



AGENDA
REGULAR VILLAGE BOARD MEETING
Village Hall – Board Room
Monday, November 11, 2019
7:00 p.m.

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. Regular Village Board Meetings will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.

CALL TO ORDER

1.0 ROLL CALL

2.0 PLEDGE OF ALLEGIANCE

3.0 REPORTS OF OFFICERS

- 3.1 Mayor's Report
- 3.2 Village Clerk's Report
- 3.3 Village Treasurer's Report
- 3.4 Village Manager's Report

4.0 PAYMENT OF BILLS

- 4.1 Bills Presented for Payment on November 11, 2019 in the amount of \$339,859.63

5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only)

6.0 PETITIONS AND COMMUNICATIONS

7.0 CONSENT AGENDA

Items on the Consent Agenda will be approved by one motion. If a Trustee wishes to discuss any item, it will be pulled from the Consent Agenda and discussed under "Unfinished Business".

- 7.1 Approval of October 24, 2019 Special Committee of the Whole Meeting Minutes
- 7.2 Approval of October 28, 2019 Regular Village Board Meeting Minutes
- 7.3 Approval of October 28, 2019 Committee of the Whole Meeting Minutes

- 7.4 Approval of an Ordinance Regarding an Amendment to Title 12 (Sign Control) of the Lincolnshire Village Code to Permit, and Develop Regulations for, Manual and Electronic Menu Boards for Food Establishments with a Drive-Through (Keyser Industries / McDonald's Restaurant – 450 Milwaukee Avenue)
- 7.5 Approval of a First Amendment to Declarations of Whytegate Homeowners Association (Whytegate Homeowner's Association)
- 7.6 Approval of a Request for a Roof-Mounted Solar Panel Installation for 444 Social Luxury Apartments (Smash Residential Chicago – 444 and 446 Parkway Drive)
- 7.7 Approval of an Ordinance Amending Title 5 (Building Regulations), Chapter 3 (Building Fees and Charges) of the Lincolnshire Village Code (Village of Lincolnshire)

8.0 ITEMS OF GENERAL BUSINESS

- 8.1 Planning, Zoning & Land Use
- 8.2 Finance and Administration
- 8.3 Public Works
- 8.4 Police
- 8.5 Parks and Recreation
- 8.6 Judiciary and Personnel

9.0 REPORTS OF SPECIAL COMMITTEES

10.0 UNFINISHED BUSINESS

11.0 NEW BUSINESS

12.0 ADJOURNMENT

VILLAGE OF LINCOLNSHIRE

BILLS PRESENTED FOR PAYMENT

11/11/2019

General Fund		
	\$	284,433.48
Water & Sewer Fund		
	\$	24,639.06
Motor Fuel Tax		
Water & Sewer Improvement Fund		
	\$	7,115.00
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund		
	\$	11,832.63
E 911 Fund		
Park Development Fund		
Sedgebrook SSA		
General Capital Fund		
	\$	11,839.46
GRAND TOTAL		
	\$	339,859.63

Brad Burke, Village Manager

INVOICE DUE DATES 10/29/2019 - 11/11/2019

JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: 4IMPRINT, INC.		
18921943	LPD Promo Sport Bottles	580.63
TOTAL VENDOR 4IMPRINT, INC.		580.63
VENDOR NAME: A & E RUBBER STAMP		
618868	Notary Stamp- Zange	28.00
TOTAL VENDOR A & E RUBBER STAMP		28.00
VENDOR NAME: AEREX PEST CONTROL SERVICES, INC.		
2306336	Pest Control Services - Village Hall	55.00
2306340	Pest Control Services - Public Works	55.00
TOTAL VENDOR AEREX PEST CONTROL SERVI		110.00
VENDOR NAME: AFTERMATH		
JC2019-4473	Decontaminate Squad 1803	105.00
TOTAL VENDOR AFTERMATH		105.00
VENDOR NAME: ALEXANDER SHVARTSMAN		
CD Refund B15-004 BD Engineering Bond Refund_67 Hickory_		8,700.00
TOTAL VENDOR ALEXANDER SHVARTSMAN		8,700.00
VENDOR NAME: ALINA LIEBERMAN		
11112019a	UB refund for account: 0101755817-06 ovrp	45.72
TOTAL VENDOR ALINA LIEBERMAN		45.72
VENDOR NAME: AMERICAN PRINTING TECHNOLOGIES		
19-LS11-P	11 2019 UB Postage	928.52
19-LS11	11 2019 UB Print Service	465.00
TOTAL VENDOR AMERICAN PRINTING TECHN		1,393.52
VENDOR NAME: AMERICAN WELDING & GAS, INC.		
06683070	Fork Lift Propane & Welding Gas	70.85
06640704	Gas Cylinder Rental	111.85
TOTAL VENDOR AMERICAN WELDING & GAS, I		182.70
VENDOR NAME: AMERI-TEX INC.		
125892	Emrboider Uniform Shirt - Covelli	7.50
TOTAL VENDOR AMERI-TEX INC.		7.50
VENDOR NAME: ARLINGTON HEIGHTS FORD		
880140	Truck 247 Drag Link	52.26
880239	Truck 247 Tie Rod	129.60
880186	Truck 247 Drag Link & Tie Rod	165.43
880240	Incorrect Parts - Return	(165.43)
C94621	Truck 247 Alignment	162.95
TOTAL VENDOR ARLINGTON HEIGHTS FORD		344.81
VENDOR NAME: ARTHUR CLESEN, INC.		
348031	Staples for Village Restorations	35.00
TOTAL VENDOR ARTHUR CLESEN, INC.		35.00
VENDOR NAME: ASCENSION OF OUR LORD GREEK OR		
CD Refund_B17-00 BD Bond/Escrow Refund_1207 Riverwoods		201.60
TOTAL VENDOR ASCENSION OF OUR LORD GR		201.60

INVOICE DUE DATES 10/29/2019 - 11/11/2019

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ASCENSION OUR LORD GREEK ORTHODOX C		
CD Refund_B18-00	BD Bond/Escrow Refund_1207 Riverwoods	91.62
TOTAL VENDOR ASCENSION OUR LORD GREE		91.62
VENDOR NAME: BADE SUPPLY		
30930	Paper Goods - Toilet Paper, Paper Towels &	356.00
TOTAL VENDOR BADE SUPPLY		356.00
VENDOR NAME: BADGER METER		
80040240	Beacon Meter Reading	165.54
TOTAL VENDOR BADGER METER		165.54
VENDOR NAME: BLUE LINE		
39348	Police Officer Employment Ad	298.00
TOTAL VENDOR BLUE LINE		298.00
VENDOR NAME: BONNELL INDUSTRIES INC.		
0189353	Truck 232 Vibrator Rebuild	838.67
TOTAL VENDOR BONNELL INDUSTRIES INC.		838.67
VENDOR NAME: BRASCO INC		
CD Refund B19-00	BD Bond Refund_1400 Milwaukee Ave_Ha	150.00
CD Refund_B19-00	BD Bond Refund_250 Parkway_ECD Parki	150.00
TOTAL VENDOR BRASCO INC		300.00
VENDOR NAME: BUDGET PAVING		
CFD Refund_B18-0	BD Bond Refund_1 Marriot Drive Parking L	75.00
TOTAL VENDOR BUDGET PAVING		75.00
VENDOR NAME: CINTAS CORPORATION #47P		
4033387862	Weekly Uniform Rental - Public Works	137.16
TOTAL VENDOR CINTAS CORPORATION #47P		137.16
VENDOR NAME: COMED		
3427049011-10-19	Rate 23 Street Lighting 9-20-19 to 10-21-19	970.99
1480099064-10-19	Interconnect Pumping Meter 10-18-19 to 10	9.83
1131144094-10-19	Trailhead Park Lighting 9-30-19 to 10-29-19	30.47
5760114015-10-19	Riverside Drive Liftstation Pumping 9-30-1	110.99
7128083006-10-19	Westwood Pumping Meter 9-30-19 to 10-29	85.76
9047167009 - 10-19	Londonderry Pumping 9-30-19 to 10-29-19	271.52
3038275001-10- 19	Whytegate Park 10-1-19 to 10-30-19	38.73
3038188003-10 -19	Northampton SAN. Sump Meter 10-1-19 to 1	27.04
7299013001-10 -19	Farrington Pumping 10-1-19 to 10-30-19	77.51
0339014158-10 -19	Riverwoods @ Everett Street Lighting 10-1-1	5.30
3168065033-10 -19	Brookwood Liftstation 10-1-19 to 10-30-19	68.02
4803164127-10 -19	OHDR Bike Path Lighting 10-1-19 to 10-30-	44.19
0995113016-10 -19	Entry Sign @ Milwaukee & OHDR 10-1-19 t	49.42
6520050011-10 -19	Fallstone Pumping Meter 10-1-19 to 10-30-1	118.06
0268410000-10 -19	207 Northampton Pumping 10-1-19 to 10-3	55.81
0777044014-10 -19	Old Mill Liftstation 10-1-19 to 10-30-19	105.01
TOTAL VENDOR COMED		2,068.65
VENDOR NAME: CONCENTRIC INTEGRATION, LLC		
0209259	Emergency Repair SCADA	1,962.12
0209260	HPWTP Communication	1,283.10
TOTAL VENDOR CONCENTRIC INTEGRATION,		3,245.22

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CONSTELLATION NEWENERGY, INC.		
16040858901	Electric Supply ESR 9-30-19 to 10-29-19	3,230.54
TOTAL VENDOR CONSTELLATION NEWENERG		3,230.54
VENDOR NAME: DCG ROOFING SOLUTIONS, INC.		
101-2	East Side Reservoir Roof Replacement #2 -	7,115.00
TOTAL VENDOR DCG ROOFING SOLUTIONS, I		7,115.00
VENDOR NAME: ECO CLEAN MAINTENANCE, INC.		
8256	Janitorial Services 10-1-19 to 10-31-19	2,985.00
TOTAL VENDOR ECO CLEAN MAINTENANCE, I		2,985.00
VENDOR NAME: FOREMAN, JD		
326140	Storm Sewer Repair	231.00
TOTAL VENDOR FOREMAN, JD		231.00
VENDOR NAME: GARVEY'S OFFICE PRODUCTS		
PINV1812786	Toner, sharpie, budget index tabs, 2020 cal	303.15
TOTAL VENDOR GARVEY'S OFFICE PRODUCTS		303.15
VENDOR NAME: GEWALT HAMILTON ASSOCIATES		
3794.100-27	Professional Services 9-1-19 to 9-29-19 - Sy	87.00
TOTAL VENDOR GEWALT HAMILTON ASSOCIA		87.00
VENDOR NAME: GRAINGER, INC.		
9344465142	Oil Drain Pan	21.46
9341563766	Fan For Water Stations	95.44
9337498670	Shop Supplies	209.12
9318982999	Concrete Blades	492.38
TOTAL VENDOR GRAINGER, INC.		818.40
VENDOR NAME: GREEN ACRES LANDSCAPING		
2019-5475	Brampton West Cul-De-Sac Island Bed Rem	995.00
2019-5473	Public Works - Sign Bed Planting	950.00
2019-5472	Public Works - Sign Bed Seed Restoration	450.00
2019-5468	Public Works Berm - Weed, Herbicide & Spr	450.00
2019-5469	Public Works Tree Beds - Weed, Herbicide	1,500.00
2019-5471	Public Works - Remove & Install Brick Pave	980.00
2019-5467	Old Mill Park - Install New Retaining Wall	2,500.00
2019-5466	Bicentennial Park - Weed, Herbicide & Spre	475.00
2019-5476	Westminster Way Median - Remove Shrubs	800.00
2019-5477	Bicentennial Park - Prune Bushes, Cut Back	650.00
2019-5470	Balzer Park = Grade & Restore South Side o	1,150.00
2019-5474	Restoration @ 101 Westminster Way (ESR)	3,070.00
TOTAL VENDOR GREEN ACRES LANDSCAPING		13,970.00
VENDOR NAME: HARD SERVICE SOLUTIONS, INC.		
CD REfund_B19-0	BD Bond Refund_900 Milwaukee Ave Parki	75.00
TOTAL VENDOR HARD SERVICE SOLUTIONS, I		75.00
VENDOR NAME: HIGH PSI LTD		
65113	Power Washer Inspection & Control Knob R	276.00
TOTAL VENDOR HIGH PSI LTD		276.00
VENDOR NAME: ICMA MEMBERSHIP RENEWALS		
143088-2019	B. Burke Membership Renewal	1,400.00

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ICMA MEMBERSHIP RENEWALS		
	TOTAL VENDOR ICMA MEMBERSHIP RENEWA	1,400.00
VENDOR NAME: ILCMA		
1928	Utilities Superintendent Job Advertisement	50.00
	TOTAL VENDOR ILCMA	50.00
VENDOR NAME: ILLINOIS ARBORIST AS		
1565	Illinois Arborist Association Conference - B	840.00
	TOTAL VENDOR ILLINOIS ARBORIST AS	840.00
VENDOR NAME: ILLINOIS STATE POLICE - B OF I		
IL049290L-092019	Liquor License Fingerprinting - Noah's & Re	56.50
	TOTAL VENDOR ILLINOIS STATE POLICE - B O	56.50
VENDOR NAME: IMRF		
31612	10 2019 Member & Employer Contributions	43,894.36
	TOTAL VENDOR IMRF	43,894.36
VENDOR NAME: INTERDEV, LLC		
MSP10123135-1	October IT Services	5,518.62
MSP1023135-2	October 2019 License Fee	308.00
	TOTAL VENDOR INTERDEV, LLC	5,826.62
VENDOR NAME: INTERIOR INVESTMENTS, LLC		
20190930	Tax Rebate 3rd qtr 2019	98,079.00
	TOTAL VENDOR INTERIOR INVESTMENTS, LL	98,079.00
VENDOR NAME: INTERSTATE ALL BATTERY CENTER		
1903901022414	UPS Batteries	59.90
	TOTAL VENDOR INTERSTATE ALL BATTERY C	59.90
VENDOR NAME: INVOICE CLOUD		
1185-2019_10	11 2019 Paperless Utility Bills	55.50
	TOTAL VENDOR INVOICE CLOUD	55.50
VENDOR NAME: IRC RETAIL CENTERS		
11_2019	CAM Estimated Escrow Lease T0000888_	2,942.01
	TOTAL VENDOR IRC RETAIL CENTERS	2,942.01
VENDOR NAME: KINNUCAN COMPANY		
364068	Removal & Grinding of Parkway Trees	5,229.00
364067	Clearing of Dead, Fallen & Diseased Trees	8,250.00
364136	Parkway Tree Stumping	1,230.00
	TOTAL VENDOR KINNUCAN COMPANY	14,709.00
VENDOR NAME: LAKE FOREST POST OFFICE		
Permit 57- 2020	Permit 57- 2020	235.00
	TOTAL VENDOR LAKE FOREST POST OFFICE	235.00
VENDOR NAME: LAWSON PRODUCTS INC		
9307127241	Salt Spreader Pins	50.79
	TOTAL VENDOR LAWSON PRODUCTS INC	50.79
VENDOR NAME: LINCOLNSHIRE POSTMASTER		

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: LINCOLNSHIRE POSTMASTER		
Permit 23- 2020	Permit 23- 2020	470.00
TOTAL VENDOR LINCOLNSHIRE POSTMASTER		470.00
VENDOR NAME: LINCOLNSHIRE RIVERWOODS FPD		
10649	Plan Review_475 Half Day_TDK_P19-0059	319.00
10648	Plan Review_325 Marriot Dr_Probat_P19-	1,264.78
10637	Plan Review_350 Knightsbridge Pkwy_Ho	468.63
TOTAL VENDOR LINCOLNSHIRE RIVERWOOD		2,052.41
VENDOR NAME: LINCOLNSHIRE VILLAGE-PETTY CASH		
1112019	11/11/19 Petty Cash Reimbursements	427.90
TOTAL VENDOR LINCOLNSHIRE VILLAGE-PET		427.90
VENDOR NAME: MADISON NATIONAL LIFE INS CO, INC.		
1366380	11 2019 Life Insurance Premiums	1,252.42
TOTAL VENDOR MADISON NATIONAL LIFE IN		1,252.42
VENDOR NAME: MANKOFF INDUSTRIES		
5006	October UST Inspections	660.00
TOTAL VENDOR MANKOFF INDUSTRIES		660.00
VENDOR NAME: MCMASTER-CARR SUPPLY		
19343600	Stock Metal	20.39
TOTAL VENDOR MCMASTER-CARR SUPPLY		20.39
VENDOR NAME: METROPOLITAN MAYORS		
2019-164	2019 Caucus dues	327.38
TOTAL VENDOR METROPOLITAN MAYORS		327.38
VENDOR NAME: MICHAEL MERANDA JR.		
192510	10/25/19 Park Board meeting	120.00
190111	10/28/19 RVB/COW Mtgs.	120.00
TOTAL VENDOR MICHAEL MERANDA JR.		240.00
VENDOR NAME: MIDWEST HOSE & FITTINGS, INC.		
132908	Anti-Ice Parts	361.78
TOTAL VENDOR MIDWEST HOSE & FITTINGS, I		361.78
VENDOR NAME: MUELLERMIST IRRIGATION CO		
96721	Winterize Irrigation System @ North Park	1,188.00
96720	Winterize Irrigation System @ South Village	277.50
96719	Winterize Irrigation System - Entire Site	310.00
TOTAL VENDOR MUELLERMIST IRRIGATION C		1,775.50
VENDOR NAME: MUNICIPAL GIS PARTNERS, INC.		
4671	GIS staffing and services for October 2019	5,065.84
TOTAL VENDOR MUNICIPAL GIS PARTNERS, I		5,065.84
VENDOR NAME: NAMEPLATE & PANEL TE		
251254	Park Donation Plaques	63.50
TOTAL VENDOR NAMEPLATE & PANEL TE		63.50
VENDOR NAME: NAPA AUTO PARTS		
023865	Truck 252 Headlights	28.41

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: NAPA AUTO PARTS		
	TOTAL VENDOR NAPA AUTO PARTS	28.41
VENDOR NAME: NATIVE RESTORATION SERVICES INC		
811128	Invasive Weed Control Natural Areas - Aug	3,480.82
	TOTAL VENDOR NATIVE RESTORATION SERVI	3,480.82
VENDOR NAME: NORTH EAST MULTI-REGIONAL TRAINING		
263980	40 Hr Basic School Resource Officer Trainin	375.00
	TOTAL VENDOR NORTH EAST MULTI-REGION	375.00
VENDOR NAME: NORTH SUBURBAN EMPLOYEE BENEFIT COO		
2019-10 Medical	October 2019 Medical Insurance Premiums	80,269.36
	TOTAL VENDOR NORTH SUBURBAN EMPLOYE	80,269.36
VENDOR NAME: O'HERRON CO INC		
1959384-IN	Raincoat - Weadick	106.42
1957455-IN	Uniform Dress Coat and Shirt - Hyde	297.69
	TOTAL VENDOR O'HERRON CO INC	404.11
VENDOR NAME: PADDOCK PUBLICATIONS, INC.		
30734	Irrigation Bid Posting	45.00
	TOTAL VENDOR PADDOCK PUBLICATIONS, IN	45.00
VENDOR NAME: PATRICK ENGINEERING		
21977.059-1	IL 22 Emergency Access - Construction	11,839.46
	TOTAL VENDOR PATRICK ENGINEERING	11,839.46
VENDOR NAME: PAYLOCITY		
105668275	10/25/19 Pay Services	696.54
	TOTAL VENDOR PAYLOCITY	696.54
VENDOR NAME: PBA, INC./FLEXIBLE BENEFITS		
130984	November 2019 FLEX record keeping & clai	200.00
	TOTAL VENDOR PBA, INC./FLEXIBLE BENEFIT	200.00
VENDOR NAME: PETERSON MICHAEL R.		
2019 1111a	Mileage various events- Peterson	239.00
	TOTAL VENDOR PETERSON MICHAEL R.	239.00
VENDOR NAME: PIONEER PRESS		
167766733-2020	Thursday Lincolnshire Review - 20200521	39.00
	TOTAL VENDOR PIONEER PRESS	39.00
VENDOR NAME: PRO RENT-A-FENCE		
PT857	Boo Bash Temporary Fence Rental Panels	616.00
	TOTAL VENDOR PRO RENT-A-FENCE	616.00
VENDOR NAME: RAR COMMUNICATIONS,		
Lincolnshire 10291	Media Relations Training - Clark, Zange, W	405.00
	TOTAL VENDOR RAR COMMUNICATIONS,	405.00
VENDOR NAME: REGINA PODKOVIK		
11112019	UB refund for account: 0203225005-01 ove	50.72

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: REGINA PODKOVIK		
	TOTAL VENDOR REGINA PODKOVIK	50.72
VENDOR NAME: RONDOUT SERVICE CENTER LLC		
16801	Truck Safety Inspections	128.00
15477	Truck Safety Stickers	186.50
	TOTAL VENDOR RONDOUT SERVICE CENTER	314.50
VENDOR NAME: ROTARY CLUB OF LINCOLNSHIRE		
7593	2nd Quarter Dues	194.00
	TOTAL VENDOR ROTARY CLUB OF LINCOLNSH	194.00
VENDOR NAME: RUSH TRUCK CENTERS		
3017085645	Truck 252 Coolant Reservoir	533.00
	TOTAL VENDOR RUSH TRUCK CENTERS	533.00
VENDOR NAME: SAUBER MFG. CO.		
PSI210717	Annual Bucket Truck Aerial Inspection	1,024.00
	TOTAL VENDOR SAUBER MFG. CO.	1,024.00
VENDOR NAME: SCHELL SEALCOATING		
302	Watermain Restoration - 4 Briarwood	950.00
	TOTAL VENDOR SCHELL SEALCOATING	950.00
VENDOR NAME: STANDARD INDUSTRIAL & AUTOMOTIVE		
53087	Cleaning Supplies	385.00
53086	Salt Blaster	240.00
	TOTAL VENDOR STANDARD INDUSTRIAL & AU	625.00
VENDOR NAME: TIMOTHY & MICHELLE KOWALSKI		
B15-0017Tb	BD Tree Bond Refund - 83 Hickory	3,000.00
	TOTAL VENDOR TIMOTHY & MICHELLE KOWA	3,000.00
VENDOR NAME: UPS STORE		
10312019	Public Works Barricade Signs_Sandbags_G	528.56
10312019_CED	2019 Boo Bash Kiosk Sign	42.50
	TOTAL VENDOR UPS STORE	571.06
VENDOR NAME: VERIZON WIRELESS		
11/01/2019 BillDate	10 2019 Cell Phone Svc (486844609-00001	1,286.15
11/01/19 BillDate	10 2019 Squad Laptops (486844609-00002	560.16
	TOTAL VENDOR VERIZON WIRELESS	1,846.31
VENDOR NAME: WAUKEGAN TIRE		
4546805	Truck 247 Tires	688.00
4546803	Squad Car Tires	552.96
4546804	Truck 241 Tires	646.40
4548440	Tow Behind Aerator Tires	35.98
	TOTAL VENDOR WAUKEGAN TIRE	1,923.34
VENDOR NAME: WORLD SECURITY & CONTROL, INC.		
30639	Building Security Monitoring 7-2019 to 12-2	210.00
30640	Building Security Monitoring 1-2020 to 12-	420.00
	TOTAL VENDOR WORLD SECURITY & CONTRO	630.00
VENDOR NAME: XEROX CORPORATION		

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE Page: 8/8
INVOICE DUE DATES 10/29/2019 - 11/11/2019
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: XEROX CORPORATION		
098522103	Meme Base Charge (09/21/19 - 10/21/19)	100.77
098522102	Police Base Charge (09/21/19 - 10/21/19)	85.00
098522101	Nemo] Base Charge (09/21/19 - 10/21/19)	57.00
TOTAL VENDOR XEROX CORPORATION		242.77
GRAND TOTAL:		339,859.63

SPECIAL COMMITTEE OF THE WHOLE MEETING

Community Room
Thursday, October 24, 2019
6:00 p.m.

Present:

Mayor Brandt	Trustee Grujanac
Trustee Hancock	Trustee Harms Muth
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 Public Works Director/Village Engineer Dittrich
Assistant Village Manager/Community & Economic Development Director Gilbertson	

CALL TO ORDER

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 6:08 p.m., and Village Manager Burke took the roll call.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Finance and Administration

2.11 Fiscal Year 2020 Budget Workshop

- General Fund Capital Projects
Village Manager Burke reviewed highlights of the General Fund budget, including operating revenues and expenditures as well as General Fund reserves.

Village Manager Burke also reviewed the General Capital Fund including revenues and expenditures broken down by category.

Trustee Harms Muth inquired about fund-to-fund transfers, particularly the Park Development Fund and how those funds could be spent. Village Manager Burke clarified park donations could be used for park infrastructure and equipment projects. Trustee Harms Muth also asked what the fund balance for the Park Development Fund would be at the end of Fiscal Year 2020 (FY20). Village Manager Burke stated the FY20 budget indicates a projected fund balance of \$1.7 million at the end of FY20.

Trustee Harms Muth clarified that budgeted capital projects do not necessarily need to be expended in a given year. Village Manager Burke confirmed that the Village Board will have approval authority for any purchases above \$25,000 per the Village's purchasing policy. These purchases will be brought before the Village Board for consideration prior to execution.

Assistant Public Works Director/Village Engineer Dittrich (APWD/VE Dittrich) presented an overview of the procurement process for Public Works process and the different phases for selection, planning, engineering, and construction. APWD/VE Dittrich and Village Manager Burke emphasized the value contractors and consultants provide for large capital projects and their ability to staff the projects appropriately, as well as manage communication with residents. Discussion ensued regarding in-house versus contracted engineers and the skill sets and availability of both scenarios. APWD/VE Dittrich highlighted FY20 consultant-led projects and staff-led projects.

Village Manager Burke summarized the categories by detail, beginning with Facilities. APWD/VE Dittrich provided additional detail on facilities projects including flooring replacement in Village Hall, brick repair, security improvements, and parking lot resurfacing for the Public Works facility. Discussion ensued regarding building security.

APWD/VE Dittrich reviewed the Equipment category. A major purchase includes the salt brine maker. Trustee Grujanac suggested a shared service opportunity for selling brine to local organizations.

APWD/VE Dittrich reviewed Storm Water & Sewer projects, including a permanent pump along Lincolnshire Drive. APWD/VE Dittrich provided detail on the storm sewer capacity study and the potential projects that would be generated by the study's recommendations. Discussion ensued regarding the prioritization of drainage projects, how the projects would be funded, and how residents could be educated regarding the drainage study's recommendations and corresponding projects. It was the consensus of the Board to increase the FY20 capital budget for storm sewer infrastructure, as well as the budget annual operating budget for storm sewer maintenance.

Public Works Director Woodbury reviewed the Parks capital projects including tennis and basketball court resurfacing at Whytegate Park and fence replacement at Rivershire Park. Staff provided options for landscape buffering between the service yard at Londonderry Lane and the proposed path relocation connecting Coldstream Circle and Londonderry Lane. Trustee Leider queried if the Village should explore relocating the service yard and buildings to a different area of the Village. Discussion ensued regarding maintenance of the path. Trustee Leider inquired about resurfacing for the North Park tennis courts. Public Works Director

Woodbury updated the Village Board that the Park Board is expected to make a recommendation in the first quarter of 2020.

Public Works Director Woodbury reviewed the parking lot resurfacing project for North Park. Village Manager Burke reminded the Board this was a project in the Fiscal Year 2019 Budget, but that the project was delayed given the conditions of the tennis court and concerns over soil conditions.

Village Manager Burke reviewed the electronic kiosk sign capital project. The Board requested staff to provide options concurrent with the recommendation to award the Village signage request-for-qualifications contract.

APWD/VE Dittrich reviewed Roadways capital projects including South Village Green Phase I Engineering. APWD/VE Dittrich stated these funds were necessary to better understand alternatives for maintenance responsibilities.

APWD/VE Dittrich provided information on the Village's annual resurfacing program and how the State increase in the Motor Fuel Tax could impact the program. APWD/VE Dittrich provided details on the proposed resurfacing for Brampton Lane (east), Brampton Lane (west), and Farrington Drive. The Brampton Lane (east) project is contemplated in the FY20 capital budget, but the Board could elect to expedite the Brampton Lane (west) and Farrington Drive projects from Fiscal Year 2021 (FY21) and Fiscal Year 2022 (FY22), respectively. The close proximity and length of these streets would provide economies of scale. It was the consensus of the Board to include the FY21 and FY22 road surfacing projects in the FY20 road resurfacing capital budget. Village Manager Burke stated staff would provide potential financing options for all future road projects at a future meeting, but that staff believes these projects could be funded without any financing in FY20.

Village Manager Burke reviewed vehicle replacements including three police vehicles.

Village Manager Burke reviewed Miscellaneous Capital projects including a single audit and North Village Green maintenance.

- Water & Sewer Improvement Fund Capital Projects

Village Manager Burke reviewed the Water & Sewer Fund capital budget. APWD/VE Dittrich reviewed proposed projects, including the next phase of the Crosstown Watermain project and the benefit of system redundancy. Discussion ensued regarding the duration of this phase of the project, as well as future phases. APWD/VE Dittrich provided information on a water quality improvement project for the West Side Reservoir, as well as an update to hydraulic modeling for the next 20 years.

- Issues for Further Consideration

Village Manager Burke reviewed a comparison of Hotel/Motel Taxes for area communities. Discussion ensued regarding a potential increase. It was the consensus of the Board to increase the tax from 5.0% to 5.5%.

Village Manager Burke reviewed a comparison of water and sewer rates for area communities. It was the consensus of the Board to increase the sewer rate from originally-proposed 4.2% to 5.0%. The water rate increase would remain at 5.0%.

Village Manager Burke reviewed the 0.241 property tax rate. It was the consensus of the Board to maintain this rate.

Village Manager Burke reviewed the Police Pension Fund 2020 contribution/funding policy. Finance Director/Treasurer Peterson confirmed with the Board the current Board-approved funding policy contemplates an increase of approximately \$100,000 over the previous year. Village Manager Burke also provided information on where Lincolnshire's Police Pension Fund ranks compared to other pension funds. It was the consensus of the Board to maintain the contribution amount per the current Board-approved funding policy.

Village Manager Burke reviewed potential financing options for capital projects. Staff committed to continue research and provide additional recommendations at a future meeting.

3.0 ADJOURNMENT

Trustee Harms Muth 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 8:54 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk



MINUTES

REGULAR VILLAGE BOARD MEETING

Monday, October 28, 2019

Present:

Mayor Brandt

Trustee Grujanac

Trustee Leider

Trustee Raizin (Arrived at 7:04 p.m.)

Village Attorney Simon

Chief of Police Leonas

Village Treasurer/Finance Director Peterson

Planning & Development Manager Zozulya

Trustee Harms Muth

Trustee Hancock

Trustee Pantelis

Village Clerk Mastandrea

Village Manager Burke

~~Public Works Director Woodbury~~

~~Assistant Village Manager/Community &~~

~~Economic Development Director Gilbertson~~

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:00 p.m., and Village Clerk Mastandrea called the Roll.

2.0 PLEDGE OF ALLEGIANCE

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

3.11 Boo Bash

Mayor Brandt noted Boo Bash was a huge success. Mayor Brandt read an email from a Lincolnshire resident stating every year the event improves and the children look forward to it. Mayor Brandt thanked staff and all the community groups involved with the success of the event.

3.2 Village Clerk's Report – None

3.3 Village Treasurer's Report

3.31 Revenues and Expenditures for the Month of September, 2019

Village Manager Burke noted the Revenue and Expenditure Summary is included in the Board packet; and all revenues and expenditures have been properly recorded for the month of September 2019.

3.4 Village Manager's Report

3.41 Special Events

Village Manager Burke thanked staff for another successful Boo Bash; specifically Planning & Development Manager Zozulya for leading the special event planning. Village Manager Burke noted the Lincolnshire Holiday Tree Lighting is scheduled for Friday, December 6, 2019 from 5:30 p.m. to 6:30 p.m. at the Village Green.

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on October 28, 2019 in the amount of \$425,296.45

Village Manager Burke provided a summary of the October 28, 2019 bills prelist presented for payment with the total being \$425,296.45. The total amount is based on \$97,785.66 for General Fund; \$152,391.99 for Water & Sewer Fund; \$111,748.74 for Water & Sewer Improvement Fund; \$2,137.68 for Vehicle Maintenance Fund; and \$61,232.38 for General Capital Fund.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve the bills prelist dated October 28, 2019 as presented. The roll call vote was as follows: AYES: Trustees Grujanac, Pantelis, Raizin, Leider, Hancock, and Harms Muth. NAYS: None. ABSENT: None. ABSTAIN: None. Mayor Brandt declared the motion carried.

5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only) - None

6.0 PETITIONS AND COMMUNICATIONS - None

7.0 CONSENT AGENDA

7.1 Approval of October 15, 2019 Regular Village Board Meeting Minutes

7.2 Approval of October 15, 2019 Committee of the Whole Meeting Minutes

7.3 Approval of October 16, 2019 Special Committee of the Whole Meeting Minutes

7.4 Approval of an Ordinance Granting Direction sign Variations from Title 12 (Sign Control) of the Lincolnshire Village Code (1-3 Stevenson Drive – Adlai E. Stevenson High School District 125)

7.5 Approval of an Amendment to Village Manager Employment Agreement (Village of Lincolnshire)

Trustee Grujanac moved and Trustee Leider seconded the motion to approve the Consent Agenda. The roll call vote was as follows: AYES: Trustees Grujanac, Pantelis, Raizin, Leider, Hancock, and Harms Muth. NAYS: None. ABSENT: None. ABSTAIN: None. Mayor Brandt declared the motion carried.

8.0 ITEMS OF GENERAL BUSINESS

- 8.1 Planning, Zoning & Land Use
- 8.2 Finance and Administration
- 8.3 Public Works
- 8.4 Police
- 8.5 Parks and Recreation
- 8.6 Judiciary and Personnel

9.0 REPORTS OF SPECIAL COMMITTEES

10.0 UNFINISHED BUSINESS

11.0 NEW BUSINESS

12.0 EXECUTIVE SESSION

13.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Raizin seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:08 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk



MINUTES

COMMITTEE OF THE WHOLE MEETING

Monday, October 28, 2019

Present:

Mayor Brandt

Trustee Grujanac

Trustee Leider

Trustee Raizin

Village Attorney Simon

~~Finance Director/Treasurer Peterson~~

~~Chief of Police Leonas~~

Planning & Development Manager Zozulya
Gilbertson

Trustee Harms Muth

Trustee Hancock

Trustee Pantelis

Village Clerk Mastandrea

Village Manager Burke

~~Public Works Director Woodbury~~

~~Assistant Village Manager/Community &~~

~~Economic Development Director~~

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:10 p.m., and Village Clerk Mastandrea called the Roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 Consideration of an Ordinance Regarding an Amendment to Title 12 (Sign Control) of the Lincolnshire Village Code to Permit, and Develop Regulations for, Manual and Electronic Menu Boards for Food Establishments with a Drive-Through (Keyser Industries / McDonald's Restaurant – 450 Milwaukee Avenue)

Planning & Development Manager Zozulya provided an update and summary of a proposed ordinance regarding an amendment to Title 12 (Sign Control) of the Lincolnshire Village Code to permit, and develop regulations for manual and electronic menu boards for food establishments with a drive-through as requested by Keyser Industries / McDonald's Restaurant – 450 Milwaukee Avenue. The Architectural Review Board (ARB) reviewed all aspects of the proposed amendment and made a concerted effort to follow the Deerfield model with respect to brightness level. At the ARB meeting, McDonalds introduced evidence that prompted the ARB to reconsider the brightness level, and ultimately, the ARB agreed to increase the daytime brightness level from 1,500 nits to 2,500 nits. Planning & Development Manager Zozulya noted the ARB added the requirement that the copy area have a light background with contrasting letters during daytime display. The third recommendation from the ARB was to clarify the 20' distance from any lot is the minimum required distance for all menu boards.

Mr. Chris Prucnal, Franchise Operator provided a presentation regarding McDonald's request for a proposed ordinance regarding an amendment to Title 12 (Sign Control) of the Lincolnshire Village Code to permit, and develop regulations for, manual and electronic menu boards with a drive-through. Mr. Prucnal explained the increase regarding the amount of nits for daytime lighting stating by expanding the nit range, it allows the built-in light sensors to adjust based on screen background color, text color, and various outdoor lighting environments. The sensors automatically adjust to provide the customer with optimum lighting for viewing/reading the menu board.

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

2.12 Consideration of a First Amendment to Declarations of Whytegate Homeowners Association (Whytegate Homeowner's Association)

Mr. Barry Gurewitz, resident at 302 Surry Lane provided a brief history and presentation of the proposed first amendment to declarations of Whytegate Homeowners Association (HOA) as it relates to the common area (quad) in the Whytegate subdivision. Mr. Gurewitz stated the Whytegate HOA is requesting to change voting requirements from 75% to 100 % for taking action at quad meetings; to ensure the 'quad' will remain as it is today for current/future residents and to protect and/or increase property values for all Whytegate HOA Homeowners.

Trustee Harms Muth asked why Mr. Gurewitz stated he was "afraid" of the quad when he purchased the property. Mr. Gurewitz stated he was afraid of the quad when he first moved into the subdivision because he thought there might be a large tax bill associated with the land, and at the time, he thought it might bring down property values.

Trustee Pantelis asked what the surrounding neighbors thought of this.

Mr. Gurewitz stated there are only four homes associated with this HOA, and the entire HOA is in support of this amendment. Mr. Gurewitz noted owners on the quad signed the petition to amend. Village Manager Burke stated they had a conference call with all members and all are in agreement with the amendment.

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

2.13 Consideration of a Request for a Roof-Mounted Solar Panel Installation for 444 Social Luxury Apartments (Smash

Residential Chicago – 444 and 446 Parkway Drive)

Planning & Development Manager Zozulya provided a summary of the request for a roof-mounted solar panel installation for 444 Social Luxury Apartments.

Mr. Scott Greenberg, President of ECD Company and Aaron Wilson provided a presentation regarding the request for a roof-mounted solar panel installation for 444 Social Luxury Apartments. Mr. Greenberg noted this will not be visible by residents of the community. Mr. Wilson presented a plan showing the location of the solar panels.

Trustee Hancock asked if roof maintenance would still be able to be done. Mr. Wilson stated the panels will not cover any vents and will easily lift up for roof maintenance.

Trustee Raizin asked if they could withstand a strong wind. Mr. Wilson stated they are rated for 115 mile an hour winds, which is required by code.

Village Attorney Simon asked if the panels cover 40% of the roof area and are the parking garages counted in the calculation. Mr. Wilson confirmed the panels cover only 40% of the roof area, and the parking garage is not counted in this calculation.

Trustee Hancock asked why this is being proposed now and not initially. Mr. Greenberg noted the state of Illinois is currently offering solar incentives which makes it attractive to pursue such a project at this time.

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

2.14 Consideration of an Ordinance Amending Title 5 (Building Regulations), Chapter 3 (Building Fees and Charges) of the Lincolnshire Village Code (Village of Lincolnshire)

Planning & Development Manager Zozulya provided a summary of a proposed ordinance amending Title 5 (Building Regulations), Chapter 3 (Building Fees and Charges) of the Lincolnshire Village Code which clarify eligibility for fee waiver requests. Staff also proposes striking a provision in Section 5-3 that currently allows non-residential property owners the option of requesting water and/or sewer connection fee reimbursements. Because the Village relies on connection fees to fund required water and sewer system capital projects, requests for reimbursement that come in after receipt of the initial payment have the potential to impact the Water & Sewer Fund status. Staff proposes to eliminate this entire section of the Code.

Trustee Raizin asked this has happened often; the amount of the calculation being a lot more. Village Manager Burke stated it has only happened once in the seven years he has worked at the Village, but the amount can be substantial. Staff is in the process of looking at the calculations going forward but would like to address this now.

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

- 2.2 Finance and Administration
- 2.3 Public Works
- 2.4 Public Safety
- 2.5 Public Safety
- 2.6 Parks and Recreation
- 2.7 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Hancock seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 7:52 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

**REQUEST FOR BOARD ACTION
Regular Village Board
November 11 2019**

Subject: Building Code Amendments – Fees and Charges

Action Requested: Consideration of an Ordinance Amending Title 5 (Building Regulations), Chapter 3 (Building Fees and Charges) of the Lincolnshire Village Code

Originated By/Contact: Ben Gilbertson, Assistant Village Manager/CED Director

Referred To: Village Board

Background

At the October 28, 2019, the Village Board considered an ordinance amending Title 5 (Building Regulations), Chapter 3 (Building Fees and Charges) of the Lincolnshire Village Code regarding elimination of a provision that allows non-residential property owners the option of requesting water and/or sewer connection fee reimbursements. Staff also proposed an amendment clarifying the definition of a “charitable organization” within the context of not-for-profit fee waiver requests. The Village Board elected to place this ordinance on the Consent Agenda for the November 11, 2019 Regular Village Board meeting. Following this meeting, staff identified an additional, minor change to Section 5-3-2A-A of the Village Code with respect to the approval process for fee waiver requests.

Earlier in 2019, the Village Board indicated a desire to process not-for-profit fee waiver requests on the Consent Agenda without a first reading at a Committee of the Whole meeting to streamline the approval process. Since receiving this direction from the Village Board, staff have placed such fee waiver requests on the Consent Agenda. Included in the packet for this evening is additional language clarifying this practice in the redlined version of Title 5, Chapter 3. Items from the Consent Agenda may be removed, including future not-for-profit fee waiver requests, if a Trustee feels additional discussion is warranted before taking action.

Recommendation

- Approval of the ordinance at the November 11, 2019 Regular Village Board meeting.

Reports and Documents Attached

- Document 1: Draft ordinance, prepared by the Village Attorney, and redlined version of Title 5 (Building Regulations), Chapter 3 (Building Fees and Charges) of the Lincolnshire Village Code.

Meeting History	
Committee of the Whole – Preliminary Evaluation	January 14, 2019
Committee of the Whole – First Reading of the Ordinance (Title 5 – Building Regulations)	October 28, 2019
Village Board – Second Reading of the Ordinance (Title 5 – Building Regulations)	November 11, 2019

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE _____

**AN ORDINANCE AMENDING
TITLE 5, CHAPTER 3 OF THE LINCOLNSHIRE VILLAGE CODE
RELATED TO BUILDING FEES AND CHARGES**

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

WHEREAS, the Village charges certain fees in relation to the issuance of building permits and the inspections and plan reviews related to the construction allowed by building permits; and

WHEREAS, the Mayor and Board of Trustees desire to amend Title 5, Chapter 3 of the Village Code (Building Permit Fees and Charges) to ensure the Code is consistent with best practices for municipal building fees.

NOW, THEREFORE, 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. Recitals. The preamble to this Ordinance expresses the Village's purpose and intent for enacting this amendment to the Village Code and it is the intent of the Mayor and Board of Trustees for this Ordinance to be liberally construed to most effectively accomplish the purposes described above.

SECTION 2. Code Amendment. Title 5, Chapter 3 of the Village Code, Building Fees and Charges, is hereby amended in the manner described in Exhibit A, attached hereto and incorporated as though fully recited herein. The changes are shown as

additions described with underlines and deletions described with strikeouts. Language which is omitted from Exhibit A is not intended to be changed.

SECTION 3. Severability. In the event any provision or application of the Village Code enacted by this Ordinance is found to be invalid or unenforceable, it is the intent of the Village Board that all other applications and the remaining provisions shall remain in full force and effect to the extent permitted by law.

SECTION 4. Effective Date. This Ordinance shall become effective following its adoption and approval in the manner provided by law.

SO ORDAINED this _____ Day of _____, 2019, at Lincolnshire, Lake County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

Published in pamphlet form by the
authority of the Mayor and Board of Trustees
on _____, 2019.

Barbara Mastandrea, Village Clerk

**CHAPTER 3
BUILDING FEES AND CHARGES**

SECTION:

- 5-3-1: Fees for Permits**
- 5-3-2: Reimbursement of Professional Review Fees**
- 5-3-2A: Not-For-Profit Fees**
- 5-3-3: Additional Fees**
- 5-3-4: Water and Sewer Connection Charges**
- 5-3-4-1: Connection Charges Outside Corporate Limits**

5-3-1: FEES FOR PERMITS: The fee for a building permit to construct, alter or repair any building or other structure or its service equipment in the Village shall be as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code- (Ord. Amd. 96-1467-51, eff. 12/9/96).

A. Applicants for a building permit shall submit the estimated construction cost of the proposed improvements. The Building Official shall use the most recent copy of the International Building Code building valuation data report on file for verifying any estimates. The Building Official may request a verified statement of actual costs upon completion of the work. In the event the actual cost exceeds the estimate, an additional fee based upon such actual costs in accordance with this Section shall be paid.

5-3-2: REIMBURSEMENT OF PROFESSIONAL REVIEW FEES: Except as otherwise provided for in this Chapter, applicants for a building permit shall be required to remain in compliance with Title 1, Chapter 8, Article D, as a condition of receiving a building permit- (Amd. Ord. 07-2981-09, eff. 4/23/07).

5-3-2A: NOT FOR PROFIT FEES (Ord. 94-1345-29, eff. 7/11/94)

A. Any **local government serving all or any part of the Village, or any** charitable organization, may file an application with the Village for a waiver of fees imposed by the Village, **excluding out-of-pocket Village expenses**. The application for waiver of fees shall be in writing and shall contain all the information necessary to determine the applicant's eligibility under this Ordinance and identify the fees and amounts which the applicant is requesting to be waived. The Board of Trustees shall review the application, **and** satisfy itself of the sufficiency of the application and eligibility of the applicant, ~~at a Committee of the Whole meeting,~~ and **shall then** formally approve or disapprove the application at ~~scheduled a~~ regular meeting of the Village Board

of Trustees **as part of the Consent Agenda, unless otherwise pulled for consideration under Items of General Business per Section 1-5-3-5-8 of the Lincolnshire Village Code.** ~~The a~~Applications shall be filed with the **Community & Economic Development Department** ~~Village Clerk~~ at least ~~14~~**five (145)** days before the date of the ~~Committee of the Whole~~**-scheduled** meeting at which the application is to be considered initially.

There shall be no waiver of fees in excess of \$5,000 per development or project.

B. DEFINITIONS

CHARITABLE ORGANIZATION

~~Shall mean any not-for-profit corporation, association, or foundation organized and operated exclusively for religious purposes, charitable purposes, or for the prevention of cruelty to children or animals (Amd. Ord. 98-1543-05, eff. 3/9/98).~~**Any not-for-profit corporation, association, or foundation organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, and/or cruelty to children or animals purposes. For the purposes of this ordinance, homeowners associations do not qualify as charitable organizations and may not seek fee waivers.**

FEES

~~Shall mean these f~~**Fees** that would otherwise be required for, or incurred in connection with, planning, zoning, and building **applications and** permits in regard to construction, restoration, replacement, renovation, remodeling, addition, or repair of a structure, but not including sewer and water connection fees and fees or charges recovering direct out-of-pocket Village expenses.

OUT-OF-POCKET VILLAGE EXPENSES

Shall mean any costs incurred by the Village for outside services of independent contractors related to the processing of any **agreements**, petitions, or permits, including, but not limited to, postage, legal fees, costs of legal notices, and the cost of any inspections or analysis required by the Village from outside consultants.

5-3-3: ADDITIONAL FEES:

A. Lake County Sanitary Sewer Fee: Applicants for connection to, or modification of, the Village sanitary sewer system shall pay connection fees as required by the County of Lake. The **Village Engineer**~~Building Official~~ shall collect such

fee on behalf of the County and transfer such funds to the County on a schedule in accordance with the requirements of the County.

- B. Outside Agency & Consultant Fees: Applicants for Building Permits shall reimburse the Village for all costs incurred by contracted or specialized reviewers necessary to ensure that the application, design, plans, and specifications meet the requirements of the Village. The Village reserves the right to request a specialized review for any project submitted. In the event that such a review is required, the Village shall make every effort to inform the applicant of the need for a specialized review that might not typically be required, prior to securing the consultant **and/or** agency for said review.
- C. Recapture Fees: Applicants shall pay any and all recapture fees prior to issuance of **any** permit **and/or at the time required for a plat of subdivision**, in accordance with the applicable Recapture Agreement (Amd. Ord. 09-3090-13, eff. 03/23/09).

5-3-4: WATER AND SEWER CONNECTION CHARGES:

- A. Basis for Connection Charge: Water and sewer connection charges within the Village corporate limits shall be calculated on the basis of equivalent dwelling units (EDUs). Each dwelling unit, as defined by the Zoning Definitions as set forth in Chapter 2 of Title 7 of this Code, is considered one EDU. EDUs for all nonresidential buildings are determined according to a schedule based upon the type/use of building.
- B. Formula for Determining Annual Water and Sewer Connection Charges: Annually, prior to the start of each fiscal year, the present value of the combined water and sewer system of the Village shall be reviewed and set for the upcoming fiscal year. The Village Engineer, **in consultation with the Finance Director**, shall determine the total value of the combined water and sewer system at such time based upon the following:

Current replacement value of all accepted water and sanitary sewer improvements less accumulated depreciation and less outstanding indebtedness (hereinafter referred to as CRV). For developments under construction, the value of the public improvements shall be prorated based upon the percentage of developed land.

The current replacement value of all improvements to the system shall be determined by the Village Engineer by estimating the current construction costs and shall include all ancillary costs such as engineering, land financing, legal, and all other costs of any kind. Such current construction costs shall be estimated in accordance with the generally accepted standards in the

engineering profession for estimating costs of proposed projects (Ord. 89-1116-83).

- C. Water Connection Charge: The connection charge for connecting to the water system of the Village within its corporate limits shall be in accordance with the fees as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code (Ord. 90-1134-18; Amd. Ord. 92-1245-23; Amd. Ord. 93-1283-13, eff. 5/10/93).

The minimum fee shall be the cost for one equivalent dwelling unit (Ord. 90-1161-45).

- D. Sewer Connection Charge: The connection charge for connecting to the ~~water~~ **sewer** system of the Village within its corporate limits shall be in accordance with the fees as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code (Ord. 90-1134-18; Amd. Ord. 92-1245-23; Amd. Ord. 93-1283-13, eff 5/10/93).

The minimum fee shall be the cost for one equivalent dwelling unit (Ord. 90-1161-45).

- E. Equivalent Dwelling Units:

- 1. Basis for Mean Annual Expected Usage Coefficients: The number of equivalent dwelling units used to determine water and sewer connection charges for nonresidential buildings shall be based upon "A System of Computerized Models for Calculating and Evaluating Municipal Water Requirements and Forecasting Municipal Water Requirements" prepared by Hittman Associates, Inc. for the Office of Water Resources Research, United States Department of the Interior. The "Commercial and Industrial Categories and Usage Coefficient Values for the Library of Water Usage Parameters, tables AIII.2 through AIII.6", delineate the expected usage coefficients for the mean annual water usage expected in commercial and industrial categories. These values shall be used in the formula to determine EDUs. Due to the length of the documents referred to above, three (3) copies of said documents shall remain on file for public inspection in the ~~office of the Village Clerk and the Village Engineer~~ **Lincolnshire Village Hall**. These documents are hereby adopted by reference.

- 2. Average Daily Water Usage for Residential Users: Annually, prior to the start of each fiscal year, the average daily water usage for residential users for the previous five (5) calendar years shall be determined by the Village Engineer. This shall be accomplished by dividing the total

volume of residential water metered for each of the previous five (5) calendar years by the total number of residential customers at each of the five (5) calendar years' end. The five (5) year average shall then be determined by adding the results of the five (5) individual calendar year's averages and dividing by five (5).

3. Equivalent Dwelling Unit Formula: The equivalent dwelling units for each non-residential building shall be determined by using the following formula:

Category parameter multiplied by the planned annual expected usage divided by the average daily water use for residential users equals the equivalent dwelling units.

For the purpose of determining fees, calculated EDUs shall be rounded to the nearest whole EDU.

For example, for a new one hundred thousand (100,000) square foot office building, the formula would be as follows assuming three hundred (300) gallons per day is the average daily water usage for a single-family dwelling unit:

$$100,000 \text{ square feet} \times 0.093 / 300 = 31 \text{ EDUs (Ord. 89-1116-83)}$$

4. In the case where a proposed use is not shown in “The Commercial and Industrial Categories and Usage Coefficient Values for the Library of Water Usage Parameters, tables AIII.2 through AIII.6”, the Village Manager may, at his or her sole discretion, authorize the use of other empirical data to determine the usage parameter. Such data may consist of engineering studies completed by an **licensed** Illinois Professional Engineer, data from similar facilities, or other data as determined to be acceptable. **The Village may also rely on the data for substantially similar uses which share a common North American Industry Classification System code.**

The Village reserves the right to adjust the parameters within two and one-half **(2.5)** full years of occupancy of any nonresidential building so that the computed equivalent dwelling units equals the actual equivalent dwelling units as determined from actual water usage. The connection charges may then be adjusted based upon the revised computed equivalent dwelling units and the connection charge as set forth in the **Lincolnshire Village** Code at the time the original connection charges were computed (Ord. 00-1730-38, eff. 8/14/00).

F. Time of Payment: Water and sewer connection charges shall be due and payable at time of building permit **issuance** for any building. If the category or parameter of any nonresidential building shall change, at any time, the number of equivalent dwelling units shall be recalculated. If said new category increases the number of EDUs, the difference between the original connection charges paid and the new charges owed will be charged to the new user. (Ord. 92-1245-23). **The Village bears no obligation to reimburse a new user if the new category decreases the number of EDUs from the previous or original use.**

~~G. Actual Water Usage: At the end of one and one-half (1-½) years (18 months) but prior to the end of two and one-half (2-½) full years (30 months) of occupancy of any nonresidential building, the owner of said building may apply to the Village for an adjustment of Village water and sewer connection charges paid at time of building permit based upon actual water usage of said building for months thirteen (13) through twenty four (24). Occupancy shall be defined as the point in time when occupancy permits have been issued for a minimum of ninety percent (90%) of all habitable space in said building. The owner shall apply on a form provided by the Village. If the amount of water actually used for said time period is less than the amount of expected water usage based upon the EDU formula, an adjustment in the amount of the connection charges paid will be made. If said application is made when said building is between ninety percent (90%) and one hundred percent (100%) occupied, the Village will extrapolate the actual water usage data supplied by the applicant to determine a one hundred percent (100%) actual water usage figure. For example, if an office building is ninety two percent (92%) occupied at the time of application, the Village will utilize the actual usage data provided by the applicant and add eight percent (8%) to the actual water usage data for the square feet not presently occupied in order to estimate a water usage figure for one hundred percent (100%) occupancy.~~

~~No adjustment to the sanitary sewer connection charges collected by the Village for payment to the County of Lake will be made, except to the extent that the County may also issue such a refund.~~

~~No interest will be paid on any refunds issued by the Village. (Ord. 00-1730-38, eff. 8/14/00)~~

GH. The following information has been taken from the “Commercial and Industrial Categories and Usage Coefficient Values for the Library of Water Usage Parameters” and shall be used in calculating connection fees:

Commercial Categories and Usage Coefficient Values for the Library of Water Usage Parameters			
Date Identification Name	Commercial Category	Parameters	Coefficients (gallons/day/unit of parameter)
			Expected Usage Coefficients
			Mean Annual
BARB	Barber Shops	Barber Chairs	54.6
BEUT	Beauty Shops	Station	269.0
DPOT	Bus-Rail Depots	Sq. Ft.	3.33
CARW	Car Washes	Inside Sq. Ft.	4.78
CHUR	Churches	Member	0.138
CLUB	Golf-Swim Clubs	Member	22.2
BOWL	Bowling Alleys	Alley	133
COLG	Colleges Resid.	Student	106
HOSP	Hospitals	Bed	346
HOTL	Hotels	Sq. Ft.	0.256
LNDM	Laundromats	Sq. Ft.	2.17
LNDY	Laundry	Sq. Ft.	0.253
MEDL	Medical Offices	Sq. Ft.	0.618
MOTL	Motels	Sq. Ft.	0.224
MOVI	Drive-In Movies	Car Stall	5.3
NURS	Nursing Homes	Sq. Ft.	133.0
OFFN	New Office Bldg.	Sq. Ft.	0.093
OFFO	Old Office Bldg.	Sq. Ft.	0.142
JAIL	Jail and Prison	Person	133.0

Commercial Categories and Usage Coefficient Values for the Library of Water Usage Parameters			
Date Identification Name	Commercial Category	Parameters	Coefficients (gallons/day/unit of parameter)
			Expected Usage Coefficients
			Mean Annual
SALE	Retail Space	Sale Sq. Ft.	0.106
SKLL	School, Elem.	Student	3.83
SKLH	School, High	Student	8.02
YMCA	YMCA-YWCA	Person	33.3
GASS	Service Station	Inside Sq. Ft.	0.251
THTR	Theaters	Seat	3.33
	Warehouses	Sq. Ft.	0.025

Source: "A System of Computerized Models for Calculating and Evaluating Municipal Water Requirements and Forecasting Municipal Water Requirements"

AIII.4
Industrial Categories and Usage Coefficient Values
for the Library of Water Usage Parameters

<u>S.I.C.</u> <u>Number</u>	<u>Industrial Category</u>	<u>Mean Annual Usage</u> <u>Coefficients*</u> <u>(gal/day/employee)</u>
201	Meat products	903.890
202	Dairies	791.350
203	Can, frozen food	784.739
204	Grain mills	488.249
205	Bakery Products	220.608
206	Sugar	1433.611
207	Candy	244.306
208	Beverages	1144.868
209	Miscellaneous foods	1077.360
211	Cigarettes	193.613
221	Weaving, cotton	171.434
222	Weaving, synthetics	344.259
223	Weaving, wool	464.439
225	Knitting mills	273.439
226	Textile finish	810.741
227	Floor covering	297.392
228	Yarn-thread mill	63.558
229	Miscellaneous textile	346.976
230	Whl. apparel industry	20.000
242	Saw-planning mill	223.822
243	Millwork	316.420
244	Wood containers	238.000
249	Miscellaneous wood	144.745
251	Home furniture	122.178
259	Furniture fixture	122.178
261	Pulp mills	13494.110
262	Paper mills	2433.856
263	Paperboard mills	2464.478
264	Paper products	435.790
265	Paperboard boxes	154.804
266	Building paper mills	583.355
270	Whl. print industry	15.000
281	Basic chemicals	2744.401
282	Fibers, plastics	864.892

<u>S.I.C.</u> <u>Number</u>	<u>Industrial Category</u>	<u>Mean Annual Usage</u> <u>Coefficients*</u> <u>(gal/day/employee)</u>
283	Drugs	457.356
284	Soap-toilet goods	672.043
285	Paint allied product	845.725
286	Gumwood chemical	332.895
287	Agriculture chem.	449.836
289	Miscellaneous chemicals	984.415
291	Petroleum refining	3141.100
295	Paving-roofing	829.592
301	Tires and tubes	375.211
302	Rubber footwear	82.592
303	Reclaimed rubber	1031.523
306	Rubber products	371.956
307	Plastic products	527.784
311	Leather tanning	899.500
321	Flat glass	590.140
322	Press-blown glass	340.753
323	Prod. purch. glass	872.246
324	Cement, hydraulic	279.469
325	Structural clay	698.197
326	Pottery products	326.975
327	Cement-plaster	353.787
328	Cut stone prod.	534.789
329	Nonmetallic mineral	439.561
331	Steel rolling	494.356
332	Iron-steel found.	411.052
333	Prime nonferrous	716.626
334	Sec. nonferrous	1016.596
335	Nonferrous rollg.	675.475
336	Nonferrous found.	969.586
339	Prime metal ind.	498.331
341	Metal cans	162.547
342	Cutlery, hardware	459.300
343	Plumbing, heating	411.576
344	Structure, metal	319.875
345	Screw machine	433.193
346	Metal stamping	463.209
347	Metal service	1806.611
348	Fabricated wire	343.367

<u>S.I.C. Number</u>	<u>Industrial Category</u>	<u>Mean Annual Usage Coefficients* (gal/day/employee)</u>
349	Fabricated metal	271.186
351	Engines, turbines	197.418
352	Farm machinery	320.704
353	Construction equipment	218.365
354	Metalwork, machinery	196.255
355	Special industry machinery	290.494
356	General ind. machinery	246.689
357	Office machines	138.025
358	Service ind. machine	334.203
359	Miscellaneous machine	238.839
361	Elect. distr. product	272.001
362	Elec. ind. appart.	336.016
363	Home appliances	411.914
364	Light-wiring fixtures	369.592
365	Radio TV receiving	235.763
366	Communication equipment	86.270
367	Electronic comp.	203.289
369	Electric product	393.272
371	Motor vehicles	318.233
372	Aircraft and parts	154.769
373	Ship and boat building	166.074
374	Railroad equipment	238.798
375	Motorcycle, bike	414.859
381	Scientific instruments	181.007
382	Mechanical measure	237.021
384	Medical instrument	506.325
386	Photo equipment	120.253
387	Watches, clocks	164.815
391	Jewelry, silver	306.491
394	Toys, sport goods	213.907
396	Costume jewelry	423.124
398	Miscellaneous manufacturing	258.270
399	Miscellaneous manufacturing	258.270

5-3-4-1: CONNECTION CHARGES OUTSIDE CORPORATE LIMITS: The charge for connection to either the Village's water or the sanitary sewer system for property outside of the corporate limits shall be an amount equal to one hundred seventy five percent (175%) of the charge or fee paid for a connection of like nature within the corporate limits; provided, however, public schools, public libraries, forest preserve districts and other public, governmental

agencies serving the Village shall be required to pay only that amount which would be charged to a public school or similar public body for a similar connection within the corporate limits of the Village.

Anyone desiring to connect either to the Village's water or to the sanitary sewer system outside the corporate limits shall file an application on a form provided by the Village. If the owner of record of said territory is a land trust, the applicant will comply with the Land Trust Disclosure Ordinance of the Village by filing concurrently with the application an appropriate land trust disclosure statement. No such application shall be accepted for filing unless accompanied by a filing fee as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. The Village will then review the application and all matters contained therein to determine the sufficiency and accuracy thereof, and if in proper form and containing all required information the Village will then cause to be prepared a contract providing for said sewer and water connection and the supplying of water and sewer service to said real estate. Said contract must then be approved by the Board of Trustees, by ordinance or resolution authorizing the execution of said contract. Such approval shall be at the discretion of the Board of Trustees based upon the best interests of the Village at the time of said application. (Ord. 89-1116-83)

In order for the Village to collect a fair and reasonable charge for connection to the water and sanitary sewer systems of this Village, the parcels as set forth in Exhibit "A" shall pay to the Village, prior to connecting to the systems of the Village, the sums as set forth in Exhibit "B" for each such parcel. Such sums shall be in addition to, and not as a credit against, all other connection or hook-on fees as may be imposed by other rule, regulation, resolution or ordinance of this Village, or shown by its fee schedule, the connection fee hereby imposed being directly related to the costs to the Village of constructing, expanding, and extending the existing systems to accommodate the parcels as set forth in Exhibit "A". (amd. Ord. 94-1369-53 12/12/94)

The allocation of connection fees as set forth in Exhibit "B" is based upon actually incurred as well as estimated future costs to the Village of constructing, expanding, and extending the water and sewer systems as determined as of the date of this ordinance. In the event costs as actually incurred by the Village vary from those estimated, the Village reserves the right, for any parcel for which payment in full of connection fees has not been received, to modify, alter or amend the allocation of connection fees to such parcel to reflect the actual costs to the Village of constructing, expanding, and extending the waterworks and sewerage systems. The Village further reserves the right to increase such connection fees to reflect any financing and interest costs or other changes which the Village reasonably determines are to be allocated to the construction, expansion, and extension of said water and sewer systems.(amd. Ord. 94-1369-53 12/12/94)

The allocation of connection fees (Exhibit "B") is further based upon the presently existing or anticipated future zoning of such parcels and the anticipated water and sewer requirements related thereto. In the event any such parcel is zoned differently than anticipated at the time of request for connection to the Village water or sanitary sewer system, the Village reserves the right to alter or amend the connection fees for such parcel in order to reflect such change in zoning and water or sewer requirements. (amd. Ord. 94-1369-53 12/12/94)

This ordinance shall further serve as notice to affected property owners of the additional connection fees associated with connection of their parcels to the Village water and sewer systems. Affected property owners must contact the Village in order to determine the adjustment, if any, to the connection fee figures as set for the herein which will be applicable to any specific parcel, and arising out of changes in costs, allocation of interest or other charges, changes in zoning, or other similar costs related to the construction, expansion and extension of the systems.(amd. Ord. 94-1369-53 12/12/94)

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~~ADD~~ EXHIBIT A
~~INDIAN CREEK~~ RECAPTURE MAP

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EXHIBIT B

INDIAN CREEK RECAPTURE CALCULATION

Indian Creek Watermain Loop
Actual Cost of Watermain Construction \$262,603.04

Total lineal footage of project 6,064 lft

Portion attributed to School District 125 property:

1,801 lft \$78,995.00

Remaining portion attributable to properties abutting the Indian Creek Road Watermain Loop:

4,263 lft \$183,608.04*

*This amount will be divided among the remaining 33 single family residence properties

Cost per equivalent dwelling unit shall be \$5,563.88.

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