



VILLAGE OF LINCOLNSHIRE

AGENDA REGULAR VILLAGE BOARD Village Hall – Board Room Monday, June 22, 2020 7:00 p.m.

This meeting will be conducted by audio or video conference without a quorum of the public body physically present because of a disaster declaration related to COVID-19 public health concerns affecting the Village of Lincolnshire. The Mayor determined that an in-person meeting at the Village Hall with all participants is not practical or prudent because of the disaster.

PUBLIC REMOTE PARTICIPATION OPTIONS

• View/Listen

- Watch live on Cable Channel 10 or <https://global.gotomeeting.com/join/339484637>.
- Listen live via phone at 847-240-3412 (access code 339-494-637).
- 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, June 22, 2020. For members of the public leaving voicemails, the voicemails must be:
 - Articulate and audibly comprehensible.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than two minutes in length.
 - Free of any abusive or obscene language.
- Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Monday, June 22, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:
 - Typed or written legibly.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than 200 words in length.
 - Free of any abusive or obscene language.
- 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

3.11 Approval of Appointments to the Architectural Review Board (Village of Lincolnshire)

3.2 Village Clerk's Report

3.3 Village Treasurer's Report

3.31 Revenues and Expenditures for the Month of May, 2020

3.4 Village Manager's Report

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on June 22, 2020 in the amount of \$328,744.61

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 June 8, 2020 Regular Village Board Meeting Minutes

6.2 Approval of June 8, 2020 Committee of the Whole Meeting Minutes

6.3 Approval of Unincorporated Kirsch Subdivision (23221 N. Indian Creek Road – TrueStory Homes, Inc.)

6.4 Approval of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code (Village of Lincolnshire)

6.5 Approval of an Ordinance Amending Title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village Code Related to the Establishment of Fees and Charges for Service (Liquor Licenses)(Village of Lincolnshire)

6.6 Approval of an Ordinance Amending Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule), Section 4 (Business and License Regulations) of the Lincolnshire Village Code Related to the Establishment of Fines and Penalties (Liquor Control)(Village of Lincolnshire)

7.0 ITEMS OF GENERAL BUSINESS

7.1 Planning, Zoning & Land Use

7.2 Finance and Administration

7.21 Confirmation of Mayors Executive Order 2020-4 Pertaining to Assembly Uses in the B-2 District (Village of Lincolnshire)

- 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.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Regular Village Board
Subject:	Consideration of Architectural Review Board Appointments
Action Requested (Address – Petitioner):	Consideration and Approval of Proposed Appointments to the Architectural Review Board
Prepared By:	Brad Burke – Village Manager
Staff Recommendation:	Consideration and approval
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	N/A
Meeting History:	N/A
Tentative Meeting Schedule:	N/A
Reports / Documents Attached:	None

Request Summary

Pursuant to the Lincolnshire Village Code, the Mayor has the authority to appoint members to the Village’s Advisory Boards

Project Description

Architectural Review Board	Current Term Expiration	Appointment Type*	New Term Expiration
Brian Santosuosso	2020	Re-Appointment Full Member	05/01/2023
Krishna Killedar	2020	Re-Appointment Alternate Member	05/01/2021
Vacant	2020	Full Member	

*Full Member positions serve a term of three years; Alternate Member positions serve a term of one year.

Budget Impact - None

Level of Service Impact - None

Approval Process

Staff Recommendation / Next Steps

Consideration and approval of proposed appointments/re-appointments.



Revenue and Expense Budget Summary

Period Ending: 05/31/2020
Fiscal Year: 2020

	2019 Year-To-Date			2020 Year-To-Date		
	Revenue	Expense	OVER/(UNDER)	REVENUE	EXPENSE	OVER/(UNDER)
GENERAL FUND						
Revenue	4,862,820			4,810,521		
Administration		133,951			155,535	
Finance		149,458			155,117	
Police		1,427,546			1,455,843	
Community & Economic Dev.		339,078			332,964	
Insurance / Common		780,807			821,939	
PW: Administration		122,074			99,602	
PW: Streets & Storm Water		489,541			486,212	
PW: Forestry & Parks		516,777			514,582	
PW: Facilities		98,621			83,286	
Debt & Transfers		-			-	
TOTAL GENERAL FUND	\$ 4,862,820	\$ 4,057,852	\$ 804,968	\$ 4,810,521	\$ 4,105,081	\$ 705,440
ENTERPRISE FUNDS						
Water & Sanitary Sewer Revenue	1,780,785			1,758,302		
Water & Sanitary Sewer Administration		644,676			472,952	
Water & Sanitary Sewer Operating		1,306,864			1,211,311	
Water & Sanitary Sewer Improvements	639,096	73,460		228,870	46,337	
TOTAL ENTERPRISE FUNDS	\$ 2,419,880	\$ 2,025,000	\$ 394,880	\$ 1,987,173	\$ 1,730,600	\$ 256,572
NON-OPERATING FUNDS						
Motor Fuel Tax	76,096	-	76,096	201,894	-	201,894
Fraud Alcohol Drug Enforcement	4,316	1,887	2,428	2,144	78	2,066
Vehicle Maintenance	200,713	237,582	(36,870)	212,104	215,485	(3,381)
Park Development	633,561	-	633,561	78,488	-	78,488
General Capital	-	338,547	(338,547)	26,475	624,112	(597,637)
TOTAL NON-OPERATING FUNDS	\$ 914,685	\$ 578,016	\$ 336,669	\$ 521,106	\$ 839,675	\$ (318,569)
TRUST FUNDS						
Police Pension Fund**	1,695,860	583,544	1,112,316	(712,438)	595,324	(1,307,762)
Sedgebrook SSA	9,821	805,726	(795,905)	17,457	817,256	(799,799)
TOTAL TRUST FUNDS	\$ 1,705,681	\$ 1,389,270	\$ 316,412	\$ (694,981)	\$ 1,412,580	\$ (2,107,561)

**The Police Pension amounts are as of 05/31/2020.
The Pension Board contracts their accounting services: which sometimes results in a reporting



VILLAGE OF
LINCOLNSHIRE

Revenues and Expenses by Fund

Period Ending **05/31/2020**
Percent of Fiscal Year Complete **41.7%**

	Annual Budget	Year-to-Date	% Used	Significant Facts
GENERAL FUND				
REVENUES				
Taxes	11,001,000	4,069,822	37.0%	Sales Tax % of Budget 48.9% Local HR Sales Tax % of Budget 48.9% Food & Beverage % of Budget 30.6% Room & Admission % of Budget 26.3% Real Estate Transfer % of Budget 106.4%
03/17/20: Restaurants close to dine-in service, 05/29/20 Illinois enters Phase 3: Restaurants open for outdoor dining				
03/17/20: Regal Lincolnshire closes				
03/17/20: Viper Alley/Loft 21 no events				
03/13/20: Marriott Theater closes				
04/15/20: IL est 6.9% decrease in income tax (unemployment)				
04/15/20: IL est 8.4% decrease in sales tax (closures)				
Licenses & Fees	814,050	284,787	35.0%	Building Permit Fee Revenue \$86,292 Bldg Permits % of Licenses & Fees 30.3%
Fines & Forfeitures	234,000	88,275	37.7%	
Allotments, Grants & Reimbursements	458,000	188,425	41.1%	
Miscellaneous	87,300	13,291	15.2%	
Other Income	240,000	165,921	69.1%	03/15/20: Fed lowers rate to 0 to 1/4 percent
TOTAL REVENUES	\$ 12,834,350	\$ 4,810,521	37.5%	
EXPENSES				
Personnel Expenses	339,890	141,685	41.7%	
Contractual Services	3,200	-	0.0%	
Other Charges	32,100	13,850	43.1%	
Administration	375,190	155,535	41.5%	
Personnel Expenses	325,220	134,964	41.5%	
Contractual Services	22,590	19,845	87.8%	
Other Charges	4,400	308	7.0%	
Finance	352,210	155,117	44.0%	
Personnel Expenses	4,045,400	1,273,976	31.5%	
Contractual Services	163,960	65,577	40.0%	
Commodities	45,300	14,208	31.4%	
Other Charges	120,390	27,848	23.1%	
Transfers Out	178,160	74,233	41.7%	
Police	4,553,210	1,455,843	32.0%	
Personnel Expenses	509,730	214,629	42.1%	
Contractual Services	191,450	37,969	19.8%	
Other Charges	550,470	78,245	14.2%	
Transfers Out	5,090	2,121	41.7%	
Community & Economic Dev.	1,256,740	332,964	26.5%	
Contractual Services	1,557,970	817,483	52.5%	
Commodities	13,000	3,051	23.5%	
Other Charges	70,000	1,405	2.0%	
Insurance & Common	1,640,970	821,939	50.1%	
Public Works				
Personnel Expenses	222,200	92,684	41.7%	
Contractual Services	41,500	291	0.7%	
Other Charges	13,130	6,627	50.5%	
Admin	276,830	99,602	36.0%	
Personnel Expenses	600,100	243,014	40.5%	
Contractual Services	496,500	107,100	21.6%	
Commodities	112,800	65,464	58.0%	
Other Charges	15,830	7,000	44.2%	
Transfers Out	152,720	63,633	41.7%	
Streets	1,377,950	486,212	35.3%	
Personnel Expenses	608,400	216,675	35.6%	
Contractual Services	679,080	232,212	34.2%	Includes Insurance Covered Exp
Commodities	51,500	11,536	22.4%	
Other Charges	13,230	5,375	40.6%	
Transfers Out	117,080	48,783	41.7%	
Parks & Open Space	1,469,290	514,582	35.0%	

	Annual Budget	Year-to-Date	% Used	Significant Facts
Contractual Services	139,520	72,938	52.3%	
Commodities	19,000	7,731	40.7%	
Other Charges	3,000	496	16.5%	
Transfers Out	5,090	2,121	41.7%	
Buildings & Grounds	166,610	83,286	50.0%	
Transfers Out	1,326,180	-	0.0%	
Debt & Transfers	1,326,180	-	0.0%	
TOTAL EXPENSES	\$ 12,795,180	\$ 4,105,081	32.1%	
<u>WATER & SEWER FUND</u>				
<u>REVENUES</u>				
Licenses & Fees	5,243,300	1,753,604	33.4%	
Miscellaneous Revenue	12,000	3,710	30.9%	
Other Income	5,000	988	19.8%	03/15/20: Fed lowers rate to 0 to 1/4 percent
TOTAL REVENUES	\$ 5,260,300	\$ 1,758,302	33.4%	
<u>EXPENSES</u>				
Personnel Expenses	274,060	114,331	41.7%	
Contractual Services	245,830	153,083	62.3%	
Commodities	1,440	339	23.5%	
Other Charges	2,320	969	41.8%	
Other Expenses	-	-	0.0%	
Transfers Out	408,460	204,230	50.0%	
Administration	932,110	472,952	50.7%	
Personnel Expenses	565,200	259,850	46.0%	
Contractual Services	3,590,930	910,447	25.4%	
Commodities	27,950	15,129	54.1%	
Other Charges	34,550	4,673	13.5%	
Transfers Out	50,910	21,213	41.7%	
Operating	4,269,540	1,211,311	28.4%	
TOTAL EXPENSES	\$ 5,201,650	\$ 1,684,264	32.4%	
<u>WATER & SEWER IMPROVEMENT FUND</u>				
<u>REVENUES</u>				
Licenses & Fees	200,000	23,499	11.7%	
Miscellaneous Revenue	-	-	0.0%	
Other Income	7,000	1,141	16.3%	03/15/20: Fed lowers rate to 0 to 1/4 percent
Transfers	2,940,710	204,230	6.9%	
TOTAL REVENUES	\$ 3,147,710	\$ 228,870	7.3%	
<u>EXPENSES</u>				
Capital Outlay	3,138,000	46,337	1.5%	
TOTAL EXPENSES	\$ 3,138,000	\$ 46,337	1.5%	
<u>MOTOR FUEL TAX FUND</u>				
<u>REVENUES</u>				
Allotments, Grants & Reimbursements	184,000	201,610	109.6%	04/20/20: Oil prices drop below zero
Other Income	1,000	284	28.4%	03/21/20: Stay-at-home order = fuel purchase
TOTAL REVENUES	\$ 185,000	\$ 201,894	109.1%	03/15/20: Fed lowers rate to 0 to 1/4 percent
<u>EXPENSES</u>				
Capital Projects	-	-	0.0%	
TOTAL EXPENSES	\$ -	\$ -	0.0%	
<u>FRAUD, ALCOHOL & DRUG ENFORCEMENT FUND</u>				
<u>REVENUES</u>				
Other Income	-	2,144	0.0%	
TOTAL REVENUES	\$ -	\$ 2,144	0.0%	
<u>EXPENSES</u>				
Other Charges	11,990	78	0.7%	
Transfers	50,000	-	0.0%	
TOTAL EXPENSES	\$ 61,990	\$ 78	0.1%	

Annual Budget	Year-to-Date	% Used	Significant Facts
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VEHICLE MAINTENANCE FUND

REVENUES

Transfers	509,050	212,104	41.7%
TOTAL REVENUES	\$ 509,050	\$ 212,104	41.7%

EXPENSES

Personnel Expenses	203,100	81,784	40.3%
Contractual Services	162,400	78,969	48.6%
Commodities	134,800	53,292	39.5%
Other Charges	8,750	1,440	16.5%
TOTAL EXPENSES	\$ 509,050	\$ 215,485	42.3%

PARK DEVELOPMENT FUND

REVENUES

Other Income	178,170	78,488	44.1%
TOTAL REVENUES	\$ 178,170	\$ 78,488	44.1%

03/15/20: Fed lowers rate to 0 to 1/4 percent

EXPENSES

Other Charges	-	-	0.0%
Transfers	1,044,000	-	0.0%
TOTAL EXPENSES	\$ 1,044,000	\$ -	0.0%

GENERAL CAPITAL

REVENUES

Grants	-	5,175	0.0%
Other Income	917,740	21,300	2.3%
Transfers In	(112,070)	-	0.0%
TOTAL REVENUES	\$ 805,670	\$ 26,475	3.3%

EXPENSES

Facilities	797,500	40,742	5.1%
Equipment	144,500	110,181	76.3%
Furniture & Fixtures	-	-	0.0%
Storm Sewer & Water	520,000	57,405	11.0%
Parks	1,534,500	43,029	2.8%
Roadways	1,392,500	372,754	26.8%
Vehicles	150,000	-	0.0%
Miscellaneous Capital	7,500	-	0.0%
TOTAL EXPENSES	\$ 4,546,500	\$ 624,112	13.7%

POLICE PENSION FUND**

REVENUES

Taxes	959,500	39,136	4.1%
Miscellaneous Revenue	254,300	101,764	40.0%
Other Income	489,000	(853,339)	-174.5%
TOTAL REVENUES	\$ 1,702,800	\$ (712,438)	-41.8%

Property Taxes

Investment Income (03/15/20: Fed lowers rat

EXPENSES

Contractual Services	95,800	48,063	50.2%
Other Charges	7,000	-	0.0%
Other Charges	1,600,000	547,261	34.2%
TOTAL EXPENSES	\$ 1,702,800	\$ 595,324	35.0%

**The Police Pension amounts are as of 05/31/2020.

The Pension Board contracts their accounting services; which sometimes results in a reporting delay.

