



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING April 13, 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

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 7:38 p.m., and Village Manager Burke called the Roll.

### 2.0 ITEMS OF GENERAL BUSINESS

#### 2.1 Planning, Zoning and Land Use

#### 2.2 Finance and Administration

#### 2.21 **Receipt of Report Regarding Financial Response Plan Related to COVID-19 Pandemic (Village of Lincolnshire)**

Village Manager Burke provided a report regarding Financial Response Plan related to COVID-19 pandemic which provides for two possible scenarios for Fiscal Year 2020; a 24% and a 50% loss of state income tax, sales tax, food & beverage tax, and room & admission taxes. Village Manager Burke provided projections and response plan approach based on the two scenarios. Village Manager Burke addressed staff and how it has decreased by 20% since 2010 and did not believe this would be an area to decrease other than possible seasonal hires. Village Manager Burke noted the 10-Year Capital Plan would be revisited in the next few months to review areas of saving.

Trustee Raizin asked if the scenarios are based on one long closing or if there was consideration of another closing to a possible wave breaking out in the fall. Village Manager Burke noted the 50% scenario takes different things into account; a possible longer term closing, restaurants possibly being limited to 50% capacity as a result of social distancing, business travel possibly not returning for hotels, and other issues changing dramatically as a result of this pandemic.

Trustee Hancock asked for clarification regarding percent of loss relative to time; are the losses calculated for the end of the year. Village Manager Burke stated by the end of the year we could close at 24% loss compared to what was budgeted. Trustee Hancock asked if 24% loss is the best case scenario. Village Manager Burke noted the 24% loss is best case scenario based on knowing that most of the hotels and restaurants are generating single digits and based on the time frame of March 15 – May 15.

Trustee Hancock asked for clarification of the policy of the 75% general fund reserve balance in the in the General Fund; what happens if it goes below the 75% or if the Board approves to go below this percentage. Village Manager Burke noted this is a policy adopted annually as part of the budget. Anything above this 75% threshold is transferred to the General Capital Fund and is used to fund the General Capital programming. If it drops below the 75%, there will need to be the same conversation about capital funding that we are having tonight. Mayor Brandt stated the policy is always something the Board can change, and there are other things to consider that the Board may have to act on now. Mayor Brandt noted a loan is something to consider along with possible reductions to contributions to the Police Pension.

Trustee Leider stated his opinion is it is good to look at the options, but it is a bit early to make decisions or take action.

A brief conversation regarding staffing and the operating model followed.

Village Manager Burke updated the Board regarding The St. James moving forward in May. Once this gets started there may be some other revenue sources coming in for the Village.

Trustees Leider and Raizin suggested pursuing a loan at this time with the interest rates being so low in order to move forward with some of the capital projects. A brief conversation regarding loans followed.

## 2.3 Public Works

### **2.31 Consideration and Acceptance of Public Improvements for Camberley Club Subdivision (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of proposed acceptance of public improvements for Camberley Club. This is for acceptance of the water main under Milwaukee Avenue that has been completed for three years.

Village Attorney Simon asked if the proposed is to accept the water main and start a three year maintenance period or has the three year maintenance period passed. Assistant Public Works Director/Village Engineer Dittrich stated this is past the three year maintenance period.

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

**2.32 Crosstown Water Main Segment 3 - Engineering Design Status Update (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided an update on the crosstown water main segment 3 to build on the conversation related to the finance update. For this project, the recommendation is to stop short of Half Day Road and the remaining water main would then be included with segment 4, to be done in a future year.

Trustee Hancock asked if it would be functional without the connection to Half Day Road. Assistant Public Works Director/Village Engineer Dittrich stated it would not be functional but it would be a good portion of the work to get it to Half Day Road and not have this under construction at the same time. This was a financial and staffing decision.

Trustee Hancock asked why it is the recommendation of staff to get this approved now. Assistant Public Works Director/Village Engineer stated this is simply an update; not approval.

Village Manager Burke stated staff would like to get the Engineering Design approved so segment 4 design can be finalized in the current fiscal year. We would then have the full design and bid packets ready to move forward in 2021 for both segment 3 and segment 4. After staff knows more about the economic status, plus the financing options, there will be an opportunity at a future date for the Village Board to consider a plan to execute on both projects.

**2.33 Consideration of 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 for (Village of Lincolnshire)**

Mayor Brandt noted this item should have been opened up with Item 2.32 and confirmed with the Board they wanted to move forward with the approval of a Professional Service Contract with BLA, Inc. for Design Engineering Services at a Cost not to exceed \$77,632.89.

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

2.4 Public Safety

2.5 Parks and Recreation

2.6 Judiciary and Personnel

**3.0 UNFINISHED BUSINESS**

**3.1 Menchies**

Trustee Pantelis asked if it is true that Menchies closed its doors.

Mayor Brandt noted it is true Menchies has closed and they are looking for a franchisee who would like to take over the business.

Mayor Brandt noted a meeting took place with businesses to encourage landlords to look at rent considerations during this time. The Village will draft a letter relative to this; encouraging landlords to be mindful of that given the current circumstances.

**4.0 NEW BUSINESS**

**4.1 CARES Act**

Trustee Leider asked if staff looked into the CARES Act which provides assistance for State and Local Governments.

Village Manager Burke stated that to be eligible for most of the assistance under the CARES Act, the population would need to exceed 500,000. Village Attorney Simon provided specifics on how assistance under the CARES Act works. The money is only supposed to be used to be pay for extraordinary costs incurred because of the COVID-19 pandemic, not for lost revenue.

**4.2 Landscapers**

Village Manager Burke noted staff has received several calls and wanted to inform the Board that landscapers are considered essential workers under the Governor's Stay at Home Order. Village Manager Burke provided hours of operations for landscapers and asked the Board if they would want to change the hours since the question was asked.

It was the consensus of the Board not to change the hours for landscapers to work provided in the code.

**5.0 EXECUTIVE SESSION**

**6.0 ADJOURNMENT**

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

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Bradly J. Burke  
Deputy Village Clerk