



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, July 22, 2019**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	Trustee Hancock
<del>Trustee Leider</del>	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 7:09 p.m., and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the July 8, 2019 Committee of the Whole Meeting Minutes**

The minutes of the July 8, 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 Regarding Five-Year Financial Forecast (Village of Lincolnshire)**

Village Manager Burke stated the Five-Year Financial Forecast follows up on discussions the Board had regarding the long-term Capital Plan. Staff takes the 10-year Capital Plan and projects operation revenues and expenses, and incorporates those capital expenditures into a Five-Year Financial Forecast. Each Department Manager is responsible for reviewing their budget and project out their expenditures for the current year-end.

Village Manager Burke provided a presentation regarding the Five-Year Financial Forecast. Village Manager Burke presented charts and information on the following:

- General Operating Fund – Fund Balance vs. Policy which reflect General Fund-Fund Balance maintained at 75% of projected General

### Fund Operating Expenses.

Trustee Grujanac stated she received an inquiry from a resident regarding maintaining quality of service regardless of the increases/decreases in budgeted expenditures. Village Manager Burke confirmed staff works to maintain quality of services and will continue to do so through directly providing services and contracting for services and materials.

Trustee Hancock asked for clarification regarding the chart. Village Manager Burke stated remaining funds, in excess of the 75% Fund Balance Policy for the General Fund are transferred to fund Water & Sanitary Sewer Improvement Fund for capital projects or transferred to the General Capital Fund. Village Manager Burke noted the green line in the chart represents available resources to be transferred to fund capital expenditures.

- General Fund – Revenues with Operating & Capital Expenses. Village Manager Burke further explained the Five-Year Financial Forecast as it relates to operating expenses/revenues and planned capital spending.
- Water & Sanitary Sewer Fund – Annual Operating Expenses vs. Fund Balance. 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.

Mayor Brandt asked if the projections include projects such as The St. James. Village Manager Burke stated connection fees are not included in the forecast until a project is approved.

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

Village Manager Burke stated with the Home2Suites coming through and some of the other developments in process, the revenue picture for the Village should continue to improve compared to where we were a few years ago.

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

Village Manager Burke stated a report regarding Fiscal Year 2019 Budget and Goals was provided in the Board packet for review.

Trustee Harms Muth asked why there was a 10% differential in the Public Works Administration budget from last year. Village Manager Burke noted he would look into this number and report back to the board. Public Works Director Woodbury noted there was a \$5,000 increase in professional services/miscellaneous engineering which is

part of the difference. Village Manager Burke stated they have retained a landscaper to assist with the bike path planning and incurred some additional design costs for the Riverwoods bike path. Public Works Director Woodbury stated he would follow up with an email regarding other increases to explain the differences.

**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)**

Village Manager Burke provided a summary of the proposed ordinance amending Title 1, Chapter 15 of the Village Code regarding returned checks, traffic crash accident reports, and accident reconstruction reports.

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

**3.24 Consideration of an Ordinance Amending 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)**

Village Manager Burke provided a summary of the proposed ordinance amending Title 1, Chapter 17, and Section 1-17-2 of the Village Code regarding general penalties to reference a dollar amount.

Village Attorney Simon stated the maximum fine described in the statute for General Penalties is \$750 but the Board has the authority to increase this amount beyond the statutory limit.

Trustee Raizin asked if there is a different fine if someone has a second violation. Village Manager Burke noted often times a higher fine is assessed for a second violation, depending on the type of violation.

Trustee Grujanac asked if there is any reason the maximum fine for general penalty should go beyond \$750. Village Manager Burke stated some defined fines are already set at amounts more than \$750.

Trustee Harms Muth asked what a General Penalty is. Village Attorney Simon stated there are sections of the code that provide for prohibitions, but there is not a specific penalty attributable to that prohibition, so where the code is silent on a specific penalty it reverts automatically to a general penalty. Village Manager Burke noted a specific example would be a business not paying for food and beverage tax.

Village Attorney Simon suggested raising the maximum to \$1,000.

Trustee Raizin asked about what is involved in the general violations of the code; what types of things are covered. Village Manager Burke stated there are so many that are enumerated in the fee schedule and fine schedule and the intent is to have everything listed. It can be difficult to identify what is not listed and is the reason for a General Penalty.

It was the consensus of the Board to place this item with the revised maximum fee of \$1,000 on the Consent Agenda for approval at the next Regular Village Board Meeting.

### 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)**

Public Works Director Woodbury provided a summary of a contract with Chicagoland Paving, Inc. for IL Route 22 emergency access construction at a cost not to exceed \$80,000.

Trustee Grujanac noted it appears regular traffic would be able to go through the emergency access. Public Works Director Woodbury stated the emergency access is a right-in, right-out so through traffic would not benefit. Village Manager Burke stated if through traffic becomes a problem, Police will be able to enforce access in this location.

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

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

Public Works Director Woodbury provided the background regarding possibly removing and reinstalling the Whytegate Subdivision historical fence. Staff was asked to bring back revised options including removal of some foliage and potentially extending the fence, northbound towards Surrey Lane. Public Works Director Woodbury outlined 4 options as follows: 1. Remove / re-install new (PVC) fence 15 feet west of its current location. 2. Remove the fence completely – no re-installation. 3. Remove existing fence/install 107 feet of new fence. 4. Remove existing fence, remove existing vegetation 15' back of right-of-way area, and install 240 feet of new fence.

Mayor Brandt stated the fencing that exists on the south side of Surrey Lane will remain.

A conversation regarding the different options followed. Trustee Harms Muth asked what is the minimum the Village has to do to meet Lake County's expectations. Public Works Director Woodbury stated the Village has to remove the fence that is located in the County right-of-way. Trustee Grujanac suggested removing the fence, wait until the planned gas project is done, then re-evaluate.

Mayor Brandt suggested taking the fence out and putting plantings in on the corner to soften it up. A conversation regarding what could be done at the corner of Surrey Lane followed.

Trustee Grujanac asked if there was a way to reach out to the County to see when the gas project would take place. Public Works Director Woodbury noted staff has reached out to the County, but they have been vague about the project.

It was the consensus of the Board to take the fence down and wait until the County has completed their project before re-addressing the issue.

### 3.4 Public Safety

#### **3.41 Consideration of an Ordinance Amending 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)**

Chief of Police Leonas provided a summary of a proposed Ordinance amending Section 3-3-2-3, Liquor Control, for the creation and issuance of a Class "H" liquor license for RDK Ventures, LLC. (Circle K).

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

### 3.5 Parks and Recreation

#### **3.51 Consideration of Report Regarding Status of 2019 North Park Tennis Court Resurfacing Project (Village of Lincolnshire)**

Public Works Director Woodbury provided a report regarding the status of 2019 North Park tennis court resurfacing project. Staff was asked to explore multiple options and staff has provided the following four: 1. Remove the existing court, completely reconstruct the sub base, and resurface the entire area to maintain the area as a tennis court – anticipated cost of \$80,000. 2. Full tennis court removal and restore to grass – anticipated cost of \$60,000 - \$70,000. 3. Full tennis court removal/install multi-use concrete surface – anticipated cost of \$105,000. 4. Full tennis court removal and install paddleball court – anticipated cost of \$120,000 - \$250,000.

Mayor Brandt asked Public Works Director Woodbury what is budgeted

for this item. Public Works Director Woodbury stated the budget is for \$35,000.

Trustee Raizin asked if staff had looked into making it a pickleball court. Public Works Director Woodbury stated before issues started to arise, staff worked with the contractor to paint pickleball lines on one of the two courts.

Mayor Brandt pointed out the chart in the Board packet showing how many courts Lincolnshire has per resident and asked if this court is needed. Trustee Harms Muth asked if there have been complaints about the courts under construction. Public Works Director Woodbury stated there have been inquiries about when the construction at the park will be completed.

A conversation regarding the need for the courts at North Park and possible uses followed. Trustee Grujanac noted the Park Board was interested in option 2 and asked if the Village could get some sponsorship for this. Trustee Hancock stated paddle ball is an interesting option since it is a year round sport. None of the Trustees expressed support for moving forward with tennis courts. The option of a turf soccer field was discussed.

Public Works Director Woodbury noted the Village still has an approved contract with Chicagoland Paving. He noted it would be his preference to provide direction to Chicagoland Paving as to what they may need to do to complete the expectations of the contract.

A conversation regarding possibly removing the court and securing the location followed.

It was the consensus of the Board to remove the courts and possibly pursue another use. It was the Village Board's consensus to solicit input from Lincolnshire Sports Association, and incorporate that feedback into the Park Board's consideration of the Village's park master plan which will ultimately come back to the Village Board for consideration.

### 3.6 Judiciary and Personnel

#### **4.0 UNFINISHED BUSINESS**

#### **5.0 NEW BUSINESS**

#### **6.0 EXECUTIVE SESSION**

#### **7.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:21 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk