



VILLAGE OF LINCOLNSHIRE

AGENDA REGULAR VILLAGE BOARD Village Hall – Board Room Monday, May 11, 2020 7:00 p.m.

RESIDENT REMOTE PARTICIPATION OPTIONS

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 - Meetings posted to www.lincolnshireil.gov/government/about/agendas-minutes-packets-video the day after meeting.
- **Public Comment**
 - Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Monday, May 11, 2020.
 - Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Monday, May 11, 2020.
 - Comments received before the meeting will be read concurrent with respective agenda item. Comments may be sent to the VOLPublicComment@lincolnshireil.gov email address during the meeting, but it is not guaranteed they will be read until the end of the meeting.

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 May 11, 2020 in the amount of \$418,521.62

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

6.0 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".

- 6.1 Approval of April 27, 2020 Regular Village Board Meeting Minutes
- 6.2 Approval of April 27, 2020 Committee of the Whole Meeting Minutes
- 6.3 Approval of a Contract with Graybar Inc., Arlington Heights, IL at a Cost not to Exceed \$86,941.06 for the North Park Lighting Replacement Project (Village of Lincolnshire)
- 6.4 Approval of a Contract with Evans and Sons Blacktop, Inc. for Whytegate Athletic Court Resurfacing and Color Coating in an Amount not to Exceed \$105,000.00 (Village of Lincolnshire)

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 Third Extension of a Declaration of Emergency and Confirming Mayor's Executive Order 2020-2 (Village of Lincolnshire – Waiver of First Reading Requested)
- 7.3 Public Works
- 7.4 Police
- 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 (None)

12.0 ADJOURNMENT

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.



VILLAGE OF
L I N C O L N S H I R E

AGENDA ITEM 4.1

**BILLS PRESENTED FOR PAYMENT
05/11/2020**

General Fund	\$	300,777.66
Water & Sewer Fund	\$	65,534.99
Motor Fuel Tax		
Water & Sewer Improvement Fund		
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	\$	22,251.47
Park Development Fund		
Sedgebrook SSA		
General Capital Fund	\$	29,957.50
Grand Total	\$	418,521.62

Brad Burke, Village Manager

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 04/28/2020 - 05/11/2020
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: AARON H JESSER		
2020 Beach Tag	Refund of Tags #001-005	60.00
TOTAL VENDOR AARON H JESSER		60.00
VENDOR NAME: ACCURATE DOCUMENT DESTRUCTION		
5510363	Document Destruction 4/16/20	136.59
TOTAL VENDOR ACCURATE DOCUMENT DESTRU		136.59
VENDOR NAME: AEREX PEST CONTROL SERVICES, INC.		
2328552	Pest Control Services - Public Works	55.00
2328545	Pest Control Services - Village Hall	55.00
TOTAL VENDOR AEREX PEST CONTROL SERVICE		110.00
VENDOR NAME: AL WARREN OIL COMPANY INC.		
W1306690	Windshield Washer Fluid	110.00
TOTAL VENDOR AL WARREN OIL COMPANY INC.		110.00
VENDOR NAME: ALTORFER INDUSTRIES, INC.		
PM6002888444	WSR Transfer Switch Test	90.00
PM6000288418	ESR Transfer Switch Test	90.00
PM6000288408	OMC Generator Set PM & Load Bank Test	1,092.00
PM600288419	OMC Transfer Switch Test	90.00
TOTAL VENDOR ALTORFER INDUSTRIES, INC.		1,362.00
VENDOR NAME: AMERICAN PRINTING TECHNOLOGIES		
20-LS05	05 2020 UB Print Service	465.00
20-LS05-P	05 2020 UB Postage	939.09
TOTAL VENDOR AMERICAN PRINTING TECHNOL		1,404.09
VENDOR NAME: AMERICAN VACTOR SERVICES		
21280	Cleaning of triple basins at PWF & PD Gar	2,100.00
TOTAL VENDOR AMERICAN VACTOR SERVICES		2,100.00
VENDOR NAME: AMERICAN WELDING & GAS, INC.		
07043036	Forklift Propane	34.00
TOTAL VENDOR AMERICAN WELDING & GAS, IN		34.00
VENDOR NAME: ARLINGTON HEIGHTS FORD		
893946	Squad 107 Belt & Tensioner	110.85
893949	Core Return - Brake Calipers	(100.00)
TOTAL VENDOR ARLINGTON HEIGHTS FORD		10.85
VENDOR NAME: BHFX DIGITAL IMAGING		
364304	Plotter Base Charge (03/01/20 - 03/31/2	168.64
TOTAL VENDOR BHFX DIGITAL IMAGING		168.64
VENDOR NAME: CHRISTOPHER B BURKE ENGINEERING LTD		
158135	Village Wide Drainage Study Professional	16,352.50
158136	South Village Green Preliminary Engineeri	330.00
TOTAL VENDOR CHRISTOPHER B BURKE ENGINE		16,682.50
VENDOR NAME: CINTAS CORPORATION #47P		
4048280863	Weekly Uniform Rental - Public Works	108.58
4048027709	Weekly Uniform Rental - Public Works	108.58
4049394417	Weekly Uniform Rental - Public Works	108.58
TOTAL VENDOR CINTAS CORPORATION #47P		325.74

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INVOICE DUE DATES 04/28/2020 - 05/11/2020
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: COMCAST CABLE		
99713697	May 2020 Ethernet VPN_101 Westminster	218.02
TOTAL VENDOR COMCAST CABLE		218.02
VENDOR NAME: DEERFIELD LOCKSMITH CO INC		
0358665	Employee Entrance Keys for PD - COVID1	30.00
TOTAL VENDOR DEERFIELD LOCKSMITH CO INC		30.00
VENDOR NAME: DELTA DENTAL OF ILLINOIS		
1342629	May 2020 HSA Vision	20.60
1342613	May 2020 Vision	809.25
TOTAL VENDOR DELTA DENTAL OF ILLINOIS		829.85
VENDOR NAME: DEMUTH, INC.		
V-1647	Hampton Circle Water Main Break Repair	4,000.00
TOTAL VENDOR DEMUTH, INC.		4,000.00
VENDOR NAME: DUSTCATCHERS & A LOGO MAT INC		
72522	Floor Mat Rental - Village Hall	14.00
72778	Floor Mat Rental - Village Hall	14.00
72779	Floor Mat Rental - Public Works	59.50
72521-1	Floor Mat Rental - Public Works	59.50
TOTAL VENDOR DUSTCATCHERS & A LOGO MAT		147.00
VENDOR NAME: FEDEX OFFICE		
105800008857	2020 "Shop Local-Shop Lincolnshire" sign	756.00
TOTAL VENDOR FEDEX OFFICE		756.00
VENDOR NAME: FIORE NURSERY & LANDSCAPE SUPPLY		
350344	Village Tree Plantings	418.45
TOTAL VENDOR FIORE NURSERY & LANDSCAPE		418.45
VENDOR NAME: FIRST COMMUNICATIONS		
119533491	04 2020- T-1 Line	281.72
TOTAL VENDOR FIRST COMMUNICATIONS		281.72
VENDOR NAME: FOSTER & FOSTER INC.		
16987	12/31/2019 actuary GASB 67/68 report f	2,500.00
TOTAL VENDOR FOSTER & FOSTER INC.		2,500.00
VENDOR NAME: GEMPLER'S INC.		
4434570	Tree Pruning/Tree Removal Tools	138.92
4435057	Water Bags for New Tree Plantings	396.89
TOTAL VENDOR GEMPLER'S INC.		535.81
VENDOR NAME: HALF DAY BREWING		
2019 0930	Tax Sharing Rebate 3rd Qtr 2019	8,854.46
TOTAL VENDOR HALF DAY BREWING		8,854.46
VENDOR NAME: HIGH PSI LTD		
66853	Power Washer Repair/ Gen + Tip Replace	343.00
66948	Power Washer Capacitor	270.00
TOTAL VENDOR HIGH PSI LTD		613.00
VENDOR NAME: ILLINOIS SECRETARY OF STATE		
2020 8679	2020 Registration Chief Sq (9566081)	151.00

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VENDOR NAME: ILLINOIS SECRETARY OF STATE		
	TOTAL VENDOR ILLINOIS SECRETARY OF STATE	151.00
VENDOR NAME: IMRF		
23041	04 2020 Member & Employer Contributio	47,797.81
	TOTAL VENDOR IMRF	47,797.81
VENDOR NAME: INTERDEV, LLC		
MSP1025926-1	April 2020 IT Servies	5,518.62
MSP1025926-2	April 2020 License Fee	308.00
	TOTAL VENDOR INTERDEV, LLC	5,826.62
VENDOR NAME: INVOICE CLOUD		
1185-2020_4	05 2020 Paperless Utility Bills	61.50
	TOTAL VENDOR INVOICE CLOUD	61.50
VENDOR NAME: IRC RETAIL CENTERS		
May_2020	CAM Estimated Escrow Lease T0000888_	3,087.34
	TOTAL VENDOR IRC RETAIL CENTERS	3,087.34
VENDOR NAME: KLUBER ARCHITECTS + ENGINEERS		
7174	Bid Specs for VH Brick Repairs & Bid Spec	13,275.00
	TOTAL VENDOR KLUBER ARCHITECTS + ENGINE	13,275.00
VENDOR NAME: LAKE COUNTY MUNICIPAL LEAGUE		
2020-2021	2020 - 2021 League Dues	1,124.36
	TOTAL VENDOR LAKE COUNTY MUNICIPAL LEAG	1,124.36
VENDOR NAME: LALUZERNE & SMITH, LTD.		
April 2020	April 2020 Legal Services	1,184.45
	TOTAL VENDOR LALUZERNE & SMITH, LTD.	1,184.45
VENDOR NAME: LAW ENFORCEMENT TRAINING LLC		
INV-0233	Annual Subscription - 2020 Monthly Court	1,150.00
	TOTAL VENDOR LAW ENFORCEMENT TRAINING L	1,150.00
VENDOR NAME: LINCOLNSHIRE RIVERWOODS FPD		
10745	Plan Review_300 Tri State International S	330.00
10757	Plan Review_1 Overlook Pt#570_P20-005	330.00
	TOTAL VENDOR LINCOLNSHIRE RIVERWOODS F	660.00
VENDOR NAME: LINCOLNSHIRE VILLAGE-PETTY CASH		
05112020	05/11/20 Petty Cash Reimbursements	25.00
	TOTAL VENDOR LINCOLNSHIRE VILLAGE-PETTY	25.00
VENDOR NAME: MADISON NATIONAL LIFE INS CO, INC.		
1390923	05 2020 Life Insurance Premiums	1,399.20
	TOTAL VENDOR MADISON NATIONAL LIFE INS C	1,399.20
VENDOR NAME: MANKOFF INDUSTRIES		
5187	April UST Inspections	400.00
	TOTAL VENDOR MANKOFF INDUSTRIES	400.00
VENDOR NAME: MARSH		
346976558677	Public Officials Bond- Trustee Hancock	100.00
346970040568	Public Officials Bond- Peterson	100.00

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MARSH		
	TOTAL VENDOR MARSH	200.00
VENDOR NAME: MATT SETTLER		
04282020	Special Event Services_April 7_45 minute	60.00
	TOTAL VENDOR MATT SETTLER	60.00
VENDOR NAME: MICROSYSTEMS, INC.		
082718	Papervision software & maintenance	598.50
	TOTAL VENDOR MICROSYSTEMS, INC.	598.50
VENDOR NAME: MORTON SALT		
5402073044	Rock Salt - 246,100 lbs	8,201.29
	TOTAL VENDOR MORTON SALT	8,201.29
VENDOR NAME: MUNICIPAL INSURANCE COOP AGENCY		
2020 2021	Prop Liab \$115,290 & Umbrella \$5,883 fo	121,173.00
2020 2021wc	Work Comp \$154992 + Umbrella \$7,908	162,900.00
2020 2021 cyb	Cyber Crime permium 5/2020- 4/2021	2,716.00
	TOTAL VENDOR MUNICIPAL INSURANCE COOP A	286,789.00
VENDOR NAME: PARAGON MICRO INC.		
905142	Dell Pro Support_Service Pack_Emergenc	1,379.99
	TOTAL VENDOR PARAGON MICRO INC.	1,379.99
VENDOR NAME: PAYLOCITY		
106473710	05/08/20 Pay Services	209.31
	TOTAL VENDOR PAYLOCITY	209.31
VENDOR NAME: PIONEER PRESS		
2020-11	Subscription for Lincolnshire Review	39.00
	TOTAL VENDOR PIONEER PRESS	39.00
VENDOR NAME: POLLARDWATER		
0164532	New Valve Key-For Joel	279.82
	TOTAL VENDOR POLLARDWATER	279.82
VENDOR NAME: PRF GRAPHICS		
328742	8 books of bank deposit slips- Gen Fund	88.72
	TOTAL VENDOR PRF GRAPHICS	88.72
VENDOR NAME: RADIO COMMUNICATIONS AND BEYOND		
11657	Radio Microphones	134.55
	TOTAL VENDOR RADIO COMMUNICATIONS AND	134.55
VENDOR NAME: SAFETY KLEEN CORP.		
82501817	Used Oil Disposal	220.00
	TOTAL VENDOR SAFETY KLEEN CORP.	220.00
VENDOR NAME: SPEED SOLUTIONS		
I001348	Truck 232 AC Evaluate	39.90
I1001351	Truck 232 AC Evaluate & Recharge	118.65
I1001569	Squad 106 Strut Replacement Labor	49.88
	TOTAL VENDOR SPEED SOLUTIONS	208.43
VENDOR NAME: TRAFFIC CONTROL & PROTECTION INC.		
103782	Street Signs - Elm & Half Day Replaceme	730.80

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: TRAFFIC CONTROL & PROTECTION INC.		
	TOTAL VENDOR TRAFFIC CONTROL & PROTECTI	730.80
VENDOR NAME: US POSTAL SERVICE		
05012020	Meter Refill: POC Acct #8056513	1,000.00
	TOTAL VENDOR US POSTAL SERVICE	1,000.00
VENDOR NAME: VERIZON WIRELESS		
9852429336	03/13 - 04/12/20 SCADA Data Plan Util	237.39
	TOTAL VENDOR VERIZON WIRELESS	237.39
VENDOR NAME: WATSON JAMIE		
041820	Walgreens Reimburse for cleaning supplies	18.97
042320	Dollar Tree Reimburse for disinfectant, spray bottles	30.00
Walgreens 050220	Reimburse for cleaning supplies	22.84
	TOTAL VENDOR WATSON JAMIE	71.81
VENDOR NAME: WHOLESALE DIRECT, INC.		
244988	4" Pump Rake & Tail Light Assemblies	75.10
	TOTAL VENDOR WHOLESALE DIRECT, INC.	75.10
VENDOR NAME: XEROX CORPORATION		
010172002	Nemo Base Charge (03/21/20 - 04/21/20)	57.00
010172003	Police Base Charge (03/21/20 - 04/21/20)	85.00
010172004	Meme Base & Usage Charge (03/21/20 -	24.91
	TOTAL VENDOR XEROX CORPORATION	166.91
GRAND TOTAL:		418,521.62



VILLAGE OF LINCOLNSHIRE

MINUTES REGULAR VILLAGE BOARD MEETING April 27, 2020

Present:

Mayor Brandt
Trustee Hancock
Trustee Leider

Trustee Raizin arrived at 7:09 p.m.

Village Attorney Simon

Chief of Police Leonas

Public Works Director Woodbury

Assistant Public Works Director/Village Engineer
Dittrich

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

Planning & Development Manager Zozulya

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 Consideration and Approval of Appointments to Various Boards and Commission

Mayor Brandt provided the recommendations for appointments/reappointments for the Park Board, Police Pension Board, and Zoning Board.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve appointments to various Boards and Commission as presented by Mayor Brandt. 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.

3.12 Proclamation Recognizing Friday, April 24, 2020 as Arbor Day in the Village of Lincolnshire

Mayor Brandt noted the Proclamation recognizing April 24, 2020, as Arbor Day in Lincolnshire. Mayor Brandt noted appreciation of Public Works celebrating Arbor Day with a Facebook Live video and photos.

3.13 Earth Day

Mayor Brandt noted it was great to see all the art work done for Earth Day and having the children that previously came before the Board requesting an Earth Day rally select the winners of the Half Day Brewing gift certificate.

3.2 Village Clerk's Report -None

3.3 Village Treasurer's Report - None

3.4 Village Manager's Report

3.41 Extension of the Stay-at-Home Order

Village Manager Burke noted as a result of the extension of the Stay-at-Home Order, the Village buildings will remain closed. Staff is still processing all requests and working electronically or scheduling appointments and inspections as needed.

Village Manager Burke stated as part of the extension of the Stay-at-Home Order, it will be required for individuals to wear face-coverings in public places. There have been some inquiries made asking if the Village would be providing face-coverings. The Village will not be providing them. Vernon Township has scheduled a face-covering give-away for Wednesday, April 29. The Governor's order is clear that it is face-coverings not surgical or medical-grade masks, and the Village will share communication regarding how to make your own face-coverings.

Village Manager Burke noted all meetings scheduled at the Village Hall through the end of June have been canceled.

The Village Board will meet virtually on May 11, but the Town Hall Meeting has been canceled for that date.

3.42 Garden Club Plant Sale

Village Manager Burke stated the Garden Club typically has a plant sale in May each year. The Garden Club would like to still hold the sale at a residence with scheduled appointments. This would allow them to know exactly who is coming to pick up plants and have only two members of the Club there to coordinate orders. In speaking with the Chief of Police and other staff, it was determined this would meet the Stay-at-Home Order with regard to plant nurseries and garden centers.

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on April 27, 2020 in the amount of \$459,952.95

Village Treasurer/Finance Director Peterson provided a summary of the April 27, 2020 bills prelist presented for payment with the total being \$459,952.95. The total amount is based on \$167,700 for General Fund; \$223,100 for Water & Sewer Fund; \$13,100 for Vehicle Maintenance Fund; \$225 for Sedgebrook SSA; and \$56,000 for General Capital Fund.

Trustee Grujanac moved and Trustee Leider seconded the motion to approve the bills prelist dated April 27, 2020 as presented. The roll call vote was as follows:

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

NAYS: None

ABSENT: Raizin
ABSTAIN: None

Mayor Brandt declared the motion carried.

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

6.0 CONSENT AGENDA

- 6.1 Approval of April 13, 2020 Regular Village Board Meeting Minutes**
- 6.2 Approval of April 13, 2020 Committee of the Whole Meeting Minutes**
- 6.3 Approval of Acceptance of Public Improvements for Camberley Club Subdivision (Village of Lincolnshire)**
- 6.4 Approval of Professional Service Contract with BLA, Inc. for Design Engineering Services for Crosstown Water Main Segment 4 at a Cost not to Exceed \$77,632.89 (Village of Lincolnshire)**

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

AYES: Grujanac, Harms Muth, Leider, Hancock, 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

- 7.11 Approval of an Ordinance Granting a Major Amendment to a Special Use for Public School and Related Variances for Floor Area Ratio, Impervious Surface Ratio, Parking Lot Drive Aisle Width, and Required Number of Parking Islands (1-3 Stevenson Drive – Adlai E. Stevenson High School District 125 – Waiver of First Reading Requested)**
- 7.12 Approval of Fee Waiver Request for Internal Village Fees Associated with a 106,400 Square Foot Building Addition (1-3 Stevenson Drive – Adlai E. Stevenson High School District 125)**

Trustee Grujanac moved and Trustee Raizin seconded the motion to waive the first reading of an ordinance granting a Major Amendment to a Special Use for public school and related Variances for floor area ratio, impervious surface ratio, parking lot drive aisle width, and required number of parking islands (1-3 Stevenson Drive – Adlai E. Stevenson High School District 125). The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Hancock seconded the motion to approve an ordinance granting a Major Amendment to a Special Use for public school and related Variances for floor area ratio, impervious surface ratio, parking lot drive aisle width, and required number of parking islands (1-3 Stevenson Drive – Adlai E. Stevenson High School District 125) and approve fee waiver request

for internal Village fees associated with a 106,400 square foot building addition. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

Sean Carney noted that it has been great having Chief of Police Leonas, Village Manager Burke, and Fire Chief Krueger working with the high school on a weekly basis through this pandemic.

7.2 Finance and Administration

7.3 Public Works

7.31 Approval of Awarding a Contract with Chicagoland Paving for the 2020 Pavement Patching Project in an Amount not to Exceed \$40,000.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich stated this is for the annual patching work for residential and corporate center areas of the Village.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve a contract with Chicagoland Paving for the 2020 pavement patching project in an amount not to exceed \$40,000.00. 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.

7.32 Approval of a Supplement to an Existing Professional Services Contract with BLA, Inc. for Design Engineering Services for Crosstown Water Main Engineering Design Segment 3 – Supplement No. 1 at a Cost not to Exceed \$16,749.23 (Village of Lincolnshire)

Mayor Brandt stated this item was discussed two weeks ago.

Assistant Public Works Director/Village Engineer Dittrich noted this is to pay for the design of the project discussed two weeks ago.

Trustee Grujanac moved and Trustee Pantelis seconded the motion to approve a supplement to an existing professional services contract with BLA, Inc. for design engineering services for crosstown water main engineering design segment 3 – supplement No. 1 at a cost not to exceed \$16,749.23. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

7.33 Approval of a Professional Service Contract with Strand Associates, Inc. for Design Engineering Services to Update the Village of Lincolnshire Hydraulic Water Model at a Cost not to Exceed \$110,000.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich stated the water model has been discussed at previous Board meetings and the importance of updating this since the last update was done in 1997.

Trustee Grujanac moved and Trustee Pantelis seconded the motion to approve a professional service contract with Strand Associates, Inc. for design engineering services to update the Village of Lincolnshire hydraulic water model at a cost not to exceed \$110,000.00. The roll call vote was as follows:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

- 7.4 Police
- 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 Harms Muth seconded the motion to adjourn. The voice vote was unanimous and Mayor Brand declared the meeting adjourned at 7:21 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING April 27, 2020

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
Treasurer/Finance Director Peterson
Assistant Village Manager/Community &
Economic Development Director Gilbertson
Planning & Development Manager Zozulya

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 7:22 p.m., and Village Manager Burke called the Roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 **Consideration of Approval of a Roof-Mounted Solar Panel Installation (301 Camberley Lane – Tesla, Inc.)**

Planning & Development Zozulya provided a summary of a proposed roof-mounted solar panel installation at 301 Camberley Lane. The Homeowners Association (HOA) has approved the request and anticipates similar requests in the future. The Architectural Review Board (ARB) reviewed the request and recommends approval. Additionally, Planning & Development Manager Zozulya asked the Board for direction on future approvals of solar panels. Planning & Zoning Manager Zozulya provided different requirements in various zoning districts.

Trustee Leider asked if the HOA has approved the concept of what is being presented. Planning & Zoning Manager Zozulya stated that the HOA has approved the current application. Trustee Leider asked how the requirements have changed over the years, noting when he was on the Zoning Board, the panels were not allowed on the front of the house. Planning & Development Manager Zozulya stated she did not know about prior Zoning Board discussions, but noted current code allows roof-mounted panels and not ground-mounted panels. The

Code states the material needs to be compatible with the roof material and cannot exceed 50% of the roof area.

Trustee Hancock asked if each time a request came in for solar panels, the Zoning Board had to approve it. Planning & Development Manager Zozulya stated Zoning Board approval was dependent on zoning district.

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided additional information related to certain approvals based on zoning. Staff is seeking direction from the Board to see if they want to keep the approval process as currently outlined in the Village Code.

Trustee Hancock suggested looking at the approval process more broadly with regard to solar panels.

Trustee Grujanac noted concern regarding approving solar panels in residential areas. Trustee Harms Muth noted concern with the visibility of the solar panels in residential areas.

Mayor Brandt asked if there was another location on the home were the panels would not be visible. Mr. Jon Stegbauer, permit and inspection coordinator at Tesla, provided information regarding elevation of the home for the current request stating if they were to eliminate panels on the front of the home, it would not benefit the home. Mr. Stegbauer provided information regarding the product they offer.

Trustee Leider stated he would not be in favor of solar panels that were visible from the front of any home. Mr. Stegbauer stated going solar in Lincolnshire may be difficult if the Board eliminates front facing panels. Mr. Stegbauer asked the Board to take each application on a case-by-case basis and possibly allowing panels on the front if they are needed in order to provide solar energy and will be a benefit.

Trustee Harms Muth asked if there were any other panels that could be used on the home that would not make them stand out so much. Mr. Stegbauer stated the panels recommended for the current application are the ones that offer the least visual impact.

A conversation regarding aesthetics of the solar panels and moving the panels to the back of the roof followed.

Trustee Hancock stated his opinion was the Board should not be approving this request but make a decision regarding policy of solar panels especially since these types of requests will likely become more frequent.

Assistant Village Manager/CED Director Gilbertson presented the solar energy code language to show the Board current requirements found in the Village Code.

Assistant Village Manager/CED Director Gilbertson stated last summer Building Official Jesse presented on the SolSmart initiative and the Board had given staff the direction to apply for possible designation in the SolSmart program.

Village Attorney Simon stated this was something that was discussed back in 2010; the installation on roofs was relevant at such time. Village Attorney Simon recommended the Board go back to this time and review the minutes and what was presented in order to understand the discussion at that time.

It was the consensus of the Board to review past materials in order to make sure of the dynamics of how the current application requirements came to be and come up with an efficient way moving forward with review and approvals from the various advisory boards.

2.2 Finance and Administration

2.21 Discussion of 2020 Special Event Schedule and Consideration of Approval with Clowning Around Entertainment, Inc. / Celebration Authority for 2020 Special Event Rides and Attractions in the Amount of \$32,227 (Village of Lincolnshire)

Assistant Village Manager/CED Director Gilbertson provided a summary of the 2020 special event schedule and consideration of approval with Clowning Around Entertainment, Inc. / Celebration Authority for 2020 special event rides and attractions in the amount of \$32,227. In light of the uncertainty associated with COVID-19 and being able to assemble large groups of people, should an event be canceled, Clowning Around has committed to crediting the Village's account for future events, and these funds could be used at events later in 2020 or in 2021. Additionally, the cost of the proposed contracts account for staffing all rides and attractions which limits liability for the Village. Therefore, approval of the contract at this time poses little to no risk for the Village.

Assistant Village Manager/CED Director Gilbertson noted that a day after this memo was posted, the Illinois Municipal League posted a notice urging municipalities to be thoughtful with taking on contracts for community events for the remainder of the year. Staff is looking for Board direction on community events for the remainder of the year and if money should be spent on these events given the current circumstances.

Village Manager Burke noted he shared information with the Board regarding what the surrounding communities are doing with regards to special events for the coming months. Some have canceled the large gathering portion but kept the fireworks for the 4th of July event.

Mayor Brandt noted she sent an article from the Chicago Tribune with regard to the fireworks and asked staff to see if Johnny Rockets could do a fireworks display with greater height so residents would be able to see from their homes. Mayor Brandt asked the Board to consider something in order to give people hope during these times.

Trustee Raizin stated this could be an opportunity for the Village to be creative. Trustee Raizin suggested having a car parade or have families decorate their front yards.

Trustee Leider stated he agrees these are unique times and wanted to give people some hope. Trustee Leider recommended only having the fireworks for financial and safety reasons.

Trustee Grujanac asked if there was a place to have the fireworks that wasn't so tree laden in order to have more of the residents being able to view the fireworks.

Public Works Director Woodbury stated he had a call into Johnny Rockets with the request to have the fireworks be shot off higher, for more visibility.

Trustee Leider suggested giving staff time off during the holiday to spend time with their families which would also save with time and resources.

Trustee Hancock stated he did not like that the proposed contract only allowed for credit and asked if we could enter into it on a contingent basis. Trustee Hancock suggested having something with more community and resident involvement for the 4th of July event.

A conversation regarding some possibilities for the 4th of July event followed.

It was the consensus of the Board to cancel the large 4th of July event, but to keep the fireworks and educate the public about various parking lots and options for viewing.

It was the consensus of the Board not to approve a contract with Clowning Around Entertainment, Inc. / Celebration Authority for 2020 Special Event Rides and Attractions in the Amount of \$32,227.

Mayor Brandt noted Food Truck Friday's were to begin in May. Mayor Brandt asked the Board if they wanted to completely cancel all Food Truck Friday's. Staff has a meeting with VanVlissingen to see if they want to take over the event for the remainder of the year.

Trustee Leider stated given all the uncertainty with the current COVID-19 situation, it is his suggestion the Village cancel all Food Truck Friday's through the 4th of July and discuss the remaining schedule at

a later date; when more information is known.

Trustee Pantelis suggested getting the local restaurants involved in Food Truck Friday. Mayor Brandt agreed and stated she did not want to take any business away from the local restaurants. Village Manager Burke noted all the local restaurants are invited to Food Truck Friday each year.

Trustee Hancock suggested talking to the current restaurants to make sure their issues are being addressed. Village Manager Burke noted this is already being done. Mayor Brandt noted agreement and stated many of the businesses have been approved for take-out liquor and suggested this continue after the Stay-at-Home Order is lifted.

Trustee Raizin noted her opinion is that Food Truck Friday's are very similar to take-out and did not agree with closing down the Food Truck's completely.

It was the consensus of the Board to cancel all Food Truck Friday's up until July 4th and discuss the remaining dates at a later date.

Village Manager Burke asked for some guidance regarding Spring Lake Beach. Staff is typically recruiting staffing for the beach at this time. Village Manager Burke recommended putting a pause on staffing Spring Lake Beach this year.

Mayor Brandt stated her opinion is to allow individuals to swim at their own risk during beach hours and not hire staff. All other Trustees were in agreement with this approach.

It was the consensus of the Board to not staff Spring Lake Beach this year.

Mayor Brandt noted Memorial Day will be a virtual event this year. Village Manager Burke stated staff is working with the Navy on a recorded message for the virtual event and possibly getting a few other videos of staff who previously served in the armed forces.

2.3 Public Works

2.31 Discussion and Consideration of Direction to Proceed with Bidding for Various 2020 Capital Improvement Projects (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a report regarding bidding for various 2020 Capital Improvement projects. The 2020 Budget includes funds allocated for the following Facility Improvements: security system improvements at Village Hall and Public Works, flooring replacements at Village Hall, and brick/capstone repairs at Village Hall. Staff recommends proceeding with the brick/capstone repairs but deferring the security system improvements and flooring improvements.

Trustee Leider asked Chief of Police Leonas if he felt comfortable deferring the security system improvements. Chief of Police Leonas stated he had no problem with deferring the security system improvements.

It was the consensus of the Board to have staff proceed with obtaining bids for the brick/capstone repairs.

Assistant Public Works Director/Village Engineer Dittrich stated the 2020 Budget also included the following storm water improvements: Lincolnshire Drive drainage improvements, and miscellaneous storm water improvements. Assistant Public Works Director/Village Engineer Dittrich stated staff recommends proceeding with the Lincolnshire Drive drainage improvements but possibly deferring the miscellaneous storm water improvements to a future date or until more information as a result of the drainage study becomes known.

Trustee Harms Muth asked if the drainage study was complete. Assistant Public Works Director/Village Engineer Dittrich stated the draft of the drainage study is complete and under review. Trustee Harms Muth suggested the drainage study still be presented to the Board. Trustee Leider was in agreement with Trustee Harms Muth with moving forward with the review of the drainage study.

Trustee Pantelis asked Assistant Public Works Director/Village Engineer Dittrich if his recommendation was to put the other two projects; Lincolnshire Drive Drainage Study and the miscellaneous storm water improvements out to bid. Assistant Public Works Director/Village Engineer Dittrich recommended the Lincolnshire Drive drainage improvements and possibly deferring the storm water improvements.

A conversation regarding possible savings of deferment of projects followed.

It was the consensus of the Board to move forward with the staff recommendations regarding bidding out the brick/capstone repairs at Village Hall and Lincolnshire Drive drainage improvements.

A conversation regarding moving forward with the presentation of the drainage study and how the residents could interact with the current meeting situation followed.

2.4 Public Safety

2.5 Parks and Recreation

**2.51 Consideration of Approval of a Contract with Graybar Inc.,
Arlington Heights, IL at a Cost not to Exceed \$86,941.06 for the
North Park Lighting Replacement Project (Village of
Lincolnshire)**

Public Works Director Woodbury noted this item and the next item would be paid for with Park Development funds.

Public Works Director Woodbury provided a summary of a contract with Graybar Inc., at a cost not to exceed \$86,941.06 for the North Park Lighting Replacement Project.

Public Works Director Woodbury noted staff applied for a ComEd "Powering Safe Communities" grant through the Metropolitan Mayors Caucus which could reduce the total project cost by an additional \$10,000.

Trustee Hancock asked if there would ever be a situation where the Village could utilize funds from the Park Fund for the General Fund.

Village Manager Burke noted the Code states these funds are dedicated revenue source for Park Developments and referred to the Village Attorney to ask if the Board could amend the code to change the use of the funds. Village Attorney Simon stated the money in the Park Development fund represents impact fees from residential developments. The money was dedicated for impacts on the parks and recreation system which is attributable to these new homes. The Village can borrow money from this fund but would have to repay it.

Trustee Hancock asked if there were any projects coming up to contribute to these funds. Village Manager Burke stated there would be funds coming due from the Lincolnshire Trails subdivision, and the Manors of Whytegate would be paying as individual permits are approved.

Mayor Brandt asked about Brookwood Farms. Village Manager Burke stated there would be a small amount from Brookwood Farms.

Mayor Brandt asked if any of the impact fees from The St. James would be going to the Park Development fund. Village Manager Burke stated none of the impact fees from The St. James were for the Park Development fund. A brief conversation followed regarding the Tree Bank fund and the Tree Amnesty Program

Mayor Brandt asked if The St. James had impact fees going into the Tree Bank fund. Village Manager Burke noted The St. James did not have impact fees for the Tree Bank fund since they are planting so many trees to meet the tree replacement requirements.

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

2.52 Consideration of Approval of a Contract with Evans and Sons Blacktop, Inc. for Whytegate Athletic Court Resurfacing and Color Coating in an Amount not to Exceed \$105,000.00 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of a contract with Evans and Sons Blacktop, Inc. for Whytegate athletic court resurfacing and color coating in an amount not to exceed \$105,000. The specifications call for a complete resurface and color coat of one basketball court, one tennis court and the replacement of one tennis court for a pickle ball court.

Trustee Hancock asked if there were any courts at North Park. Public Works Director Woodbury stated there are not tennis courts currently at North Park. Staff is preparing a Park Master Plan to be shared with the Park Board for consideration and recommendation to the Village 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.

2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

3.1 Update on Downstate Legislator Law Suit Against Governor

Village Attorney Simon stated there is a Legislator from downstate Illinois that individually sued the Governor and challenged his authority to implement and enforce the Stay-at-Home Order. The Legislator is from Clay County which has a small population and only two cases of COVID-19. The Legislature sued for a temporary restraining order to prevent the enforcement of the order and a judge issued a summary opinion granting the restraining order in favor of only that Legislator. It is not an order that has general applicability. The Governor stated he will appeal. At this point in time, it is an isolated case.

3.2 Request to Open Tennis Courts in Lincolnshire

Mayor Brandt stated the Mayor of Libertyville is opening up tennis and asked for Village Attorney Simon's opinion.

Trustee Leider asked if the club in Libertyville was private. Mayor Brandt confirmed the club in Libertyville was private and the owner has a club in Lincolnshire.

Village Attorney Simon stated the Governor's Stay-at-Home Order has delegated authority regarding this to the Department of Commerce and Economic Opportunity to characterize businesses as essential or non-essential. Village Attorney Simon noted Department of Commerce and Economic Opportunity has issued a letter stating that tennis is a non-essential business and should not continue over the course of the Stay-at-Home Order. This opinion might be updated after May 1; once the new extension goes into place and the extension modifies the Stay-at-Home Order.

Mayor Brandt stated she had some discussions with residents who commented that this is not any different than permitting golf. Mayor Brandt

asked how the Village of Libertyville can allow this. Village Attorney Simon stated it was his opinion the Village of Libertyville would be allowing this activity against the order.

A conversation followed regarding how the Stay-at-Home Order affects families regarding activities and public parks.

4.0 NEW BUSINESS
5.0 EXECUTIVE SESSION
6.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:21 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk



ITEM SUMMARY

Reviewing Body / Meeting Date:	Regular Village Board – May 11, 2020
Subject:	Declaration of Emergency Extension
Action Requested (Address – Petitioner):	Waiver of First Reading and Approval of an Ordinance Authorizing a Third Extension of a Declaration of Emergency and Confirming Mayor’s Executive Order 2020-2 (Village of Lincolnshire)
Prepared By:	Brad Burke, Village Manager Ben Gilbertson – Assistant Village Manager/Community & Economic Development Director
Staff Recommendation:	Approval of Ordinance and Confirmation of Mayor’s Executive Order 2020-2
Budgeted Amount:	N/A
Actual Amount:	TBD
Level of Service Impact:	TBD
Meeting History:	N/A
Tentative Meeting Schedule:	N/A
Reports / Documents Attached:	1) Ordinance, Declaration of Emergency, and Executive Order

Request Summary

On March 9, 2020, Governor Pritzker announced a Disaster Proclamation in response to the spread of COVID-19. On March 16, Governor Pritzker instituted a statewide Stay-at-Home Order through April 30. On March 17, Mayor Brandt issued a Declaration of Emergency (“Declaration”) for the Village of Lincolnshire, which the Village Board formally ratified on March 19. The Village Board’s action extended the Declaration until the adjournment of the first Regular Village Board meeting on April 13, 2020.

At the April 13, 2020, Regular Village Board meeting, the Village Board approved an ordinance extending the Declaration through to a date no sooner than the earlier of the termination of the State of Illinois’ Disaster Proclamation or the first Regular Village Board meeting in May 2020. In addition to extending the local Declaration of Emergency, the Village Board confirmed Mayor Brandt’s Executive Order 2020-1 pertaining to liquor license renewals, temporary events, and solicitor permits within the same ordinance.

In light of the April 30, 2020, action by Governor Pritzker to extend the Disaster Proclamation/Stay-at-Home Order through May 29, 2020, the Village Board must now extend Lincolnshire’s Declaration of Emergency a third time. The attached ordinance officially extends the Declaration through to a date no sooner than the earlier of the termination of the current State of Illinois Disaster Proclamation or the first Regular Village Board meeting in June 2020. Furthermore, the ordinance also includes details on the Mayor’s Executive Order 2020-2. Executive Order 2020-2 enumerates the following changes and/or suspensions to the Lincolnshire Village Code:

- I. **Cocktail Kits:** The sale of pre-mixed cocktails not in their original container are not allowed. Businesses with on-premises retail licenses are allowed to sell a “cocktail kit,” which would consist of a non-alcoholic cocktail mix, and an alcoholic beverage in the sealed original manufacturer’s container.



- II. Suspension of Issuance of Picnic Permits, Block Party Permits, and Garage Sale Permits:** The Public Works Department and Community & Economic Development Departments shall not issue the aforementioned permits until Northeast Illinois Health Region of the Restore Illinois Plan reaches Phase 4 Recovery, as these activities would create gatherings of people contrary to the Center for Disease Control and Illinois Department of Public Health’s social distancing guidelines.
- III. Summer Staffing of Spring Lake Beach and Suspension of Issuance of Beach Permits / Beach Season Tags:** The Village of Lincolnshire will not provide lifeguards at Spring Lake Beach for the duration of the summer. Persons under the age of 16 must be accompanied by a parent, guardian, or other responsible person at least 16 years of age. Residents will swim at their own risk and swimming alone is not recommended. The Public Works Department shall not issue corresponding beach permits/tags. In accordance with state law, the Public Works Department shall procure and erect signs at Spring Lake Beach stating: **“This facility is not protected by lifeguards. Persons under the age of 16 must be accompanied by a parent, guardian or other responsible person at least 16 years of age. Swimming alone is not recommended.”**
- IV. Regulations Pertaining to Performing Arts Theatres, Movie Theatres, Educational Institutions, Public Libraries, Houses of Worship, Child Care Centers, Various Restaurants Categories (as defined within Title 6 (Zoning), Chapter 2 (Definitions) of the Lincolnshire Village Code), Retail Businesses, and Service Businesses across all Zoning Districts:**
- A. Intent: These regulations shall be administered and implemented in a manner no less restrictive than State Law, the Governor’s Executive Orders, and Lake County Public Health regulations for those organizations and businesses deemed essential and non-essential, respectively.
 - B. Duration: These regulations shall be in full force and effect through the expiration of the Declaration of a Local State of Emergency.
 - C. Commercial Temporary Tents, Temporary Uses, and Temporary Structures: Fees associated with commercial temporary tents, temporary uses, and temporary structures shall be waived, provided that the applicant can demonstrate the these will augment business operations detrimentally affected by social distancing requirements for the interior business space. The Assistant Village Manager/Community & Economic Development Director shall have the authority to apply special conditions and restrictions on the location and operation as deemed reasonably necessary to protect the health, safety, and welfare of the public, as well as the operations of neighboring businesses, per section 6-3-6-A-4 of the Lincolnshire Village Code.
 - D. Temporary Sales: Temporary sales of overstock and similar products manufactured, warehoused, or distributed in the normal business operation of the principal use are permitted, provided that the applicant can demonstrate the temporary sales will augment business operations detrimentally affected by social distancing requirements. A temporary use permit application is required, but no fees shall be collected. The Assistant Village Manager/Community & Economic Development Director shall have the authority to suspend temporary sales if such operation(s) jeopardize the health, safety, and welfare of the public, or impedes the operations of neighboring businesses.
 - E. Temporary Directional and Parking Signage: Businesses will be permitted to erect temporary directional signage to facilitate ingress, egress, and flow of traffic that may



otherwise be impacted by parking stall reductions or overflow of business operations onto sidewalks and parking areas. Temporary parking signage shall also be permitted that identifies dedicated curbside, pick-up, or third-party delivery services. A temporary sign permit application is required, but no fees shall be collected. All temporary signs must be kept in a safe and well-maintained manner. The Assistant Village Manager/Community & Economic Development Director shall have the authority to re-orient and/or dismantle such signage if it jeopardizes the health, safety, and welfare of the public, or impedes the operations of, or causes traffic conflicts with, neighboring businesses.

- F. **Use of Parking Spaces and Sidewalks:** Businesses may convert non-disabled parking spaces exclusively dedicated for their business (with consent from the property owner) to temporary dining and/or sales spaces, provided that proper social distancing is provided per the Illinois Department of Public Health guidance at the time. Any tents or restaurant furniture covering these spaces must comply with Section IV-B of this Executive Order. Additional, temporary utilities corresponding with these areas must comply with regulations set forth within Title 5 (Building Regulations) of the Lincolnshire Village Code. A temporary use permit application is required, but no fees shall be collected. The Assistant Village Manager/Community & Economic Development Director shall have the authority to modify the use of these spaces and corresponding utilities if they jeopardize the health, safety, and welfare of the public, or impedes the operations of, or causes traffic conflicts with, neighboring businesses.
- G. **Wall-Mounted Banner Signs:** Restrictions on wall-mounted banner signs shall be waived, provided that the signs comply with the size, material, and quantity regulations applicable to temporary freestanding banner signs. A temporary sign permit application is required, but no fees shall be collected. All temporary signs must be kept in a safe and well-maintained manner. The Assistant Village Manager/Community & Economic Development Director shall have the authority to re-orient and/or dismantle such signage if it jeopardizes the health, safety, and welfare of the public, or impedes the operations of neighboring businesses.
- H. **Outdoor Storage:** Restrictions on outdoor storage shall be waived, provided that the applicant can demonstrate the outdoor storage will augment business operations detrimentally affected by social distancing requirements for the interior business space, or is incidental to outdoor dining or sales uses specific to trade fixtures such as tables, chairs, and instruments of service. A temporary use permit application is required, but no fees shall be collected. The Assistant Village Manager/Community & Economic Development Director shall have the authority to modify the location of outdoor storage if it jeopardizes the health, safety, and welfare of the public, or impedes the operations of neighboring businesses.

Budget Impact

Unknown at this time. The Village would not collect permit application fees as laid out above, and it is unknown how these changes may positively impact sales taxes and food and beverage taxes.

Level of Service Impact

Staff affirms these changes/suspensions to Village Code will further support community organizations and the business community via administrative approvals for operational changes, as well as permit fee waivers.



Approval Process

Only Village Board approval is needed for the ordinance, extension of the local Declaration of Emergency, and approval of the Executive Order.

Staff Recommendation / Next Steps

Staff recommends waiver of first reading and approval of an ordinance authorizing a third extension of the local Declaration of Emergency and confirming Mayor's Executive Order 2020-2.

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE No. _____

**AN ORDINANCE APPROVING A THIRD EXTENSION
OF A DECLARATION OF EMERGENCY AND
CONFIRMING MAYOR'S EXECUTIVE ORDER 2020-2**

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

WHEREAS, Section 11-1-6 of the Illinois Municipal Code provides the corporate authorities of each municipality may, by ordinance, grant to the mayor the extraordinary power and authority to exercise, by executive order, during a state of emergency, such of the powers of the corporate authorities as may be reasonably necessary to respond to the emergency; and

WHEREAS, Section 11 of the Illinois Emergency Management Agency Act provides that a local disaster may be declared by the principal executive officer of a political subdivision, which declaration shall not be continued or renewed for a period in excess of 7 days except by or with the consent of the governing board of the political subdivision; and

WHEREAS, the Mayor exercised the power described in Section 11 of the Illinois Emergency Management Agency Act to declare a local emergency on March 17, 2020; and

WHEREAS, on March 18, 2020, the Village Board took action to extend the local emergency declaration to the first regular Village Board meeting in April; and

WHEREAS, on March 18, 2020, the Village Board also amended the Village Code to expressly describe the scope of emergency powers which may be exercised by the Mayor during an emergency and explain the standards for determining when an emergency can be declared; and

WHEREAS, on April 13, 2020, the Village Board approved an ordinance extending the local emergency declaration through to a date no sooner than the earlier of the termination of the State of Illinois' Disaster Proclamation or the first regular Village Board meeting in May 2020; and

WHEREAS, on April 13, 2020, within the same ordinance, the Village Board also confirmed the Mayor's Executive Order 2020-1 pertaining to liquor license renewals, temporary events, and solicitor permits; and

WHEREAS, the Governor of Illinois has issued a series of executive orders which declare a state of

emergency as a result of the COVID-19 pandemic and prescribe certain conditions and limitations on work, travel and other common activities, the term for which is currently scheduled to expire on May 29, 2020; and

WHEREAS, the Village Board desires to approve an extension of the Mayor's declaration of emergency to a date no sooner than the earlier of the termination or expiration of the current State of Illinois disaster proclamation or the first regular board meeting in June 2020, after which the Village Board may reassess current conditions and renew or terminate the emergency declaration; and

WHEREAS, the Village Board desires to confirm the Mayor's Executive Order 2020-2 pertaining to liquor sales regulations pertaining to cocktail kits; various permits; the 2020 beach season and summer staffing of Spring Lake Beach; the use of temporary tents, temporary structures, temporary sales, temporary directional and parking signage, the use of parking spaces and sidewalks, wall-mounted banner signs, and outdoor storage associated with performing arts theatres, movie theatres, educational institutions, public libraries, houses of worship, child care centers, various restaurants categories (as defined within Title 6 (Zoning), Chapter 2 (Definitions) of the Lincolnshire Village Code), retail businesses, and service businesses across all zoning districts.

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

Section 1. Recitals; Findings.

A. The corporate authorities incorporate the foregoing recitals as through fully restated herein and adopt them as an expression of the legislative intent for this Ordinance and the authority bestowed upon the Mayor hereby.

B. Legislative Findings.

(1) The United States Center for Disease Control and Prevention (CDC), the United States Department of Health and Human Services (HHS), and the World Health Organization (WHO) have each determined that the SARS-CoV-2 virus causes the COVID-19 respiratory disease. The SARS-CoV-2 virus is a new strain of coronavirus not been previously identified in humans and is easily spread from person to person. The COVID-19 disease can result in serious illness and death.

(2) Thousands of confirmed cases of COVID-19 have been identified in the State of Illinois to date, and more hundreds of deaths have occurred many in the greater Chicagoland area. On

January 31, 2020, the Secretary of HHS declared a public health emergency for the entire United States of America concerning COVID-19. On March 9, 2020, Governor Pritzker issued a disaster proclamation concerning the spread of COVID-19 in Illinois and issued a new disaster proclamation again on April 30, 2020. On March 11, 2020, WHO declared that the spread of COVID-19 is a global pandemic. On March 13, 2020, President Trump declared a national emergency concerning the COVID-19 pandemic.

(3) The Illinois Department of Public Health continues to affirm localized community person-to-person transmission of COVID-19 in Illinois, significantly increasing the risk of exposure and infection to Illinois' general public and creating an extreme public health risk in the Village and throughout the State. As has been experienced in other locales in the United States and around the world, the SARS-CoV-2 virus has the potential to infect large numbers of people in a short amount of time, placing extreme burdens on the health care system and the economy.

(4) In exercise of the authority granted by law, the Mayor has heretofore issued a Declaration of Emergency, first issued on March 17, 2020, and extended on April 13, 2020.

(5) In order to prevent the spread of COVID-19 in the Village, and to protect the residents of the Village from disease and death, it is necessary to approve and extend the Mayor's Declaration of Emergency to implement emergency regulations and orders, all as set forth in the Mayor's Declaration

Section 2. Mayor's Emergency Powers. The Mayor's Declaration is made in accordance with Section 1-5-1 Subparagraph "F", Emergency Powers of the Lincolnshire Village Code.

Section 3. Approval and Extension of Declaration of Emergency. For the reasons identified in the recitals and legislative findings, the Board of Trustees hereby extends the Mayor's Declaration of Emergency, a copy of which is attached hereto as Exhibit A and incorporated by reference, and consents to the extension of such Declaration until the sooner of the termination or expiration of the current State of Illinois disaster proclamation or the adjournment of the first regular meeting of the Village Board in June 2020. The Village Board may terminate or extend the Declaration by the majority vote of the Trustees then in attendance.

Section 4. Notice of Declaration of Emergency. The third extension of the Mayor's Declaration

of Emergency and this Ordinance shall be given prompt and general publicity and shall be filed promptly with the Village Clerk.

Section 5. Effective Date. The adoption and implementation of this Ordinance is a matter of urgent public concern which requires it to take effect immediately upon its passage by a vote of two-thirds (2/3) of all the members of the corporate authorities now holding office.

SO ORDAINED this _____ day of _____, 2020.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

Filed in the Office of the Village Clerk this _____ day of _____, 2020.

EXHIBIT A

MAYOR'S DECLARATION OF EMERGENCY

[SEE ATTACHED]

EXHIBIT B

MAYOR'S EXECUTIVE ORDER 2020-2

[SEE ATTACHED]

MAYOR'S EXECUTIVE ORDER 2020-2

Under authority of Illinois Compiled Statutes 20 ILCS 3305/11, the Illinois Municipal Code Section 5/11-1-6 and Section 1-5-1 Subparagraph "F" of the Lincolnshire Village Code, I, Elizabeth J. Brandt, Mayor of the Village of Lincolnshire, issue the following supplemental Executive Order related to the March 17, 2020 Emergency Declaration and extension of that Declaration on April 13, 2020 and May 11, 2020.

- I. Cocktail Kits:** The sale of pre-mixed cocktails not in their original container are not allowed. Businesses with on-premises retail licenses are allowed to sell a "cocktail kit," which would consist of a non-alcoholic cocktail mix, and an alcoholic beverage in the sealed original manufacturer's container.
- II. Suspension of Issuance of Picnic Permits, Block Party Permits, and Garage Sale Permits:** The Public Works Department and Community & Economic Development Departments shall not issue the aforementioned permits until Northeast Illinois Health Region of the Restore Illinois Plan reaches Phase 4 Recovery, as these activities would create gatherings of people contrary to the Center for Disease Control and Illinois Department of Public Health's social distancing guidelines.
- III. Summer Staffing of Spring Lake Beach and Suspension of Issuance of Beach Permits / Beach Season Tags:** The Village of Lincolnshire will not provide lifeguards at Spring Lake Beach for the duration of the summer. Persons under the age of 16 must be accompanied by a parent, guardian, or other responsible person at least 16 years of age. Residents will swim at their own risk and swimming alone is not recommended. The Public Works Department shall not issue corresponding beach permits/tags. In accordance with state law, the Public Works Department shall procure and erect signs at Spring Lake Beach stating: **"This facility is not protected by lifeguards. Persons under the age of 16 must be accompanied by a parent, guardian or other responsible person at least 16 years of age. Swimming alone is not recommended."**
- IV. Regulations Pertaining to Performing Arts Theatres, Movie Theatres, Educational Institutions, Public Libraries, Houses of Worship, Child Care Centers, Various Restaurants Categories (as defined within Title 6 (Zoning), Chapter 2 (Definitions) of the Lincolnshire Village Code), Retail Businesses, and Service Businesses across all Zoning Districts:**
 - A. Intent: These regulations shall be administered and implemented in a manner no less restrictive than State Law, the Governor's Executive Orders, and Lake County Public Health regulations for those organizations and businesses deemed essential and non-essential, respectively.
 - B. Duration: These regulations shall be in full force and effect through the expiration of the Declaration of a Local State of Emergency.
 - C. Commercial Temporary Tents, Temporary Uses, and Temporary Structures: Fees associated with commercial temporary tents, temporary uses, and temporary structures shall be waived, provided that the applicant can demonstrate the these will augment business operations detrimentally affected by social distancing requirements for the interior business space. The Assistant Village Manager/Community & Economic Development Director shall have the authority to apply special conditions and restrictions on the location and operation as deemed reasonably necessary to protect the health, safety, and welfare of the public, as well as the operations of neighboring businesses, per section 6-3-6-A-4 of the Lincolnshire Village Code.
 - D. Temporary Sales: Temporary sales of overstock and similar products manufactured, warehoused, or distributed in the normal business operation of the principal use are permitted, provided that the applicant can demonstrate the temporary sales will augment business operations detrimentally affected by social distancing requirements. A temporary use permit application is required, but no fees shall be collected. The Assistant Village Manager/Community & Economic Development Director shall have the authority to suspend temporary sales if such operation(s) jeopardize the health, safety, and welfare of the public, or impedes the operations of neighboring businesses.

- E. **Temporary Directional and Parking Signage:** Businesses will be permitted to erect temporary directional signage to facilitate ingress, egress, and flow of traffic that may otherwise be impacted by parking stall reductions or overflow of business operations onto sidewalks and parking areas. Temporary parking signage shall also be permitted that identifies dedicated curbside, pick-up, or third-party delivery services. A temporary sign permit application is required, but no fees shall be collected. All temporary signs must be kept in a safe and well-maintained manner. The Assistant Village Manager/Community & Economic Development Director shall have the authority to re-orient and/or dismantle such signage if it jeopardizes the health, safety, and welfare of the public, or impedes the operations of, or causes traffic conflicts with, neighboring businesses.
- F. **Use of Parking Spaces and Sidewalks:** Businesses may convert non-disabled parking spaces exclusively dedicated for their business (with consent from the property owner) to temporary dining and/or sales spaces, provided that proper social distancing is provided per the Illinois Department of Public Health guidance at the time. Any tents or restaurant furniture covering these spaces must comply with Section IV-B of this Executive Order. Additional, temporary utilities corresponding with these areas must comply with regulations set forth within Title 5 (Building Regulations) of the Lincolnshire Village Code. A temporary use permit application is required, but no fees shall be collected. The Assistant Village Manager/Community & Economic Development Director shall have the authority to modify the use of these spaces and corresponding utilities if they jeopardize the health, safety, and welfare of the public, or impedes the operations of, or causes traffic conflicts with, neighboring businesses.
- G. **Wall-Mounted Banner Signs:** Restrictions on wall-mounted banner signs shall be waived, provided that the signs comply with the size, material, and quantity regulations applicable to temporary freestanding banner signs. A temporary sign permit application is required, but no fees shall be collected. All temporary signs must be kept in a safe and well-maintained manner. The Assistant Village Manager/Community & Economic Development Director shall have the authority to re-orient and/or dismantle such signage if it jeopardizes the health, safety, and welfare of the public, or impedes the operations of neighboring businesses.
- H. **Outdoor Storage:** Restrictions on outdoor storage shall be waived, provided that the applicant can demonstrate the outdoor storage will augment business operations detrimentally affected by social distancing requirements for the interior business space, or is incidental to outdoor dining or sales uses specific to trade fixtures such as tables, chairs, and instruments of service. A temporary use permit application is required, but no fees shall be collected. The Assistant Village Manager/Community & Economic Development Director shall have the authority to modify the location of outdoor storage if it jeopardizes the health, safety, and welfare of the public, or impedes the operations of neighboring businesses.

This Executive Order will be effective as of this _____ day of _____, 2020, at 12:01 a.m., and shall expire at the conclusion of the Declaration of the State of Local Emergency entered on March 17, 2020, as extended and continued by the Village Board. The Executive Order will be filed with the Lincolnshire Village Clerk as soon as practicable.

Elizabeth J. Brandt, Mayor
Village of Lincolnshire, Lake County, Illinois