

AGENDA
COMMITTEE OF THE WHOLE MEETING
Village Hall – Board Room
Monday, July 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 July 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 Report Regarding Five-Year Financial Forecast (Village of Lincolnshire)

- 3.22 Report Regarding Fiscal Year 2019 Budget and Goals Status Report (Village of Lincolnshire)

- 3.23 Consideration of an Ordinance Amending to Title 1 (Administration) Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village Code (Administration Fees – Returned Checks, Traffic Crash Accident Reports, and Accident Reconstruction Reports - Village of Lincolnshire)

- 3.24 Consideration of an Ordinance Amending Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule), Section 1-17-2 (Administration Fines) of the Lincolnshire Village Code Pertaining to General Penalties (Village of Lincolnshire)

3.3 Public Works

- 3.31 Consideration of a Contract with Chicagoland Paving, Inc. for IL Route 22 Emergency Access Construction at a Cost not to Exceed \$80,000 (Village of Lincolnshire)

- 3.32 Continued Discussion of Removal and Reinstallation of the Whytegate Subdivision Historical Fence (Village of Lincolnshire)

3.4 Public Safety

- 3.41 Consideration of an Amendment to Section 3-3-2-3 of Title 3-3, Liquor Control, for the Creation and Issuance of Village Liquor License (Class "H" Package Liquor License) for RDK Ventures, LLC (Circle K Store #4706704 – 1000 Milwaukee Avenue)

- 3.5 Parks and Recreation
 - 3.51 Consideration of Report Regarding Status of 2019 North Park Tennis Court Resurfacing Project (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, July 8, 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

ROLL CALL

Mayor Brandt called the meeting to order at 7:13 p.m., and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the June 24, 2019 Committee of the Whole Meeting Minutes

The minutes of the June 24, 2019 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.2 Finance and Administration

3.21 Report and Discussion Regarding Regulation and Taxation of Recreational Cannabis Businesses (Village of Lincolnshire)

Village Manager Burke introduced Village Attorney Simon to address questions and concerns regarding regulation and taxation of recreational cannabis as it relates to recent changes in State law.

Village Attorney Simon stated at the end of June, the Governor formally signed into law the legalization of recreational cannabis; the authority for adults over 21 to possess limited amounts of cannabis and to use it in the privacy of their home. This law will go into effect on January 1, 2020. Due to this state law, local authorities will not be able to make any other decisions regarding possessing of cannabis within the community. Village Attorney Simon highlighted the legal quantities and stated the Village code will need to change to match what the state allows individuals to possess. Village Attorney Simon stated the new

law does provide the Village the authority to decide whether to allow the sale of recreational cannabis at licensed dispensaries. The state will allow up to 47 recreational cannabis dispensaries within the Chicago metropolitan. Village Attorney Simon explained municipalities also have the authority to regulate whether places that sell recreational cannabis also provide for on-site consumption. Village Attorney Simon noted there is little limitation on the Village's authority to determine private use at places that otherwise would be considered private property. In the event the Village decided to allow the sale of cannabis, the Village may adopt a sales tax that applies specifically to the product. The Village could levy a tax in $\frac{1}{4}\%$ increments, up to a maximum of 3%, of the gross receipts received from the recreational cannabis dispensary businesses.

Mayor Brandt asked if the Village would have to start at 0.25% tax on the sale of cannabis, or could the percent of tax start higher. Village Attorney Simon stated it could start in any $\frac{1}{4}\%$ increment up to the maximum allowable under state law of 3%. Village Attorney Simon noted if the Village decided to levy a tax for this, adopt an Ordinance, and file with the Department of Revenue by June 2020, the tax revenue would start being collected by September 1, 2020. Village Attorney Simon stated even if the Village prohibited the sale of recreational cannabis, the law provided for the redistribution of some of the States' tax revenue to help offset the cost of enforcement. The fund that distributes the local share of the state income tax is the Local Government Distributive Fund (LGDF). The recreational cannabis legislation allocates 8% of State revenue of any kind related to the licensing, distribution, and permitting of cannabis, would be transferred to the LGDF and distributed to local governments on a per capita basis. According to the State, this amount is to be earmarked for law enforcement measures designed to control the illegal use and help promote the enforcement of impaired driving. Village Attorney Simon noted there is not a test currently available to the Police for roadside testing. The Illinois state law enforcement training board will issue grants for this same purpose.

Village Attorney Simon stated if the Board would like to get feedback from the residents regarding the bill via a referendum, the advice from legal council would be to ban it temporarily, pending the results of a referendum, but the referendum would not be certified until April 2020. Village Attorney Simon noted this timeframe is well after the sale of recreational cannabis will be permitted, and many dispensaries would have already received licenses.

Village Attorney Simon provided information regarding what zoning the Village could exercise with regard to the new law. The Village could make each recreational cannabis dispensary permitted only as a special use permit. Regulating cannabis dispensaries via a special use would allow the Village to impose distance restrictions to separate this

type of use from other uses. The Village could ensure no advertisement of cannabis products occurs within 1,000' of schools, libraries, public parks, and other sensitive places that may be identified. Village Attorney Simon noted the Village would be allowed to limit the number of dispensaries permitted as a special use, and noted this number could be limited to one dispensary. The Village can also regulate hours of operation. Village Attorney Simon noted when the state allowed for medical marijuana, it was mandatory that the Village zone for a dispensary, and the OI/d zoning district was created as a location for a dispensary under a special use permit, and noted this could be a starting point in terms of drafting an amendment to the Village Code if the Village wanted to allow for this type of use. The state is going to start providing application forms to interested businesses in October. Village Attorney Simon noted recreational cannabis businesses will want to know when investigating locations if a community is open to contemplating this type of use in their community. Mayor Brandt asked if police could still go into the organization to check for underage sale. Village Attorney Simon confirmed Police could go into these businesses to check and ticket for sale to minors.

Trustee Leider asked Village Attorney Simon to comment on federal banking laws related to cannabis. Village Attorney Simon stated the law that legalized recreational cannabis in Illinois comprehensively amended the Illinois banking laws and has instructed banks, under the regulation of the jurisdiction of Illinois' banking commissioners, to cooperate and facilitate whatever transactions they can. Village Attorney Simon noted federal law considers marijuana an illegal drug, and the Village cannot usurp federal bank law. Trustee Leider asked if it is fair to assume this would be a cash industry and that would be difficult to track tax receipts. Village Attorney Simon stated a dispensary may perform business with a state-chartered bank. Cannabis businesses would not be able to do business with a federal bank.

Mayor Brandt noted each Board member received a letter from District 103 Superintendent, Scott Warren, which states concern regarding increased use of the substance to underage youth and recommends the Village Board not permit cannabis-related businesses in the Village. Trustee Grujanac stated she heard from School District 125, and they have no position regarding allowance of dispensaries.

Mayor Brandt invited members of the public to speak on this agenda item. Ms. Jamie Epstein, resident of 236 Southfield Drive in Vernon Hills and Executive Director of Stand Strong Coalition, stated when access to a drug increases, it proves not to be good for teen use. Ms. Epstein asked the Board not to allow a recreational dispensary in Lincolnshire.

Mayor Brandt stated no decision will be made at the current meeting regarding this item.

Dr. Christina Cortesi, Substance Abuse Prevention Coordinator at Stevenson High School and co-sponsor of Catalyst, stated she is not in attendance to represent Stevenson High School but as a representative in her field. Dr. Cortesi stated she is of the same opinion as Ms. Epstein and noted concern with the decision the State made with the law. Dr. Cortesi encouraged the Board to opt-out of recreational marijuana.

Ms. Rebecca Jin, resident of Long Grove, student at Stevenson High School, and Catalyst member, provided a statement of concern regarding recreational marijuana and allowing dispensaries in Lincolnshire.

Ms. Molly Duffey, resident of Buffalo Grove, student at Stevenson High School, and Catalyst member, provided a statement of concern regarding recreational marijuana, allowing dispensaries in Lincolnshire, and student addiction.

Trustee Hancock encouraged Catalyst to provide the Village Board with information and research from other states that have legalized marijuana.

Trustee Raizin asked if the report outlined by the Catalyst members has information on addictions. Ms. Epstein stated one in six youth who try marijuana become addicted.

Mayor Brandt noted she was contacted by two residents who run dispensaries for medical marijuana and are interested in applying for a permit locally.

Trustee Pantelis asked if we will be limited to the number of dispensaries we have in Lincolnshire. Village Attorney Simon stated the Village can say they want no dispensaries but if the Village wants them, they can permit as many as they desire, but only 47 licenses would be allowed within the Chicago metropolitan area on a first come, first serve basis. Village Attorney Simon clarified that if an applicant wanted a dispensary and there was only one available, the first application that met special use and State regulations would be permitted. Trustee Harms Muth asked what the state process is. Village Attorney Simon noted state law is designed to fast track permitting for those medical dispensaries who also want to sell recreational marijuana. There are no medical dispensaries currently in Lincolnshire, but one is located in Buffalo Grove.

Trustee Raizin asked Stand Strong how the effects of marijuana compare to alcohol when driving a vehicle. Dr. Cortesi noted they are

different drugs, so there will be different results, but both impair driving. Dr. Cortesi noted there are not comparable limits between alcohol and marijuana when driving a vehicle.

Trustee Grujanac asked Chief of Police Leonas how this will be controlled in Lincolnshire. Chief of Police Leonas stated he was against the legalization and has concerns with any municipality that will allow it. Chief of Police Leonas stated the Lincolnshire Police Department can be trusted with regulating this, but does not know the implications if a cannabis-related business opens on a border of another municipality. If the Board moves forward, he feels confident that the Police will handle this change in law appropriately.

Trustee Grujanac asked if any other municipalities in the area have made a firm “yes” vote in allowing recreational marijuana. Village Attorney Simon stated he is not aware of any other municipality that has brought this forward. Trustee Leider asked if there was any other talks, meeting, or reporting by other municipalities regarding this issue. Ms. Epstein noted Deerfield has brought it forward to the Zoning Board and Highland Park is meeting currently. Village Attorney Simon noted both of these communities have medical dispensaries. Village Manager Burke noted Lake Bluff referred it to their Zoning Board, and their Board conveyed they were not interested in seeing a dispensary.

Trustee Hancock asked Stand Strong to provide any materials they had of the effects of marijuana on a younger brain. Ms. Jin stated there was a study done in Montreal that showed proof of marijuana affecting the young brain and noted she could provide the document.

Village Attorney Simon stated the law regarding the limitations on smoking cigarettes under the Smoke Free Illinois Act would apply to smoking marijuana. If you are in your own home, there would be limits to smoking in front of minors.

Mayor Brandt asked the Board what their thoughts are currently on allowing dispensaries in Lincolnshire. Trustee Hancock stated he realizes the concerns, but can see how it would be more regulated being sold through a dispensary and eliminate the risks that come with people accessing the material on the black market. Trustee Raizin noted she has not reached a decision and would like to get more educated. Trustee Harms Muth stated she is conflicted and stated this issue is not going away. Trustee Leider stated this is a clear choice for him and he is strongly against it. Trustee Pantelis stated she is still conflicted, but is leaning toward not allowing a dispensary.

Mayor Brandt asked Chief of Police Leonas how it would be handled if Lincolnshire had a dispensary compared to not and a bordering municipality having one. Chief of Police Leonas stated if Lincolnshire decided to have the dispensary, at least Lincolnshire could control the

location compared to a surrounding community possibly putting a dispensary closer to a school, and other communities may not have the same regulations Lincolnshire may have. Mayor Brandt stated she would like some data from other municipalities in states that have dispensaries allowing recreational marijuana regarding traffic and police incidents. Mayor Brandt stated she would also like to discuss this with the surrounding municipalities to see what their thoughts are.

Trustee Grujanac stated her opinion is that she is not happy it was legalized but would want to be involved with how it will be controlled. Trustee Hancock noted the reality is if the children want to get access they will find a way, and would rather be involved with how it is controlled.

Village Attorney Simon stated one of the requirements is a strong security program for the dispensaries.

Mayor Brandt suggested the Board get educated, think about the issue, staff will get as much information regarding this as possible, and schedule a meeting with surrounding municipalities before a decision is made. Trustee Leider suggested comparing the pros and cons.

Mayor Brandt asked staff to inform the Board if any other nearby community makes a decision on this issue.

Village Manager Burke noted that there will need to be an Ordinance regarding enforcement before the end of the fiscal year regardless.

Trustee Hancock asked if growing cannabis should be a consideration of part of our Ordinance. Village Attorney Simon confirmed this should be a topic of discussion for the Ordinance amendments.

Village Attorney Simon stated other issues that must be addressed are personnel policies. The State amended the “Right to Privacy in the Workplace” law that states employers cannot discriminate against employees for performing legal acts outside of the work place. The Village can adopt zero-tolerance policies for acting impaired in the work place, but testing currently does not provide results of when marijuana was actually consumed. Trustee Leider asked what the current policy is. Village Manager Burke stated there is a drug free workplace policy in place. If an employee is prescribed a drug that would impair them from doing their job or operate machinery, they have an obligation to alert their supervisor, and all illegal drugs are prohibited. Village Manager Burke stated staff is working through the new law with Village Attorney Simon and some of the staff will be attending workshop sessions to learn more about how this will affect employment policies. When the medical marijuana laws changed, Village policy changed to accommodate that and no employee is allowed to report to work under the influence of a substance. Village Manager Burke noted staff will

have additional training for reasonable suspicion to identify a person that may be under the influence of marijuana. Chief of Police Leonas stated the Police have a bargaining contract with the union not to engage in illegal drugs, and since marijuana is still illegal federally, the existing collecting bargaining agreement provisions would stand. Village Manager Burke stated most of the Public Works employees are CDL drivers which is governed by the Federal Department of Transportation regulations as well.

It was the consensus of the Board to open up discussion at the Committee of the Whole meeting in four weeks.

- 3.3 Public Works
- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.6 Judiciary and Personnel

- 4.0 UNFINISHED BUSINESS**
- 5.0 NEW BUSINESS**
- 6.0 EXECUTIVE SESSION**
- 7.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Leider seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:10 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

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

Subject: Five-Year Financial Forecast

Action Requested: None – Consideration of Five-Year Financial Forecast

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

Referred To: Village Board

Summary / Background:

As part of the mid-year budget review, staff updated the Village's Five-Year Financial Forecast. The intent of the projections is to improve municipal financial management by aligning capital expenditures with anticipated revenues. Financial condition is monitored by comparing projected fund balance to fund balance policy levels over a five-year period. The Five-Year Financial Forecast was developed for the following funds:

- General Fund
- General Capital Fund
- Water & Sanitary Sewer Operating Fund
- Water & Sanitary Sewer Improvement Fund

Maintaining the financial resources needed to provide quality services is a concern all municipalities face. This is especially true during times of immediate revenue loss and cost pressures imposed by pensions and identified infrastructure needs as well as the public's general aversion to taxes. Failure to take on these challenges in a systematic and thoughtful manner could have an impact on the Village's future fiscal sustainability. The annual Five-Year Financial Forecast is a time for staff and the Village Board to look at Lincolnshire's current financial situation as well as projections to create an action plan to maintain the Village's strong financial position for years to come.

The financial forecast of revenues and expenditures is based upon a general assumption of a 3% increase in each expense line item and a 2% increase in revenues year over year. Departments were asked to review projections and make changes to specific line items if there were known conditions that would make the particular line item expense differ from the assumptions. For example, if Public Works staff knew a multi-year contract for Landscaping Service was not going to increase at 3% year-over-year, the actual increases per the existing contract were incorporated into the Financial Forecast document. Payroll comprises a significant portion of the Village's operating costs, and the forecast for wages was based upon a year-over-year increase in salaries of 3% throughout the Five-Year Financial Forecast.

The projected impact to each fund, based upon the Five-Year Financial Forecast, is summarized in the charts on the following pages. In most instances, there are multiple sheets with charts for each fund.

The following summaries highlight trends and areas for consideration in each fund based upon the Financial Forecast charts attached to this memorandum.

CHART #1 - General Operating Fund – Fund Balance vs Policy (in dollars)**CHART #2 - General Fund – Fund Balance vs Policy (as %)**

- Both charts reflect General Fund-Fund Balance being maintained at 75% of projected General Fund Operating Expenses over the five-year forecast period.
- The first chart reflects the fund balance in dollars and the second depicts as a percentage of annual General Fund Operating Expenditures.
- If needed funds in excess of the 75% fund balance are first committed (transferred) to cover costs related to Water & Sanitary Sewer Operations Fund expenditures. In recent years, water and sewer rates have been adequate to cover Water & Sewer Fund operating expenses.
- Remaining funds, in excess of both the 75% Fund Balance Policy for the General Fund and funds transferred to fund Water & Sanitary Sewer Improvement Fund for capital projects, are then directed to the General Capital Fund.
- These two charts indicate that over the next five years, the Village will generate adequate General Fund revenues to meet the policy of maintaining a General Fund balance of 75% of annual operating expenses.

CHART #3 - General Capital Fund – Fund Balance

- General Capital Fund revenues are funds transferred from the General Fund after the 75% Fund Balance Policy is met and after any needed transfers to the Water & Sanitary Sewer Funds.
- This chart reflects the Village executing on all capital projects identified over the course of the next five years as outlined in the 10-Year Capital Plan.
- The conservative forecast does not include the use of additional Motor Fuel Tax dollars at this time. The additional tax will ultimately reduce the allocated street repair and construction expenditures from the General Capital Fund.

CHART #4 - General Fund – Revenues with Operating & Capital Expenses

- This chart shows that General Fund Operating Revenues for the five-year forecast period are projected to:
 - Cover projected General Fund operating expenses.
 - Cover capital expenditures as outlined in the 10-Year Capital Plan.
 - Includes transfers to Water & Sanitary Sewer Improvement Fund to address capital expenditures identified in the 10-Year Capital Plan.

CHART #5 - Water & Sewer Fund – Annual Operating Expense vs Fund Balance

As noted above, the General Fund currently subsidizes a portion of the Water/ Sewer capital needs

- This chart compares the January 1 Fund Balance (**Green Line**) to Fiscal Year Expenses (**Red Line**), and the 20% Target Fund Balance (**Blue Line**).
- Annually, the Water & Sanitary Sewer Operations Fund transfers any funds in excess of the 20% Target Fund Balance to the Water & Sanitary Sewer Improvement Fund. The end result for the Operating Fund is “break-even”, and excess dollars are made available for capital identified in the Water & Sanitary Sewer Improvement Fund.

CHART #6 - Water & Sanitary Sewer Operations Fund – Revenues vs. Expenditures

- This Chart compares Annual Operating Revenue to Operating Expenses, Transfers, and Capital Outlay.
- Annual Operating Revenue (Green Line) is sufficient to cover annual operating expenses for the Water & Sanitary Sewer Fund as well as fund a portion of Water & Sanitary Sewer Improvement Fund capital expenditures. Remaining capital expense amounts in each year are covered by General Fund transfers per Board direction.

Water & Sanitary Sewer Operations - Historical Perspective

- Fiscal Years 2016 - 2019 – Major water main replacement projects pursued averaging \$1 million annually. Operating expenditures for the fund covered by operating revenues. However, it should be noted, a major portion of the capital expenditures from 2016- 2019 were funded via a transfer from the General Fund.

CHART #7 - Water & Sanitary Sewer Fund – General Fund Transfer to Water & Sanitary Sewer Funds

- The final Water & Sanitary Sewer Fund chart reflects transfers from the General Fund to the Water & Sanitary Sewer Operations Fund and the Water & Sanitary Sewer Improvement Fund.
- For Fiscal Year 2016, the Village Board approved expending water/sewer fund reserves.
- Water & Sanitary Sewer rates are sufficient to cover operating expenditures for the coming years and no General Fund transfer is necessary to fund Water & Sanitary Sewer Operations.

Items for Consideration

Based upon the Five-Year Financial Forecast, the Village is in good standing to fund both operations and capital at the levels projected through FY2024.

Given the trends identified with this financial forecast, it is important to keep an eye on the Village’s actual financial performance for any deviations from this trend. While there are no immediate or critical financial needs to address, staff continues to explore options to address anticipated impacts in the outlying years.

Long-Term Considerations

- Consider General Fund subsidy of Water & Sanitary Sewer Fund capital needs via regular changes in water and sewer rates or other utility fees to reduce the subsidy amount.

Staff will be available at Monday night’s meeting to respond to questions from the Village Board on the Five-Year Financial Forecast.

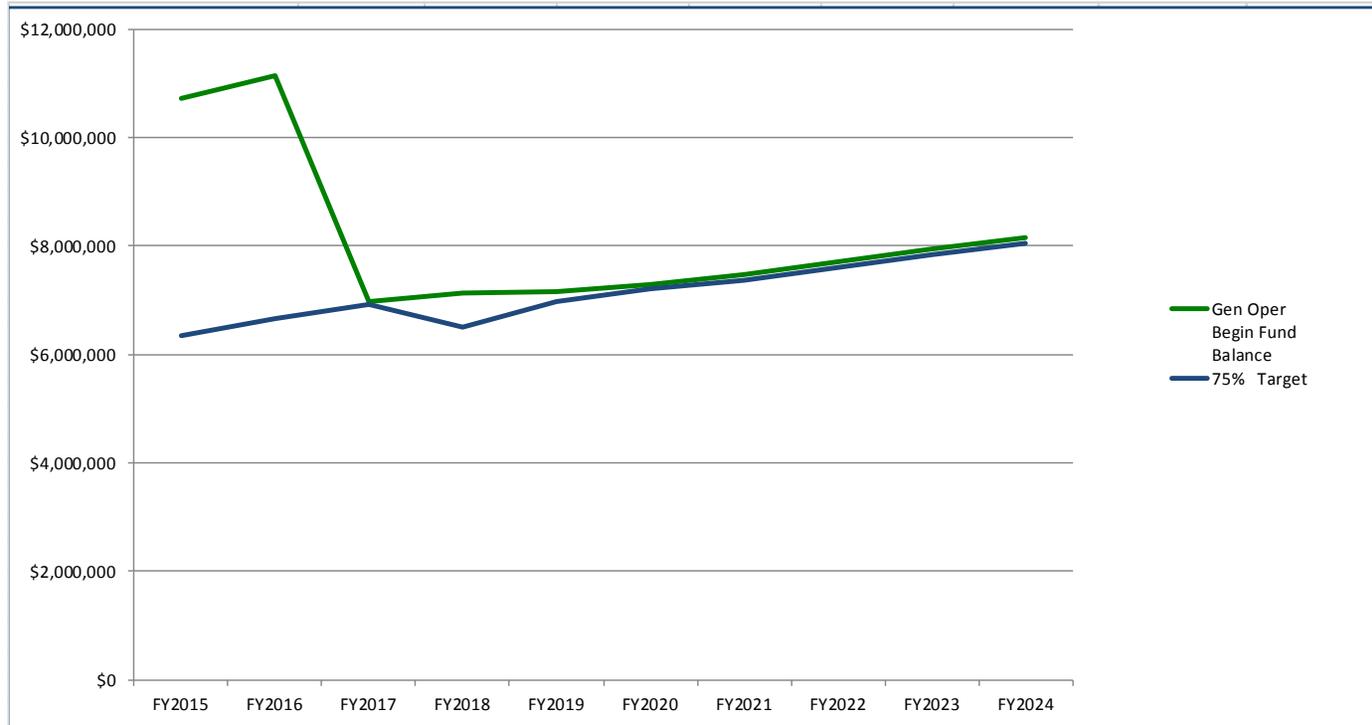
Recommendation: Village Board consideration of the Five-Year Financial Forecast and discussion.

Reports and Documents Attached: Five-Year Financial Forecast Charts

Meeting History	
Committee of the Whole:	July 22, 2019

Chart #1

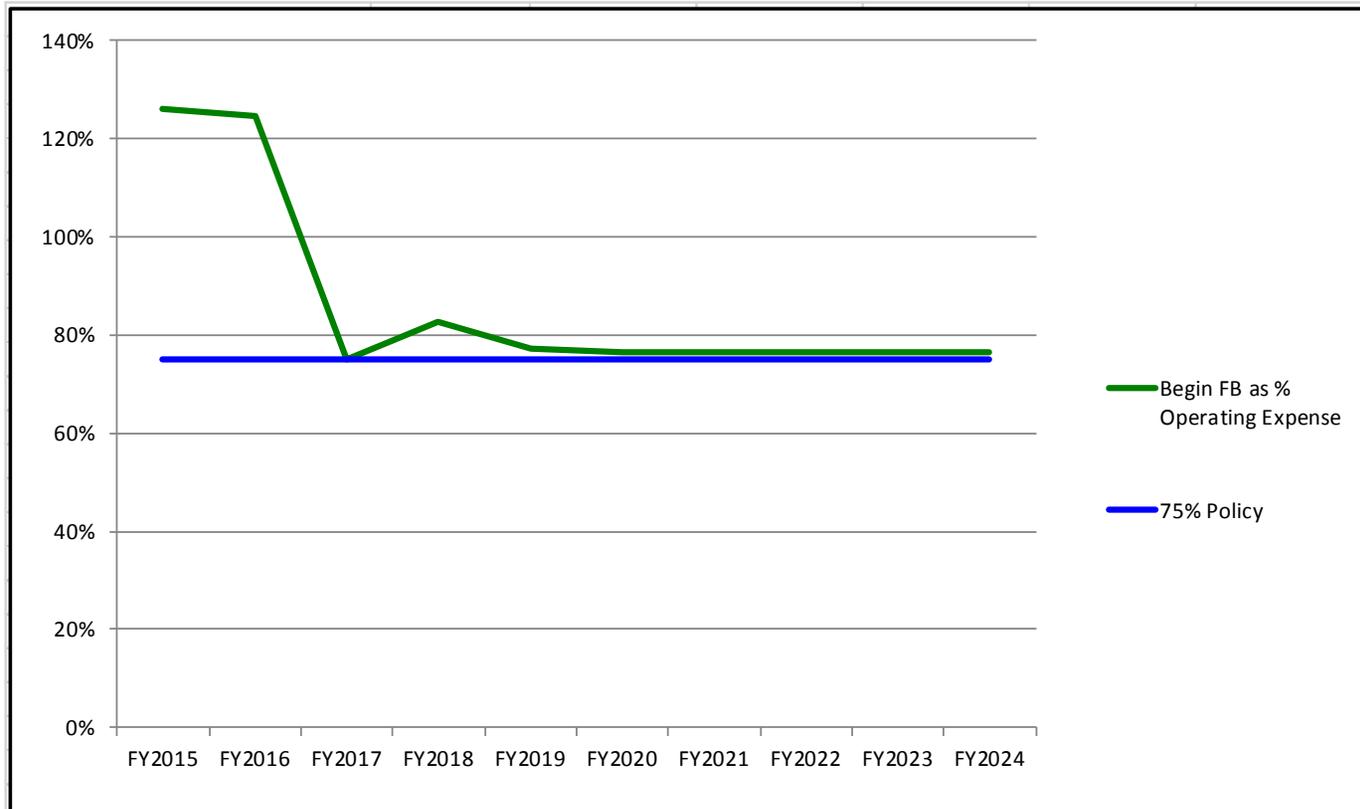
General Operating Fund – Fund Balance vs. Policy (in dollars)



Fiscal Year	Operating Expenses	Increase (decrease) Expenses	Gen Oper Begin Fund Balance	Begin Fund Balance	75% Target
FY2015	8,460,820		10,612,821	2,479,985	6,345,615
FY2016	8,892,368	5.1%	11,053,038	2,436,320	6,669,276
FY2017	9,245,277	4.0%	6,878,959	6,920,685	6,933,958
FY2018	8,677,788	-6.1%	7,044,880	6,561,933	6,508,341
FY2019	9,306,655	7.2%	7,052,151	8,274,314	6,979,991
FY2020	9,602,334	3.2%	7,201,750	7,725,429	7,201,750
FY2021	9,830,529	2.4%	7,372,897	6,278,661	7,372,896
FY2022	10,152,572	3.3%	7,614,429	4,504,286	7,614,429
FY2023	10,452,288	3.0%	7,839,216	4,018,220	7,839,216
FY2024	10,743,694	2.8%	8,057,771	2,003,924	8,057,771

Chart #2

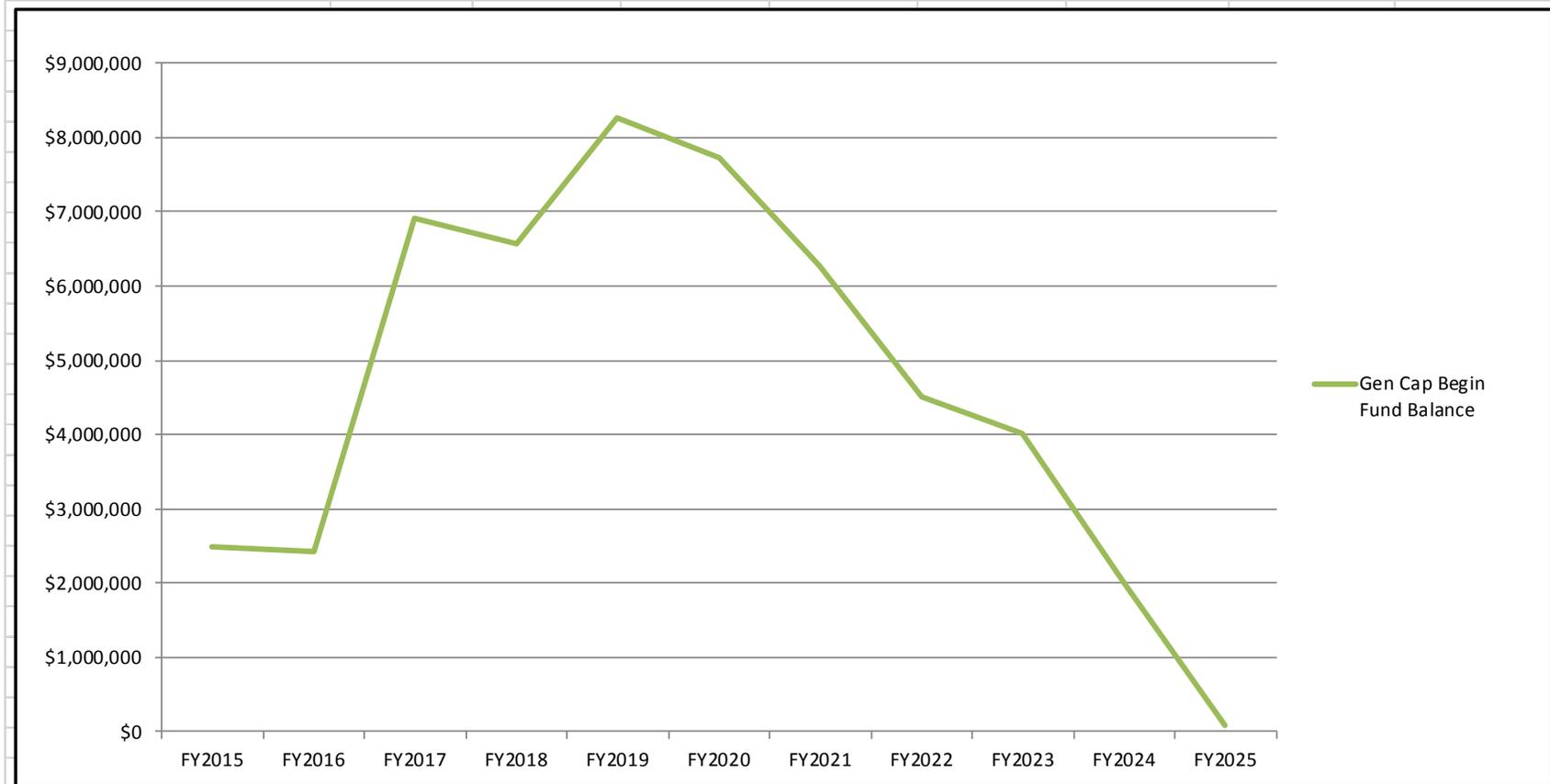
General Operating Fund – Fund Balance vs. Policy (as %)



Fiscal Year	Begin FB as % Operating Expense	75% Policy
FY2015	125.4%	75.0%
FY2016	124.3%	75.0%
FY2017	74.4%	75.0%
FY2018	81.2%	75.0%
FY2019	75.8%	75.0%
FY2020	75.0%	75.0%
FY2021	75.0%	75.0%
FY2022	75.0%	75.0%
FY2023	75.0%	75.0%
FY2024	75.0%	75.0%

Chart #3

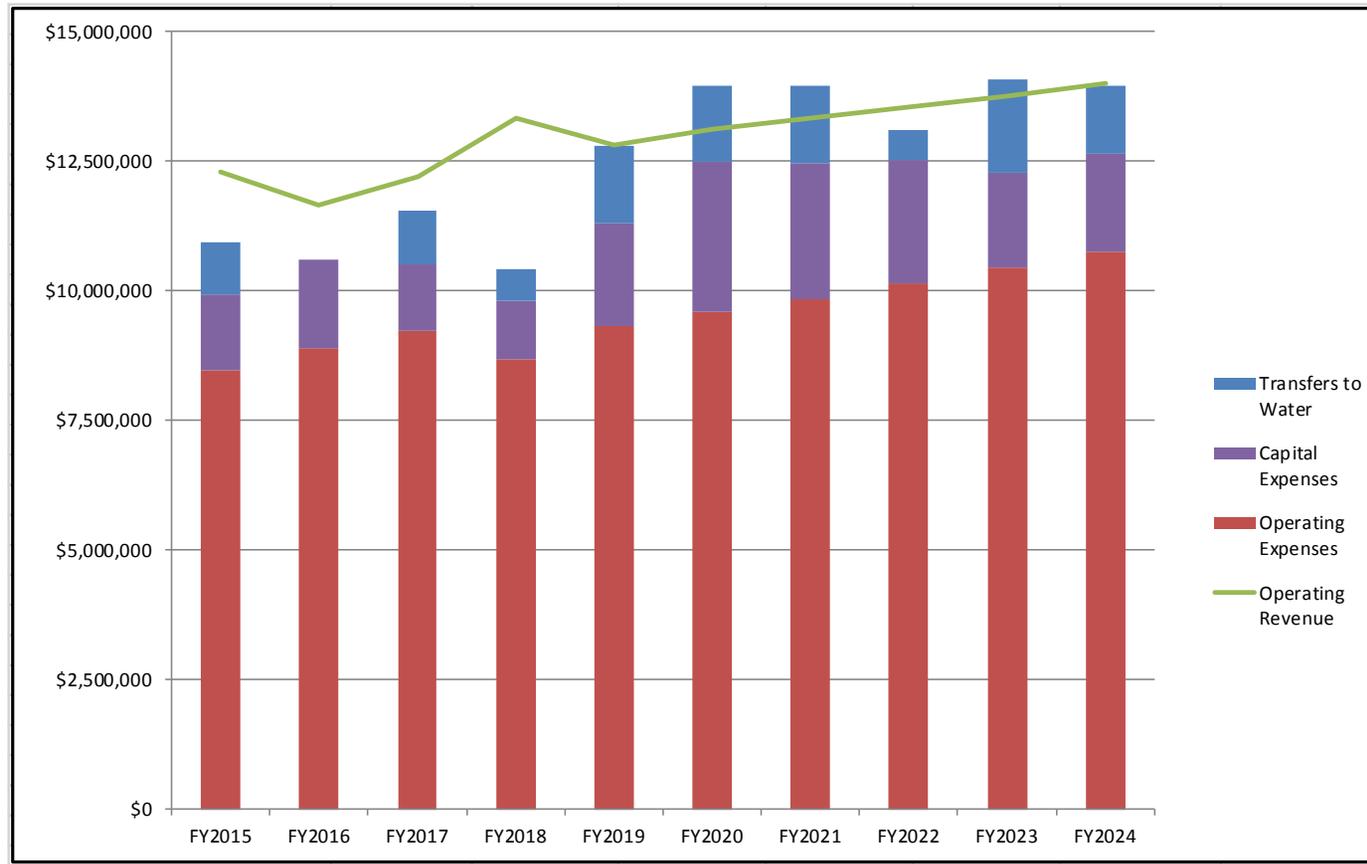
General Capital Fund – Fund Balance



Fiscal Year	Gen Cap Begin Fund Balance
FY2015	2,479,985
FY2016	2,436,320
FY2017	6,920,685
FY2018	6,561,933
FY2019	8,274,314
FY2020	7,725,429
FY2021	6,278,661
FY2022	4,504,286
FY2023	4,018,220
FY2024	2,003,924
FY2025	88,082

Chart #4

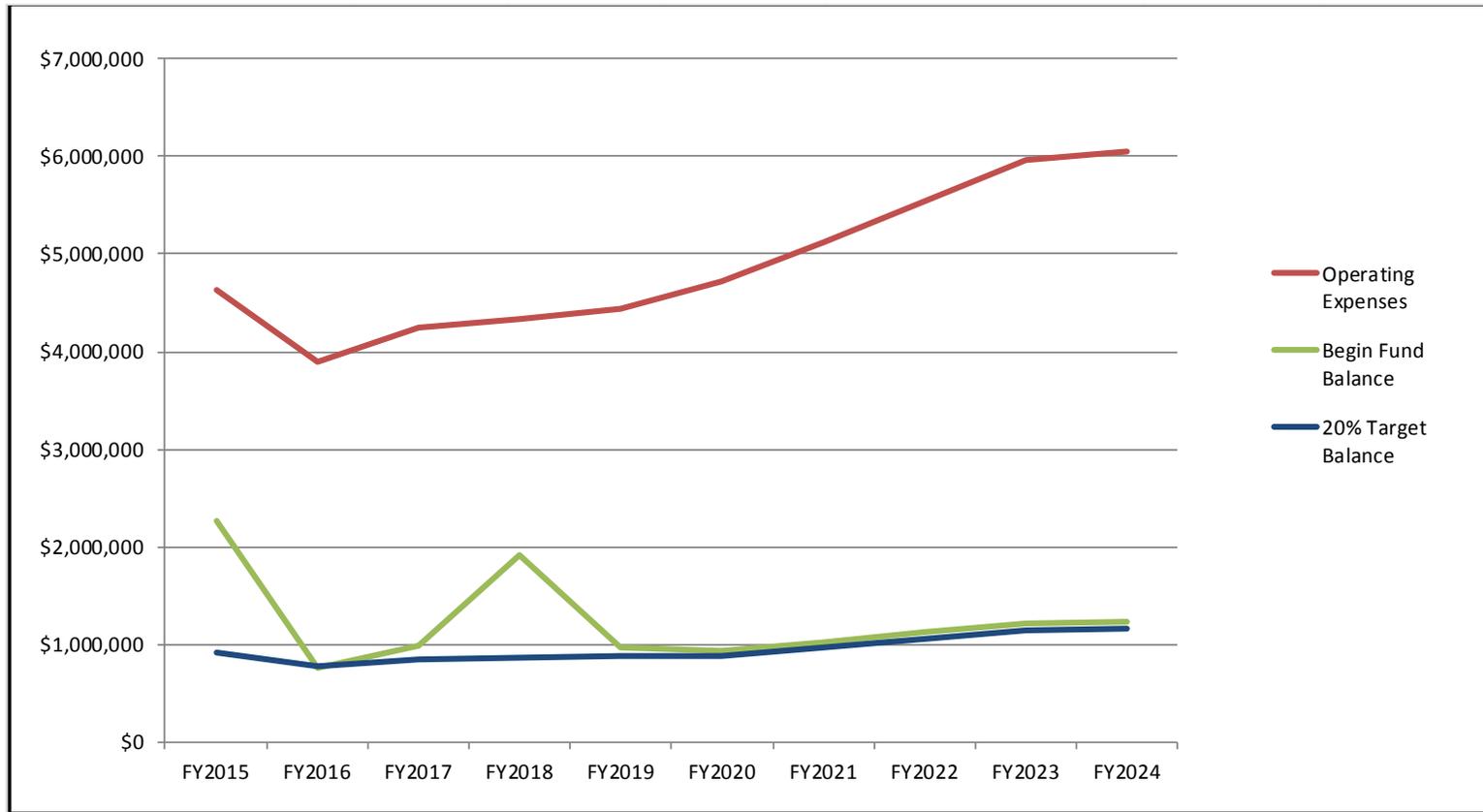
General Fund – Revenues with Operating & Capital Expenses



Fiscal Year	Operating Revenue	Operating Expenses	Capital Expenses	Transfers to Water
FY2015	12,297,491	8,460,820	1,465,788	997,300
FY2016	11,644,538	8,892,368	1,725,202	-
FY2017	12,202,829	9,245,277	1,266,649	1,027,000
FY2018	13,329,312	8,677,788	1,136,847	600,000
FY2019	12,809,340	9,306,655	1,985,605	1,497,866
FY2020	13,111,557	9,602,334	2,896,672	1,457,182
FY2021	13,325,363	9,830,529	2,634,020	1,488,238
FY2022	13,544,649	10,152,572	2,386,780	580,484
FY2023	13,769,261	10,452,288	1,836,082	1,790,866
FY2024	13,999,285	10,743,694	1,915,842	1,300,000

Chart #5

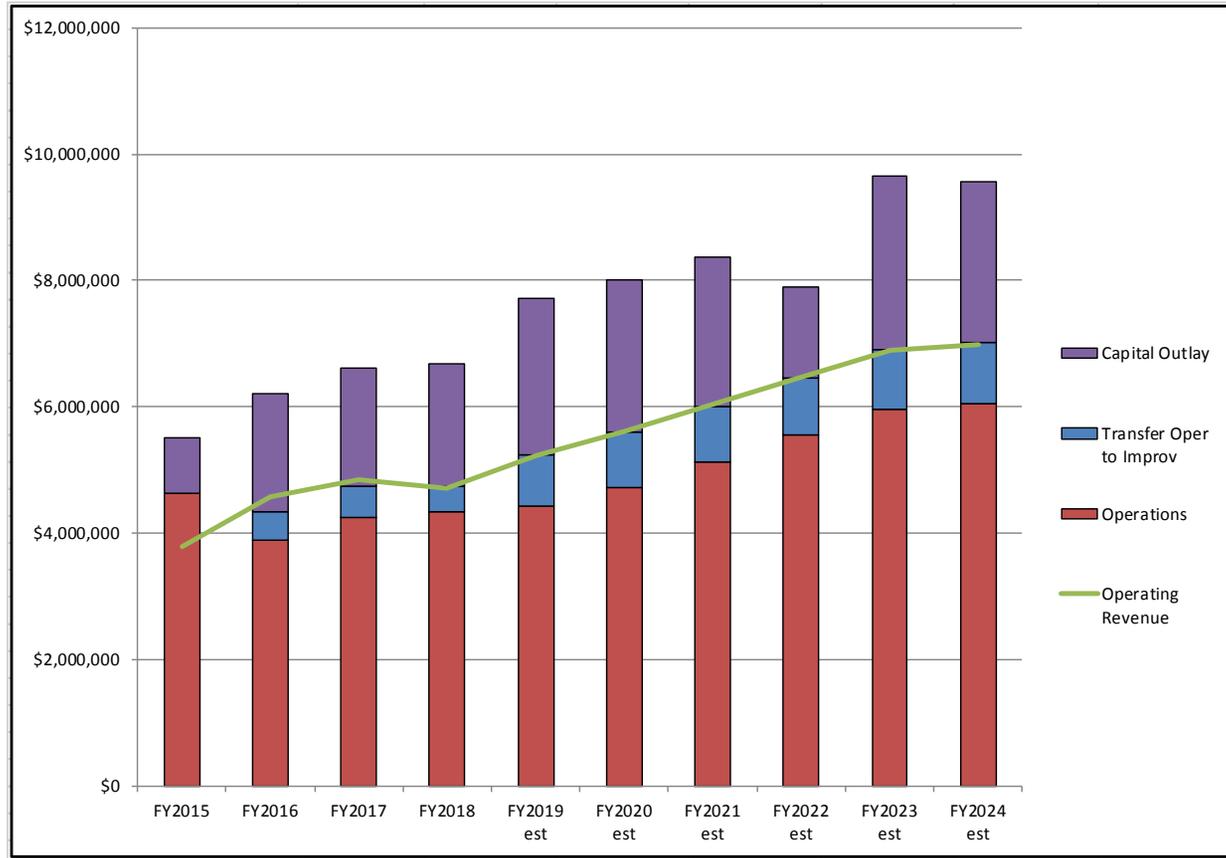
Water & Sanitary Sewer Fund – Annual Operating Expenses vs. Fund Balance



Fiscal Year	Operating Expenses	Begin Fund Balance	20% Target Balance
FY2015	4,622,660	2,261,714	924,532
FY2016	3,892,666	763,102	778,533
FY2017	4,250,665	991,465	850,133
FY2018	4,330,000	1,910,776	866,000
FY2019	4,436,755	961,613	887,351
FY2020	4,715,127	941,074	943,025
FY2021	5,128,095	1,030,676	1,025,619
FY2022	5,548,860	1,122,145	1,109,772
FY2023	5,958,932	1,211,689	1,191,786
FY2024	6,053,130	1,238,282	1,210,626

Chart #6

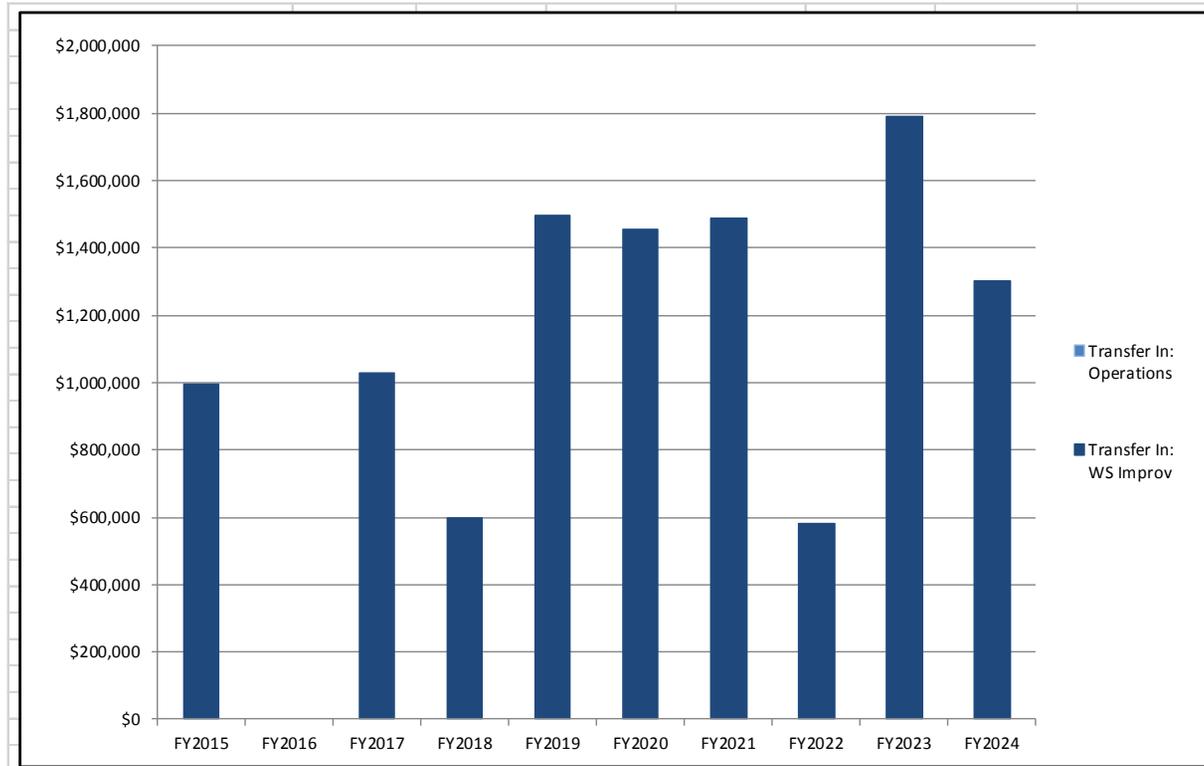
Water & Sanitary Sewer Fund – Revenue vs. Fund Balance



Fiscal Year End	Operating Revenue	Transfer Oper to Improv	Operations	Capital Outlay
FY2015	3,792,111		4,622,660	876,384
FY2016	4,565,731	453,345	3,892,666	1,868,515
FY2017	4,840,521	500,000	4,250,665	1,868,515
FY2018	4,716,333	407,795	4,330,000	1,935,496
FY2019 est	5,235,000	801,095	4,436,755	2,474,000
FY2020 est	5,607,050	884,981	4,715,127	2,420,000
FY2021 est	6,032,347	873,382	5,128,095	2,358,375
FY2022 est	6,459,515	899,263	5,548,860	1,459,169
FY2023 est	6,887,564	937,314	5,958,932	2,749,927
FY2024 est	6,981,682	963,825	6,053,130	2,542,699

Chart #7

Water & Sanitary Sewer Fund–General Fund Transfers to Water & Sewer Fund



Fiscal Year	Transfer In: Operations	Transfer In: WS Improv	Total
FY2015	0	997,300	997,300
FY2016	0	0	0
FY2017	0	1,027,000	1,027,000
FY2018	0	600,000	600,000
FY2019	0	1,497,866	1,497,866
FY2020	0	1,457,182	1,457,182
FY2021	0	1,488,238	1,488,238
FY2022	0	580,484	580,484
FY2023	0	1,790,086	1,790,086
FY2024	0	1,300,000	1,300,000 <i>estimate</i>
			10,738,156
General Fund Transfers to Subsidize W/S UB Customers			\$10,738,156
Subsidy Per Customer			2,543
Average Per Year Subsidy Per Customer			\$4,223
Average Per Month Subsidy Per Customer			\$35.19

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

Subject: Report Regarding Fiscal Year 2019 Budget and Goals Status Report

Action Requested: None - Consideration of Fiscal Year 2019 Budget and Goals Status Report

Originated By/Contact: Village Manager/Department Managers

Referred To: Village Board

MID-YEAR BUDGET STATUS

June 30, 2019 represents the mid-year point in the Village of Lincolnshire's fiscal year. The following provides a high-level review of the Village's financial status in progressing toward budgeted objectives for Fiscal Year 2019 (FY19).

- **General Fund** – At the six-month mark, General Fund expenditures exceed revenues by \$1,478,408. Expenses across all General Fund accounts are up compared to the 2018 mid-year numbers (except for Debt & Transfers); however, revenues are up 5.3% relative to last year at this time.
- **General Fund Revenues** – General Fund revenues are coming in slightly below budget at mid-year point (49.3% of budget, compared to 47.4% at this time last year).
- **General Fund Expenditures** – Total General Fund expenditures are just over 37.9% of total budgeted expenditures for FY19 as of June 30, 2018.
- The following is a review of each specific revenue and operating department's status at the six-month mark in the year.

General Fund Revenues	% Total Budgeted Revenues – 6/30/19	% Total Budgeted Revenues – 6/30/18
Taxes	47.0%	47.2%
Licenses & Fees	62.1%	50.5%
Fines & Forfeitures	55.3%	39.5%
Allotments, Grants, & Reimbursements	59.2%	57.2%
Miscellaneous	53.9%	24.0%
Other Income ¹	173.5%	51.0%
Total General Fund Revenues	49.3%	47.4%

¹Largely interest income

Department Expenditures	% Total Budgeted Expenditures – 6/30/19	% Total Budgeted Expenditures – 6/30/18
Administration	46.8%	48.7%
Finance	52.5%	49.8%
Police	40.2%	37.6%
Community & Economic Development	41.7%	37.3%
Insurance & Common	49.8%	44.7%
Public Works – Administration	57.1%	46.6%
Public Works – Streets	45.9%	42.0%
Public Works – Parks & Open Space	46.0%	40.2%
Buildings & Grounds	53.6%	48.2%
Total General Fund Expenditures	44.5%	40.5%

- Water & Sewer Operating Fund** – Water Fund operating revenues are trending at approximately 41.9% of total budgeted revenues for the fund. Revenues at the same time in 2018 were at 44.3% of total budgeted revenues. Water Fund administrative and operating expenses for the same period are at 52.5% and 43.1%, respectively, as of June 30, 2019. In 2018 at the mid-year point, expenditures were at 51.0% and 42.0%.
- Water & Sewer Improvement Fund** – Expenditures in this fund are trending at approximately 15.5% of budget at the halfway point in FY19. This is due to timing of execution of various capital projects. The major capital projects for the year, 2019 Cross Town Watermain, is underway, and much of the progress billing has not taken place at this time. For the same period in FY18, the Water & Sewer Improvement Fund was running at 60.7% of budgeted expenditures.
- General Capital Fund** – This is the fund where the Village budgets for non-water and sewer capital projects. As of June 30, 2019, expenditures in this fund are just 12.3% (compared to 18.2% in 2018) of total budgeted expenditures. This lower amount of expenditures is to be expected, as many expenses related to the activities of this fund take place during the busy summer construction season.
- Other Funds** – The Village’s other minor funds (Motor Fuel Tax, Retirement Fund, Vehicle Maintenance Fund, E911 Fund, Police Pension Fund) are trending in line with budgeted expectations at the midpoint in the fiscal year.

FISCAL YEAR 2019 GOALS

As part of the Fiscal Year 2019 Budget process, the Village Board approved a number of short- and long-term goals for the Village of Lincolnshire. The following is a brief overview/update on the status of the progress in meeting these goals and objectives at the mid-point in the fiscal year.

All Village Departments

- Vehicle Leasing Initiative:** Investigate multiple leasing options for all Village vehicles in the areas of Administration, Community and Economic Development, Police, and Public Works. Work with departments to evaluate the program and identify if it is beneficial for the Village to pursue.

STATUS: ONGOING. Staff received 2020 lease pricing to review.

- **Finalize Technology Strategic Plan:** The GovIT Consortium completed a 3-Year Strategic Plan in 2018. Work with Village's information technology provider to update long-term technology plan to reflect both GovIT Consortium strategic plan priorities and incorporate Lincolnshire specific information technology initiatives into a single plan.
STATUS: ONGOING. The Government Information Technology Consortium (GovIT) is in the process of executing year one projects as part of the Consortium's 3-year strategic plan. Next steps will be to identify specific Lincolnshire strategic projects to align with the Consortium strategic plan priorities.
- **Update Performance Evaluation Tool:** Work with all departments to review existing performance evaluation tool and update as necessary. Ensure performance evaluation document reflects the Lincolnshire Way set of values. Train all supervisors on performance evaluation best practices.
STATUS: ONGOING. Staff held several meetings in early 2019 to review the current evaluation tool and will reconvene with recommendations to revise the existing tool and implement a new way of employee evaluation. In addition, staff is evaluating using existing internet-based payroll software for the Village's existing performance management practices and programs.
- **Pursue Opportunities for Municipal Partnering:** Continue to investigate and implement opportunities to partner with other governmental entities for the procurement of goods and services where appropriate.
STATUS: ONGOING. Staff regularly evaluates opportunities for joint purchasing as part of standard purchasing practices.
- **Evaluate Annexation of Desirable Properties:** Continue the evaluation of properties identified by the Mayor and Board of Trustees as desirable for annexation. Work with property owners and developers to meet Village vision for growth and development.
STATUS: ONGOING. Staff continue to field inquiries from interested developers of the Florsheim property, as well as work with Florsheim family representatives on prospective uses that may be acceptable to the Village Board. Staff have also met with representatives from D103, D125, and the Village of Buffalo Grove to discuss the recommendations for the unincorporated Stancliff Property as part of Buffalo Grove's Prairie View Station Area Plan (Prairie View Plan). Staff reaffirmed the requirements set forth in the 2005 Boundary Agreement while acknowledging the Prairie View Plan's status as a "planning document."
- **Continue Work with Northern Illinois Benchmarking Cooperative:** Continue work with members of the Northern Illinois Benchmarking and University of Illinois at Chicago on Year Two of benchmarking Police Department services. Work with Cooperative on incorporating Lincolnshire-Riverwoods Fire Protection District in Year two.
STATUS: ONGOING. Year two police data collection began in July. Lincolnshire-Riverwoods Fire Protection District staff are working the members of the cooperative on data collection for year one of fire protection services analysis.
- **Communication Policies & Procedures:** Draft and implement formalized communication policies and procedures to promote appropriate, timely, and standardized communication

with internal and external stakeholders. Assign departmental delegates capable of updating social media/website as community events happen.

STATUS: ONGOING. Staff are near completion of the Communications Policy, which serves as a guide for all internal and external communications. Staff will incorporate the Brand and Visual Identity Style Guide into the Communications Policy (expected September 2019). Staff are also meeting on a monthly basis to plan the timing and messaging of certain communication (e.g., social media posts, press releases).

- **Ongoing Comprehensive Fee Review:** Focus review on Connection and Permit fees for all departments.
STATUS: ONGOING. Field usage fees were recommended for increase earlier this year. Staff recommendations for new fees related to insufficient checks and accident reports will be presented on July 22, 2019. A comprehensive recommendation on changes to other fees will be presented as part of the 2020 Budget process.
- **Complete a Comprehensive Review of Subdivision Regulations:** Recommend updates to Title 7 Subdivisions and Land Development Chapter of the Lincolnshire Village Code as necessary.
STATUS: ONGOING. Staff have prepared “redlined” versions of the pertinent sections of Title 5 (Building Regulations) and Title 7 (Subdivisions and Land Development) of the Village Code. The majority of these items include updating references to obsolete code or requirements. Next steps include sharing with the Village Attorney for his review and drafting an ordinance for the Village Board to consider.
- **Comprehensive Facilities Master Plan:** Develop comprehensive detailed capital improvements plans for the Public Works facility. Complete facilities master plan for Village Hall (started 2018). Incorporate results into 10-Year Capital Improvement Plan to better reflect the financial needs of the Village’s facilities.
- **STATUS: COMPLETED.** Both facility assessments have been completed. Projects identified through the assessment processes were incorporated into the 10-Year Capital Improvement Plan presented to the Village Board in early June.

Administration

- **Develop Village of Lincolnshire Strategic Plan:** Work with Village staff, elected officials and stakeholders on creation of Lincolnshire strategic plan and update to Village mission statement. Facilitate planning process to explore community strengths, weaknesses, opportunities, and threats to build an action plan and address long-term Village needs.
STATUS: Not started. No status to report.
- **Compensation Study:** Select and work with consultant to complete a classification and compensation study for the Village of Lincolnshire to determine if employee pay is appropriate for current labor market, develop non-union compensation structure, and conduct review of job descriptions.
STATUS: Not started. No status to report

- **Document Management: Research, recommend, and implement formal document management system to integrate with new enterprise software system if cost effective.**
STATUS: ONGOING. Staff is in the process of scheduling a product demo for an upgraded version of the Village's current document management system. This upgrade would come at no cost to the Village. If viable, staff would be organizing the appropriate training sessions to familiarize staff with the system and proper naming/indexing conventions.

