



# VILLAGE OF LINCOLNSHIRE

## MINUTES REGULAR VILLAGE BOARD MEETING December 9, 2019

Present:

Mayor Brandt  
Trustee Hancock  
~~Trustee Leider~~  
Trustee Raizin  
Village Attorney Simon  
Chief of Police Leonas  
Public Works Director Woodbury

Trustee Grujanac  
Trustee Harms Muth  
Trustee Pantelis  
Village Clerk Mastandrea  
Village Manager Burke  
~~Village Treasurer/Finance Director Peterson~~  
Assistant Village Manager/Community &  
Economic Development Director Gilbertson

Assistant Public Works Director/Village  
Engineer Dittrich

### 1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7 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 **Holiday Tree Lighting**

Mayor Brandt thanked staff for another successful Holiday Tree Lighting and specifically thanked Public Works Director Woodbury for being the Master of Ceremonies. Mayor Brandt noted Santa arrived safely, and various choral groups/bands from the schools performed. The Marines were in attendance for Toys for Tots and the Village received a recognition award for the donations provided. Mayor Brandt recommended the event continue on a Friday in future years.

Trustee Grujanac noted Santa requested the tree lighting be done prior to his arriving and possibly having some support to help guide him through the crowd to his seating area.

#### 3.2 Village Clerk's Report - None

#### 3.3 Village Treasurer's Report - None

#### 3.4 Village Manager's Report

##### 3.41 **Meeting Schedule**

Village Manager Burke noted this is the last Regular Village Board meeting for 2019. Staff will send out the bill list to the Board for the second check run in December.

#### **4.0 PAYMENT OF BILLS**

##### **4.1 Bills Presented for Payment on December 9, 2019 in the amount of \$136,216.66**

Village Manager Burke provided a summary of the December 9, 2019 bills prelist presented for payment with the total being \$136,216.66. The total amount is based on \$102,295.12 for General Fund; \$12,225.18 for Water & Sewer Fund; \$6,496.36 for Vehicle Maintenance Fund; \$6,000 for Sedgebrook SSA; and \$9,200 for General Capital Fund.

Trustee Grujanac moved and Trustee Hancock seconded the motion to approve the bills prelist dated December 9, 2019 as presented. The roll call vote was as follows:

AYES: Grujanac, Hancock, Harms Muth, Pantelis, Raizin  
NAYS: None  
ABSENT: Leider  
ABSTAIN: None

Mayor Brandt declared the motion carried.

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

##### **5.1 Cannabis Dispensaries**

Mr. Carson Ezell, student at Stevenson High School, representing the Catalyst Group expressed his appreciation to the Board for not allowing cannabis dispensaries in the Village of Lincolnshire.

Ms. Jamie Epstein, Stand Strong Coalition member thanked the Board for the partnership they have with the Village.

#### **6.0 PETITIONS AND COMMUNICATIONS**

#### **7.0 CONSENT AGENDA**

##### **7.1 Approval of November 25, 2019 Regular Village Board Meeting Minutes**

##### **7.2 Approval of November 25, 2019 Committee of the Whole Meeting Minutes**

##### **7.3 Approval of an Ordinance Granting a Special Use and Variances for a Public School – Daniel Wright Junior High School (Lincolnshire-Prairie View School District 103)**

##### **7.4 Approval of an Internal Village Fee Waiver not to Exceed \$4,264.33 (Lincolnshire-Prairie View School District 103)**

- 7.5 Approval of an Ordinance Amending the Lincolnshire Village Code, Title 6 (Zoning), Chapters 2 (Zoning Definitions), 3 (General Zoning Regulations), and 8 (Office/Industrial Districts), Defining and Prohibiting Adult-Use Cannabis Business Establishments (Village of Lincolnshire)**
- 7.6 Approval of an Ordinance Amending Title 11 (Misdemeanors), Chapter 10 (Offenses Affecting Public Health and Safety) of the Lincolnshire Village Code Pertaining to Recreational Cannabis (Village of Lincolnshire)**
- 7.7 Approval of an Ordinance Amending Title 11 (Misdemeanors), Chapter 12 (Minors) of the Lincolnshire Village Code (Village of Lincolnshire)**
- 7.8 Approval of an Ordinance Amending Title 3 (Business License Regulations), Chapter 4 (Amusements), Article G (Raffles) of the Lincolnshire Village Code (Village of Lincolnshire)**
- 7.9 Approval of an Ordinance Amending Title 4 (Health and Sanitation), Chapter 4 (Smoking Regulations), of the Lincolnshire Village Code Pertaining to Smoking on School Grounds (Village of Lincolnshire)**
- 7.10 Approval of an Ordinance Amending Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule), Section 12 (Misdemeanors) of the Lincolnshire Village Code (Village of Lincolnshire)**

Trustee Grujanac moved and Trustee Pantelis seconded the motion to approve the Consent Agenda. The roll call vote was as follows:

AYES: Grujanac, Hancock, Harms Muth, Pantelis, Raizin

NAYS: None

ABSENT: Leider

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

### **8.31 Consideration of Approval of a Professional Service Contract with Baxter & Woodman Consulting Engineers for 2020 Roadway and Parking Lot Rehabilitation, Design, Permits, and Bidding Services at a Cost not to Exceed \$77,166.27 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a proposed professional service contract with Baxter & Woodman Consulting Engineers for 2020 roadway and parking lot

rehabilitation, design, permits, and bidding services at a cost not to exceed \$77,166.27 which would include the parking lots of the Public Works building as well as North Park, and roadways discussed in the capital plan for 2020.

Trustee Hancock asked why the Village would need a consultant for this. Assistant Public Works Director/Village Engineer Dittrich stated the firm will provide all the quantities, and put all the plans and specifications together for the contractors to bid. Trustee Hancock asked how much the Village spends on this type of consultant annually. Assistant Public Works Director/Village Engineer Dittrich stated this is almost double of what the Village would spend; typically the amount would be \$40,000 - \$50,000. With the economies of scale, the Village will spend approximately \$77,000. Village Manager Burke noted typically 10% - 15% of the total project cost is engineering expenses. Trustee Hancock asked if any neighboring Villages have ever tried to share these types of expenses. Assistant Public Works Director/Village Engineer Dittrich stated in the past, there has been shared costs for bidding but not the engineering services because each project is so different and unique to the requirements and needs of each Village. Village Manager Burke stated the Village does joint bidding for concrete work or pavement work to get to the economies of scale mentioned.

Trustee Grujanac moved and Trustee Hancock seconded the motion to approve the Consent Agenda. The roll call vote was as follows:

AYES: Grujanac, Hancock, Harms Muth, Pantelis, Raizin

NAYS: None

ABSENT: Leider

ABSTAIN: None

Mayor Brandt declared the motion carried.

**8.32 Approval of a Professional Service Contract with Christopher B. Burke Engineering, Ltd. for Roadway Improvement Analysis, Design, Permits, and Bidding Services at a Cost not to Exceed \$47,650.00 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a proposed professional service contract with Christopher B. Burke Engineering, Ltd. for roadway improvement analysis, design, permits, and bidding services at a cost not to exceed \$47,650.00 to help close the loop on the south Village Green over the past several years.

Mayor Brandt noted the discussion was to remove pavers and replace it with asphalt.

Trustee Hancock asked for more specifics. Assistant Public Works Director/Village Engineer Dittrich stated South Village Green was

originally built by the Village as part of the downtown improvement plans. Half of the road is Village property and the other half is public right-of-way. There are agreements that the HOA has plowed the sidewalks and the Village has plowed the roadway. A lot of the landscaping has been done by the Village over the years, but there is no formal agreement in place that clearly identifies all of these items. As part of the project, the Village is looking to identify this. Historically the Village has had an obligation to maintain the pavers over the years as the pavement fails due to poor soil conditions under the roadway. The Village has communicated this to the HOA and will ultimately lead to a discussion on who's responsibility does this become moving forward.

Trustee Grujanac moved and Trustee Raizin seconded the motion to approve the Consent Agenda. The roll call vote was as follows:

AYES: Grujanac, Hancock, Harms Muth, Pantelis, Raizin  
NAYS: None  
ABSENT: Leider  
ABSTAIN: None

Mayor Brandt declared the motion carried.

**8.33 Approval of a Professional Service Contract with Kluber Architects & Engineers for Flooring, Tuckpointing, and Security Improvements Design, Bidding, and Construction Administration Services at a Cost not to Exceed \$23,750.00 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a proposed professional service contract with Kluber Architects & Engineers for flooring, tuckpointing, and security improvements design, bidding, and construction administration services at a cost not to exceed \$23,750.00.

Trustee Grujanac moved and Trustee Raizin seconded the motion to approve the Consent Agenda. The roll call vote was as follows:

AYES: Grujanac, Harms Muth, Pantelis, Raizin  
NAYS: None  
ABSENT: Leider  
ABSTAIN: Hancock

Mayor Brandt declared the motion carried.

**8.34 Approval of a Professional Service Contract with Hitchcock Design Group of Naperville, Illinois for Preliminary Design for Proposed Signage Improvements at a Cost not Exceed \$40,000.00 (Village of Lincolnshire)**

Mayor Brand noted Public Works Director Woodbury provided photos of

the existing signage planned document as the new logo will replace the signs.

Public Works Director Woodbury provided a summary of a proposed professional service contract with Hitchcock Design Group for preliminary design for proposed signage improvements at a cost not exceed \$40,000.00. Village Manager noted there are funds included in this year's budget to start the process.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve the Consent Agenda. The roll call vote was as follows:

AYES: Grujanac, Hancock, Harms Muth, Pantelis, Raizin  
NAYS: None  
ABSENT: Leider  
ABSTAIN: None

Mayor Brandt declared the motion carried.

- 8.4 Police
- 8.5 Parks and Recreation
- 8.6 Judiciary and Personnel

## **9.0 REPORTS OF SPECIAL COMMITTEES**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NEW BUSINESS**

## **13.0 EXECUTIVE SESSION**

## **14.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Hams Muth seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:25 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk