



VILLAGE OF LINCOLNSHIRE

MINUTES REGULAR VILLAGE BOARD MEETING April 13, 2020

Present:

Mayor Brandt
Trustee Hancock
Trustee Leider

Trustee Raizin arrived at 7:05 p.m.
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

This was a remote video-conference meeting

1.0 ROLL CALL

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

2.0 PLEDGE OF ALLEGIANCE

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

3.11 Approval of a Resolution Adopting a Supplemental Rule concerning Public Comments during Virtual Meetings of the Village of Lincolnshire Board of Trustees and Other Village Boards, Commissions, and Committees (Village of Lincolnshire – Waiver of First Reading Requested)

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to waive the first reading of a Resolution Adopting a Supplemental Rule concerning Public Comments during Virtual Meetings of the Village of Lincolnshire Board of Trustees and Other Village Boards, Commissions, and Committees. The roll call vote was as follows:

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

NAYS: None

ABSENT: Raizin

ABSTAIN: None

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve a Resolution Adopting a Supplemental Rule concerning Public Comments during Virtual Meetings of the Village of Lincolnshire Board of Trustees and Other Village Boards, Commissions, and Committees. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

3.12 Village Communications

Mayor Brandt noted staff is doing a great job with communication. Mayor Brandt thanked staff for efforts with the online meetings and staying in contact with local businesses, municipalities, and organizations to keep everyone informed. Staff has worked with businesses to allow signage and in order to accommodate them during COVID-19. Mayor Brandt challenged the Board to think of ideas to help businesses to expand outside areas or other ideas to help the businesses.

3.3 Village Treasurer’s Report

3.31 Revenues and Expenditures for the Month of March, 2020

Village Treasurer/Finance Director Peterson 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 March, 2020.

3.4 Village Manager’s Report

3.41 Staying Connected

Village Manager Burke noted the best way to stay connected and to find the most up-to-date information is through the Village website or by signing up for the Village E-Newsletters through the connect link on the Village’s home page. Mayor Brandt encouraged the Board to reach out to neighbors and friends to sign up for the E-Newsletters, Facebook, and Twitter.

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on March 30, 2020 in the amount of \$663,262.79

Village Treasurer/Finance Director Peterson provided a summary of the March 30, 2020 bills prelist presented for payment with the total being \$663,262.79. The total amount is based on \$288,800 for General Fund; \$249,900 for Water & Sewer Fund; \$18,000 for Water & Sewer Improvement Fund; \$17,000 for

Vehicle Maintenance Fund; and \$89,500 for General Capital Fund.

Trustee Grujanac moved and Trustee Hancock seconded the motion to approve the bills prelist dated March 30, 2020 as presented. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

4.2 Bills Presented for Payment on April 13, 2020 in the amount of \$114,653.29

Village Treasurer/Finance Director Peterson provided a summary of the April 13, 2020 bills prelist presented for payment with the total being \$114,653.29. The total amount is based on \$58,275.03 for General Fund; \$7,300.44 for Water & Sewer Fund; \$13,362.40 for Water & Sewer Improvement Fund; \$5,189.47 for Vehicle Maintenance Fund; and \$30,525.95 for General Capital Fund.

Trustee Pantelis moved and Trustee Grujanac seconded the motion to approve the bills prelist dated April 13, 2020 as presented. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

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

Village Manager Burke noted no emails, voice mails, or written comments were received by 5:00 p.m. today regarding items to address the Board.

Trustee Hancock asked about a line item in the Revenue and Expenditure report related to the details on page 10. Village Manager Burke stated the exhibit reflects all funds; revenue to expenditures. Significant facts represent where we are in the budget now compared to where the Village should be as of this point in the fiscal year. The report also reflects expenditures department by department and compares where expenditures to date are compared to where we should be at this point in time in the budget cycle.

6.0 CONSENT AGENDA

6.1 Approval of March 9, 2020 Regular Village Board Meeting Minutes

6.2 Approval of March 9, 2020 Committee of the Whole Meeting Minutes

6.3 Approval of March 19, 2020 Special Village Board Meeting Minutes

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

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

Mayor Brandt declared the motion carried.

7.0 ITEMS OF GENERAL BUSINESS

7.1 Planning, Zoning & Land Use

7.2 Finance and Administration

7.21 Approval of an Ordinance Approving a Second Extension of a Declaration of Emergency and Confirming Mayor’s Executive Order 2020-1 (Village of Lincolnshire – Waiver of First Reading Requested)

Village Manger Burke provided a summary of the proposed Ordinance approving a second extension of a Declaration of Emergency and confirming Mayor’s Executive Order 2020-1.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to waive the first reading of an Ordinance approving a second extension of a Declaration of Emergency and confirming Mayor’s Executive Order 2020-1. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve an Ordinance approving a second extension of a Declaration of Emergency and confirming Mayor’s Executive Order 2020-1. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

7.22 Approval of an Ordinance Authorizing the Disposal of Surplus Property (Village of Lincolnshire – Waiver of First Reading

Requested)

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to waive the first reading of an Ordinance Authorizing the Disposal of Surplus Property. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve an Ordinance Authorizing the Disposal of Surplus Property. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

7.3 Public Works

7.31 Approval of a Contract for the Construction of the Village's 2020 Road and Bike Path Resurfacing Project with Schroeder Asphalt Services, Rosemont, IL in an Amount not to Exceed \$1,500,881.22 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a contract for the construction of the Village's 2020 road and bike path resurfacing project with Schroeder Asphalt in an amount not to exceed \$1,500,881.22. The contract would cover approximately 2.3 miles of streets, the North Park parking lot, and the Public Works facility parking lot.

Mayor Brandt asked what amount was approved in the budget. Assistant Public Works Director/Village Engineer Dittrich stated the overall budget amount was \$1.75 million, so this came in approximately \$200,000 under budget.

Trustee Hancock asked if they approve the contract, are they also approving moving forward with this expenditure. Assistant Public Works Director/Village Engineer Dittrich stated this action would approve awarding the bid and moving forward with this expenditure. Trustee Hancock asked what would happen if the Board approved the bid but decided to postpone this expenditure to a future year. Assistant Public Works Director/Village Engineer Dittrich stated the contractor is required to hold the bid for 45 days. If the Village went

beyond the 45 days, it would be up to the contractor's discretion if they wanted to honor work for the as-bid prices or the Village would have to re-bid.

Mayor Brandt asked if the bike portion is coming out of park development funds or a grant. Assistant Public Works Director/Village Engineer Dittrich stated the path was for the work that was done in 2019. The only thing bid out was for streets and parking lots, not for any paths.

Mayor Brandt noted from past experience on the Board, her opinion was to not postpone street projects due to the uncertainty of the times, and the streets included in the contract were in much need of resurfacing.

Trustee Hancock noted concern regarding the economy and might recommend holding off on this expenditure until they knew if the economy would come back before moving ahead.

Trustee Raizin stated she lives in the neighborhood where the resurfacing is proposed, there was recently a watermain break, and the streets are literally crumbling. Trustee Raizin stated she would not be in favor of holding off on the proposed contract.

Trustee Leider stated a possibility would be to hold off on a portion of the contract and do the necessary roadways. Assistant Public Works Director/Village Engineer Dittrich stated if they reduce scope, they would have to re-bid and noted a labor increase contract is coming.

Assistant Public Works Director/Village Engineer Dittrich stated the roadways could wait a few months but if this project was pushed off to another year, there could be additional pot holes and failures that would require additional work and money. Village Manager Burke provided budgetary information regarding how this was moved from the five-year capital plan and what portion would be covered from the use of Park Development funds. Staff recommended this project not be postponed.

Trustee Grujanac moved and Trustee Raizin seconded the motion to approve a Contract for the Construction of the Village's 2020 Road and Bike Path Resurfacing Project with Schroeder Asphalt Services, Rosemont, IL in an Amount not to exceed \$1,500,881.22. The roll call vote was as follows:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

7.32 Approval of a Professional Service Contract with Baxter & Woodman Consulting Engineers for Construction Engineering Services at a Cost not to Exceed \$102,262.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of Professional Service Contract with Baxter & Woodman Consulting Engineers for Construction Engineering Services at a Cost not to exceed \$102,262.00 which is the project management services for Item 7.31. The amount is slightly over the budgeted amount, but the contract is a “not to exceed” contract for hours, and the final amount could come in lower.

Trustee Grujanac moved and Trustee Hancock seconded the motion to approve a Professional Service Contract with Baxter & Woodman Consulting Engineers for Construction Engineering Services at a Cost not to exceed \$102,262.00. The roll call vote was as follows:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

7.4 Police

7.41 Approval of an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) to Create a Class “J” Catering Liquor License (Banyan One Corporation - Pear Tree Catering & Hel’s Kitchen Catering – 505 Bond Street – Waiver of First Reading Requested)

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to waive the first reading of an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) to Create a Class “J” Catering Liquor License (Banyan One Corporation - Pear Tree Catering & Hel’s Kitchen Catering – 505 Bond Street. The roll call vote was as follows:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

Chief of Police Leonas provided a summary of an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) to Create a Class “J” Catering Liquor License (Banyan One Corporation - Pear Tree Catering & Hel’s Kitchen Catering – 505

Bond Street noting they passed the background and the Village is happy to have them.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) to Create a Class "J" Catering Liquor License (Banyan One Corporation - Pear Tree Catering & Hel's Kitchen Catering – 505 Bond Street. The roll call vote was as follows:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

7.5 Parks and Recreation

7.6 Judiciary and Personnel

8.0 REPORTS OF SPECIAL COMMITTEES

9.0 UNFINISHED BUSINESS

10.0 NEW BUSINESS

11.0 EXECUTIVE SESSION

12.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous and Mayor Brand declared the meeting adjourned at 7:38 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk