF THEIR HOME RULE POWERS:**

**SECTION ONE:** The foregoing recitals are incorporated into this Ordinance as findings of the Mayor and Board of Trustees.

**SECTION TWO:** Section 1-15 of the Village Code of the Village of Lincolnshire, under the title “Comprehensive Fee Schedule”, shall be revised as follows [added text **bolded**; deleted text ~~struck through~~]:

<b><u>ATHLETIC FIELDS</u></b>	<b><u>AMOUNT OF FEE</u></b>	<b><u>CODE SECTION</u></b>
<b>Baseball/Softball/Soccer/Kickball</b>		
Classification A	No Fee. No deposit required.	8-1E-1(A)

<b>ATHLETIC FIELDS</b>	<b>AMOUNT OF FEE</b>	<b>CODE SECTION</b>
<b>Baseball/Softball/Soccer/Kickball</b>		
Classification B	<p>A <del>\$20.00</del> <b>\$35.00</b> per participant fee charged for unlighted fields. No deposit required.</p> <p><del>\$10.00</del> <b>\$15.00</b> per hour fee charged for lighted fields. No deposit required.</p>	8-1E-1(A)
Classification C	<p><del>\$60.00</del> <b>\$75.00</b> per participant fee charged for unlighted fields. No deposit required.</p> <p>\$80.00 per hour fee charged for lighted fields. No deposit required.</p>	8-1E-1(A)
<b>ATHLETIC FIELDS – TEAM FEES</b>		
<b>Baseball/Softball/Soccer/Kickball</b>		
Team Fees <i>(only applicable to Classification C)</i>	<p>Team Fees:</p> <p>5 – 16 hours:  <del>\$600.00</del> <b>\$1200.00</b>            per team for 12 – 13 week season.</p> <p>17 – 32 hours:  <del>\$1200.00</del> <b>\$2400.00</b>            per team for 12 – 13 week season.</p> <p>33 – 48 hours:  <del>\$1800.00</del> <b>\$3600.00</b>            per team for 12 – 13 week season.</p> <p>For every 5% of the team participants who are Lincolnshire residents a 5% reduction fee will be provided to a minimum fee of:</p>	8-1E-2(A1)

	<p>5 – 16 hours:  <del>\$300.00</del> <b>\$375.00</b>  per season.</p> <p>17 – 32 hours:  <del>\$600.00</del> <b>\$1275.00</b>  per season</p> <p>33 – 48 hours:  <del>\$900.00</del> <b>\$2475.00</b>  per season.</p> <p>Any hours  requested over the  maximum 48 will  require an hourly  payment at the rate  of \$80.00 per hour.</p> <p>No Deposit  Required</p>	
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**SECTION THREE:** That this Ordinance shall be in full force and effect beginning January 1, 2020 and after its adoption, approval and publication in pamphlet form.

**PASSED this 15<sup>th</sup> of May** by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

**APPROVED this 22<sup>ND</sup> Day of April.**

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Elizabeth J. Brandt  
Mayor

ATTEST:

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Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION  
COMMITTEE OF THE WHOLE  
April 22, 2019**

**Subject:** Consideration and Discussion of the Use of North Park for Heroes Night on August 23, 2019 (Village of Lincolnshire)

**Action Requested:** Consideration and Discussion

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

**Referred To:** Mayor and Board of Trustees

**Summary / Background:**

At its April 15, 2019 meeting, the Village Park Board approved a request by the Police Department for the use of North Park on Friday, August 23, 2019 to conduct its inaugural Heroes Night event. Heroes Night will replace the department's National Night Out program. Heroes Night was developed as a new opportunity for the Village of Lincolnshire, to not only celebrate and acknowledge police officers, but to recognize all the remarkable "everyday" people who selflessly serve to help others. The event will include fire department personnel, educators, medical caregivers, community volunteers, civic groups, public works personnel, military personnel, and Lincolnshire business folks who make a positive impact in the community. The theme of our first Heroes Night event is *Everyday Heroes Wear Many Hats*.

The event will again be conducted from 4:00 p.m. to 7:00 p.m., but set-up will commence much earlier in the day and clean-up will take an hour or two after the event. Should the weather not allow Heroes Night be held at North Park, District 103 granted the police department permission to use Daniel Wright Junior High School for hold the event. Commander Kim Covelli and Officer Bethany Brown will be coordinating this event. If successful, we anticipate Heroes Night to become an annual event held on the fourth Friday in August. Staff believes this new date will also allow more school kids and their parents to attend.

**Budget Impact:** All costs incurred by the Police Department (i.e., supplies and overtime) to sponsor this event are included in the Police Department's annual operating budget. The Public Works Department also has considerable staff time involved in this event for site preparation, set-up, and clean-up. Some overtime is incurred by Public Works as well.

**Service Delivery Impact:** This event will not have any adverse impact on the delivery of police services. The purpose of this event is to enhance police-community relations.

**Recommendation:**

The Village Park Board has approved this request and is forwarding this item to the Mayor and Board of Trustees for consideration and final approval.

**Reports and Documents Attached:** None

<b>Meeting History</b>	
<b>Initial Referral to Park Board:</b>	<b>April 15, 2019</b>
<b>Committee of the Whole:</b>	<b>April 22, 2019</b>