SEDGEBROOK SSA

REVENUES

Taxes	1,159,690	9,483	0.8%
Other Income	21,000	7,974	38.0%
TOTAL REVENUES	\$ 1,180,690	\$ 17,457	1.5%

Interest Income (03/15/20: Fed lowers rate to

EXPENSES

Contractual Services	16,620	225	1.4%
Capital Outlay	1,164,070	817,031	70.2%
TOTAL EXPENSES	\$ 1,180,690	\$ 817,256	69.2%



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

AGENDA ITEM 4.1

**BILLS PRESENTED FOR PAYMENT
06/22/2020**

General Fund	\$	197,840.84
Water & Sewer Fund	\$	51,828.82
Motor Fuel Tax		
Water & Sewer Improvement Fund	\$	10,302.54
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	\$	14,729.39
Park Development Fund		
Sedgebrook SSA		
General Capital Fund	\$	54,043.02
Grand Total	\$	328,744.61

Brad Burke, Village Manager

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
 INVOICE DUE DATES 06/09/2020 - 06/22/2020
 JOURNALIZED
 BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: A T & T		
148060081-06/20	06/12 - 07/11/20 NP Internet Svc	67.58
TOTAL VENDOR A T & T		67.58
VENDOR NAME: ACCURATE DOCUMENT DESTRUCTION		
5620985	Document Destruction 5-14-20	136.59
TOTAL VENDOR ACCURATE DOCUMENT DESTRU		136.59
VENDOR NAME: ADOBE SYSTEMS INCORPORATED		
2020-06	June 2020 Creative Cloud Suite	53.11
TOTAL VENDOR ADOBE SYSTEMS INCORPORATE		53.11
VENDOR NAME: ADVANCED BUSINESS GR		
00022589	July Site-to-site VPN Svc.	125.00
TOTAL VENDOR ADVANCED BUSINESS GR		125.00
VENDOR NAME: ALLDATA		
365365-2020	Online Service Manual Renewal for 2020	1,500.00
TOTAL VENDOR ALLDATA		1,500.00
VENDOR NAME: ALTORFER INDUSTRIES, INC.		
PM600289750	Brookwood Generator Set Coolant Leak R	783.75
TOTAL VENDOR ALTORFER INDUSTRIES, INC.		783.75
VENDOR NAME: AMAZON.COM		
113221109640437	Batteries for Water Department	71.36
06052020	Social Distancing Floor Decals for Village	75.58
114267553337474	Door Dawgs Entry Tool_additional order_	125.90
113561737018282	Grate for the PD Sally Port floor drain	30.59
111-4362290-293	1 oz and 2.7 oz bottles for hand sanitizer	117.96
113481437234058	Touch Screen Wipes	39.71
111-2089577-296	2000 Extra Large Nitrile Gloves	519.29
111-8352750-453	2000 Large Nitrile Gloves	366.36
114082040320098	Door Dawgs Door Entry Tool_Business Ex	583.19
114-1388653-259	Acrylic Door Sign Holders and Suction Cu	116.77
TOTAL VENDOR AMAZON.COM		2,046.71
VENDOR NAME: AMERICAN PRINTING TECHNOLOGIES		
20-LS06-P	06 2020 UB Postage	939.15
20-LS06	06 2020 UB Print Service	465.00
TOTAL VENDOR AMERICAN PRINTING TECHNOL		1,404.15
VENDOR NAME: AMERICAN UNDERGROUND INC.		
9157	2020 Storm Sewer Cleaning and Televisin	14,697.05
TOTAL VENDOR AMERICAN UNDERGROUND INC.		14,697.05
VENDOR NAME: AMERICAN VACTOR SERVICES		
21456	Pump MayFair System	1,000.00
TOTAL VENDOR AMERICAN VACTOR SERVICES		1,000.00
VENDOR NAME: AMERICAN WELDING & GAS, INC.		
07141928	Cylinder Rental	123.29
TOTAL VENDOR AMERICAN WELDING & GAS, IN		123.29
VENDOR NAME: ANCEL GLINK DIAMOND BUSH		
3165092-202005	May 2020 Legal Fees	5,026.25
76114A	BD Bond Escrow Attorney Fee_The St. Ja	58.75

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 06/09/2020 - 06/22/2020
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ANCEL GLINK DIAMOND BUSH		
76114b	BD Bond Escrow Attorney Fee_Estates of	117.50
76114c	BD Bond Escow Attorney Fee_The St Ham	58.75
TOTAL VENDOR ANCEL GLINK DIAMOND BUSH		5,261.25
VENDOR NAME: APWA-IL PUBLIC SERVICE INSTITUTE		
MG2020	Maxwell Geib IPSI Year 2 of 3 (07-12-20 t	725.00
TOTAL VENDOR APWA-IL PUBLIC SERVICE INSTI		725.00
VENDOR NAME: ARLINGTON HEIGHTS FORD		
895528	Squad 1131 Blower Resistor	30.44
895456	Admin 103 Fuedl Pump Relay	4.63
895431	Admin 86 Door Handle	24.07
895682	Crown Vic Air Filters	46.74
895670	Admin Car Sway Bar Links	85.91
895925	Stock Squad Parts	444.89
895669	Admin 103 Sway Bar Parts	104.05
895609	Admin 86 Engine Parts	95.85
895414	Squad 107 Sway Away Bar Links	165.76
896376	Squad Car Trans Fluid	60.48
896267	Admin 63 Front Driveline Parts	483.17
896126	Admi 105 Parts - Ford Parts Single Source	1,191.58
896137	Admin 105 Parts	215.61
TOTAL VENDOR ARLINGTON HEIGHTS FORD		2,953.18
VENDOR NAME: B & F CONSTRUCTION CODE SERVICES		
12847	May 2020 Inspections	2,240.00
TOTAL VENDOR B & F CONSTRUCTION CODE SE		2,240.00
VENDOR NAME: BADE SUPPLY		
36261	COVID-19 Supplies - Hand Soap	108.00
36038	Garbage Bags, C-Fold Towels, Gemicidal	295.00
35170	Paper Products and Bleach for COVID-19	533.56
TOTAL VENDOR BADE SUPPLY		936.56
VENDOR NAME: BAXTER & WOODMAN INC.		
0213724	2020 Water Audit Assistance	720.00
TOTAL VENDOR BAXTER & WOODMAN INC.		720.00
VENDOR NAME: BENI STAR		
07012020	July 2020 O65 medical premiums	1,023.04
TOTAL VENDOR BENI STAR		1,023.04
VENDOR NAME: BLUE TO GOLD, LLC		
SKO-IGS0016	Advanced Search & Seizure Training - Mu	298.00
TOTAL VENDOR BLUE TO GOLD, LLC		298.00
VENDOR NAME: BOLLINGER, LACH & ASSOC		
20233-8	Crosstown Watermain Segment 3 Professi	2,352.32
TOTAL VENDOR BOLLINGER, LACH & ASSOC		2,352.32
VENDOR NAME: BUCK BROS., INC.		
260065	New Gator Tech Manuals	325.00
TOTAL VENDOR BUCK BROS., INC.		325.00
VENDOR NAME: CALL ONE		
261824	06/15/20 Monthly Phone Bill 1208882	1,043.17

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 06/09/2020 - 06/22/2020
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CALL ONE		
	TOTAL VENDOR CALL ONE	1,043.17
VENDOR NAME: CHICAGOLAND PAVING		
199002-F	Rte 22 Village Hall Access Construction -	4,770.74
	TOTAL VENDOR CHICAGOLAND PAVING	4,770.74
VENDOR NAME: CHRISTOPHER B BURKE ENGINEERING LTD		
158856	Villagewide Drainage Study Professional S	2,403.00
	TOTAL VENDOR CHRISTOPHER B BURKE ENGINE	2,403.00
VENDOR NAME: CINTAS CORPORATION #47P		
4051809950	Weekly Uniform Rental - Public Works	108.58
4052439427	Weekly Uniform Rental - Public Works +	133.74
4053036793	Weekly Uniform Rental - Public Works	111.00
	TOTAL VENDOR CINTAS CORPORATION #47P	353.32
VENDOR NAME: CLARKE ENVIRONMENTAL		
001010604	Mosquito Abatement Services Payment 2	17,569.50
	TOTAL VENDOR CLARKE ENVIRONMENTAL	17,569.50
VENDOR NAME: COMCAST CABLE		
Jun_July 0211371	May_June_July 5th VH Internet_1 Olde H	614.44
May_June0211389	May_June 2020 PW Internet 8771410063	153.35
June_July 000237	June_July VH Cable Box 8771100630002	14.78
	TOTAL VENDOR COMCAST CABLE	782.57
VENDOR NAME: COMED		
0268410000-06-2	207 Northampton Pumping 5-1-20 to 6-2	65.32
0777044014-06-2	Old Mill Liftstation 5-1-20 to 6-2-20	113.80
1475038068-06-2	Riverside Drive (2 Street Lights) 5-5-20 t	24.06
6123019023-06-2	Rate 25 Street Lighting 5-1-20 to 6-2-20	495.27
148099064-06-20	Interconnect Pumping Meter 4-29-20 to 5	24.87
	TOTAL VENDOR COMED	723.32
VENDOR NAME: CONCENTRIC INTEGRATION, LLC		
0213722	Reporting Issue	367.50
	TOTAL VENDOR CONCENTRIC INTEGRATION, LL	367.50
VENDOR NAME: CONSTELLATION NEWENERGY, INC.		
17570367701	Electric supply ESR 4-30-20 to 6-1-20	3,577.53
	TOTAL VENDOR CONSTELLATION NEWENERGY, I	3,577.53
VENDOR NAME: DAVEY TREE EXPERT		
914669141	Scab/Rust Treatment for Village Trees - 1	227.00
914707204	Scab/Rust Treatment for Village Trees - 2	227.00
	TOTAL VENDOR DAVEY TREE EXPERT	454.00
VENDOR NAME: DEERE & COMPANY		
116879610	North Park Infield Machine (Delivered 2-2	13,986.28
	TOTAL VENDOR DEERE & COMPANY	13,986.28
VENDOR NAME: DIMEO BROS., INC.		
41625	Brampton Water Main Break Repair	15,107.00
	TOTAL VENDOR DIMEO BROS., INC.	15,107.00
VENDOR NAME: EVIDENT, INC.		

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 06/09/2020 - 06/22/2020
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: EVIDENT, INC.		
158831A	Nitrile Gloves (850 L, 200 XXL)	297.00
156929A-B	XL Nitrile Gloves (400)	77.00
TOTAL VENDOR EVIDENT, INC.		374.00
VENDOR NAME: EXTRA SPACE STORAGE		
100366078-06-20	Various Events - June 2020 Storage Fee f	297.00
TOTAL VENDOR EXTRA SPACE STORAGE		297.00
VENDOR NAME: FIRST COMMUNICATIONS		
119715521	05 2020- T-1 Line	281.72
TOTAL VENDOR FIRST COMMUNICATIONS		281.72
VENDOR NAME: FIRST MIDWEST BANK		
0520	05 2020 Lockbox Service	481.94
TOTAL VENDOR FIRST MIDWEST BANK		481.94
VENDOR NAME: GAS DEPOT OIL COMPANY		
80935-1	On-Road Diesel	2,218.75
TOTAL VENDOR GAS DEPOT OIL COMPANY		2,218.75
VENDOR NAME: GIANT MAINTENANCE & RESTORATION		
4336	Hydrant Painting	13,536.00
TOTAL VENDOR GIANT MAINTENANCE & RESTOR		13,536.00
VENDOR NAME: GLOBAL INDUSTRIAL		
17280574	(1) 36 Gallon Garbage Can Liner for Trailh	116.78
TOTAL VENDOR GLOBAL INDUSTRIAL		116.78
VENDOR NAME: HAYES MECHANICAL LLC		
457516	Emergency Repair - Village Hall Heater	1,320.82
TOTAL VENDOR HAYES MECHANICAL LLC		1,320.82
VENDOR NAME: HIGHLAND PARK, CITY OF		
258682	Firearms Training Center May 2020-April	2,700.00
TOTAL VENDOR HIGHLAND PARK, CITY OF		2,700.00
VENDOR NAME: HITCHCOCK DESIGN, INC.		
24747	Park Entry Sign Concepts	3,500.00
24463	Park Entry Sign Concepts	5,000.00
TOTAL VENDOR HITCHCOCK DESIGN, INC.		8,500.00
VENDOR NAME: HOME DEPOT CREDIT SERVICES		
3103510	VM Toilet Repair	21.96
3520426	COVID-19 Antibacterial Supplies	77.55
6351611	Treatment for Sealing Concrete at Village	107.96
9623567	Village Hall Sand Bags	11.94
2093262	VM Toilet Repair	9.05
524100	Paint Materials for North Park	73.89
510824	North Park Fence	53.94
3221965	American Flag replacement for Riverwood	531.58
9103142	Fencing to Protect Trees from Beavers	50.00
8014416	Attachments for NP Pressure Washer - So	42.30
05202020CR	Sales Tax Refund - Anti-Icing Unit	(144.27)
TOTAL VENDOR HOME DEPOT CREDIT SERVICES		835.90
VENDOR NAME: ILACP		

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ILACP		
6000	Shared Principles Poster	57.00
TOTAL VENDOR ILACP		57.00
VENDOR NAME: ILLINOIS SECRETARY OF STATE		
252037-2020	Registration Sq 1301 (252037)	151.00
TOTAL VENDOR ILLINOIS SECRETARY OF STATE		151.00
VENDOR NAME: IMPACT NETWORKING, LLC		
1812757	Dory and PW Base Charge 06/06 - 07/05/	169.00
TOTAL VENDOR IMPACT NETWORKING, LLC		169.00
VENDOR NAME: INTERDEV, LLC		
MSP1026290-1	May 2020 IT Service	5,518.62
MSP1026290-2	May 2020 License Fee	308.00
TOTAL VENDOR INTERDEV, LLC		5,826.62
VENDOR NAME: INTERSTATE ALL BATTERY CENTER		
1903901024108	12 Volt Battery for Water Department	29.95
49922055	Ford Squad Batteries	514.80
TOTAL VENDOR INTERSTATE ALL BATTERY CENT		544.75
VENDOR NAME: IRC RETAIL CENTERS		
June 2020	CAM Estimated Escrow Lease #T0000088	3,087.34
TOTAL VENDOR IRC RETAIL CENTERS		3,087.34
VENDOR NAME: KINNUCAN COMPANY		
371047	Stump Removal and Restoration for ROW	484.00
370743	Removal of Dead/Hazardous Trees	5,784.00
367448	Emergency Pruning on Broken Limb	540.00
TOTAL VENDOR KINNUCAN COMPANY		6,808.00
VENDOR NAME: KLUBER ARCHITECTS + ENGINEERS		
7255	VH Brickwork & Security Bid Plans	2,100.00
TOTAL VENDOR KLUBER ARCHITECTS + ENGINE		2,100.00
VENDOR NAME: LAKE COUNTY DIV OF TRANSPORATION		
430028122	2nd Quarter Traffic Signal Maintenance	1,262.19
TOTAL VENDOR LAKE COUNTY DIV OF TRANSPO		1,262.19
VENDOR NAME: LAKE COUNTY STATE'S ATTORNEY		
293	Lake County SAO Forensic Lab 7/20-6/21	1,500.00
TOTAL VENDOR LAKE COUNTY STATE'S ATTORNE		1,500.00
VENDOR NAME: LAND EMILY		
4138	Water Sample Shipments for May 2020	15.00
TOTAL VENDOR LAND EMILY		15.00
VENDOR NAME: LEXISNEXIS RISK SOLUTIONS		
1217074-2020053	May 2020 Internet, Computer and Cell Ph	111.00
TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS		111.00
VENDOR NAME: LIBERTYVILLE CHEVROLET		
921916	Squad 1621 Rear Brakes	207.97
TOTAL VENDOR LIBERTYVILLE CHEVROLET		207.97

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: LINCOLNSHIRE RIVERWOODS FPD		
10769	Plan Review-25 Tri State Intl_CDW_P20-0	330.00
10770	Plan Review_231 Olde Half Day Rd_Med	456.00
10771	Plan Review_160 Old Mill Rd_P20-0078FS	548.75
10767	Plan Review_300 Village Green_Move Stu	330.00
TOTAL VENDOR LINCOLNSHIRE RIVERWOODS F		1,664.75
VENDOR NAME: LOGMEIN		
1207993019	GoToWebinar	103.08
TOTAL VENDOR LOGMEIN		103.08
VENDOR NAME: LUND INDUSTRIES		
40311	Repair spotlight sq 1802	250.00
TOTAL VENDOR LUND INDUSTRIES		250.00
VENDOR NAME: MANKOFF INDUSTRIES		
5211	May UST Inspections	400.00
TOTAL VENDOR MANKOFF INDUSTRIES		400.00
VENDOR NAME: MARIANO		
05212020	Public Works Week Cook Out	137.73
TOTAL VENDOR MARIANO		137.73
VENDOR NAME: MCGINTY BROS. INC.		
209732	Safety Surface Installation - North Park	5,166.00
TOTAL VENDOR MCGINTY BROS. INC.		5,166.00
VENDOR NAME: MOTOROLA SOLUTIONS - STARCOM21		
4985120200430	June 2020 Monthly Use Rate - Starcom	952.00
TOTAL VENDOR MOTOROLA SOLUTIONS - STARC		952.00
VENDOR NAME: MUELLERMIST IRRIGATION CO		
18-3580	Irrigation RPZ Certification	2,875.00
TOTAL VENDOR MUELLERMIST IRRIGATION CO		2,875.00
VENDOR NAME: MUNICIPAL GIS PARTNERS, INC.		
5114	GIS staffing and services for May 2020	4,176.00
TOTAL VENDOR MUNICIPAL GIS PARTNERS, INC.		4,176.00
VENDOR NAME: NORTAF		
20-016	2020 Annual Membership North Regional	1,400.00
TOTAL VENDOR NORTAF		1,400.00
VENDOR NAME: NORTH SUBURBAN EMPLOYEE BENEFIT COO		
2020-05	May 2020 Medical Insurance Premiums	87,384.08
2020-06	June 2020 Dental premiums	6,881.00
TOTAL VENDOR NORTH SUBURBAN EMPLOYEE B		94,265.08
VENDOR NAME: PADDOCK PUBLICATIONS, INC.		
148233	Sanitary Structure Repair Bid Notice	105.80
235135-061420	Daily Herald Subscription 6/14-9/5-20	47.20
TOTAL VENDOR PADDOCK PUBLICATIONS, INC.		153.00
VENDOR NAME: PATRIOT PAVEMENT MAINTENANCE		
1327	2020 Crack Filling Program	25,000.00
TOTAL VENDOR PATRIOT PAVEMENT MAINTENAN		25,000.00

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: PAYLOCITY		
106655238	06/19/20 Pay Services	682.07
TOTAL VENDOR PAYLOCITY		682.07
VENDOR NAME: PBA, INC./FLEXIBLE BENEFITS		
131232	June 2020 Claims and record keeping FLE	200.00
TOTAL VENDOR PBA, INC./FLEXIBLE BENEFITS		200.00
VENDOR NAME: RJN GROUP INC.		
355103	2020 Sanitary Sewer Investigation and R	7,950.22
TOTAL VENDOR RJN GROUP INC.		7,950.22
VENDOR NAME: ROTARY CLUB OF LINCOLNSHIRE		
7623	4th Quarter (April - June) Dues	75.00
TOTAL VENDOR ROTARY CLUB OF LINCOLNSHIR		75.00
VENDOR NAME: RUSSO POWER EQUIPMENT		
SPI10252787	New All Purpose Saw	999.00
SPI10252781	Saw Blade	89.99
TOTAL VENDOR RUSSO POWER EQUIPMENT		1,088.99
VENDOR NAME: SECRETARY OF STATE		
Zange20	Notary Renewal of Commission- Zange	10.00
TOTAL VENDOR SECRETARY OF STATE		10.00
VENDOR NAME: ST AUBIN NURSERY & LANDSCAPING INC		
1858	Village Tree Plantings	22,053.00
TOTAL VENDOR ST AUBIN NURSERY & LANDSCA		22,053.00
VENDOR NAME: SUBURBAN TRIM & GLAS		
W114514	(2) Sneeze Guards for Village Hall (COVI	640.00
TOTAL VENDOR SUBURBAN TRIM & GLAS		640.00
VENDOR NAME: TECHSMITH		
TEC200511-4895-	SnagIt software license	49.95
TOTAL VENDOR TECHSMITH		49.95
VENDOR NAME: TKG ENVIRONMENTAL SERVICES GROUPLLC		
CRO16242T	Full Town Street Sweeping (May)	1,365.00
TOTAL VENDOR TKG ENVIRONMENTAL SERVICE		1,365.00
VENDOR NAME: USA BLUE BOOK		
241389	Leak Tablets	156.13
TOTAL VENDOR USA BLUE BOOK		156.13
VENDOR NAME: VALLEY FIRE PROTECTI		
168126	North Park Compressor Repair	611.00
TOTAL VENDOR VALLEY FIRE PROTECTI		611.00
VENDOR NAME: VILLAGE GREEN CONDOMINIUM ASSC		
06222020	UB refund credit bal 0401790405-00	1,204.59
06222020A	UB refund credit bal 0401790425-00	1,950.33
TOTAL VENDOR VILLAGE GREEN CONDOMINIUM		3,154.92
VENDOR NAME: WAUKEGAN TIRE		
4559138	Squad Car Tires	967.68

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: WAUKEGAN TIRE		
4558778	Admin 86 Tires	309.72
4558779	Crown-Vic Tires	476.00
TOTAL VENDOR WAUKEGAN TIRE		1,753.40
GRAND TOTAL:		328,744.61



VILLAGE OF LINCOLNSHIRE

MINUTES REGULAR VILLAGE BOARD MEETING June 8, 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
Village Treasurer/Finance Director Peterson
Assistant Village Manager/Community &
Economic Development Director Gilbertson
Administrative Intern Cascone

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 Proclamation Recognizing the Community Service of Hap Pyster

Mayor Brandt noted the Proclamation recognizing the community service of Hap Pyster who was the Park Board Chairman during the time of the design and construction of North Park.

3.12 Message from the Board

Mayor Brandt noted the message the Board created for the residents regarding the recent incident with George Floyd and our police procedures went out on Friday. Village Manager Burke and Chief of Police Leonas will be meeting with some of the residents on Wednesday to discuss Lincolnshire policing in more detail. Mayor Brandt noted she expects staff will share more detail in the Committee of the Whole meeting.

3.2 Village Clerk's Report -None

3.3 Village Treasurer's Report - None

3.4 Village Manager's Report - None

4.0 PAYMENT OF BILLS

4.1 **Bills Presented for Payment on June 8, 2020 in the amount of
\$573,742.54**

Village Treasurer/Finance Director Peterson provided a summary of the June 8, 2020 bills prelist presented for payment with the total being \$573,742.54. The total amount is based on \$234,900 for General Fund; \$23,200 for Water & Sewer Fund; 7,600 for Vehicle Maintenance Fund; and \$303,000 for General Capital Fund.

Trustee Grujanac moved and Trustee Raizin seconded the motion to approve the bills prelist dated June 8, 2020 as presented. The roll call vote was as follows:

AYES: Grujanac, Raizin, Leider, Hancock, Harms Muth
NAYS: None
ABSENT: Pantelis
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 May 26, 2020 Regular Village Board Meeting Minutes

6.2 Approval of May 26, 2020 Committee of the Whole Meeting Minutes

6.3 Approval of an Intergovernmental Agreement between the Major Crash Assistance Team (MCAT) and the Village of Lincolnshire for Services Provided During the Investigation of Major Crashes and Incidents (Village of Lincolnshire)

Trustee Raizin noted the agreement between the Major Crash Assistance Team (MCAT) and the Village of Lincolnshire for services provided during the investigation of major crashes and incidents stated it would renew automatically on May 1 of each year and asked if this was on the consent agenda due to definition changes. Village Manager Burke stated this is correct; the agreement is slightly different from what was approved in the past.

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

AYES: Leider, Grujanac, Harms Muth, Hancock, Raizin
NAYS: None
ABSENT: Pantelis
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 Fourth Extension of a

Declaration of Emergency (Village of Lincolnshire – Waiver of First Reading)

Village Manager Burke provided a brief summary of the proposed ordinance approving a fourth extension of a Declaration of Emergency.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to waive the first reading of an Ordinance approving a fourth extension of a Declaration of Emergency. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Raizin seconded the motion to approve an Ordinance approving a fourth extension of a Declaration of Emergency. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

7.22 Receipt and Presentation of the 2019 Village of Lincolnshire Comprehensive Annual Financial Report (CAFR) (Village of Lincolnshire)

Village Treasurer/Finance Director Peterson introduced Joe Lightcap, CPA and Partner with Baker Tilly. Mr. Lightcap & Village Treasurer/Finance Director Peterson provided a presentation of the 2019 Village of Lincolnshire Comprehensive Annual Financial Report. It is Baker Tilley's opinion, "the financial statements present fairly, in all material respects, the financial position of the Village of Lincolnshire as of 12/31/2019."

Trustee Hancock asked why the Formal Transmittal is signed as the firm and not as the partner from the firm. Mr. Lightcap stated this is the way the accounting standards guide the preparation of the documents. Trustee Hancock asked if there are acknowledgements throughout the document indicating who the lead partner is conducting the audit. Mr. Lightcap stated the partner conducting the audit will be seen in the non-financial highlights of the audit at the end of the document.

Trustee Hancock asked Mr. Lightcap if any municipalities ask the auditor to provide an opinion on internal controls. Mr. Lightcap stated none of his

clients ask for this and noted this would require a higher level of auditing procedures and be fairly costly. Trustee Hancock asked if one was to do this, what type of controls if any would you engage in to complete an in-depth review of procedures. Mr. Lightcap stated in the typical audit, the audit team reviews higher profile financial activities such as accounts payable, payroll, and transfers to test procedures and cycles. Mr. Lightcap noted the review during a typical audit would not be as in-depth as what you may receive with a full internal control audit.

- 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

12.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Hancock seconded the motion to adjourn. The voice vote was unanimous and Mayor Brand declared the meeting adjourned at 7:36 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING June 8, 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
Administrative Intern Cascone

Planning & Development Manager Zozulya

This was a remote video-conference meeting

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:37 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 Unincorporated Kirsch Subdivision (23221 N. Indian Creek Road – TrueStory Homes, Inc.)

Planning & Development Manager Zozulya provided a summary of TrueStory Homes, Inc. request for review and approval of an unincorporated subdivision at 23221 North Indian Creek Road ("Kirsch Subdivision"). The property is within the jurisdiction of Lake County. However, State law and Section 7-1-3 of Title 7 of the Lincolnshire Village Code gives the Village the authority to review subdivision proposals within 1.5 miles of Village boundaries regarding all local subdivision requirements. Staff recommends approval of the two-lot subdivision request at 23221 North Indian Creek Road with the condition that the current property owners sign the Village's water/sewer agreement and voluntary annexation petition prior to the Village signing the plat of subdivision.

Mr. David Munaretto, representative of TrueStory Homes, Inc. provided a presentation regarding the proposed subdivision request for 23221 Indian Creek Road.

Trustee Raizin asked about the wetlands on the property. Mr. Munaretto stated the property is not in the wetlands, but there is a creek that runs through the back of the property.

Planning & Development Manager Zozulya noted the next steps in the process if it is the consensus of the Board to approve the subdivision contingent upon the property owner signing the water and sewer agreement, this would be on the consent agenda at the next Regular Village Board meeting for approval.

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

2.12 Preliminary Evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to Permit and Regulate Electric Vehicle Charging Stations as an Accessory Use to Parking Facilities in All Zoning Districts (Electrify America, LLC)

Planning & Development Manager Zozulya provided a summary of a preliminary evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village code to permit and regulate electric vehicle charging stations as an accessory use to parking facilities in all zoning districts.

Mr. Bryce Christensen with Kimley-Horn, Civil Engineering & Design Consultant for Electrify America, LLC, provided a presentation regarding a preliminary evaluation of a Text Amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire Village Code to permit and regulate electric vehicle charging stations as an accessory use to parking facilities in all zoning districts.

Mayor Brandt asked why the location for this would be Bank of America versus some other location in Lincolnshire. Mr. Christensen noted Electrify America, LLC has an agreement with the sites to lease the parking spaces. Electrify America, LLC may be working on other sites in Lincolnshire but already has a nationwide agreement with Bank of America. Mayor Brandt asked why there were four proposed versus two; is there a savings to having more stations together regarding equipment. Mr. Christensen stated there is an economy of scale.

Trustee Leider stated he is supportive of the concept, but wanted to make sure this is the right place for this type of use. Trustee Leider noted he wants to be sure any installation of this type is visually attractive and meets Village standards.

Trustee Leider asked how these units are maintained once they are installed. Mr. Christensen stated there is a maintenance agreement; Electrify America, LLC owns and maintains all the equipment. Trustee Leider noted concern with approving the text amendment which would allow for this all over the Village in all zoning districts. Trustee Leider expressed concern about the potential for a variety of different

vendors performing these installations and not just Electrify America, LLC.

Mayor Brandt asked if this was approved under a Planned Unit Development (PUD) would they have to amend the PUD. Planning & Development Manager Zozulya stated the PUD would not have to be amended and would be allowed with a building permit only. The text amendment would set this up to be approved administratively without Board approval. Trustee Leider noted concern with the proposed approval process and suggested each proposed would need Board approval. Trustee Leider noted additional concern with the aesthetics of the charging stations.

Planning & Development Manager Zozulya noted approvals can go through just the Architectural Review Board (ARB) or approval by the ARB then the Village Board.

Trustee Grujanac asked how they will accommodate parking requirements as it relates to these charging stations. Village Attorney Simon noted the proposed code language addresses the parking requirements, and the number cannot be reduced below the minimum required.

Trustee Hancock asked how this generates revenue. Mr. Christensen stated electricity is sold at a per kwh to users who charge their vehicles. Mr. Ben Moore with Electrify America, LLC confirmed they generate revenue from the time connected to the dispenser. Users can purchase a subscription to Electrify America for the charging station use. The car owners are alerted on their phone that they have 10 minutes to relocate the car to allow others to charge. Trustee Hancock asked if the site location receives any revenue. Mr. Christensen stated there is a lease agreement between Electrify America, LLC and the site host.

Trustee Hancock asked for an explanation of the different levels of charging. Mr. Christensen stated a level 2 is a much smaller charging unit that would take longer to charge a vehicle and a level 3 will charge a vehicle in 30 minutes or less.

Trustee Hancock asked what would happen if a business went bankrupt that had the charging stations; would it be up to the land owner to have these removed. Mr. Christensen stated for the purpose of the text amendment, this could be something the Board may want to consider including in the code language.

Trustee Hancock asked if Bank of America considered nearby businesses use of the stations. Mr. Christensen stated it is anticipated to be used by the citizens of Lincolnshire and the general public. Trustee Hancock asked if other business owners were approached. Mr.

Christensen stated he did not know if or what other businesses may have been approached and staff may be able to answer this.

Mayor Brandt asked if Baseline needed to approve this. Planning & Development Manager Zozulya stated Bank of America is a separate zoning lot from the Village Green development property; so there is no approval needed by Baseline.

A conversation regarding Bank of America's parking lot size, the Village parking code requirements, and traffic in the area followed.

Trustee Hancock asked if there were any safety hazards with the equipment and keeping them out in the open. Mr. Christensen stated there are a number of safety mechanisms in place on the equipment in order to keep them safe.

Trustee Raizin asked if there was sales tax associated with the purchase of this power. Mr. Moore stated he believed there was sales tax associated with the fees charged for usage of the equipment. Mayor Brandt asked if he could predict what the annual sales tax was based on a similar project. Mr. Moore did not have this information available but would report back to the Board. Mayor Brandt asked for some data statistics for other stations in Illinois.

A conversation regarding next steps for the proposed text amendment followed. Trustee Hancock noted he would like to hear from the potential landlords and gather the statistics requested prior to moving this forward.

Village Attorney Simon asked if there was potential for the equipment to get smaller with time. Mr. Christensen stated he thought there was a chance the equipment could be condensed but it would be quite some time before this would happen.

Village Attorney Simon noted if the Board wants more control over aesthetics, these would need to be approved by the ARB case-by-case, then the Village Board.

It was the consensus of the Board for Electrify America, LLC to provide additional information on their business model, sales tax revenue statistics, customer statistics, feedback from Bank of America, other possible locations, and for staff to provide additional options for the text amendment approvals prior to moving this forward for approval.

2.2 Finance and Administration

2.21 Staff Report Regarding Reopening Village Facilities Plan – COVID-19 Policies and Procedures (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED)

Director Gilbertson provided a report regarding reopening Village facilities and the COVID-19 policies and procedures. Staff has referred to the states guidelines along with a team including members from each department for feedback for the creation of this plan. The opening date of the office is scheduled for June 15.

Village Manager Burke noted the plan applies to the public coming into the Village hall and largely affects administrative staff. Police and Public Works have been working the entire time in their respective locations.

Trustee Raizin asked if there was any thought to having groups come in and having temporary markings set up to account for social distancing. Assistant Village Manager/CED Director Gilbertson noted signage will be posted regarding limitations for the conference rooms and this will be telegraphed ahead of time. Village Manager Burke noted in the near term, the rooms would only be used by staff; they are still closed to the outside organizations.

Trustee Leider suggested heightened facility cleaning due to sensitivities surrounding this issue. Village Manager Burke was in agreement with this and stated all shared work spaces would be cleaned upon arrival and end of use. The dedicated work spaces would fall under the current custodial services.

2.22 Staff Report Regarding Fourth of July Planning (Village of Lincolnshire)

Administrative Intern Cascone provided a report regarding a house decorating contest for the Fourth of July festivities.

Trustee Raizin suggested having a category for driveway art since it may be more cost effective and engage more people. Mayor Brandt stated a driveway art project may help engage younger individuals. Trustee Raizin suggested using the Village drone to capture the decorating.

Trustee Raizin asked for the status of the fireworks. Village Manager Burke noted per the direction of the Village Board, staff has continued to work towards a plan for fireworks with the display going higher to increase visibility throughout the community. The plan was to promote this locally. Staff would not try to facilitate traffic coming into the Village with the hope the residents would stay in their neighborhoods.

Trustees noted concern regarding the gathering of non-residents and potential of large crowds due to other communities not having fireworks. Trustee Hancock asked how the crowds would be managed. Village Manager Burke noted there will be police on staff, but at this point in time, they would not call back the entire police department to try and manage something they would not know what extent the

impact may be. The traffic lights will control any flow of traffic for vehicles coming into the community. Trustee Hancock asked how many communities are having fireworks. Village Manager Burke stated very few communities are having fireworks this year. Trustee Hancock suggested having a plan for traffic in the area due to being only one in a few having fireworks.

A conversation regarding additional staffing and possible issues surrounding the fireworks on the fourth of July followed.

Village Manager Burke noted staff can come back with a plan if this is the direction from the Board, and noted staff was not planning to be stationed in the parks to manage social distancing. Trustee Leider noted concern regarding crowd control since more people would be in the area due to the fireworks. Trustee Hancock stated he is not in favor of the fireworks on the Fourth of July. Mayor Brandt noted this was approved previously.

Mayor Brandt asked if they had a rain date planned. Village Manager Burke noted he would confirm the date of July 5 as the rain date.

Trustee Hancock stated he did not believe having the fireworks was voted on by the Village Board. He noted the celebration and display was discussed but no vote taken. Trustee Hancock stated he was not in favor of having this event without a plan for addressing possible large crowds coming into the Village. Mayor Brandt stated there was a previous discussion regarding the fireworks and the vendor was approved. The Budget was approved which included the fireworks display. Mayor Brandt stated her concern is a press release went out stating the fireworks would still be taking place.

It was the consensus of the Board for staff to work on a plan for crowd control and report back to the Board.

2.3 Public Works

2.4 Public Safety

2.41 Consideration of Proposed Amendments to Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) and Title 1 (Administration, Chapter 15 (Comprehensive Fee Schedule and Chapter 17 (Comprehensive Fine/Penalty Schedule) of the Lincolnshire Village Code to Create New Liquor License Classifications and Permit Delivery of Alcohol and Outside Consumption of Alcohol (Village of Lincolnshire)

Chief of Police Leonas provided a summary of proposed amendments to Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) and Title 1 (Administration, Chapter 15 (Comprehensive Fee Schedule and Chapter 17 (Comprehensive Fine/Penalty Schedule) of the Lincolnshire Village code to create new liquor license classifications

and permit delivery of alcohol and outside consumption of alcohol as a result of the Governor’s order.

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

2.5 Parks and Recreation

2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

Chief of Police Leonas made comments relative to the fireworks discussion noting it was his understanding Lincolnshire is the only Lake County community having fireworks. The only other communities in Illinois he is aware of having fireworks is Crystal Lake and one in the Lockport area. Chief of Police Leonas stated they anticipate a lot of traffic and he will work up a plan for officers at the major intersections and parks for possible activity.

4.1 Police Procedures and Protocol

Mayor Brandt noted a message from the Mayor and Board was sent out regarding addressing Police procedures and protocols. Chief of Police Leonas and Village Manager Burke will be meeting with residents in response to a letter received asking for more information on these procedures and protocols.

Chief of Police Leonas thanked the Mayor and Board for their letter of support. Chief of Police Leonas also thanked Village Manager Burke for supporting him and his team. Chief of Police Leonas provided a report outlining the status of the Department today and some concerns and ideas moving forward for the team. The Police have both a Use of Force Policy and a Show of Force Policy. The Police Department tracks Use of Force and Show of Force incidents. Chief of Police Leonas noted the recruitment process helps with the character and selection of the police officers hired.

Chief of Police Leonas noted some of the concerns are community trust, police policies matching training to make sure they do what needs to be done, and Police morale on the heels of the COVID-19 pandemic. The supervisors have been speaking with the officers consistently and will continue to address these concerns. Long term concerns are recruitment and retention of officers.

A video conference will be taking place with the residents in the coming weeks and potential meetings with other organizations in the Village to keep them abreast of the policies and protocols of the department.

Trustee Hancock asked what the plan was once the Chief met with the community partners and would the results be reported to the Village Board.

Chief of Police Leonas stated his opinion is the community representatives may have recommendations/suggestions, and if the Department considers any of these, they would report back to the Board prior to implementation. Chief of Police Leonas stated they would report back to the Board when strategy decisions needed to be made.

Mayor Brandt stated her opinion is that she is extremely proud of the Department and all they do for the community. This will just open up ideas on how they can improve things. Mayor Brandt stated some of the Trustees wanted to be included in the resident meeting, but Chief of Police Leonas and Village Manger Burke will be the representatives for the Village at the meeting and they will see if they want the Board members involved after this, and it may call for a Special meeting.

Trustees noted their support and asked the Chief to provide any suggestions for the Board to help them in the future.

Trustee Grujanac stated she would like the community to know they have a voice and be heard. Trustee Grujanac noted she would be willing to participate in any way staff thought the members of the Board should be involved.

Trustee Hancock suggested the Department put out a report more frequently for the Board to review and have input on. Mayor Brandt noted the Police presents an annual report and suggested the Board review this and see what else the Board would like to see in the report.

The diversity of the department and communications to the residents was discussed.

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Hancock seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:50 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk



ITEM SUMMARY

Reviewing Body / Meeting Date:	Regular Village Board – June 22, 2020
Subject:	Mayor’s Executive Order 2020-4
Action Requested (Address – Petitioner):	Confirmation of Mayor’s Executive Order 2020-4 (Village of Lincolnshire)
Prepared By:	Tonya Zozulya – Planning & Development Manager
Staff Recommendation:	Confirmation of Mayor’s Executive Order 2020-4
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) Mayor’s Executive Order 2020-4

Request Summary

Staff received a request from Loft 21 banquet facility, 1501 Milwaukee Avenue, in the B2 General Business District. Loft 21 would like to hold several outdoor temporary events this summer (drive-in movies and children’s camps within state safety and social distancing guidelines). [Village Code Section 6-3-6](#) limits the number of temporary uses, including events, to no more than 2 per year and limits their duration to no more than 3 consecutive days.

Given Loft 21’s desire to hold these two events for more than 3 non-consecutive days, as well as the possibility of Viper Alley, another banquet venue in the B2 district, wishing to hold temporary events during the local emergency declaration period, the Mayor has signed a new Executive Order to suspend the current regulations of Village Code Section 6-3-6 regarding the maximum number and length of each temporary event for assembly uses in the B2 district. Additionally, the Executive Order would allow these businesses to use regular parking spaces and sidewalks for temporary uses and to construct movie screens associated with temporary events. This Executive Order would require submittal of temporary use and building permits, but no fees would be collected. Staff would have the ability to impose additional limitations on each request to protect public health, safety, and welfare.

Budget Impact

Not applicable.

Level of Service Impact

Not applicable.

Approval Process

The Village Board is requested to confirm the Mayor’s Executive Order.

Staff Recommendation / Next Steps

Staff recommends confirmation of the Mayor’s Executive Order 2020-4.

MAYOR'S EXECUTIVE ORDER 2020-4

Under authority of Illinois Emergency Management Agency Act, 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, May 11, 2020, and June 8, 2020.

I. Regulations Pertaining to Assembly Uses in the B2 Business District:

- 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 public assemblies, outdoor dining, outdoor recreation activities, and summer camps.
- B. Duration: These regulations shall be in full force and effect through the expiration of the Declaration of a Local State of Emergency.
- C. Temporary Uses: The maximum number of temporary events and the length of each event (# of days), as well as fees associated with temporary uses, shall be suspended and waived, provided that the applicant can demonstrate that they 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 of any temporary uses 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 Structures: Businesses may erect or attach a temporary movie screen in or on the rear of any principal structure pursuant to a building permit issued by the Village. The temporary screen may not exceed the height or width of the principal structure. The temporary screen shall not remain for an uninterrupted period longer than six (6) months within any consecutive twelve (12) month period. The building permit fee shall be waived. The Assistant Village Manager/Community & Economic Development Director shall have the authority to apply special conditions and restrictions on the location and operation of any temporary screen 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.
- E. 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 use spaces, provided that proper social distancing is provided per the Illinois Department of Public Health guidance at the time. Any tents or furniture covering these spaces must comply with Section IV-B of this Executive Order. Additional, temporary utilities corresponding with temporary uses 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.

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