



**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, May 13, 2019**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	Trustee Hancock
Trustee Leider	Trustee Pantelis
Trustee Raizin	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 & Economic Development Director Gilbertson
Assistant Public Works Director/Village Engineer Dittrich	Planning & Development Manager Zozulya

ROLL CALL

Mayor Brandt called the meeting to order at 9:01 p.m., and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the April 17, 2019 Special Committee of the Whole Meeting Minutes

The minutes of the April 17, 2019 Special Committee of the Whole Meeting were approved as submitted.

2.2 Acceptance of the April 22, 2019 Committee of the Whole Meeting Minutes

The minutes of the April 22, 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 Preliminary Evaluation of a Petition for a Major Amendment to the Rivershire Planned Unit Development (PUD) to Install a Yard Fence Along Riverside Road (Rivershire Homeowners Association #2)

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided a summary of the preliminary evaluation of a petition for a Major Amendment to the Rivershire Planned Unit Development to replace a yard fence along Riverside Road. The proposed fence is intended to replace the original 6'-tall

fence, which fell into disrepair over the years and was further damaged due to construction associated with the Lincolnshire Trails subdivision and required improvements to Riverside Road.

Assistant Village Manager/CED Director Gilbertson played a video depicting the current conditions without the fence and proposed fence location.

Mayor Brandt noted in the past the Board has granted relief for taller fences in higher traffic areas. Assistant Village Manager/CED Director Gilbertson noted the Homeowners Association has been working with Taylor Morrison; the developer for Lincolnshire Trails, and has offered to offset some of the cost of the fence.

Mr. Dave Weiner, Property Manager for the Rivershire Development provided a brief summary of the application for the proposed fence.

Trustee Leider asked if there were any breaks in the fence to allow for emergency purposes. Mr. Dave Miller with Aronson Fence Co., stated there are no breaks planned in the fence but they can accommodate this request. Mr. Weiner stated there were openings in the other fence that were never used and due to the ditch, it would be difficult for any emergency vehicle to get through. Mr. Weiner provided photos of the proposed fence showing openings to see through in a security situation.

Trustee Raizin expressed concern for the proposed height of the fence noting she understood the need for the fence but suggested reinstalling a 6' fence. Mr. Miller stated his opinion is the grading in the area warrants the higher fence.

It was the consensus of the Board to refer this to the Architectural Review Board for review and recommendation.

3.12 Preliminary Evaluation of a Request for a Special Use Permit to Establish and Operate a Banquet Hall (Iryna Kiyon, XO Restaurant and Banquet Hall)

Mayor Brandt noted item 3.12 was tabled. Village Attorney Simon stated a motion needs to be made to table the agenda item.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to table a preliminary evaluation of a request for a Special Use Permit to establish and operate a banquet hall (Iryna Kiyon, XO Restaurant and Banquet Hall until the May 28, 2019 Committee of the Whole meeting. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, Pantelis, Raizin, and Harms Muth. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried.

3.13 Consideration of an Ordinance Amending Title 12 (Signs) of the Lincolnshire Village Code – Permanent Wall and Ground Sign Requirements in the Proposed Commercial Sign District Created via Merger of Downtown and Corridor Commercial Sign Districts; Revisions to Illumination Requirements in the Commercial Sign District; and Revisions to Ground Sign Approval Requirements in All Sign Districts (Village of Lincolnshire)

Trustee Harms Muth moved and Trustee Grujanac seconded the motion to table consideration of an Ordinance amending Title 12 (Signs) of the Lincolnshire Village Code – permanent wall and ground sign requirements in the proposed commercial sign district created via merger of downtown and corridor commercial sign districts; revisions to illumination requirements in the commercial sign district; and revisions to ground sign approval requirements in all sign districts until the May 28, 2019 Committee of the Whole meeting. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, Pantelis, Raizin, and Harms Muth. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried.

3.2 Finance and Administration

3.21 Consideration of Proposed Village of Lincolnshire Grant Policy and Village of Lincolnshire Whistleblower Policy (Village of Lincolnshire)

Finance Director/Treasurer Peterson provided a summary of the proposed Grant Policy and Whistleblower Policy.

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 Report on All-Natural Hazard Mitigation Plan (ANHMP) and Storm Water Management (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a report on All-Natural Hazard Mitigation Plan (ANHMP) and storm water management.

Village Manager noted they will be sending out invitations to individuals that served on the original committee when going through the drainage plan.

3.32 Consideration of a Professional Service Contract with Christopher B. Burke Engineering, Ltd. for Village-wide Drainage Study at a Cost not to Exceed \$149,832.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a

summary of a professional service contract with Christopher B. Burke Engineering, Ltd. For village-wide drainage study at a cost not to exceed \$149,832 which was mentioned in the Town Hall meeting. Assistant Public Works Director/Village Engineer Dittrich noted they have received several visits from residents in the recent past and have informed them of the study. The Village will need to take the study and come up with priorities as a result of the study.

Trustee Harms Muth asked how we keep on task with the work that comes out of the study. Assistant Public Works Director/Village Engineer Dittrich noted once a contract is approved, the contractor will provide a schedule.

Trustee Leider noted his opinion is that it will be important to get a high-level work plan to move things along and ensure things are progressing to schedule.