Community & Economic Development

- **Community Enhancement Program Improvements:** Complete community enhancement program improvements pertaining to code enforcement and property maintenance standards including public education, standardized enforcement processing, and increasing the use of technology for field work.
STATUS: ONGOING. Staff continue to leverage existing tools available in BS&A, the Village's enterprise resource planning system, as well as explore additional opportunities to maximize system usage. Additional tablets have been deployed to document code violation conditions at a given time. Staff have also dedicated significant time to educate residents and realtors on the recent changes to Title 12 (Sign Control) of the Village code.
- **Create Formal Volunteer Program:** Develop program guidelines/procedures to solicit and manage volunteers for all Village special events. Increase participation of religious organizations in community events to provide volunteer support.
STATUS: ONGOING. Staff hosted several meetings this year to solicit interest and promote engagement of volunteers at Village special events. Online volunteer registration continues to prove useful for staff to manage and communicate with volunteers. Several community groups "sponsored" volunteer activities at the recent "Red, White, & BOOM!" 4th of July festivities, including the Lincolnshire Swim Club, Lincolnshire Sports Association, and Willow Creek Church.
- **Continue Work on Update to Village Brand Identity:** Pending Village Board direction, update print and electronic media as appropriate as part of initial roll out of new brand and marketing initiative.
STATUS: ONGOING. The Village Board completed a major milestone earlier this year by adopting a new Village logo. With that decision, staff continues to work with its brand and visual identity consultant to develop a style guide that will articulate the "brand" of the Village, as well as proper use of the Village logo. Upon completion, the style guide will be incorporated into the Village's communication policy, and staff can begin making arrangements to update the relevant print and electronic media.
- **Finalize Development of Zoning/Design-Oriented Regulations to ensure Residential Character/Integrity:** Finalize bulk regulations of all Residential Zoning Districts to ensure Village vision is met and analyze the necessity of varying degrees of design-standards/review to support preservation of residential character.
STATUS: ONGOING. Staff intends to bring bulk regulation recommendations for the Village Board to consider and vote on in fall 2019. A presentation regarding additional tools/options to regulate "bulk" will accompany those recommendations.

- **Increase Reporting on Economic Development Activities:** Continue to execute on the priorities outlined in the Lincolnshire Economic Development Strategic Plan and improve reporting on activities and accomplishments.
STATUS: ONGOING. Staff provided two distinct economic development activity reports to the Village Board earlier in 2019 and will continue to provide dedicated reports as activity levels dictate. More timely updates are included in the weekly “Manager’s Notes” document. Staff also refer to the Economic Development Strategic Plan to execute on certain goals.

Finance Department

- **BS&A Financial Forecast Component:** Research advantages/disadvantages to implementing the BS&A financial forecast component, including importing data to the existing spreadsheets used in the development of the five-year financial forecast.
STATUS: COMPLETED. Staff completed the review and determined a link from the Budget.xlsx to the Capital Improvement Program.xlsx would be the best option at this time.
- **Debt Restructure/ Refinance:** Refinance SSA Sedgebrook bonds if savings justify issuance.
STATUS: ONGOING. The refinancing option is on hold at this time, however a further review of the tax exemption status is needed.
- **Fraud Awareness Training:** Prepare Fraud Awareness Training program and present to staff. Management and purchasing staff should understand the importance in preventing and detecting fraudulent disbursements. Enhance Lincolnshire’s opportunity to receive grant funds with Fraud Awareness Training compliance.
STATUS: ONGOING. Earlier this year, the Village board approved a Whistleblower Policy and Grant Policy. As part of educating Departments about the Whistleblower Policy, staff discussed fraud awareness. No formal training has taken place, but these steps should assist the Village in increasing opportunities to be successful in grant applications.
- **Insurance Broker Services:** Prepare RFP for multi-year insurance broker services and execute contract.
STATUS: COMPLETED. Staff recommended a change to MICA, therefore broker services are no longer needed at this time.
- **Local Government Debt Recovery (LGDR):** Complete LGDR application process and deploy LGDR program for Lincolnshire’s police tickets.
STATUS: Not Started. This is a joint project with Finance and Police Department personnel. The work has been placed on hold pending dispatch transition and finalization of troubleshooting new Quicket e-ticket software solution.
- **Time and Attendance aka Scheduling Software:** Review possible alternative software to improve schedule reporting. The solution must interface with existing Paylocity payroll system.
STATUS: ONGOING. A working group of employees from each department is evaluating potential scheduling solutions. This includes surveying local communities and arranging product demos. A recommendation is expected by September.

- **Utility Tax Audit Services:** Provide assistance and necessary data to utility tax audit service provider. Analyze findings and execute appropriate collection efforts.
STATUS: ONGOING. Final audits are winding down.

Police Department

- **Develop Departmental Communication Strategy:** Develop a comprehensive communication strategy for engaging residents regarding emergencies, special events, and items of public interest.
STATUS: COMPLETED. Staff implemented a color-coded, three-tier notification system for social media citizen notifications. The *Blackboard Connect* system continues to be used in emergency mass notification events.
- **Oversee Dispatch Transition:** Complete the transfer to the new police dispatch center.
STATUS: ONGOING. The dispatch transition will officially take place on July 23, 2019 at 9:00 a.m. At that time, all 9-1-1 and non-emergency calls will be dispatched by the Deerfield Police Dispatch Center.
- **Resources/Schedule:** Implement and assess the new 10-hour patrol scheduling format.
STATUS: ONGOING. The 10-hour patrol schedule was implemented in January 2019 and is currently undergoing a six-month evaluation. An adjustment was made to the afternoon and midnight shift hours at the six-month mark. A six-month analysis report is being compiled, and a report assessing the full implications will be completed at the end of 2019.
- **Records Section:** Review all police records functions to improve the quality and efficiency of services.
STATUS: COMPLETED. In February 2019, staff completed an evaluation of the Records Section and recommended additional hours for the current part-time Records staff member. This recommendation was based on a data comparison from key workload factors handled in 2015 when the Records Section had two full-time employees. The comparison showed an increase since that time in workload, specific to FOIAs, officer self-initiated activities, and state mandates (e.g., juvenile expungements). In addition, staff worked with the patrol sergeants to train the Community Service Officer in basic records functions such as data entry, parking ticket procedures, cash register requirements, and court transfers.
- **Develop Recommendation and Implementation Plan for Body-Worn Camera Technology:** Report and recommend to the Village Board Implementation Plan for body-worn camera technology.
STATUS: COMPLETED. Staff completed its assessment of the body-worn cameras for patrol and determined not to proceed forward. This was based on the financial and time constraints with regard to State mandated FOIA, expungement, juvenile records, redaction, and retention (storage) requirements. Staff will continue to analyze future needs and monitor for any changes in State law.

Public Works

- **Succession Planning and Employee Development Initiatives:** Continue to provide career path and succession planning for the Public Works Department. Adjust job descriptions and duties as needed. Provide information on redevelopment of Public Works

office area in conjunction with succession plan. Increase Professional Development training throughout Public Works and encourage certifications in multiple areas.

STATUS: ONGOING. The Department hired a new Utilities employee on July 15, 2019. Additionally, a General Maintenance-Forestry/Parks employee submitted his resignation on July 11, 2019. Public Works will begin recruiting for this position effective immediately.

- **Increase Use of GIS/Mobile Technology:** Work with GIS representatives to identify and implement ways to utilize GIS technology within the Public Works Department with a goal of increasing efficiency. Conduct multiple GIS related training sessions throughout the year. Investigate the potential use for GIS-based Asset Management as it relates to each division of Public Works.
STATUS: ONGOING. Public Works completed GIS training and is in the process of inputting data related to street signs and storm sewer utility information. Additionally, the Forestry Division is continuing the process of updating the tree inventory on a regular basis.
- **Comprehensive Pavement Preservation Plan:** Develop a pavement preservation plan for residential and corporate center streets based on information gathered during the 2018 pavement analysis project. Establish the expectations for how long pavements should last and different treatments that can be utilized (e.g., crack sealing, micro surfacing, patching) to maintain the pavement conditions in a satisfactory condition until they can be rehabilitated as part of a capital improvement project.
STATUS: ONGOING. A consultant is currently assisting staff with an analysis of the pavement conditions which will be presented by staff to the Village board in the 3rd Quarter of the year.
- **Evaluate Athletic Field Usage Policy/Fees:** Continue to evaluate the Village's current Athletic Field Usage Policy and Fee's related to this policy. Evaluate the affiliate approval process and make changes as needed. Implement any identified changes as necessary including fee changes and/or Village Code Amendments.
STATUS: COMPLETED. Public Works recently revised the athletic field usage fees obtaining approval by both the Park Board and Village Board. The new fees will be in effect in as of January 1, 2020.
- **Village Sign Replacement Initiatives:** Research all streets and/or parks signs, posts, lights and make recommendations on replacement and/or update as a result of the Village branding initiative. Include recommendation for parks entrance signs and entry way signs within 10-Year Capital Improvement Program.
STATUS: ONGOING. Public Works is evaluating the current signage and incorporating the new Village logo into a new design concept for signage. Staff will be bringing options to the Village Board at a future meeting in the 3rd quarter.
- **Work with Park Board on Possible Update to Recreation, Parks, Paths & Open Space Master Plan:** Investigate needs, identify capital improvements and incorporate into plan. Incorporate way-finding signage, lighting, seating and landscaping elements to encourage pedestrian flow along Milwaukee Avenue and into Commercial Downtown area.
STATUS: ONGOING. Public Works is editing and making recommended changes to the Parks, Paths & Open Space Master Plan. Once staff updates are completed, the document will be presented for approval by the Park Board and Village Board.

- **Emergency/Backup Water Interconnect:** Finalize design and bid work for Emergency Water Supply connection to Village of Buffalo Grove. Develop intergovernmental agreement with Village of Buffalo Grove for recommendation and approval by Village Board.
STATUS: ONGOING. Construction work started in June with an anticipated completion date of mid-to-late August.

Meeting History	
Committee of the Whole	July 22, 2019

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

Subject: Additions to the Comprehensive Fee Schedule of the Lincolnshire Village Code to Adopt Fees Related to Returned Checks and Producing Traffic Crash and Accident Reconstruction Reports

Action Requested: Consideration of an Ordinance Amending Title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village Code (Administrative Fees - Returned Checks, Traffic Crash Accident Report, and Accident Reconstruction Report Fees - Village of Lincolnshire)

Originated By/Contact: Brad Burke, Village Manager

Referred To: Village Board

Summary / Background: Staff requests amendment of the Comprehensive Fee schedule and approval of an ordinance to reflect the fees adopted in Chapter 15 of Title 1 Comprehensive Fee Schedule as a result of procedural changes in processing checks returned for insufficient funds and requests for accident reports. Recommended additions to the Comprehensive Fee Schedule are as follows:

Comprehensive Fee Schedule – Section 1-15-2: Staff recommends the addition of a \$25.00 fee for Returned Checks (NSF Check), a \$5.00 fee for Traffic Crash Accident Reports, and a \$20.00 fee for Accident Reconstruction Reports.

1-15-1: ADMINISTRATION (TITLE 1)		
ADMINISTRATIVE FEES	AMOUNT OF FEES	CODE SECTION
Returned Check Fee (NSF Check) (All Departments)	\$25.00	1-15-2
Traffic Crash Accident Report Fee (Police Department)	\$5.00	1-15-2
Accident Reconstruction Report Fee (Police Department)	\$20.00	1-15-2

Reports and Documents Attached:

- Proposed Ordinance

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 15 OF TITLE 1
COMPREHENSIVE FEE SCHEDULE
(Administration Fees – Returned Checks, Traffic Crash & Accident Report)**

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 fees 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 due to procedural changes in processing checks returned for insufficient funds and requests for accident reports Village Staff recommend to the Mayor and Board of Trustees of the Village of Lincolnshire to adopt new fees related to the cost of processing returned checks and producing traffic crash and accident reconstruction reports; 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 double underline**; deleted text struck through]:

1-15-1: ADMINISTRATION (TITLE 1)		
<u>ADMINISTRATIVE FEES</u>	<u>AMOUNT OF FEE</u>	<u>CODE SECTION</u>
<u>Returned Check Fee (NSF Check)</u> <u>(All Departments)</u>	<u>\$25.00</u>	<u>1-15-2</u>
<u>Traffic Crash Accident Report Fee</u> <u>(Police Department)</u>	<u>\$5.00</u>	<u>1-15-2</u>
<u>Accident Reconstruction Report Fee</u> <u>(Police Department)</u>	<u>\$20.00</u>	<u>1-15-2</u>

SECTION THREE: That this Ordinance shall be in full force and effect after its adoption, approval and publication in pamphlet form.

PASSED this _____ of _____ by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:
NAYS:
ABSENT:

APPROVED this _____ Day of _____.

Elizabeth J. Brandt
Mayor

ATTEST:

Barbara Mastandrea
Village Clerk

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

Subject: An Ordinance Amending Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule), Section 1-17-2 (Administration Fines) of the Lincolnshire Village Code Pertaining to General Penalties

Action Requested: Consideration, Discussion and Placement on the August 12, 2019 Consent Agenda for Approval

**Originated
By/Contact:** Brad Burke, Village Manager

Referred To: Village Board

Summary / Background:

Staff recently identified the Comprehensive Fine/Penalty Schedule in the Village Code is missing a fine for General Penalty for violations of the Lincolnshire Village Code. A General Penalty fine would be assessed where an existing fine/penalty has not previously been identified and included in the Comprehensive Fine/Penalty Schedule. Staff recommends adding a General Penalty fine to the schedule for those instances where a violation of the Lincolnshire Village Code occurs, and no specified fine/penalty is listed in the Comprehensive Fine/Penalty Schedule. The incorporation of a fine for general penalties is being recommended to address an administrative deficiency in the code.

Budget Impact:

To be determined as violations occur and penalties may be assessed.

Service Delivery Impact:

Not Applicable.

Recommendation:

Staff recommends approval of this ordinance as part of the August 12, 2019 consent agenda.

Reports and Documents Attached:

- An Ordinance Amending Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule), Section 1-17-2 (Administration Fines) of the Lincolnshire Village Code Pertaining to General Penalties.

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

**VILLAGE OF LINCOLNSHIRE
ORDINANCE NO.**

**AN ORDINANCE AMENDING TITLE 1 (Administration), CHAPTER 17
(Comprehensive Fine/Penalty Schedule), SECTION 1-17-2 (Administration Fines)
OF THE LINCOLNSHIRE VILLAGE CODE
(General Penalties - Comprehensive Fine/Penalty Schedule)**

WHEREAS, the Mayor and Board of Trustees of the Village of Lincolnshire desire to strengthen the Village penalties related to “social hosting” to deter the provision of alcoholic beverages and other controlled substances to minors on private property or within motor vehicles.

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, in exercise of its home rule powers, as follows:

Section 1: That Section 1-17-2 of Title 1, Chapter 17, of the Lincolnshire Village Code (Comprehensive Fine/Penalty Schedule), is hereby amended to incorporate a General Penalty pursuant to Section 1-4-1 for violation of the Lincolnshire Village Code [added text **bolded double underline**; deleted text ~~struck through~~]:

	MINIMUM FINE	MAXIMUM FINE	CODE SECTION
Administration Fines			
<u>General Penalty</u> None	<u>\$5.00</u>	<u>\$750.00</u>	<u>1-4-1</u>

Section 2: That 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 _____ day of _____, 2019 by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED by the Mayor of the Village of Lincolnshire this _____ day _____, 2019.

Elizabeth J. Brandt, Mayor

ATTEST:

Village Clerk

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

Subject:	IL 22 Emergency Access for Village Hall
Action Requested:	Consideration of a Contract with Chicagoland Paving, Inc. for IL 22 Emergency Access Construction at a Cost not to Exceed \$80,000.00. (Village of Lincolnshire)
Originated By/Contact:	Wally Dittrich, P.E., Assistant Public Works Director/Village Engineer
Referred To:	Mayor and Board of Trustees

Summary / Background:

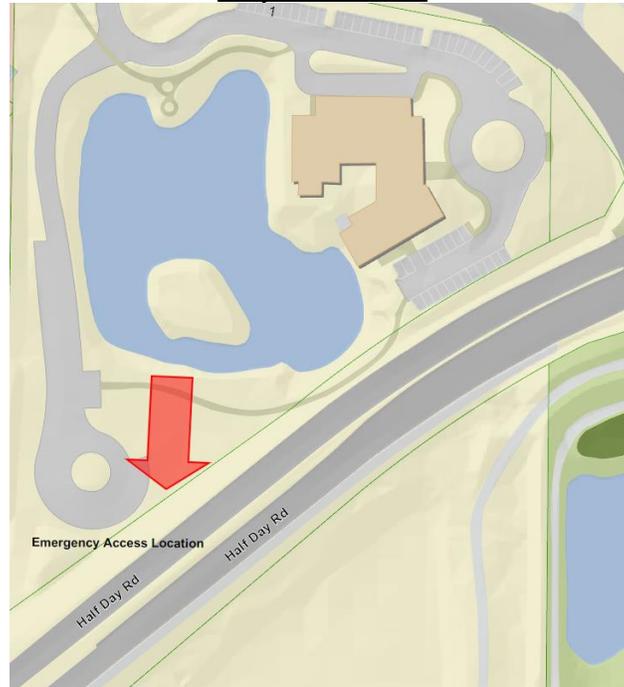
Frequently, there are times where traffic backs up along Olde Half Day Road in front of Village Hall due to the large amount of traffic trying to get between Milwaukee Avenue (IL 21) and Half Day Road (IL 22). These backups can occur in both directions during the morning and afternoon rush hours, as well as during lunchtime. To ease burden of traffic slowdowns in and out of the Village Hall Parking Lot for first responders, staff and its general engineering consultant completed a feasibility study that determined an access could be constructed onto IL 22 from the auxiliary parking lot west of the pond near Village Hall.

This access will be restricted to right-in-right-out, however it will greatly enhance the access for emergency vehicles to and from Village Hall. The secondary access to Illinois Route 22 will allow officers stationed at the Police Department a quicker exit out of the Village Hall Parking Lot during traffic jams on Olde Half Day Rd. The driveway will be paved with asphalt starting at the circle driveway up to IL 22. The access drive will be posted with signage that reads "Emergency and Authorized Vehicles Only" as required by IDOT. The project is expected to be completed by early October.

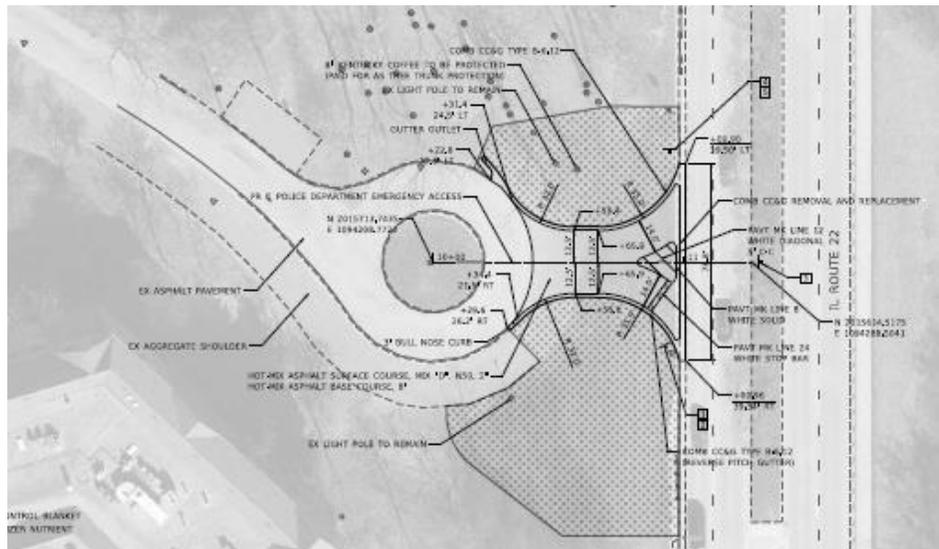
On July 16th staff opened sealed bids at a public bid opening at Village Hall at 9 AM. The Village received the three qualified bids below.

Engineers estimate	Chicagoland Paving	Abbey Paving	Lorusso Cement Contractors
\$112,777.98	\$80,000.00	\$106,140.70	\$95,373.00

Project Location



Project Detail



Budget Impact:

The Village's Fiscal Year 2019 Budget allocates a total of \$125,000 for the construction of this project. The Engineer's Estimate was \$112,777.97 and the low bid was \$80,000 (\$32,777.97 under budget).

Service Delivery Impact:

This project will improve the operation and safety of the access to Village Hall and Police Department.

Recommendation:

Staff recommends approval of a professional service contract with Chicagoland Paving, Inc. of Lake Zurich, IL for performing the construction of the IL 22 Emergency Access Project. Most recently, this contractor completed the Olde Half Day Road bike path improvement project across from Village Hall for the Village and has the experience to perform well on this project.

Reports and Documents Attached:

- Bid tabulation

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

Item No.	Items	Unit	Quantity	Engineers Estimate	Chicagoland Paving		Abbey Paving		Lorusso Cement Contractors	
1	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	Unit	42	\$2,100.00	\$ 35.00	\$ 1,470.00	\$ 59.00	\$ 2,478.00	\$ 50.00	\$ 2,100.00
2	TREE TRUNK PROTECTION	Each	1	\$250.00	\$ 100.00	\$ 100.00	\$ 430.00	\$ 430.00	\$ 500.00	\$ 500.00
3	EARTH EXCAVATION	CU YD	112	\$7,840.00	\$ 55.00	\$ 6,160.00	\$ 68.50	\$ 7,672.00	\$ 45.00	\$ 5,040.00
4	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	117	\$5,850.00	\$ 20.00	\$ 2,340.00	\$ 68.50	\$ 8,014.50	\$ 110.00	\$ 12,870.00
5	FURNISHED EXCAVATION	CU YD	56	\$2,800.00	\$ 45.00	\$ 2,520.00	\$ 70.40	\$ 3,942.40	\$ 100.00	\$ 5,600.00
6	TRENCH BACKFILL	CU YD	10	\$550.00	\$ 60.00	\$ 600.00	\$ 95.00	\$ 950.00	\$ 50.00	\$ 500.00
7	TOPSOIL FURNISH AND PLACE, 4"	CU YD	1058	\$10,580.00	\$ 6.00	\$ 6,348.00	\$ 7.30	\$ 7,723.40	\$ 8.00	\$ 8,464.00
8	SEEDING, CLASS 2A	Acre	0	\$990.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -
9	NITROGEN FERTILIZER NUTRIENT	Pound	20	\$198.00	\$ 7.00	\$ 140.00	\$ 11.00	\$ 220.00	\$ 5.50	\$ 110.00
10	POTASSIUM FERTILIZER NUTRIENT	Pound	20	\$198.00	\$ 7.00	\$ 140.00	\$ 11.00	\$ 220.00	\$ 5.50	\$ 110.00
11	EROSION CONTROL BLANKET	SQ YD	1058	\$5,290.00	\$ 3.50	\$ 3,703.00	\$ 4.30	\$ 4,549.40	\$ 2.00	\$ 2,116.00
12	TEMPORARY DITCH CHECKS	FOOT	48	\$960.00	\$ 10.00	\$ 480.00	\$ 3.25	\$ 156.00	\$ 25.00	\$ 1,200.00
13	PERIMETER EROSION BARRIER	FOOT	322	\$1,610.00	\$ 3.50	\$ 1,127.00	\$ 3.25	\$ 1,046.50	\$ 3.00	\$ 966.00
14	INLET AND PIPE PROTECTION	Each	3	\$600.00	\$ 220.00	\$ 660.00	\$ 82.50	\$ 247.50	\$ 250.00	\$ 750.00
15	STONE RIPRAP, CLASS A1	SQ YD	2	\$1,111.11	\$ 375.00	\$ 750.00	\$ 175.00	\$ 350.00	\$ 300.00	\$ 600.00
16	AGGREGATE SUBGRADE IMPROVEMENT 6"	SQ YD	275	\$8,254.00	\$ 12.00	\$ 3,300.00	\$ 16.50	\$ 4,537.50	\$ 13.00	\$ 3,575.00
17	AGGREGATE BASE COURSE, TYPE B 6"	SQ YD	80	\$3,200.00	\$ 12.00	\$ 960.00	\$ 18.50	\$ 1,480.00	\$ 10.00	\$ 800.00
18	HOT-MIX ASPHALT BASE COURSE, 8"	SQ YD	218	\$13,086.60	\$ 57.00	\$ 12,426.00	\$ 80.00	\$ 17,440.00	\$ 40.00	\$ 8,720.00
19	HOT-MIX ASPHALT SURFACE COURSE, MIX "D", N50	Ton	24	\$3,664.25	\$ 150.00	\$ 3,600.00	\$ 193.00	\$ 4,632.00	\$ 90.00	\$ 2,160.00
20	PRECAST REINFORCED CONCRETE FLARED END SECTIONS 15"	Each	2	\$2,000.00	\$ 2,775.00	\$ 5,550.00	\$ 2,215.00	\$ 4,430.00	\$ 2,000.00	\$ 4,000.00
21	STORM SEWERS, CLASS A, TYPE 1 15"	Foot	40	\$3,000.00	\$ 125.00	\$ 5,000.00	\$ 36.75	\$ 1,470.00	\$ 125.00	\$ 5,000.00
22	CLASS SI CONCRETE (OUTLET)	CU YD	3	\$1,500.00	\$ 500.00	\$ 1,500.00	\$ 550.00	\$ 1,650.00	\$ 850.00	\$ 2,550.00
23	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	Foot	178	\$6,230.00	\$ 40.00	\$ 7,120.00	\$ 41.50	\$ 7,387.00	\$ 25.00	\$ 4,450.00
24	MOBILIZATION	L Sum	1	\$5,546.46	\$ 1,848.00	\$ 1,848.00	\$ 4,900.00	\$ 4,900.00	\$ 9,550.00	\$ 9,550.00
25	SIGN PANEL - TYPE 1	SQ Ft	39	\$1,950.00	\$ 20.50	\$ 799.50	\$ 27.25	\$ 1,062.75	\$ 30.00	\$ 1,170.00
26	TELESCOPING STEEL SIGN SUPPORT	Foot	51	\$1,020.00	\$ 13.25	\$ 675.75	\$ 27.00	\$ 1,377.00	\$ 15.00	\$ 765.00
27	BASE FOR TELESCOPING STEEL SIGN SUPPORT	Each	3	\$1,200.00	\$ 200.00	\$ 600.00	\$ 44.00	\$ 132.00	\$ 300.00	\$ 900.00
28	THERMOPLASTIC PAVEMENT MARKING - LINE 8"	Foot	51	\$204.00	\$ 14.25	\$ 726.75	\$ 12.75	\$ 650.25	\$ 10.00	\$ 510.00
29	THERMOPLASTIC PAVEMENT MARKING - LINE 12"	Foot	28	\$140.00	\$ 29.50	\$ 826.00	\$ 19.00	\$ 532.00	\$ 14.00	\$ 392.00
30	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	Foot	14	\$140.00	\$ 120.00	\$ 1,680.00	\$ 38.00	\$ 532.00	\$ 25.00	\$ 350.00
31	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	L Sum	1	\$5,546.46	\$ 1,000.00	\$ 1,000.00	\$ 5,630.00	\$ 5,630.00	\$ 3,500.00	\$ 3,500.00
32	CONSTRUCTION LAYOUT AND AS-BUILT SURVEY	L Sum	1	\$9,244.10	\$ 1,900.00	\$ 1,900.00	\$ 5,835.00	\$ 5,835.00	\$ 2,500.00	\$ 2,500.00
33	COMBINATION CONCRETE CURB AND GUTTER REMOVAL AND REPLACEMENT	Foot	79	\$5,925.00	\$ 50.00	\$ 3,950.00	\$ 56.50	\$ 4,463.50	\$ 45.00	\$ 3,555.00
					\$ 112,777.98	\$ 80,000.00	\$ 106,140.70	\$ 95,373.00		

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

Subject: Continued Discussion of the Whytegate Subdivision Historical Fence Removal/Re-Location (Village of Lincolnshire)

Action Requested: Consideration and Discussion of Removal and Re-Installation of the Whytegate Subdivision Historical Fence (Village of Lincolnshire)

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

Referred To: Mayor and Board of Trustees

Summary / Background: This memorandum outlines a maintenance issue regarding the white fence which runs for approximately 575 feet along the West side of Riverwoods Road from Surrey Lane to North of Pembroke Drive. This fence was originally installed between 1985-1986 and was turned over to the Village by the developer at that time. The fence in this location is wood construction as opposed to the composite material construction of the fence surrounding Whytegate Park. In recent years, the fence is showing wear and has become very unsightly as multiple posts and boards have become dislodged requiring maintenance. Below is a photo of the 200 Riverwoods Road site:



Removal Relocation Required

In July 2014, Lake County sent a letter to the Village stating that the existing wood fence is located within the Lake County right-of-way. The letter noted Lake County requirements the Village remove and/or relocate the fence a minimum of 15' westward of its current location. Lake County has been in communication with all property owners along Riverwoods Road regarding the need to remove improvements within their right-of-way. Maintaining the fence in its current location would conflict with potential utility work. Village Staff reached out to Lake County, and they have expressed the desire to have the fence moved and/or removed as soon as possible as there is an existing utility permit that has been issued for a North Shore Gas system upgrade on the west side of Riverwoods in this area.

Currently there is 575 feet of fence that is located south of Surrey Lane and borders the Historical Property. After careful consideration, Staff feels there are three (3) options which are as follows:

Option 1 - Remove / Re-Install New (PVC) Fence 15' West of its Current Location

Staff does not feel the current fence would be able to be preserved for relocating and would recommending installing a new fence made of pvc/plastic material (similar to the material used in the Whytegate Park fence). If the Village were to install the full 575' of fence the cost would be approximately \$23,000.00 at a cost of \$40.00 per square foot. Moving the fence 15' back of its current location would place it right in the middle of heavy foliage. A significant amount of this foliage would require removal and would result is a huge loss of screening for the resident located at 200 Riverwoods Road. **Total Cost: \$31,000.00**

Option 2 - Remove the Fence Completely – No Re-Installation

This option would involve remove of the entire 575' of fence. This option would include no plans for re-installation of any new fence. **Total Cost: \$4,000.00**

Option 3 - Remove Existing Fence / Install 107' of New Fence

This option would involve the removal of all the existing fence. Once the removal was completed the Village would install approximately 107' of new fence primarily in front of historical site, with the caveat that the primary homeowner will absorb the maintenance responsibility of the new fence moving forward. The new installed fence would be approximately 50' of length on each side of the driveway area at the 200 Riverwoods Road site. **Total Cost: \$7,650.00**

Option 4 - Remove Existing Fence. Remove existing vegetation 15' back of Right-of-Way area, Install 240' of New Fence.

This option would involve a significant removal of foliage to the North of the driveway area which Staff estimates would cost \$7,500.00 for the cost of a 3-man crew and 3 days of work. The foliage is mostly buckthorn with only one identified high quality maple tree WHICH Staff would intend to keep. Additionally, Staff would install 50' of fence to the south of the driveway area and 190' of fence to the North of the driveway once the foliage was removed.

Total Cost: \$15,500.00





Staff feels the best option of the three would be Option #3 or Option #4. These options would meet Lake County's requirements while maintaining the visual integrity of the Riverwoods Road corridor. The fence would be moved back 15' and would be even with an existing red-rotten granite pathway.

Village Engineer-Wally Dittrich reviewed documentation for the Whytegate subdivision and concluded there are no requirements or zoning entitlements that would require the fence to be maintained along this entire length of Riverwoods Road in this location. Staff has also communicated with the current homeowner, and he is willing to accept whichever option the Village Board desires. Additionally, the homeowner also indicated that if the fence is removed, he would not plan to re-install any type of fence on his property but would be willing to assist with the maintenance of the fence if the Village paid for installation. If the Board desires to install a new portion of fence, Staff could potentially secure a maintenance agreement prior to the installation of the fence.

Additional Crosswalk Concern

At the June 24th Village Board Meeting, the existing crosswalk location at the intersection of Surrey and Riverwoods was discussed for possible relocation. Currently the crosswalk does not physically connect to any pedestrian/bike path on the west side of Riverwoods Road. If the concept of relocating it were brought up with the County, it may be the County's direction to remove the crosswalk entirely or require the Village to construct a new connector path to the existing path in Whytegate Park. They could also require the installation of additional safety measures such as the flashing light system installed at Daniel Wright Middle School. Staff recommends leaving this component out of the fence relocation project. If it is desired to address the issue, it could be done as part of a future separate capital project or as part of the 2022 watermain project that will potentially disturbing this area depending on where the watermain is installed.

Budget Impact: Removal of the fence would incur an estimated 100-125 Staff hours and approximately \$4,000.00 between salaries and disposal. Installation of the new fence varies dependent on which option the Village Board desires. There is currently \$10,000 allocated in the 2020 budget for removal and relocation of the fence.

Service Delivery Impact: Removal of the existing fence and installation of a shorter stretch of plastic fence would both improve the aesthetics of the area while maintaining a portion of historical integrity of the site.

Recommendation: Staff recommends the Village Board pursues either the removal of the existing fence and installing roughly 107' of new PVC fence (Option 3) primarily in front of historical site and/or the removal of the existing fence and installing 240' of new fence.(Option 4)

Reports and Documents Attached:

- None

Meeting History	
Committee of the Whole	July 24, 2019
Committee of the Whole	July 22, 2019

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

Subject: Consideration of an Amendment to Section 3-3-2-3 of Title 3-3, Liquor Control, for the Creation and Issuance of Village Liquor License (Class "H" Package Liquor License) for RDK Ventures, LLC (Circle K Store #4706704 - 1000 Milwaukee Avenue)

Action Requested: Consideration of Approval of Liquor License

Originated
By/Contact: Joseph Leonas, Chief of Police

Referred To: Village Board

Summary / Background:

On June 24, 2019, RDK Ventures, LLC submitted a completed "Petition for the Creation of a Village Retailer's License - Alcoholic Liquor," for Class "H" liquor license for their Circle K venue located at 1000 Milwaukee Avenue. A Class "H" license authorizes the sale of package liquor for consumption only off premise.

After receipt of RDK Ventures application submitted on June 24, 2019, Village staff completed its review of the information required by code in the liquor license application.

The following areas were checked for compliance and conformity as required under Village Code:

1. The Village Retailer's Liquor License application was submitted with a \$250.00 non-refundable application fee, as required by code (3-3-4-2-D).
2. A check through the Illinois Secretary of State's Corporate Business Office, on June 24, 2019, indicates RDK Ventures, LLC is an Illinois Limited Liability Company licensed to conduct business and in "Good Standing" in Illinois. The Registered Agent is Illinois Corporation Service C located at 801 Adlai Stevenson Drive in Springfield, Illinois 62703, which is consistent with the applicant's petition.
3. A Certificate of Insurance with the required liquor liability coverage was submitted with the application as required by code (3-3-4-2-B).
4. The local manager, Kulwant Osahan, who would be responsible for oversight of liquor sales, has been fingerprinted and has no criminal history as required by code (3-3-4-2-B).
5. As required by code (3-3-2-2), a photocopy of the Circle K store floorplan was provided as the proposed interior diagram.
6. A copy of the Charter of the Corporation was included as required by code (3-3-4-2-A), indicating RDK Ventures LLC was incorporated November 9, 2009.
7. The fee for a Class "H" liquor license is \$2,000.00. A Class "H" liquor license is issued to authorize the sale of alcoholic liquor only in the original package and only for consumption off the premises.

8. RDK Ventures LLC indicated “yes” to having had a license previously issued to the applicant or partner or any officer, manager, agent, director of the corporation, or any stockholder(s) that was revoked, suspended, or assessed a fine for any reason, by any Federal, State, or local authority:
- **On December 19, 2012, for the sale of alcohol to a minor at its Village of Mokena store. The corporation reported it paid a \$1,000 fine to the Illinois Liquor Control Commission (ILCC) and received a one day suspension.**
 - **On May 29, 2014, for the sale of alcohol to a minor at its City of Berwyn location. The corporation reported it paid a \$2,500 fine to the ILCC and received a one day suspension.**
 - **On May 18, 2015, for the sale of alcohol to a minor at its Village of Mokena store. The corporation reported it paid a \$2,500 fine to the ILCC and received a two day suspension.**
 - **On November 30, 2015, for the sale of alcohol to a minor at its City of Berwyn location. The corporation reported it paid a \$3,500 fine to the ILCC and a \$750 fine to the City of Berwyn, as well as received a three day suspension.**

Budget Impact:

Approval or denial of this request will not result in any adverse impact to the current budget.

Service Delivery Impact:

Not Applicable.

Recommendation:

RDK Ventures LLC has 57 active liquor licenses throughout several counties within the State of Illinois. The four reported violations all occurred between 3 and 6 years ago. The background process found nothing to preclude the issuance of the requested licenses. Staff recommends approval and requests this item be placed on the August 12, 2019 Consent Agenda for Board approval.

Reports and Documents Attached:

- Ordinance Amending Section 3-3-2-3 of Title 3, Chapter 3 of the Village of Lincolnshire Village Code (Liquor Control) – Class H Package Liquor License

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

VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 3-3-2-3
OF TITLE 3, CHAPTER 3,
OF THE VILLAGE OF LINCOLNSHIRE VILLAGE CODE
(LIQUOR CONTROL – CLASS “H” Circle K)

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 3-3-2-3 of the Lincolnshire Village Code, the number of Class “H” liquor licenses which are authorized for issuance in the Village of Lincolnshire shall be increased to three (3). This increase in Class “H” liquor licenses reflects the issuance of a Class “H” license to RDK Ventures LLC (Circle K).

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 day of, , by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this day of,

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea
Village Clerk

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

Subject:	Discussion of the North Park Tennis Court Resurfacing Project (Village of Lincolnshire)
Action Requested:	Discussion and Direction Related to the North Park Tennis Court Resurfacing Project (Village of Lincolnshire)
Originated By/Contact:	Bradford H. Woodbury, Public Works Director
Referred To:	Mayor and Board of Trustees

Summary / Background: In March 2019, the Village Board approved a contract with Chicagoland Paving Contractors (Lake Zurich, Illinois) in an amount not to exceed \$40,000.00 to resurface the North Park Tennis Courts. This project was approved as part of the FY2019 Budget. In early April 2019, Chicagoland Paving began to grind the tennis court surface, and in the process of grinding, the contractor discovered many areas of the tennis court lacked a sufficient subbase. The lack of subbase caused heaving and sinking throughout certain sections of the court. Below are photos of the courts after an initial grinding attempt by Chicagoland Paving.



The tennis courts were originally installed in 2003, and the entire area is in need of a complete reconstruction as discovered during a recent proof-roll. The primary purpose of proof rolling is to locate soft areas in the subbase of the court and to check the consistency of the subgrade compaction. During the most recent proof roll attempt, staff discovered several areas where there is missing subgrade throughout the playing surface areas.

Currently Lincolnshire, has nine public (9) tennis courts in various Village parks maintained by the Village. The number of outdoor public tennis courts in surrounding communities including Lincolnshire are as follows:

1. Wilmette 20 (1 court per 1,400 residents)
2. Glenview: 38 (1 court to 1,100 residents)
3. Winnetka: 12 (1 court per 1,000 residents)
4. Lake Forest: 22 (1 court per 900 residents)
5. Lincolnshire: 9 (1 court per 800 residents)

At the June Park Board meeting, Staff was asked to explore additional options in lieu of completing the tennis court construction. As a result Staff has identified the following options for board consideration:

Option 1 – Tennis Court Status Quo - Instruct Chicagoland Paving remove the existing court, completely reconstruct the sub base and resurface the entire area to maintain the area as a tennis court. – **Anticipated Cost - \$80,000.00**

Option 2 – Full Tennis Court Removal and Restore to Grass - Instruct Chicagoland Paving remove the existing court and apply 12” of topsoil, seed and straw matting to the area. Additionally, Staff would instruct the contractor to remove the East portion of the fence. – **Anticipated Cost - \$60,000.00-\$70,000.00**

Option 3 – Full Tennis Court Removal / Install Multi-Use Construct Concrete Surface- Instruct Chicagoland Paving remove the existing court. Once court is removed, bid out a contract to install a concrete surface in the area to be utilized for other uses, i.e. ice skating, in-line skating. Staff estimates the cost to install a concrete slab in the area to be approximately \$5.00 per square foot for a total of \$60,000.00. The cost of removal of \$45,000.00 would be added to that value. **Anticipated Cost - \$105,000.00**

Option 4 – Full Tennis Court Removal and Install Paddleball Court - Instruct Chicagoland Paving remove the existing court. Once the court is removed, bid out a contract to install a raised tennis court/paddleball court. Staff estimates the cost of a paddleball court area to be \$75,000.00 per court. The area at North Park would accommodate two courts. The cost for removal of the existing asphalt would be \$45,000.00. **Anticipated Cost - \$120,000.00-\$250,000.00**

Paddleball Court Example:



Budget Impact:

The project budget originally included \$35,000 in account #51-22-86-1402. The anticipated cost to remedy the playing surface is expected to be \$45,000 over budget. Staff anticipates being under budget in the General Capital Parks Fund by the end of 2019 as a result of favorable bids received on projects/purchases to date.

Service Delivery Impact:

While the current condition of the Tennis Courts is not acceptable for safety reasons, Staff is looking for direction from the Village Board with regards to what they would like to see in this area.

Recommendation:

Consideration and Discussion of this project should include direction on either continuing with removal of the existing asphalt and completing the project in total or utilizing the area for a potential different use as directed by the Village Board.

Reports and Documents Attached:

- Original Contract By Chicagoland Paving
- Revised Quote to Completely Reconstruct and Resurface the Tennis Court Area

Meeting History	
Park Board	June 17, 2019
Village Board	July 22, 2019

VILLAGE OF LINCOLNSHIRE
CITY OF EVANSTON
2019 NORTH PARK AND LOVELACE PARK TENNIS
COURT RESURFACING PROJECT

TO: Mayor and Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, Illinois 60069

19-65
BID DATE: 2.28.19
BID TIME: 10:00
WITH PRINTS: LG SM NO
COMPLETE DATE/DAYS

E/M

FROM: _____
Company

Chicagoland Paving Contractors Inc. _____
225 Telser Road
Lake Zurich, IL 60047

City State Zip _____

() 847 550 9681
Telephone

Dear Mayor and Trustees:

We, the undersigned, hereby propose to furnish all labor, materials, tools and services required to conduct the **North Park Tennis Court Resurfacing Project** for the Village of Lincolnshire, Illinois and the **Lovelace Park Tennis Court Resurfacing Project** for the City of Evanston in accordance with the Plans and Specifications, Notice to Bidders, Instructions to Bidders, and forms of Contract and bid bond.

The undersigned declares that we have examined said Plans and Specifications and acknowledges that the same are accurate and complete and are approved by the undersigned.

The undersigned agrees that the contract shall be for a one year period, but shall provide that it can be extended, on an annual basis, at the option of the Village of Lincolnshire in its sole and absolute discretion, for up to two additional years, on the terms in the bid document submitted in response to the request for proposal.

The undersigned agrees to commence work not later than 10 calendar days of the notice to proceed from the Village, and to complete the project within the time frame specified in the Terms and Conditions.

RETURN WITH BID

The Contractor understands that a contract to purchase products and/or work shall be formed based upon the terms of the RFP upon acceptance of Contractor's proposal by the Village and that the Village will not execute any form of contract submitted by the Contractor. No substitutes will be permitted unless specified by the Contractor in the proposal and approved by the Village.

The undersigned submits the following Schedule of Unit Prices for the work to be performed as shown on the Plans and Specifications, and agrees that the items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the items of work for which a unit price is given, and understands that no additional payment will be made for such incidental work.

The undersigned has received and considered in this proposal the following:

Addendum # 1 2-2019
Addendum # _____
Addendum # _____

If no addenda were received, mark not applicable.

The undersigned agrees to submit a performance bond equal to 110% of the value of the contract amount at the time of execution of the contract with the successful bidder.

The prices stated in this proposal are guaranteed for 45 days from the date hereof, and if awarded the work within that period, we agree to complete the work covered by this Proposal at said prices.

Dated this 28 day of Feb 2019.

Chicagoland Paving Contractors Inc.
225 Telser Road
Lake Zurich, IL 60047

Respectfully submitted,

WR Bauer
Company

By William R. Bowes, V.P.
Title

RETURN WITH BID

VILLAGE OF LINCOLNSHIRE

2019 NORTH PARK TENNIS COURT RESURFACING

BID FORM

CONTRACTOR'S NAME: _____ Chicagoland Paving Contractors Inc. _____
ADDRESS: _____ 225 Telser Road _____
_____ Lake Zurich, IL 60047 _____
TELEPHONE NUMBER: _____ 847 550 9681 _____
PRINTED NAME: _____ William R. Bowes _____
SIGNATURE: _____ Wt Bain _____
DATE: _____ 2/28/19 _____

COST OF WORK:

The undersigned, having familiarized [himself/herself] with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the INSTRUCTION TO BIDDERS, hereby affirms and agrees to enter into a contract with the Village of Lincolnshire, Illinois;

The undersigned hereby also certifies that in accordance with 710 ILCS 7/33E-11 that the Bidder is not barred from submitting a bid for this contract as a result of a violation of either Section 33E-3 or Section 33E-4 concerning bid rigging, bid rotating, kickbacks, bribery and other interference with public contracts;

To PROVIDE all supervision, labor, material, equipment, and all other expense items to perform completely the entire work covered by all specifications for the entire work;

LOCATION: NORTH PARK , 1025 RIVERWOODS ROAD, LINCOLNSHIRE, IL 60069

FOR THE LUMP SUM OF Forty Five Thousand Dollars (\$ 45,000)

[Include breakdown of unit and total prices for items as required.]

RETURN WITH BID

CITY OF EVANSTON

LOVELACE PARK TENNIS COURT RESURFACING PROJECT

BID FORM

CONTRACTOR'S NAME:

- Chicagoland Paving Contractors Inc. _____

ADDRESS:

225 Telser Road _____

- Lake Zurich, IL 60047 _____

TELEPHONE NUMBER:

847 550 9681 _____

PRINTED NAME:

William R. Bowas _____

SIGNATURE:

WR Bowas _____

DATE:

2/28/19 _____

COST OF WORK:

The undersigned, having familiarized [himself/herself] with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the INSTRUCTION TO BIDDERS, hereby affirms and agrees to enter into a contract with the Village of Lincolnshire, Illinois;

The undersigned hereby also certifies that in accordance with 710 ILCS 7/33E-11 that the Bidder is not barred from submitting a bid for this contract as a result of a violation of either Section 33E-3 or Section 33E-4 concerning bid rigging, bid rotating, kickbacks, bribery and other interference with public contracts;

To PROVIDE all supervision, labor, material, equipment, and all other expense items to perform completely the entire work covered by all specifications for the entire work;

LOCATION: LOVELACE PARK, GROSS POINT RD. AND THAYER STREET, EVANSTON, ILLINOIS 60201

BASE BID SUM OF One Hundred Fourteen Thousand Dollars (\$ 114,000)

ALLOWANCE SUM OF Ten Thousand Dollars (\$ 10,000.00)

FOR TOTAL LUMP SUM OF One Hundred Twenty Four Thousand Dollars (\$ 124,000)

[Include breakdown of unit and total prices for items as required below.]

CHICAGOLAND PAVING CONTRACTORS, INC.
225 TELSER ROAD
LAKE ZURICH, IL 60047
Tel: 847-550-9681 Fax: 847-550-9684
Office@chicagolandpaving.com

Certificate of Resolution

I, Kevin Meartz, President of CHICAGOLAND PAVING CONTRACTORS, Inc., an Illinois corporation (the Corporation) hereby certifies that the following resolutions were unanimously adopted by the Shareholders and Directors of the Corporation by consent of the Shareholders and Directors dated May 26, 1988:

RESOLVED, that CHICAGOLAND PAVING CONTRACTORS, INC., an Illinois Corporation (the Corporation) authorizes William R. Bowes, to have the authority to sign and enter into a contract on behalf of CHICAGOLAND PAVING CONTRACTORS, Inc.

FURTHER RESOLVED, that any one or more of the President and any Secretary or Assistant Secretary of the Corporation are authorized, empowered and directed to execute and deliver on behalf of the Corporation, such documents and agreements as they or any of them determine to be necessary or advisable to effectuate the foregoing resolutions.

Executed in Lake Zurich, IL on May 26, 1988.

By: 
Kevin Meartz, President

Unit Prices:

The undersigned submits the following UNIT PRICING LIST to be performed as described in the specifications, and agrees that items of work not specifically mentioned which are necessary and required to complete the work intended shall be done incidental to and as part of the work for which a unit price is given, and understands that no additional payment will be made for such incidental work from the estimated quantities shown below. Unit prices for individual line items shall be used for the project's schedule of values, pay applications and will also be used to determine the amount to ADD TO or DEDUCT FROM the contract LUMP SUM PRICE for properly authorized additional or deducted work. **Include the total cost of each unit price item in the Lump Sum Base Bid Amount above.**

Item	Description	Unit	Base Bid Quantity	Unit Price*
1	Remove and replace 10' high chain link fence fabric	FOOT	100	\$ 60 ⁻
2	Remove and replace line post and footing (10' exposed height)	EA	10	\$ 100 ⁻
3	Crack Repair	FOOT	600	\$ 10 ⁻

* Costs to be provided by Bidder

Allowance:

The allowance is intended to address items not able to be precisely determined prior to bidding including unforeseen conditions that are discovered during the course of construction. At the end of the project, unspent allowance shall be credited to owner via change order.

RETURN WITH BID

CONTRACTOR'S CERTIFICATION

Chicagoland Paving, of Lake Zurich, Illinois, as part of its bid on a contract for North Park / Lovelace Tennis Crt. for the Village of Lincolnshire, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 5/33E-3 or 5/33E-4 of Article 33E of Chapter 720 of the Illinois Compiled Statutes, 1994.

Chicagoland Paving, having submitted a bid/proposal for **North Park Tennis Court Resurfacing** to the Village of Lincolnshire and **Lovelace Park Tennis Court Resurfacing Project** to the City of Evanston, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with Chapter 775 ILCS 5/2-105(A), 1994.

I, William R. Bowes duly authorized agent for Chicagoland Paving having been first duly sworn depose and state as follows:

1. The above-named company is not delinquent in payment of any tax administered by the Illinois Department of Revenue or if it is:
2.
 - a. It has previously filed the appropriate document contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate revenue Act; or
 - b. It has entered into an agreement with the Department of Revenue for payment of all its taxes due and is in compliance with that agreement.

By: WR Bowes
Signature

William R. Bowes
Name, printed
Authorized Agent of Contractor

Subscribed and sworn to before me this 28 day of Flv, 2019.

Julie C Heiderman
Notary Public
***SEAL OFFICIAL SEAL
JULIE C HEIDERMAN
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES: 11/05/22

RETURN WITH BID

PREVAILING WAGE ACT NOTIFICATION TO CONTRACTORS

Pursuant to P.A. 96-0437, effective January 1, 2010, a public body that fails to provide written notice to its public works contractors that a project is subject to Illinois prevailing wage requirements is, itself, liable for interest, penalties and fines as stated under Section 4(a-3) of the Act. Failure by the public body to provide written notice does not relieve the contractor of the duty to comply with the prevailing wage rate, nor of the obligation to pay any back wages, to the extent applicable under the Act. This notice is being provided for the mutual benefit of you and the Village.

This contract may call for the performance or delivery of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors, to the extent that the Act applies, to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. Related to the Act, the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1, et seq., requires contractors and subcontractors performing services on public works to have in place a written substance abuse program, which meets or exceeds the program requirements in this Act, on file with the Village.

As the prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website, the revised prevailing rate of wages shall apply to this contract and the cost therefore shall be borne solely by the contractor.

To the extent that the Act applies, all contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping and submittal duties, including the Substance Abuse Prevention on Public Works Act. If the contractor determines that the Act does not apply to it, contractor shall—in lieu of certified payrolls—submit a letter stating that the Act does not apply to it and setting forth the reasons therefore.

RETURN WITH BID

CONTRACTOR REFERENCES

Please list below four (4) references for which your firm has performed similar work for municipalities as identified in Bidder Qualifications.

Municipality: please see attached

Address: _____

City, State, Zip Code: _____

Contact Person/

Telephone Number: _____

Dates of Service/

Award Amount: _____

Municipality: _____

Address: _____

City, State, Zip Code: _____

Contact
Person/Telephone
Number: _____

Dates of Service/

Award Amount: _____

Agency: _____

Address: _____

City, State, Zip Code: _____

Contact Person/

Telephone Number: _____

Dates of Service/

Award Amount: _____

Agency: _____

Address: _____

City, State, Zip Code: _____

Contact Person/

Telephone Number: _____

Dates of Service/

Award Amount: _____

Chicagoland Paving Contractors, Inc.

225 Telser Road Lake Zurich, IL 60047
Phone: 847-550-9681 Fax: 847-550-9684

TENNIS COURT REFERENCE LIST

Lake Zurich CUSD #95

2016 Site Improvements

\$1,429,901.75

Mr. Leo Morand, Gewalt Hamilton – 847-478-9700

Mr. Lyle Erstad, CUSD #95 Facilities Manager – 847-540-3414

Lake Forest High School District 115

Lake Forest H.S. West Campus Paving & Tennis Court

\$379,900.00

Mr. Rick Young

Perkins & Will

312-755-4757

Community High School District #117 (Lake Villa)

Lakes H.S. Tennis Court Resurfacing Improvements

\$377,122.20

Ms. Carissa Smith

Gewalt Hamilton

847-478-9700

Glen Ellyn Park District

Spring Ave. Recreation, Newton Park & Village Green Tennis

\$299,896.26

Mr. Dan Hopkins

Glen Ellyn Park District

630-942-7265

Julie Heiderman

From: Marc Facchini <mfacchini@lincolnshireil.gov>
Sent: Monday, February 04, 2019 8:35 AM
To: office@chicagolandpaving.com
Subject: Lincolnshire - Evanston Tennis Court Resurfacing Project
Attachments: 2019_Lincolnshire_Evanston_Tennis_Court_Resurfacing_Bid_Specifications.pdf

Good morning,

The Village of Lincolnshire and City of Evanston will be resurfacing tennis courts this season. Please see the attached bid information. Thank you!

Sincerely,

Marc Facchini | Public Works Management Analyst



Direct: 847-913-2356 | Email: mfacchini@lincolnshireil.gov

Website: <http://www.lincolnshireil.gov>

**VILLAGE OF LINCOLNSHIRE
CITY OF EVANSTON**

NOTICE TO BIDDERS

**NORTH PARK TENNIS COURT RESURFACING PROJECT
LOVELACE PARK TENNIS COURT RESURFACING PROJECT**

The Village of Lincolnshire will receive sealed proposals until 10:00 a.m. on February 28, 2019, at the Village Hall, located at One Olde Half Day Road, Lincolnshire, IL 60069, at which time and place the proposals will be publicly opened.

The proposed project consists of the resurfacing and equipping of two tennis courts located at North Park in Lincolnshire located at 1025 Riverwoods Road, Lincolnshire, Illinois 60069 and Lovelace Park in Evanston located at Gross Point Rd. and Thayer Street, Evanston, Illinois 60201. Proposal specifications will be made available free of charge beginning February 4, 2019, at the Village Hall of the Village of Lincolnshire, Lake County, One Olde Half Day Road, Lincolnshire, Illinois or on the Village website at www.lincolnshireil.gov

All Contracts for the construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) and the Employment of Illinois Workers on Public Works Act (30 ILCS 570). This project is considered to be a maintenance project.

The Village of Lincolnshire reserves the right to defer the acceptance of a bid, to accept or reject any and all bids, to waive technicalities and to accept the bid which best meets the needs and requirements of the Village as outlined in the Request for Bidders.

VILLAGE OF LINCOLNSHIRE

Bradford H. Woodbury
Public Works Director

Village of Lincolnshire/City of Evanston

LOVELACE PARK TENNIS COURT RESURFACING PROJECT

ADDENDUM #1

February 20, 2019

TO ALL BIDDERS:

Please add the following section to page 26 of the bid specifications for the City of Evanston:

20. Completion:

"All work at Lovelace Park tennis court must be completed by June 14, 2019. In the event the work is not completed by this date, then in addition to any remedies available to the City, the Contractor will pay to the City the sum of \$750.00 per day for each calendar day beyond those dates, until completion of the work has been achieved. This payment is for liquidated damages, in addition to any other damages that may be incurred by the City, and not as a penalty. All such liquidated damages may be set-off against any moneys that may be due the contractor. "

Please indicate receipt of this addendum on the third page of the proposal document which contains the addendum section, and attach a copy of the addendum to your sealed bid.

Village of Lincolnshire
Bradford H Woodbury, Public Works Director

CHICAGOLAND PAVING CONTRACTORS, INC.
225 TELSER ROAD
LAKE ZURICH, IL 60047
TEL: 847-550-9681 FAX: 847-550-9684

May 14, 2019

Village of Lincolnshire
 Mr Marc Facchini
 1 Olde Half Day Road
 Lincolnshire, IL 60069-3035

Re: Village of Lincolnshire
North Park Tennis Court Resurfacing
#19-32 - AUP #1 - Undercuts

Mr. Facchini

Due to a poor subgrade, the existing base fell apart after grinding off the surface of the tennis courts. Before replacing the surface the failed base needs to be excavated and replaced with new aggregate base. Shown below is our price for 2 different undercut options. Please provide us with your written approval by signing below and a formal change order if you would like the work to be completed at the prices shown.

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Option 1 - Fix Various Areas				
GEOTEXTILE FABRIC	SY	TBD	\$1.50	
UNSUITABLE SOIL EXCAVATION, HAULING, AND DUMPING FEES	CY	TBD	\$40.00	
AGGREGATE FOR UNSUITABLE AREAS	CY	TBD	\$40.00	
			Total	\$0.00
Option 2 - Undercut Entire Area 1' Deep (105'x115')				
GEOTEXTILE FABRIC	SY	1450	\$1.50	\$2,175.00
UNSUITABLE SOIL EXCAVATION, HAULING, AND DUMPING FEES	CY	480	\$40.00	\$19,200.00
AGGREGATE FOR UNSUITABLE AREAS	CY	480	\$40.00	\$19,200.00
			Total	\$40,575.00

Respectfully,



William R. Bowes, Vice President
 Chicagoland Paving Contractors, Inc.

ACCEPTED: _____

 Name / Title / Date