Trustee Grujanac asked if the study would investigate some of the issues brought up at the Town Hall meeting on Cumberland and Lincolnshire Drive. Assistant Public Works Director/Village Engineer Dittrich will relay this to the contractor; these are known locations.

Trustee Harms Muth noted how important she feels this be a priority to move forward. Assistant Public Works Director/Village Engineer Dittrich agreed that this is top priority for the Village. Trustee Leider suggested getting progress timelines in the short and long term.

The Trustees were in agreement to educate the residents on what can be done until the study is complete and work can get done. A conversation regarding communicating and ways of educating residents followed.

Village Manager Burke noted a clearer timeline can be created with what staff's obligations are to present at the next Village Board meeting.

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

3.33 Consideration of Approval of a Contract for the Construction of the Village's 2019 Emergency Water Interconnection with Martam Construction Inc., of Elgin, Illinois in an Amount not to Exceed \$249,983.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a contract for the construction of the Village's 2019 emergency water interconnection with Martam Construction Inc., of Elgin, Illinois in an amount not to exceed \$249,983.00.

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

3.34 Consideration of Approval of a Professional Services Agreement with CIORBA Group, Ltd. For Phase 3 – Construction Observation Services for the Village’s 2019 Emergency Water Interconnection Project in an Amount not to Exceed \$30,795.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional services agreement with CIORBA Group, Ltd. For Phase 3 – construction observation services for the Village’s 2019 emergency water interconnection project in an amount not to exceed \$30,795.00.

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

3.35 Consideration of an Intergovernmental Agreement with the Village of Buffalo Grove for an Alternative Water Supply Connection (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of an Intergovernmental Agreement with the Village of Buffalo Grove for an alternative water supply connection. Buffalo Grove is bringing it to their Board on May 20th.

Village Attorney Simon stated the intergovernmental agreement is reciprocal in that the Village of Lincolnshire can provide water to the Village of Buffalo Grove should the need arise.

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

3.36 Receipt of Presentation Regarding Food Scrap Composting Options in the Village of Lincolnshire (Village of Lincolnshire & Go Green Illinois)

Public Works Director Woodbury provided a presentation regarding food scrap composting options in the Village of Lincolnshire. Go Green representatives have communicated the desire for the Village of Lincolnshire to implement food scrap composting as part of its current waste hauler program.

Simrata Keshav of Go Green Illinois (Vernon Hills/Lincolnshire) provided a presentation regarding food scarp composting.

Public Works Director Woodbury updated the Board on the current contract for waste hauling with Waste Management and provided three

options for food scrap. Public Works Director Woodbury noted Waste Management feels it would make more sense to pursue this type of change at contract negotiations in 2021 to start in 2022 or amend the current contract.

Public Works Director Woodbury noted another potential option would be for staff to work with Lake County and SWALCO to offer a sale of backyard composting bins and have residents manage their own composting.

Mayor Brandt noted some residents are already doing this themselves and suggested any program would need clear instructions for residents to follow.

Trustee Pantelis asked if Go Green would be working with area schools other than Sprague. Ms. Keshav stated Go Green started with Sprague, and once they get a composting plan in place with them, they would be moving to the other schools.

Ms. Keshav expressed concern regarding waiting to implement this with Waste Management until the contract is renewed. Public Works Director Woodbury stated in talking with other municipalities that do this, it is not utilized enough to substantiate an increase in residents waste hauling fees, and thought the best way to do this would be for the residents to do this themselves in the near term.

A conversation regarding implementing a food composting program in Lincolnshire and potentially increasing waste hauling rates followed.

It was noted that food composting currently cannot be mixed in with yard waste.

Public Works Director Woodbury stated staff would bring this back up during contract negotiations with Waste Management.

It was the consensus of the Board to not mandate a food composting program but to continue to educate the residents.

3.37 Consideration of Village of Lincolnshire and Lincolnshire Morningstar Rotary Club Request to Use Village Streets for Annual Fourth of July Parade and 5K Race and Granting a Waiver of The Village Street Usage Policy Cash Bond Requirement (Village of Lincolnshire/Lincolnshire Morningstar Rotary Club)

Public Works Director Woodbury provided a summary of a request for Morningstar Rotary Club to use village streets for annual Fourth of July parade and 5K race and granting a waiver of the Village Street Usage Policy cash bond requirement.

Village Manager Burke provided history of LSA and how Lincolnshire Morningstar Rotary Club got involved with the race and sharing in the costs.

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

3.4 Public Safety

3.41 Consideration of an Amendment to Section 3-3-2-6 of Title 3-3, Liquor Control, for the Creation and Issuance of Village Liquor License for XO Restaurant & Banquet Hall, Inc. Class “B” Restaurant Full Liquor License and Class “N” Banquet Liquor License for (XO Restaurant & Banquet Hall – 250 Marriott Drive)

Trustee Grujanac moved and Trustee Leider seconded the motion to table an Amendment to Section 3-3-2-6 of Title 3-3, Liquor Control, for the creation and issuance of Village Liquor License for XO Restaurant & Banquet Hall, Inc. Class “B” Restaurant Full Liquor License and Class “N” Banquet Liquor License for (XO Restaurant & Banquet Hall – 250 Marriott Drive) until the May 28, 2019 Committee of the Whole meeting. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, Pantelis, Raizin, and Harms Muth. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. Mayor Brandt declared the motion carried.

3.5 Parks and Recreation

3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 10:08 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk