



# VILLAGE OF LINCOLNSHIRE

## **AGENDA REGULAR VILLAGE BOARD Village Hall – Board Room Monday, July 13, 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/988039541>.
- Listen live via phone 646-749-3112 (access code 988-039-541).
- Meetings posted to [www.lincolnshireil.gov/government/about/agendas-minutes-packets-video](http://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, July 13, 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](mailto:VOLPublicComment@lincolnshireil.gov) by 5:00 p.m. on Monday, July 13, 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](mailto: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 July 13, 2020 in the amount of \$719,760.00

### **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 22, 2020 Regular Village Board Meeting Minutes

6.2 Approval of June 22, 2020 Committee of the Whole Meeting Minutes

6.3 Approval of the June 29, 2020 Special Committee of the Whole Meeting Minutes

6.4 Approval of a Contract with Dukes Root Control at a Cost not to Exceed \$56,265.00 for the Sanitary and Water Structure Rehabilitation Project (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)

6.7 Approval of 2021 to 2030 10-Year Capital Plan (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 Authorizing a Fifth Extension of a Declaration of Emergency and Confirmation of Mayor's Executive Order 2020-5 Amending Previous Executive Orders regarding Issuance of Certain Permits (Village of Lincolnshire – Waiver of First Reading)

7.3 Public Works

7.31 Approval of a Professional Service Contract with Concentric Integration, Inc. for Installation of Supervisory, Control and Data Acquisition (SCADA) System Improvements at a Cost not to Exceed \$206,700.00 (Village of Lincolnshire)

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  
07/13/2020**

General Fund	\$	143,639.46
Water & Sewer Fund	\$	499,108.79
Motor Fuel Tax		
Water & Sewer Improvement Fund	\$	11,546.88
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	\$	6,526.64
Park Development Fund		
Sedgebrook SSA		
General Capital Fund	\$	58,938.23
<b>Grand Total</b>	<b>\$</b>	<b>719,760.00</b>

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Brad Burke, Village Manager

INVOICE DUE DATES 06/23/2020 - 07/13/2020

JOURNALIZED

BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: A &amp; E RUBBER STAMP</b>		
621081	Building Official Code Compliance "stamp	100.50
TOTAL VENDOR A & E RUBBER STAMP		100.50
<b>VENDOR NAME: ADVANCED BUSINESS GR</b>		
00022641	June 2020 site-to-site VPN svc.	125.00
TOTAL VENDOR ADVANCED BUSINESS GR		125.00
<b>VENDOR NAME: AEREX PEST CONTROL SERVICES, INC.</b>		
2337060	Pest Control Services - Village Hall	55.00
2337073	Pest Control Services - Public Works	55.00
TOTAL VENDOR AEREX PEST CONTROL SERVICE		110.00
<b>VENDOR NAME: ALLEGIANT FIRE PROTECTION LLC</b>		
SO017823	Fire Extinguisher Testing - Spring Lake Par	65.00
SO017825	Fire Extinguisher Testing - Public Works	65.00
SO017826	Fire Extinguisher Testing - North Park	65.00
SO017824	Fire Extinguisher Testing - Village Hall	161.00
SO017821	Fire Extinguisher Testing - North Park	65.00
TOTAL VENDOR ALLEGIANT FIRE PROTECTION L		421.00
<b>VENDOR NAME: AMERICAN PRINTING TECHNOLOGIES</b>		
20-LS07-P	07 2020 UB Postage	932.71
20-LS07	07 2020 UB Print Service	465.00
TOTAL VENDOR AMERICAN PRINTING TECHNOL		1,397.71
<b>VENDOR NAME: AMERICAN WELDING &amp; GAS, INC.</b>		
07168073	Forklift Propane	33.34
TOTAL VENDOR AMERICAN WELDING & GAS, IN		33.34
<b>VENDOR NAME: ARENA SPORTS U.S.A.</b>		
2001087	Public Works Hats and Summer Help Shirt	607.76
TOTAL VENDOR ARENA SPORTS U.S.A.		607.76
<b>VENDOR NAME: ARLINGTON HEIGHTS FORD</b>		
897554	Truck 232 Caliper Pins	58.12
897452	Truck 232 Front Brakes	216.59
896761	Squad 102 Brakes & Suspension Parts	292.97
896568	Extra Parts Return	(164.49)
896564	Squad Engine Mounts	154.70
896569	Incorrect Part Return	(77.35)
897774	Truck 232 Steering Parts	376.16
894719	Seized Ford Focus Parts	605.24
TOTAL VENDOR ARLINGTON HEIGHTS FORD		1,461.94
<b>VENDOR NAME: BADE SUPPLY</b>		
37115	Paper Products & COVID19 Supplies	495.20
36852	Germicide Cleaner & Building Supplies	251.63
TOTAL VENDOR BADE SUPPLY		746.83
<b>VENDOR NAME: BADGER METER</b>		
80055818	Water Meter Reading June 2020	166.74
TOTAL VENDOR BADGER METER		166.74
<b>VENDOR NAME: BAKER TILLY VIRCHOW KRAUSE, LLP</b>		
BT1643894	Final pay 12/31/2019 fye	870.00

INVOICE DUE DATES 06/23/2020 - 07/13/2020

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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: BAKER TILLY VIRCHOW KRAUSE, LLP</b>		
	TOTAL VENDOR BAKER TILLY VIRCHOW KRAUSE	870.00
<b>VENDOR NAME: BANNER PLUMBING SUPPLY COMPANY</b>		
2608740	Stop Repair Kit	22.80
	TOTAL VENDOR BANNER PLUMBING SUPPLY CO	22.80
<b>VENDOR NAME: BAXTER &amp; WOODMAN INC.</b>		
0214312	Professional Services for Bike Path Resurf	2,918.42
0214367	Professional Services for Road Patching &	32,167.77
	TOTAL VENDOR BAXTER & WOODMAN INC.	35,086.19
<b>VENDOR NAME: BHFX DIGITAL IMAGING</b>		
368357	Plotter Base Charge (05/01/2020 - 05/31	140.00
	TOTAL VENDOR BHFX DIGITAL IMAGING	140.00
<b>VENDOR NAME: BUCK BROS., INC.</b>		
262578	Stihl Concrete Saw Parts	140.39
261941	2 Cycle Gasoline	177.85
	TOTAL VENDOR BUCK BROS., INC.	318.24
<b>VENDOR NAME: BUILDERS PAVING, LLC</b>		
1904303	Bike Path Resurfacing	20,852.10
	TOTAL VENDOR BUILDERS PAVING, LLC	20,852.10
<b>VENDOR NAME: CHAIN O LAKES LUMBER</b>		
115825	Sign Post Replacement	969.00
25943-1	Credit - Street Name/Sign Post	(30.69)
	TOTAL VENDOR CHAIN O LAKES LUMBER	938.31
<b>VENDOR NAME: CINTAS CORPORATION #47P</b>		
4063677671	Weekly Uniform Rental - Public Works	108.58
4050021532	Weekly Uniform Rental - Public Works & D	137.16
4054260124	Weekly Uniform Rental - Public Works & D	131.32
4054848622	Weekly Uniform Rental - Public Works	108.58
	TOTAL VENDOR CINTAS CORPORATION #47P	485.64
<b>VENDOR NAME: CITY OF LAKE FOREST</b>		
4253759	2nd payment share for Northern II Bench	2,916.67
	TOTAL VENDOR CITY OF LAKE FOREST	2,916.67
<b>VENDOR NAME: CITYTECH USA, INC.</b>		
3688	Public Salary Annual Membership	230.00
	TOTAL VENDOR CITYTECH USA, INC.	230.00
<b>VENDOR NAME: CLARKE ENVIRONMENTAL</b>		
001011587	Mosquito Abatement Services Payment 3	17,569.50
	TOTAL VENDOR CLARKE ENVIRONMENTAL	17,569.50
<b>VENDOR NAME: COMCAST CABLE</b>		
103101013	July 2020 SCADA_10 Park Ave_93540879	218.02
Jul_July 0117545	June_July 2020_SADA_101 Westminster	108.35
Jun_July 2020_PW	June_July 2020_PW Internet	153.35
Jun-Jul 0117545	Jun_July_101 Westminster SCADA_87711	108.35
	TOTAL VENDOR COMCAST CABLE	588.07
<b>VENDOR NAME: COMED</b>		

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE  
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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: COMED</b>		
9047167009-06-2	Londonderry Pumping 4-30-20 to 6-1-20	328.06
6520050011-06-2	Fallstone Pumping Meter 5-1-20 to 6-2-2	147.53
7128083006-06-2	Westwood Pumping Meter 4-30-20 to 6-1	110.02
5760114015-06-2	Riverside Drive Liftstation Pumping 5-1-2	161.88
1864074001-06-2	Spring Lake Park 5-1-20 to 6-1-20	83.43
1131144094-06-2	Trailhead Park Lighting 4-30-20 to 6-1-20	26.38
3038188003-06-2	Northampton SAN. Sump Meter 5-1-20 to	24.06
3038275001-06-2	Whytegate Park 5-1-20 to 6-2-20	29.50
09951133016	Entry @ Milwaukee & OHDR 5-1-20 to 6-	47.69
0339014158-06-2	Riverwoods @ Everett Street Lighting 5-1	5.30
4803164127-06-2	OHDR Bike Oath Lighting 5-1-20 to 6-2-2	38.42
3168065033-06-2	Brookwood Liftstation 5-1-20 to 6-2-20	66.98
7299013001-06-2	Farrington Pumping 5-1-20 to 6-2-20	81.90
3427049011-06-2	Rate 23 Street Lighting 5-21-20 to 6-22-	996.17
7128083006-06-3	Westwood Pumping Meter 6-1-20 to 6-30	75.87
5760114015-07-2	Riverside Drive Liftstation Pumping 6-1-2	110.44
9047167009-07-2	Londonderry Pumping 6-1-20 to 6-30-20	152.36
1864074001-06-3	Spring Lake Park 6-1-20 to 6-30-20	43.20
1131144094-07-2	Trailhead Park Lighting 6-1-20 to 6-30-20	26.47
0339014158-07-2	Riverwoods @ Everett Street Lighting 6-2	10.60
7299013001-07-2	Farrington Pumping 6-2-20 to 7-1-20	65.49
4803164127-07-2	OHDR Bike Path Lighting 6-2-20 to 7-1-2	36.54
3168065033-07-2	Brookwood Liftstation 6-2-20 to 7-1-20	54.86
3038275001-07-2	Whytegate Park 6-2-20 to 7-1-20	27.56
3038188003-07-2	Northampton SAN. Sump Meter 6-2-20 to	23.22
0268410000-07-2	207 Northampton Pumping 6-2-20 to 7-1	59.18
1480099064-06-2	Interconnect Pumping Meter 5-29-20 to 6	24.18
6520050011-07-2	Fallstone Pumping Meter 6-2-20 to 7-1-2	94.28
0995113016-06-2	Entry Sign @ Milwaukee & OHDR 6-2-20 t	45.68
0777044014-07-2	Old Mill Liftstation 6-2-20 to 7-1-20	94.79
TOTAL VENDOR COMED		3,092.04
<b>VENDOR NAME: CONCENTRIC INTEGRATION, LLC</b>		
0214272	SCADA Improvements and Reviews	240.00
TOTAL VENDOR CONCENTRIC INTEGRATION, LL		240.00
<b>VENDOR NAME: CONSERV FS, INC.</b>		
65098647	Marking Chalk for North Park	370.20
TOTAL VENDOR CONSERV FS, INC.		370.20
<b>VENDOR NAME: CONSTELLATION NEWENERGY, INC.</b>		
17580838001	Electric supply for NP 5-1-20 to 6-2-20	617.39
17570525501	Electric supply WSR	2,026.41
17575736501	Electric supply SLP 5-1-20 to 6-1-20	60.52
17575660601	Electric supply Londonderry 4-30-20 to 6-	366.85
17795447801	Electric Supply Londonderry 6-1-20 to 6-	159.34
17787537701	Electric Supply WSR 6-1-20 to 6-30-20	1,709.61
17787496701	Electric Supply ESR 6-1-20 to 6-30-20	3,631.42
TOTAL VENDOR CONSTELLATION NEWENERGY, I		8,571.54
<b>VENDOR NAME: CRANA SERVICES, LLC</b>		
6790	Concrete Sidewalk Repair for Watermain	2,200.00
TOTAL VENDOR CRANA SERVICES, LLC		2,200.00
<b>VENDOR NAME: CROWN TROPHY</b>		
15974	Employee Decade Plaques	870.00
TOTAL VENDOR CROWN TROPHY		870.00

INVOICE DUE DATES 06/23/2020 - 07/13/2020

JOURNALIZED

BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: DIMEO BROS., INC.</b>		
41647	4 Overlook - Water Main Break Repair	12,546.00
TOTAL VENDOR DIMEO BROS., INC.		12,546.00
<b>VENDOR NAME: DORNER COMPANY</b>		
153177	Cla-Val	370.00
TOTAL VENDOR DORNER COMPANY		370.00
<b>VENDOR NAME: DUSTCATCHERS &amp; A LOGO MAT INC</b>		
73597	Floor Mat Rental - Village Hall	16.80
73596	Floor Mat Rental - Public Works	71.40
TOTAL VENDOR DUSTCATCHERS & A LOGO MAT		88.20
<b>VENDOR NAME: ERNIE'S SHELL STATION</b>		
06012020	Remote Gas Fill Due to Pking Lot Resurfac	112.34
TOTAL VENDOR ERNIE'S SHELL STATION		112.34
<b>VENDOR NAME: ETERNALLY GREEN</b>		
16182020FWCA	Fertilization Application - Parks & Village	1,557.50
16182020WCA	Fertilization Application - Parks & Village	918.00
TOTAL VENDOR ETERNALLY GREEN		2,475.50
<b>VENDOR NAME: FEDEX</b>		
7-053-41224	Overnight ship to IEPA - CCR Report	20.52
TOTAL VENDOR FEDEX		20.52
<b>VENDOR NAME: FIRST CHOICE SERVICES-CHICAGO WEST</b>		
052863	Coffee Dispenser Cleaning Pads	19.00
053333	Coffee, Creamer & Sugar	218.90
TOTAL VENDOR FIRST CHOICE SERVICES-CHICA		237.90
<b>VENDOR NAME: FIRST COMMUNICATIONS</b>		
119895521	06 2020- T-1 Line	281.72
TOTAL VENDOR FIRST COMMUNICATIONS		281.72
<b>VENDOR NAME: FOREMAN, JD</b>		
327433	4 Overlook - Water Main Break Repair Cla	746.00
20710	Credit - Material Surplus	(250.00)
TOTAL VENDOR FOREMAN, JD		496.00
<b>VENDOR NAME: GRAINGER, INC.</b>		
9568519202	Batteries & Fuel Island Filter	55.94
TOTAL VENDOR GRAINGER, INC.		55.94
<b>VENDOR NAME: GREEN ACRES LANDSCAPING</b>		
2020-5869	May Coridor Mowing	20,385.00
2020-5891	43 Coldstream ROW Restoration	985.00
2020-5893	Landscaping Maintenance - Creekside Par	540.00
2020-5894	Parkway Restoration @ OHDR and Milwau	840.00
2020-5890	Creekside Park Clean-up and Mulching	740.00
2020-5892	Trailhead Park Mulching	2,150.00
TOTAL VENDOR GREEN ACRES LANDSCAPING		25,640.00
<b>VENDOR NAME: GREEN LIL BUMS, LLC</b>		
86899700	Towel Service May 2020 (1 week)	20.00
TOTAL VENDOR GREEN LIL BUMS, LLC		20.00

INVOICE DUE DATES 06/23/2020 - 07/13/2020

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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: HIGHLAND PARK, CITY OF</b>		
009297-05-20	05/2020 Water Purchase 3562 cuft 70327	9,813.31
258492	Water Samplingn Done Between January	510.00
009348-05-20	05/2020 Water Purchase 34607 cuft Metr	95,342.29
009348--06-20	06/2020 Water Purchase 45390 cuft Metr	125,049.45
009297-06-20	06/2020 Water Purchase 7197 cuft Metr	19,827.74
TOTAL VENDOR HIGHLAND PARK, CITY OF		250,542.79
<b>VENDOR NAME: HITCHCOCK DESIGN, INC.</b>		
24831	SignageProgram Design Updates	1,044.31
TOTAL VENDOR HITCHCOCK DESIGN, INC.		1,044.31
<b>VENDOR NAME: HOME DEPOT CREDIT SERVICES</b>		
7514314	Sign Post Replacement	113.76
2620013	Truck 237 Cabinet Door Repair Parts	20.89
92506	Paint Roller, Hammer & Mallet	124.82
4611519	Bosch Spades	19.94
624193	Gator Spray Tank Boom Extensions	5.16
5740661	Flowers for Village Hall Planters	90.21
6101396	Wood Trim for Sneeze Guards - Village Ha	55.98
6091756	1/2" Wedge	23.59
8520783	Drill Driver & Bit Set	29.97
7091647	Voltage Tester & Duct Tape	75.78
5100614	Power Washer Fuses	12.98
8512695	Hand Sanitizer for Village	147.80
9100162	2 X 6 Cedar	22.98
8511114	Dehumidifier for WSR	219.00
9090313	Village Hall Doop Sweep & Ant Killer	20.48
2901032	Clear Polycarbonare Sheet for Village Kios	159.00
523805	Welding Safety Gear & Cargo Safety Cabl	96.34
2905680	Public Works Planters	144.42
8102041	Brine Maker Supplies	91.01
1101812	Street Post Rehab	8.98
1202116	Brine Maker	7.48
624120	South Village Green Lights	9.64
1621812	Street Post Rehab	43.52
2514984	Street Post Rehab	18.41
TOTAL VENDOR HOME DEPOT CREDIT SERVICES		1,562.14
<b>VENDOR NAME: HR DIRECT</b>		
8879229	3rd 1 year poster guard	84.99
TOTAL VENDOR HR DIRECT		84.99
<b>VENDOR NAME: ILCMA</b>		
2020	2020 Membership Dues	517.25
TOTAL VENDOR ILCMA		517.25
<b>VENDOR NAME: IMRF</b>		
74913	06 2020 Member & Employer Contributio	48,526.45
TOTAL VENDOR IMRF		48,526.45
<b>VENDOR NAME: INTERDEV, LLC</b>		
MSP1026608-1	June 2020 IT Svcs.	5,518.62
MSP1026608-2	June 2020 License Fee	308.00
TOTAL VENDOR INTERDEV, LLC		5,826.62
<b>VENDOR NAME: INTERSTATE ALL BATTERY CENTER</b>		
1903901025112	12V Battery for Londonderry Liftstation	57.42

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<b>VENDOR NAME: INTERSTATE ALL BATTERY CENTER</b>		
1903901025162	Portable Jump Starter	105.50
1903901025161	Sandpro Battery	47.40
TOTAL VENDOR INTERSTATE ALL BATTERY CENT		210.32
<b>VENDOR NAME: INVOICE CLOUD</b>		
1185-2020_6	07 2020 Paperless Utility Bills	64.00
TOTAL VENDOR INVOICE CLOUD		64.00
<b>VENDOR NAME: IRC RETAIL CENTERS</b>		
07_2020	CAM Estimated Escrow Lease t0000888_J	3,087.34
TOTAL VENDOR IRC RETAIL CENTERS		3,087.34
<b>VENDOR NAME: JC LICHT, LLC</b>		
62063858	Sealer for Village Hall Concrete Sidewalk	388.21
62067116	Credit - Sealer for Village Hall Concrete Si	(295.70)
TOTAL VENDOR JC LICHT, LLC		92.51
<b>VENDOR NAME: JET VAC ENVIRONMENTAL</b>		
02710	Flusher Parts	458.42
TOTAL VENDOR JET VAC ENVIRONMENTAL		458.42
<b>VENDOR NAME: KINNUCAN COMPANY</b>		
371357	Village Tree Removal - 91 Oakwood	1,050.00
TOTAL VENDOR KINNUCAN COMPANY		1,050.00
<b>VENDOR NAME: LAKE COUNTY DIV OF TRANSPORATION</b>		
072020	Crosstown Watermain LCDOT Permitting F	1,200.00
TOTAL VENDOR LAKE COUNTY DIV OF TRANSPO		1,200.00
<b>VENDOR NAME: LAKE COUNTY HEALTH DEPARTMENT</b>		
00034601	License for Seasonal Swimming at Spring	223.00
TOTAL VENDOR LAKE COUNTY HEALTH DEPARTM		223.00
<b>VENDOR NAME: LAKE COUNTY PUBLIC WORKS</b>		
LCPW-05-20	Sanitary sewer treatment bill dates 4-16-	91,069.00
LCPW-07-01-20	Sanitary sewer treatment bill dates 5-16-	90,690.75
TOTAL VENDOR LAKE COUNTY PUBLIC WORKS		181,759.75
<b>VENDOR NAME: LAKE COUNTY RECORDER OF DEEDS</b>		
2020-00026536	BD Bond Escrow Recording Fee_1 Steven	62.00
TOTAL VENDOR LAKE COUNTY RECORDER OF DE		62.00
<b>VENDOR NAME: LAKE COUNTY STORMWATER MGMT COMMISS</b>		
Lincolnshire-2020	Operation and Maintenance of Gauge FY	4,800.00
TOTAL VENDOR LAKE COUNTY STORMWATER MG		4,800.00
<b>VENDOR NAME: LAND EMILY</b>		
07-125	Flowers for Village Hall Planters	43.12
TOTAL VENDOR LAND EMILY		43.12
<b>VENDOR NAME: LEXISNEXIS RISK SOLUTIONS</b>		
1217074-2020063	June 2020 Phone, Internet, Computer Se	147.00
TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS		147.00
<b>VENDOR NAME: LIBERTYVILLE CHEVROLET</b>		

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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: LIBERTYVILLE CHEVROLET</b>		
922050	Truck 242 Dome Light Lens	11.24
TOTAL VENDOR LIBERTYVILLE CHEVROLET		11.24
<b>VENDOR NAME: LINCOLNSHIRE RIVERWOODS FPD</b>		
10783	Plan Review_625 Barclay_Willow Creek C	180.00
10781	Plan Review_39 Woodland Trail_Lincolnshi	525.00
10780	Plan Review_37 Woodland Trail_Lincolnshi	525.00
10779	Plan Review_35 Woodland Trail_Lincolnshi	525.00
10778	Plan Review_33 Woodland Trail_Lincolnshi	525.00
10776	Plan Review_56 Woodland Trail_Lincolnshi	525.00
10774	Plan Review_325 Marriott Drive_Probat S	540.00
10773	Plan Review_940 Milwaukee_Fat Rosie's_	330.00
TOTAL VENDOR LINCOLNSHIRE RIVERWOODS F		3,675.00
<b>VENDOR NAME: LURVEY SUPPLY</b>		
T2-10154151	Nursery Tarp for New Trees	54.00
TOTAL VENDOR LURVEY SUPPLY		54.00
<b>VENDOR NAME: MACIAREILLO SARAH</b>		
07072020	Reimburse for Frame and Command Hook	57.45
TOTAL VENDOR MACIAREILLO SARAH		57.45
<b>VENDOR NAME: MADISON NATIONAL LIFE INS CO, INC.</b>		
1398886	07 2020 Life Insurance Premiums	1,407.53
TOTAL VENDOR MADISON NATIONAL LIFE INS C		1,407.53
<b>VENDOR NAME: MANKOFF INDUSTRIES</b>		
5248	June 2020 UST Inspections	400.00
TOTAL VENDOR MANKOFF INDUSTRIES		400.00
<b>VENDOR NAME: MARY KAKAVAS</b>		
07132020a	UB refund #0201205040-01 overpmt	53.28
TOTAL VENDOR MARY KAKAVAS		53.28
<b>VENDOR NAME: MENARDS - LONG GROVE</b>		
32871	(2) Reel Tape Measures	49.76
TOTAL VENDOR MENARDS - LONG GROVE		49.76
<b>VENDOR NAME: MENONI &amp; MOCOJNI, IN</b>		
1379111	Crushed Stone	555.60
TOTAL VENDOR MENONI & MOCOJNI, IN		555.60
<b>VENDOR NAME: MID AMERICAN WATER OF WAUCONDA INC.</b>		
230006W	Hydrant Parts for 41 Kings Cross	3,670.00
230008W	Hydrant Parts for 230 Surrey Ln	3,731.00
230007W	Hydrant Parts for 55 Berkshire	3,731.00
TOTAL VENDOR MID AMERICAN WATER OF WAU		11,132.00
<b>VENDOR NAME: MIDWEST HOSE &amp; FITTINGS, INC.</b>		
202508	4" Pump Discharge Hose	653.45
TOTAL VENDOR MIDWEST HOSE & FITTINGS, IN		653.45
<b>VENDOR NAME: MIDWEST METER INC.</b>		
0122707	New Water Meters	1,130.75
122611	New Water Meters	1,741.50

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE  
INVOICE DUE DATES 06/23/2020 - 07/13/2020  
JOURNALIZED  
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: MIDWEST METER INC.</b>		
	TOTAL VENDOR MIDWEST METER INC.	2,872.25
<b>VENDOR NAME: MUNICIPAL GIS PARTNERS, INC.</b>		
5115	GIS staffing and services for June 2020	4,176.00
	TOTAL VENDOR MUNICIPAL GIS PARTNERS, INC.	4,176.00
<b>VENDOR NAME: NAPA AUTO PARTS -WHE</b>		
570564	Rearview Mirror Glue	10.56
569812	Admin 96 Rear Window Defroster Repair	12.25
571223	Headlight Bulbs	19.34
	TOTAL VENDOR NAPA AUTO PARTS -WHE	42.15
<b>VENDOR NAME: NEW PIG CORPORATION</b>		
22990272	Spill Kit Materials	147.49
	TOTAL VENDOR NEW PIG CORPORATION	147.49
<b>VENDOR NAME: NORB &amp; SONS ELECTRIC</b>		
18020	Brine Maker Electrical Upgrades	570.00
	TOTAL VENDOR NORB & SONS ELECTRIC	570.00
<b>VENDOR NAME: NORTH SHORE GAS</b>		
604290016-04-06-	Fallstone Liftstation 5-9-20 to 6-10-20	34.43
604290016-02-06-	Westwood Liftstation 5-9-20 to 6-10-20	34.43
604290016-03-06-	Farrington Liftstation 5-8-20 to 6-10-20	32.75
606017125-06-20	24400 Riverwoods 5-8-20 to 6-10-20	34.43
604290016-01-06-	Old Mill Liftstation 5-9-20 to 6-10-20	32.34
603028481-02-06-	NP Concession Service 5-8-20 to 6-10-20	39.41
603028481-01-06-	NP Maint. Bldg Gas Service 5-8-20 to 6-10-20	48.05
606253075-01-06-	Well #3 Gas Service 5-9-20 to 6-10-20	62.58
604290016-05-06-	207A Northampton 5-9-20 to 6-10-20	34.43
	TOTAL VENDOR NORTH SHORE GAS	352.85
<b>VENDOR NAME: NORTHEAST ILLINOIS COUNCIL</b>		
2020 Post 403	2020 ReCharter Fees Explorer Post 403	757.00
	TOTAL VENDOR NORTHEAST ILLINOIS COUNCIL	757.00
<b>VENDOR NAME: PADDOCK PUBLICATIONS, INC.</b>		
150402	Publishing of 2019 Treasurer Report	616.87
	TOTAL VENDOR PADDOCK PUBLICATIONS, INC.	616.87
<b>VENDOR NAME: PAYLOCITY</b>		
106721801	07/03/20 Pay Services	209.31
	TOTAL VENDOR PAYLOCITY	209.31
<b>VENDOR NAME: PIONEER MANUFACTURING CO</b>		
757323	Enduro Fence - 100 Ft (North Park)	330.00
757177	150' Fencing for North Park	425.00
756922	Paint for Striping	242.50
	TOTAL VENDOR PIONEER MANUFACTURING CO	997.50
<b>VENDOR NAME: PRECISION PAVEMENT MARKINGS, INC.</b>		
3557	Pavement Marking	13,460.00
	TOTAL VENDOR PRECISION PAVEMENT MARKIN	13,460.00
<b>VENDOR NAME: REINDERS, INC.</b>		
1834616-00	Zero Turn Mower Parts	238.64

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE  
INVOICE DUE DATES 06/23/2020 - 07/13/2020  
JOURNALIZED  
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: REINDERS, INC.</b>		
1834616-01	North Park Line Painter Parts	42.98
TOTAL VENDOR REINDERS, INC.		281.62
<b>VENDOR NAME: RICMAR INDUSTRIES</b>		
5041504 RI	Sanitary Pipe Gloves for Water Departme	68.00
5068892 RI	Refund on Large Box of Sanitary Pipe Glo	(17.00)
TOTAL VENDOR RICMAR INDUSTRIES		51.00
<b>VENDOR NAME: RUSSO POWER EQUIPMENT</b>		
10113816	Polesaw	159.99
TOTAL VENDOR RUSSO POWER EQUIPMENT		159.99
<b>VENDOR NAME: SIGNALSCAPE, INC</b>		
3714	Annual Maintenance & Support Interview	980.00
TOTAL VENDOR SIGNALSCAPE, INC		980.00
<b>VENDOR NAME: STRAND ASSOCIATES, INC.</b>		
0160663	Water Model Professional Services throug	10,346.88
TOTAL VENDOR STRAND ASSOCIATES, INC.		10,346.88
<b>VENDOR NAME: TRAFFIC &amp; PARKING CONTROL CO</b>		
104032	SLP Beach Closing Signs - COVID-19	181.30
TOTAL VENDOR TRAFFIC & PARKING CONTROL		181.30
<b>VENDOR NAME: TRAFFIC CONTROL &amp; PROTECTION INC.</b>		
104032	Beach Signs	181.30
104463	Street Sign Replacement	990.00
TOTAL VENDOR TRAFFIC CONTROL & PROTECTI		1,171.30
<b>VENDOR NAME: TRAVELERS</b>		
579854	Deductible Youle Case partial	1,458.60
TOTAL VENDOR TRAVELERS		1,458.60
<b>VENDOR NAME: VERIZON WIRELESS</b>		
9855706882	05 2020 Cell Phone Svc	1,569.82
9855706883	05 2020 Squad Laptops	560.16
9857749737	06 2020 Cell Phone Svc	1,601.46
9857749738	06 2020 Squad Laptops	560.16
9856529035	05/13 - 06/12/20 SCADA Data Plan Util	237.28
TOTAL VENDOR VERIZON WIRELESS		4,528.88
<b>VENDOR NAME: VILLAGE GREEN CONDOMINIUM ASSC</b>		
07132020	UB refund overpmt 0401790445-01	983.63
TOTAL VENDOR VILLAGE GREEN CONDOMINIUM		983.63
<b>VENDOR NAME: WASTE MANAGEMENT</b>		
6889725-2008-6	WM YW Stk #43501-44000, ID 1-40385-	1,660.00
TOTAL VENDOR WASTE MANAGEMENT		1,660.00
<b>VENDOR NAME: WAUKEGAN TIRE</b>		
4560924	Truck 232 Front Tires	372.74
TOTAL VENDOR WAUKEGAN TIRE		372.74
<b>VENDOR NAME: WE FIX-IT TIRE REPAIR</b>		
2149	Truck 232 Tire Replacement	40.00

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE  
INVOICE DUE DATES 06/23/2020 - 07/13/2020  
JOURNALIZED  
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: WE FIX-IT TIRE REPAIR</b>		
	TOTAL VENDOR WE FIX-IT TIRE REPAIR	40.00
<b>VENDOR NAME: XEROX CORPORATION</b>		
010768450	Meme Base Charge (07/01/20 - 07/30/20)	19.38
010768447	Police Base Charge (5/21/20 - 06/30/20)	85.00
010768445	Nemo Base Charge (05/21/20 - 06/30/20)	57.00
010768449	Meme Meter Usage (05/21/20 - 06/25/20)	15.86
	TOTAL VENDOR XEROX CORPORATION	177.24
<b>VENDOR NAME: XYLEM WATER SOLUTION</b>		
3556B26893	New Pump @ Londonderry	10,183.00
3556B27616	Pump Repair for Liftstation	750.00
	TOTAL VENDOR XYLEM WATER SOLUTION	10,933.00
<b>VENDOR NAME: YOLANDA RODRIGUEZ</b>		
T029910	Refund CC Fee	4.84
	TOTAL VENDOR YOLANDA RODRIGUEZ	4.84
<b>GRAND TOTAL:</b>		<b>719,760.00</b>



# VILLAGE OF LINCOLNSHIRE

## MINUTES REGULAR VILLAGE BOARD MEETING June 22, 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  
Utilities Superintendent Geib

Assistant Public Works Director/Village  
Engineer Dittrich

\*This was a remote video-conference meeting\*

### 1.0 ROLL CALL

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

### 2.0 PLEDGE OF ALLEGIANCE

### 3.0 REPORTS OF OFFICERS

#### 3.1 Mayor's Report

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

Mayor Brandt provided the recommendations for reappointments for the Architectural Review Board.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve appointments to the Architectural Review Board as presented by Mayor Brandt. The roll call vote was as follows:

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

NAYS: None

ABSENT: Hancock

ABSTAIN: None

Mayor Brandt declared the motion carried.

#### 3.12 Restore Illinois Phase 4

Mayor Brandt noted the Village will be going into Phase 4 of the Restore Illinois Plan on Friday, June 26. More details will be provided by staff.

3.2 Village Clerk’s Report

**3.31 Revenues and Expenditures for the Month of May, 2020**

Village Manager Burke noted the Revenue and Expenditure Summary is included in the Board packet; and all revenues and expenditures have been properly recorded for the month of May, 2020.

3.3 Village Treasurer’s Report – None

3.4 Village Manager’s Report

**3.41 Restore Illinois Phase 4**

Village Manager Burke noted staff received guidance from the state regarding Phase 4 of the Restore Illinois Plan for a variety of industries. Playgrounds look to be open on Friday, June 26, along with small sports leagues. Village Manager Burke noted Phase 4 will not affect most Village Hall operations. Village Hall opened Monday, June 15. Staff is working to have the beach ready; swimming at your own risk without lifeguards. Village Manager Burke stated Summer Slam is still scheduled for the coming weekend. Lincolnshire Sport League (LSA) has updated staff with the rules to provide for social distancing and no food will be sold at the event. Village Manager Burke noted one of the Trustees asked if the Village is being consistent letting Summer Slam take place and not the 4<sup>th</sup> of July Fireworks, and stated Summer Slam is such a condensed time span and is a regional activity.

Trustee Leider asked how many people were estimated to be at the Summer Slam tournament. Village Manager Burke stated his estimate based on all five fields being played would be upwards of 250 people spanned across twenty-five plus acres.

Trustee Raizin asked if the players would be wearing masks. Village Manager Burke stated he was not sure, but the Phase 4 guidelines have been shared with Mr. Lee Fell from LSA, and will also be shared with the all participants.

Mayor Brandt noted concern with North Park parking lot resurfacing. Trustee Leider asked if there was parking to accommodate this event. Village Manager Burke stated all that is left is the final lift so parking will not be an issue for the event. Public Works Director Woodbury stated the deadline date for final paving is this Thursday per the contract. Public Works Director Woodbury added that according to the Phase 4 guidelines there will be no more than 50 people on any field, at any given time during every game of the tournament, which will allow for social distancing. There will be 30 minutes between each game to allow for transition of games, and the players will not be wearing masks. It is incumbent on LSA to enforce the guidelines. Trustee Leider noted he would like written documentation that the Trustees are putting the pressure back on LSA to make sure they are enforcing the rules and it is not the liability of the Village. Trustee Leider noted some concern with inconsistency regarding the allowance

of this event compared to the fireworks. Mayor Brandt noted when the decision was made to cancel the fireworks the Board did not know the Village would be moving to Phase 4 in the Restore Illinois Plan. Public Works Director Woodbury noted each team and each player will be required to sign waivers that were reviewed by the Village Attorney.

Trustee Raizin asked if the Village could suggest the teams wear masks when in the dugout and not in the field playing. Public Works Director Woodbury noted not more than three players or coaches can be in the dugout at the same time.

Mayor Brandt suggested giving the teams a list of the drive-thru restaurants that are available.

Village Manager Burke noted Phase 4 of the Restore Illinois Plan provides guidance with regards to theaters stating he has a call with the Marriott in the morning to go over these guidelines. The guidelines will be shared with all Lincolnshire businesses.

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

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

A summary of the June 22, 2020 bills prelist was presented for payment with the total being \$328,744.61. The total amount is based on \$197,800 for General Fund; \$51,800 for Water & Sewer Fund; \$10,300 for Water & Sewer Improvement Fund; \$14,700 for Vehicle Maintenance Fund; and \$54,000 for General Capital Fund.

Trustee Grujanac moved and Trustee Leider seconded the motion to approve the bills prelist dated June 22, 2020 as presented. The roll call vote was as follows:

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

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, Raizin, Pantelis

NAYS: None

ABSENT: Hancock

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 Confirmation of Mayors Executive Order 2010-4 Pertaining to Assembly Uses in the B-2 District (Village of Lincolnshire)**

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided a brief summary of confirmation of Mayors Executive Order 2010-4 pertaining to assembly uses in the B-2 District. 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 and this would allow them the flexibility to hold these events.

Trustee Grujanac moved and Trustee Pantelis seconded the motion to approve confirmation of Mayors Executive Order 2010-4 pertaining to assembly uses in the B-2 District. The roll call vote was as follows:

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

NAYS: None

ABSENT: Hancock

ABSTAIN: None

Mayor Brandt declared the motion carried.

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 Leider seconded the motion to adjourn. The voice vote was unanimous and Mayor Brand declared the meeting adjourned at 7:24 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Bradly J. Burke  
Deputy Village Clerk



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING June 22, 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

Utilities Superintendent Geib

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 7:25 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

2.3 Public Works

#### 2.31 **Consideration of a Contract with Dukes Root Control at a Cost not to Exceed \$56,265.00 for the Sanitary and Water Structure Rehabilitation Project (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the proposed contract with Dukes Root Control at a cost not to exceed \$56,265.00 for the Sanitary and Water Structure Rehabilitation Project.

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 **Consideration of a Professional Service Contract with Concentric Integration, Inc. for Installation of Supervisory, Control and Data Acquisition (SCADA) System Improvements at a Cost not to Exceed \$206,700.00 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich introduced newly hired Utilities Superintendent Maxwell Geib who will present this item.

Utilities Superintendent Geib provided a presentation of the proposed professional service contract with Concentric Integration, Inc. for installation of Supervisory, Control and Data Acquisition (SCADA) System Improvements at a cost not to exceed \$206,700.00. Utilities Superintendent Geib's presentation included information on the current system, a comparison of past vs proposed future system features, new technology Public Works is hoping to install with this new system, budget impacts, and benefits of the new system.

Trustee Raizin asked with the rebates and other incentives, available from ComEd, is there an estimate on what the Village might save vs. the cost of the system. Utilities Superintendent Geib noted he did not have this information but is working with ComEd to get the estimated energy savings and rebate incentives.

Trustee Leider asked if this is an acceleration of funds into 2020. Mayor Brandt noted this is accurate and since they are not doing the water main in the current year, this is being proposed. Trustee Leider clarified that this is just moving money around and not actually spending an additional \$206,700.00 in the current year's budget.

Trustee Harms Muth asked if this is a project that needs to be done right now in light of the current COVID-19 situation. Assistant Public Works Director/Village Engineer Dittrich stated staff is recommending this be done now because of some of the issues that have come up, staff not being able to predict future issues, and the desire for staff to implement this now instead of the water main project. Trustee Harms Muth asked if this should wait until after finances are discussed at the June 29 Special Committee of the Whole (SCOW) meeting. Village Manager Burke noted there is no vote tonight and the next Regular Village Board meeting to vote on this is not until after the SCOW meeting. Village Manager Burke stated if there is a Capital Project that should be pursued at this time, this would be one for health, safety, and welfare of the water system that would be strongly recommended by staff as a critical path project. Village Manager Burke stated when the Board looks at the financial forecast next week, the dollars associated with this project are still contemplated over the five year window. It is just a matter of spending in year one vs year three or four.

A discussion regarding the expenditures and possibly waiting until after the SCOW meeting to make the decision for a vote regarding this project followed.

Trustee Leider asked what the implications might be to postponing this project. Utilities Superintendent Geib stated if this is delayed, when it comes to ordering the parts and materials that need to be installed on the SCADA system, those get delayed and take some time. Repairs can take longer due to dated technology. If this does not get approved at the July 13 meeting, it could push the project past the end of the

current year. A brief discussion regarding the timeline for the project followed.

It was the consensus of the Board to place this item on the Regular Village Board meeting under items of General Business for further discussion.

2.4 Public Safety

2.5 Parks and Recreation

**2.51 Consideration and Discussion of Parks Master Plan (Village of Lincolnshire)**

Public Works Director Woodbury provided a presentation of the proposed Parks Master Plan including action items related to the Capital Plan

Trustee Raizin asked if the recirculation splash pad option presented included the cost of the water. Public Works Director Woodbury stated it does not include the cost of the water. Mayor Brandt asked what the estimated annual cost would be for the water. Public Works Director Woodbury stated the estimated cost would be \$110,000. Village Manager Burke noted there would be a sewer cost as well that is not included in the estimate. Mayor Brandt asked if a splash pad is included in The St. James plans. Village Manager Burke stated there is a year-round splash pad included in The St. James. Trustee Grujanac asked if The St. James would be open to the public. The St. James would be open to the public with a per day fee. Several Trustees noted they did not believe a splash pad at North Park would be the best use for that space. Public Works Director Woodbury stated he would bring other options back to the Park Board for a recommendation to the Village Board. Trustees suggested possibly a stand-alone ice rink, turning this to green space, or possibly expanding the playground.

Public Works Director Woodbury continued the presentation of the proposed Parks Master Plan.

Mayor Brandt asked Public Works Director Woodbury if he had costs associated with the temporary ice rink that gets put up each year at North Park. Public Works Director Woodbury stated the liner is approximately \$3,000 and gets replaced each year, there is staff time, and some other minimal costs.

Public Works Director Woodbury asked for Board direction on the Rivershire fence replacement presented due to safety issues. It was the consensus of the Board to bid out the fence replacement.

Trustee Raizin asked if dogs are allowed at Rivershire Park. Public Works Director Woodbury stated the code states dogs are not allowed in any Village park. Village Manager Burke noted dogs are allowed on

the path system throughout the community.

Village Manager Burke noted Trustee Hancock sent him a request for one of the Park Master Plan concepts to consider as a dog park in the area of the Rivershire Park site. A discussion regarding consideration of the suggested area for a dog park followed.

Public Works Director Woodbury finalized his presentation.

Trustee Leider asked if the Park Board had some environmental standards and guiding principles in place. Public Works Director Woodbury stated the Parks Master Plan has a section of natural area maintenance standards. Trustees Leider and Grujanac suggested considering making this broader in terms of how the Village addresses environmental issues.

Mayor Brandt suggested putting a map on the website showing dog parks in the area that the forest preserve provides.

## 2.6 Judiciary and Personnel

### **3.0 UNFINISHED BUSINESS**

#### **3.11 Meetings - Phase 4 of the Restore Illinois Plan**

Village Manager Burke provided statics regarding meetings under the Phase 4 Restore Illinois Plan and proposed resuming in-person Board meetings for the SCOW meeting at Village Hall. Village Manager Burke asked the Board if they can respond to him off-line if they are available to meet at the next Special Committee of the Whole meeting on June 29.

Trustee Raizin asked if masks would be required. Village Manager Burke stated if they are able to maintain 6' social distancing, masks would not be required.

Trustee Leider asked if staff thought there would be better interaction if meeting in person. Trustee Leider suggested being conservative until after the 4<sup>th</sup> of July and meeting electronically for the June 29 SCOW meeting. Trustees Pantelis and Harms Muth expressed a budget meeting would be more effective in person. Trustees Grujanac, Leider, and Raizin indicated a preference to meet electronically. Village Attorney Simon stated if there is a quorum at Village Hall, then the regular remote meeting rules apply. The Board members could only attend remotely if they are absent for a lawful reason.

A conversation regarding having the SCOW meeting in person vs. online followed.

Village Manager Burke stated his opinion is the online meetings are a bit more challenging, but there will be more discussions to follow regarding the finances and Capital Plan. Village Manager Burke stated he would reach out to

Trustee Hancock to get his input. If the SCOW meeting is online, staff would provide hard copies of the packet to make it easier for the Board to view the materials.

**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 9:50 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Bradly J. Burke  
Deputy Village Clerk



# VILLAGE OF LINCOLNSHIRE

## MINUTES SPECIAL COMMITTEE OF THE WHOLE MEETING June 29, 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

\*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 ITEMS OF GENERAL BUSINESS

#### 2.1 Public Works

- 2.11 Presentation of the 10-Year Capital Improvement Plan Update
  - a. Pavement Preservation Program Report and Recommendation
  - b. Village-Wide Drainage Study Update
    - i. Proposed 2020 Storm Water Projects
  - c. Revenue Sources
    - i. Proposed Storm Water Utility
    - ii. Possible State / Federal Funding

Mayor Brandt read the agenda item and noted any materials received from residents has been shared with the Board.

Village Manager Burke stated staff is looking to inform the Village Board and receive input. Staff knows there will be many items to discuss with the Board in future months. Village Manager Burke introduced and summarized the agenda item. All projects discussed tonight are in the 10-Year Capital Plan which includes those projects identified in the Village-Wide Drainage Study shared with the Board earlier this year.

Assistant Public Works Director/Village Engineer Dittrich provided a presentation of the 10-Year Capital Improvement Plan update including a road program update based on 2017 pavement condition analysis.

Trustee Hancock asked why some of the roads in the plan have no coloring on them. Assistant Public Works Director/Village Engineer Dittrich stated any road not highlighted are not under the maintenance jurisdiction of the Village. Village Manager Burke noted some of the subdivisions have private roadways that are not under the

Village roadway plan. Assistant Public Works Director/Village Engineer Dittrich stated the 10-Year Roadway Plan has roads that are not highlighted because they are not planned for pavement in the next 10 years as well.

Assistant Public Works Director/Village Engineer Dittrich continued his presentation with the road program update.

Trustee Hancock asked when a roadway condition gets to poor or very poor does that mean the Village can no longer do the more economical resurfacing. Assistant Public Works Director/Village Engineer Dittrich stated it really depends on the type of road, what the base is made out of, and how much asphalt is left. Percentage of poor and very poor roadways, as identified in the rating program, is based on overall deterioration of the entire system that staff looks at each year. Trustee Hancock noted some percentages over time and asked why the Village wouldn't put more money into the system so the roads in the system did not get to very poor. Assistant Public Works Director/Village Engineer Dittrich stated when the Village replaces water main in a year, it drives what is surfaced in that same year which reduces the flexibility to the rest of the program. By doing two miles of roadway a year, staff can align the utility improvements while still addressing some of the other roadways in the Village that need to be resurfaced that are not getting underground utilities installed. Village Manager Burke noted the chart only represents what the current roadways are, it doesn't project the rating forward 10 years if no roadway improvements are completed. In the best case scenario the poor and very poor would move to the 11 year chart. Mayor Brandt noted in current year, the Board was aggressive and approved two miles of roadway. Trustee Leider stated his opinion would be a bit more aggressive so the numbers would stay away from very poor.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with the road program update noting maintenance and funding responsibilities will need to be worked out for South Village Green.

Trustee Hancock asked Assistant Public Works Director/Village Engineer Dittrich to provide a summary of percentages in the future relative to replacing 1.5 miles compared to 2 miles of roadway.

Assistant Public Works Director/Village Engineer Dittrich continued with the presentation with the storm water program including recommendations of \$260,000 in current budget for storm water projects which includes moving several projects forward for preliminary engineering as identified in the Village-Wide Drainage Study.

Trustee Hancock asked for an explanation of the ranking matrix for the long-term drainage improvements relative to time frames. Assistant Public Works Director/Village Engineer Dittrich stated these time frames are based on what the consultant determined was the time criteria that the existing infrastructure meets. The higher number the more capacity it has in meeting the rain events.

Trustee Harms Muth asked what concept engineering means in the recommended use of \$260,000 in storm water projects. Assistant Public Works Director/Village Engineer Dittrich stated this would enable the Village to get an initial scope, start data collection, and sit down with permitting agencies to go over the detailed

requirements. Trustee Harms Muth asked if the numbers came from the Christopher Burke engineering study. Assistant Public Works Director/Village Engineer Dittrich noted the estimates are a percentage of what Christopher Burke identified as the overall engineering that would be required.

Mayor Brandt asked the Lake County Board Representative, Ann Maine to weigh in on the storm water project numbers as a result of a conversation she had with Ms. Maine earlier in the day. Ms. Maine informed the Board that Lake County received \$120 million as part of a legislation to be spent county wide on storm water projects. Ms. Maine stated she will be meeting with The Stormwater Management Commission of Lake County (SMC) next week to review the criteria. There are also other cost share programs such as the Water Share Management and similar programs that have score sheets similar to what was presented by Village staff. Ms. Maine stressed that what the County is envisioning come August, is to have a form for organizations, villages, and townships to get a ranking and cost share on the projects. Ms. Maine noted the important thing to know about this money is that per the legislature request, the projects are required to be "shovel ready." Money spent on engineering is money well spent. Ms. Maine stated SMC commends Lincolnshire for looking at some of these project problems.

Trustee Raizin noted Christopher Burke stated anything that has to do with rivers had to go through the Army Corps of Engineers and could take up to two years. Ms. Maine noted SMC has been permitted to take over some of the functions the Army Corps was involved in, and that is why SMC has engineering contracts in place.

Trustee Hancock asked what the deadline is for Lincolnshire "shovel ready" projects. Ms. Maine said she would know more next week and would share the information with Mayor Brandt and Village Manager Burke. Ms. Maine stated when she spoke with staff today, they wanted to get forms out in early August.

Village Manager Buke asked Assistant Public Works Director/Village Engineer Dittrich to explain conceptually for the Board what the rule of thumb is for total project in terms of overall engineering costs and what the components of that engineering expense includes. Assistant Public Works Director/Village Engineer Dittrich stated 8 – 15% of the overall project cost is typically what is expected to be spent on engineering with the phases being design and construction engineering.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with the storm water program proposed improvements.

Trustee Hancock asked what is the condensed time-frame for getting some of the proposed engineering done for some of these projects to be "shovel ready" for SMC eligibility. Assistant Public Works Director/Village Engineer Dittrich stated he would have to get with the consultants. The timeline for some of these proposed projects were briefly discussed.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with detention area improvements, storm water program update, and storm water utility.

Mayor Brandt asked if the proposed storm water utility economic analysis could be done in-house. Assistant Public Works Director/Village Engineer Dittrich stated he would have to refer to the consultants to see all the details that go into this from a high level. Mayor Brandt asked how long it would take for an analysis to be done. Assistant Public Works Director/Village Engineer Dittrich stated approximately two to three months. A conversation regarding the process and cost of the economic analysis followed. Mayor Brandt asked if the Trustees wanted to assess a fee for the storm water utility. Trustee Harms Muth was in agreement with Mayor Brandt's suggestions of a utility fee and thought the Village could come up with a fee structure in-house. Trustee Raizin was in agreement and suggested staff reach out to the other communities for the preliminary evaluation. Assistant Public Works Director/Village Engineer Dittrich stated preliminarily when staff reached out to other communities, they had an economic analysis done to evaluate the program. Trustee Hancock asked if they went to execute on revenue bonds associated with this, would that issuer of bonds want a third-party analysis. Village Treasurer/Finance Director Peterson stated he was not aware that this question has been asked but he could see how they may want this. Village Treasurer/Finance Director Peterson would ask and report back. The other Trustees were in favor of staff gathering additional research on this fee prior to the next meeting. Trustee Leider noted this fee would be looked at regardless of the current situation.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with facilities program update, equipment program update, furniture/fixtures update, and water improvement program updates.

Mayor Brandt asked if the SCADA Improvements would be eligible for any of the Lake County funds. Assistant Public Works Director/Village Engineer Dittrich stated he was not aware of any funds available for this; the funds available are more for developments.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with sanitary improvement program updates, parks/paths improvement updates, vehicle replacement updates, and an outline of the next steps in the process.

A conversation regarding next steps, time frame and Village Board consideration of projects followed. Village Manager Burke stated this is a working document that can and will change.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting with the understanding that this can change based on finances of the Village.

The Board discussed possibly prioritizing the \$260,000 budget for storm water projects to see if any of the projects would be eligible for county money. From staff standpoint some of the engineering for these would be the recommendation due to timing and budgeting. All of the recommended amounts are over the spending limit of staff and would have to go before the Board for approval of contracts.

Mayor Brandt asked how much money was allocated in 2020 for storm water projects. Village Manager Burke stated the 2020 budget allocation for storm water

projects is \$260,000, but no specific project was assigned to this allocation. Staff allocated the money based on expected dollars as a result of the Village-Wide Drainage Study.

Trustee Leider noted some concern with identifying dollars to spend without understanding revenues received.

A conversation followed regarding the proposed storm water projects being “shovel ready” to qualify for Lake County money and the need for the engineering followed. Village Manager Burke stated even if the projects are not “shovel ready,” the engineering will need to be done. Village Manager Burke stated it will be important to understand the rubric from Lake County. Trustee Hancock asked for clarification that all the projects listed on the 2020 storm water projects will have conceptual engineering. Village Manager Burke noted the Surrey Lane project listed is separate from the Village-Wide Drainage Study projects. Trustee Hancock stated if this is the case, is it a project that could be “shovel ready” and qualify for Lake County money sooner than the others. Assistant Public Works Director/Village Engineer Dittrich stated the Village can look to do this for less than some of the others on the list.

A conversation regarding approval of the projects listed to qualify for Lake County money followed. Assistant Public Works Director/Village Engineer Dittrich noted none of the projects listed will be ready for approval by July 13.

## 2.2 Finance and Administration

### 2.21 COVID-19 Financial Response Plan Update and Presentation of 5-Year Financial Forecast

Village Manager Burke thanked staff; specifically Village Treasurer/Finance Director Peterson for efforts with the financial reporting.

Village Manager Burke provided a presentation of COVID-19 financial response plan update and 5-year financial forecast with highlights of key revenue loss in current year, expenditure reduction, annual process, excess funds, traditional forecast, COVID-1 forecast, decisions pushed to 10-year Capital Fund, and details on COVID-19 impact to come.

Village Manager Burke presented charts highlighting the general capital fund, general fund, water & sewer fund, water & sewer operations fund, and transfers in the traditional 5-year forecast.

Village Manager Burke presented charts highlighting the general capital fund, general fund, and water & sewer operations fund in the COVID 1, 5-year Forecast which anticipates connection fee revenues from The St. James and the Home2Suites.

Village Manager Burke presented some options for long-term financing, next steps for the SCADA system update, and meeting schedule dedicating time to discuss the finances.

Village Treasurer/Finance Director noted earlier in the meeting there was

mention that engineering could be recovered from the grant dollars. Staff doesn't know if engineering is eligible, so this could be somewhat overstated.

Village Manager Burke stated it is important to note what good stewards of the finances the Village Board and previous Village Boards have been by keeping the fund balance at such a high level. If the Village executes on all of the projects that Assistant Public Works Director/Village Engineer Dittrich reviewed tonight, follows the financial forecast as outlined; if the Village looks at the traditional approach and decides to spend down the fund balance, at the end of five years the Village would still have almost 20% operating reserve. If some of the revenues come through from The St. James and Home2Suites, it could be as much as 40%.

Trustee Hancock asked if financing options would be discussed in further detail. Village Treasurer/Finance Director Peterson stated four options were detailed in the packet for further review by the Board. Village Manager Burke stated the ideas at this point are conceptual, so staff wanted to show some scenarios. One of the next steps would be outlining timelines and decisions. Staff would recommend going through a process of securing a financial advisor; a fiduciary acting on the Villages' behalf.

Mayor Brandt noted some items staff provided are cost containment or revenue diversification ideas in relation to the leaf collection, lifeguards at Spring Lake Beach, and property tax increase or room admission tax for Board feedback.

Trustee Hancock noted a 20-year bond issuance at the rate being discussed looked like an attractive rate of funds for the use. If the Village are doing infrastructure improvements that will benefit the next 20 – 30 years, some of the cost should be borne by both current and future residents. Mayor Brandt agreed with Trustee Hancock that the cost needs to be shared. Trustee Grujanac stated her opinion is that if the Village is to shift the way they are thinking, the residents need to be well informed and educated about this business plan.

**4.0 NEW BUSINESS**  
**5.0 EXECUTIVE SESSION**  
**6.0 ADJOURNMENT**

Trustee Raizin 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 9:50 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Bradly J. Burke

Deputy Village Clerk



**ITEM SUMMARY**

<b>Reviewing Body / Meeting Date:</b>	Regular Village Board – July 13, 2020
<b>Subject:</b>	Declaration of Emergency Extension
<b>Action Requested (Address – Petitioner):</b>	Waiver of First Reading and Approval of an Ordinance Authorizing a Fifth Extension of a Declaration of Emergency and Confirmation of Mayor’s Executive Order 2020-5 Amending Previous Executive Orders regarding Issuance of Certain Permits (Village of Lincolnshire)
<b>Prepared By:</b>	Ben Gilbertson – Assistant Village Manager/Community & Economic Development Director
<b>Staff Recommendation:</b>	Approval of the Ordinance and Confirmation of Mayor’s Executive Order 2020-5
<b>Budgeted Amount:</b>	N/A
<b>Actual Amount:</b>	TBD
<b>Level of Service Impact:</b>	TBD
<b>Meeting History:</b>	Special Village Board – March 19, 2020 Regular Village Board – April 13, 2020 Regular Village Board – May 11, 2020 Regular Village Board – June 8, 2020 Regular Village Board – June 22, 2020
<b>Tentative Meeting Schedule:</b>	N/A
<b>Reports / Documents Attached:</b>	1) Draft Ordinance, Declaration of Emergency, and Executive Order 2) Letter from Chief of Police Leonas to the President of the Illinois Fraternal Order of Police Labor Council representing Lincolnshire’s Local Bargaining Unit

**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. The Village Board extended the Declaration a third time on May 11, 2020, in light of continued efforts to combat the spread of COVID-19. This extension held 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. The Village Board extended the Declaration a fourth time on June 8, 2020. This extension was effective no sooner than the earlier of the termination of the current State of Illinois Disaster Proclamation or the first Regular Village Board meeting in July 2020.



With the Governor extending the State's Disaster Proclamation to July 26, 2020, staff recommends the Village Board approve a fifth extension of the Mayor's original Declaration of Emergency to the later of the first Regular Village Board meeting in August 2020 or termination of the State's Disaster Proclamation. Approval of the ordinance also extends the previously-approved Executive Orders related to temporary signage, temporary use permits, above-ground swimming pools, and a number of other Village code suspensions.

Furthermore, staff consulted with Village Attorney Simon to evaluate previously-approved executive orders that restricted issuance of certain permits (i.e., temporary events, solicitors, picnic, block parties, and garage sales). Having entered Phase 4 of the Restore Illinois Plan on June 26, and the ability for groups of up to 50 persons to congregate, staff has prepared Executive Order 2020-5 amending those restrictions. Pending the Village Board's approval, staff would begin issuing these permits once again so long as they are consistent with guidelines of the Restore Illinois Plan. A revised ordinance and corresponding attachments may be provided at the July 13 Regular Village Board meeting, pending any recommended changes from Village Attorney Simon.

Additionally, Chief of Police Leonas recommends to reinstate the provisions of the collective bargaining agreement with Lincolnshire's Fraternal Order of Police bargaining unit. Article VIII of collective bargaining agreement ("CBA") references management rights and the ability for the Mayor, Chief of Police, or Village Manager to suspend provisions of the agreement due to "extreme civil emergency conditions". In light of the Village Board's approval and subsequent extensions of the Local Declaration of a State of Emergency in response to COVID-19, Chief of Police Leonas instituted the provisions of Article VIII to ensure efficient and effective police services. After evaluating community and department conditions, Chief of Police Leonas is directing the department to operate under the normal terms and conditions of the agreement. This decision can be changed if any future emergency arises that would require changes to staffing inconsistent with the CBA.

#### **Budget Impact**

Impact to the Fiscal Year 2020 Budget will be minimal, as garage sale permits, picnic permits, and the like do not have a material impact on Village revenues.

#### **Level of Service Impact**

Staff affirms the resumption of certain permit issuance will allow level of service to return to more normal conditions.

#### **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 fifth extension of the local Declaration of Emergency and confirming Mayor's Executive Order 2020-5.

**VILLAGE OF LINCOLNSHIRE  
LAKE COUNTY, ILLINOIS**

**ORDINANCE No.** \_\_\_\_\_

**AN ORDINANCE APPROVING A FIFTH EXTENSION OF A DECLARATION OF EMERGENCY  
AND CONFIRMING MAYOR'S EXECUTIVE ORDER 2020-5**

**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, April 13, 2020, May 11, 2020, and June 8, 2020, the Village Board approved ordinances extending the local emergency declaration so that the local emergency declaration is extended through the later of the termination of the State of Illinois' Disaster Proclamation or the first regular Village Board meeting in July 2020; and

**WHEREAS**, the Governor of Illinois has issued a series of Disaster Proclamations which declare a state of emergency as a result of the COVID-19 pandemic, and Executive Orders that prescribe certain conditions and limitations on work, travel and other common activities, the term for which is currently scheduled to expire on July 26, 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 later of the termination or expiration of the current State of Illinois disaster proclamation or the first regular board meeting in August 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 2020-5 amending previous Executive Orders regarding issuance of certain permits.

**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) More than 148,000 confirmed cases of COVID-19 have been identified in the State of Illinois to date, and more than 7,000 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, extended on April 13, 2020, extended on May 11, 2020, and extended again on June 8, 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 later 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 August 2020. The Village Board may terminate or extend the Declaration by the majority vote of the Trustees then in attendance. Without limiting the generality of the foregoing, the Board of Trustees also expresses, for the sake of clarification, that it approves the extension of the Mayor's Executive Orders issued under the authority granted during the local declaration of emergency.

**Section 4. Confirmation of Executive Order 2020-5.** The Board of Trustees hereby confirms and accepts Executive Order 2020-5, a copy of which is attached hereto as Exhibit B and incorporated by reference.

**Section 5. Notice of Declaration of Emergency.** The fifth 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 6. 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]***

**DECLARATION OF EMERGENCY  
VILLAGE OF LINCOLNSHIRE  
MARCH 17, 2020**

I, Elizabeth J. Brandt, Mayor of the Village of Lincolnshire, Lake County, Illinois, being first duly sworn under penalty of perjury, attest to the truthfulness of the following and do hereby issue this Declaration of Emergency for the Village of Lincolnshire, this 17<sup>th</sup> day of March, 2020 ("Declaration").

**Findings of Fact**

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.

Dozens of confirmed cases of COVID-19 have been identified in the State of Illinois; to date, all of the cases in Illinois are 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. 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.

The Illinois Department of Public Health has now confirmed 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.

In order to prevent the spread of COVID-19 in the Village, and to protect the residents of the Village from disease and death, I find that it is necessary to issue this Declaration to implement emergency regulations and orders, all as set forth in this Declaration.

**Statement of Authority**

This Declaration is issued pursuant to the authority granted to me by Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6; and Section 11 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/11.

**Declaration**

I hereby declare that a state of emergency exists in the Village of Lincolnshire, for the reasons set forth in this Declaration.

## Emergency Regulations and Orders

In exercise of the emergency power granted to the office of Mayor upon the declaration of an emergency, I hereby direct and order as follows:

1. *Emergency Purchasing.* I order that the Village may enter into contracts for the emergency purchase of goods and services that may be necessary for the preparation for, response to, and from, the COVID-19 pandemic. The Mayor and the Village Manager are hereby authorized to execute such contracts in accordance with applicable law.
2. *Emergency Staffing.* This Declaration constitutes a declaration of civil emergency and/or force majeure under the Village's collective bargaining agreements. Accordingly, I direct the Village Manager to implement such emergency staffing protocols and procedures as may be necessary for the preservation of public health and safety, and for the preservation of the health of Village employees. Specifically, and without limitation of the foregoing, the Village Manager is authorized to implement alternative staffing protocols, procedures, and shifts for the Village Police Department.
3. *Cooperation with Other Government Agencies.* I direct all Village officials and employees to take all practicable steps to coordinate the Village's resources and emergency operations with the State of Illinois, the County of Lake, and other local governments in and around the Village, to best utilize resources of all agencies in the area for the preparation for, response to, and recovery from, the COVID-19 pandemic.
4. *Enforcement of Executive Orders.* I direct all law enforcement officers to enforce the terms and conditions prescribed in the Executive Orders issued by the Governor which relate to the State's efforts to limit the spread of the COVID-19 disease.
5. *Liquor Commissioner.* Under my authority as the Local Liquor Commissioner, I hereby declare that any bar or restaurant which violates the Executive Order which prohibits service of food or beverage for on-site consumption shall be subject to an immediate suspension of their liquor license for a period of one week. Furthermore, all liquor licenses which are normally limited to on-site consumption are hereby temporarily amended to permit the sale of alcoholic beverages in the unopened, original container for off-site consumption, provided such sale occurs in relation to the service of whole meals. Nothing herein is intended to affect the application of the requirements imposed by the State Liquor Control Commission.
6. *Plan of Succession.* Provisions in the Village of Lincolnshire Emergency Operation Plan shall provide the direction and control of the Village's response to the COVID-19 Pandemic.
7. *Ability to Cease Utility Late Fees/ Water Shut-Offs.* I order that the Village Manager be granted the authority to cease water and/or sewer service shut-offs or cease application of utility late fees that may accrue as a result of delays in payment that may impact a utility customer's ability to make payment in a timely matter.
8. *Payment of Bills to be Ratified at Next Available Board Meeting.* In the event the Village Board may not hold its regularly scheduled meetings, I order that the Village may process all wages and accounts payable that are not inconsistent with the Village Appropriation Ordinance. Such payments will be ratified at the next regularly scheduled Village Board meeting.
9. *Essential Village Meetings.* I direct the Village Manager or his designee to work with the chairperson of each respective advisory Board to determine whether upcoming Zoning Board, Architectural Review Board, Police Pension Board, and Park Board meetings should be cancelled in response to the COVID-19 pandemic.

Pursuant to the authority vested in me pursuant to Section 1-5-1 of the Village Code, I reserve the right to issue additional emergency regulations and orders in furtherance of this Declaration. Notice of any additional regulations and orders will be provided to the Village Clerk, posted on the Village website, and otherwise provided to the general public as quickly as practicable.

**Effective Date and Period of Emergency**

This Declaration shall take effect immediately, and shall expire automatically upon the first to occur of: (i) the adjournment of the next regular or special meeting of the corporate authorities of the Village; and (ii) the date that is seven days after the date of this Declaration; provided, however, that corporate authorities, in their discretion, may extend the duration of this Declaration by a majority vote at any regular, special, or emergency meeting of the corporate authorities.

Signed and sealed with the official seal of the Village of Lincolnshire on this 17<sup>th</sup> day of March, 2020.

By:

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Elizabeth J. Brandt  
Mayor  
Village of Lincolnshire

**EXHIBIT B**

**MAYOR'S EXECUTIVE ORDER 2020-5**

***[SEE ATTACHED]***

**MAYOR'S EXECUTIVE ORDER 2020-5**

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, May 11, 2020, and June 8, 2020.

- I. Amendment to Executive Order 2020-1, Section 2 – Resumption of Solicitor Permit**  
**Issuance:** The Police Department shall be allowed to issue permits for door-to-door solicitation activity in accordance with Title 3, Chapter 5 of the Lincolnshire Village Code, as amended, while the Declaration of Emergency is in effect, so long as the Village of Lincolnshire is within Phase 4 or beyond of the Restore Illinois Plan. All fees and required documentation shall be collected for these permits.
- II. Amendment to Executive Order 2020-1, Section 3 – Resumption of Temporary Event Permit**  
**Issuance:** The Community & Economic Development Department shall be allowed to issue permits for temporary events in accordance with Title 6, Chapter 3 of the Lincolnshire Village Code, as amended, while the Declaration of Emergency is in effect, so long as the Village of Lincolnshire is within Phase 4 or beyond of the Restore Illinois Plan, and applicants abide by the respective guidelines of the Restore Illinois Plan for their respective event type. All fees and required documentation shall be collected for these permits only if the event is not specifically addressed by the regulations pertaining to other temporary events as set forth in Executive Order 2020-2, Section IV, and Executive Order 2020-4.
- III. Amendment to Executive Order 2020-2, Section II – Resumption of Picnic Permit, Block Party Permit, and Garage Sale Permit Issuance:** The Public Works Department and Community & Economic Development Departments shall be allowed to issue permits for picnics, block parties, and garage sales in accordance with the Lincolnshire Village Code, as amended, while the Declaration of Emergency is in effect, so long as the Village of Lincolnshire is within Phase 4 or beyond of the Restore Illinois Plan, and applicants abide by the respective guidelines of the Restore Illinois Plan for his/her respective event type. All fees and required documentation shall be collected for these permits.

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.

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Elizabeth J. Brandt  
Mayor  
Village of Lincolnshire



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

July 9, 2020

President  
Illinois FOP Labor Council – Lincolnshire Local  
One Olde Half Day Road  
Lincolnshire, Illinois 60069

RE: Exercise of Management Rights during COVID-19 Pandemic

Dear Officers:

This letter addresses the Village's exercise of management rights under Article VIII of the current Collective Bargaining Agreement during the course of the COVID-19 pandemic and resulting public health emergency.

As you are aware, the Mayor declared and the Village Board has approved and extended a Local Declaration of a State of Emergency under the authority granted in the Illinois Emergency Management Agency Act, the Illinois Municipal Code and the Village Code. The Local Declaration of a State of Emergency will be reconsidered at the Village Board meeting on Monday, July 13, 2020, and I expect the Village Board will extend it for at least another month. Based on the Local Declaration of a State of Emergency, the Village has exercised the rights and authority described in Article VIII, as set forth specifically below:

If, in the sole discretion of the Mayor, Chief of Police or Village Manager, it is determined that extreme civil emergency conditions exist, including but not limited to riots, chemical spills, plane crashes, civil disorders, tornado conditions, floods, or other similar catastrophes, the provisions of this Agreement may be suspended by the Mayor, Chief of Police or the Village Manager during the time of the declared emergency, provided that wage rate and monetary fringe benefits shall not be suspended. Should an emergency arise, the Village Manager or his designee shall advise the President of the Labor Council or the next highest officer of the Labor Council of the nature of the emergency. The Village Manager or his designee shall follow up said advice in writing as soon thereafter as practicable and shall forward said written notice to the President of the Labor Council.

Recently, I had the opportunity to evaluate community health, the health and fitness of the Department's officers, the general operation of the Police Department and other factors germane to the efficient and effective provision of police services to the community. Based on my evaluation, I am exercising my discretion to temporarily withdraw the application of the aforementioned provision and operate the Department under the normal terms and conditions of the Agreement.

My decision is subject to change at any time. My decision should not be construed as a waiver of the Village's authority to exercise its management rights to the fullest extent permitted by the Agreement. If conditions in the State, county or community, or within the Department, deteriorate due to the impacts of the COVID-19 pandemic, and the Village's Local Declaration of a State of Emergency remains in effect, I may deliver notice to the Labor Council of my intent to exercise the emergency powers described above.

I know we share the hope that our efforts to "bend the curve" and thwart the spread of COVID-19 will continue to be effective. Our adherence to the Department's health and safety practices and our exercise

## DOCUMENT 2

of personal responsibility away from work have allowed me to make today's decision. However, just because we are no longer operating under emergency conditions we should still comply with the guidelines published by the CDC, IDPH and the Village and avoid becoming complacent.

As always, my door is open if you have any questions or concerns.

With warmest regards,

Joseph Leonas  
Chief of Police

cc: Brad Burke, Village Manager



**ITEM SUMMARY**

<b>Reviewing Body / Meeting Date:</b>	<b>Regular Village Board Meeting</b>
<b>Subject:</b>	Village of Lincolnshire SCADA system improvements
<b>Action Requested (Address – Petitioner):</b>	Approval of a Professional Service Contract with Concentric Integration, Inc. for installation of Supervisory, Control and Data Acquisition (SCADA) system improvements at a Cost not to Exceed \$206,700.00 (Village of Lincolnshire)
<b>Prepared By:</b>	Maxwell Geib, Utilities Superintendent
<b>Staff Recommendation:</b>	Consideration and Approval
<b>Budgeted Amount:</b>	\$260,000 (2024 – 10 -Year Capital Plan)
<b>Actual Amount:</b>	\$206,700 (2020)
<b>Level of Service Impact:</b>	Address Operating Deficiencies and Improve Existing Utility System
<b>Meeting History:</b>	June 22, 2020 – Committee of the Whole Initial Consideration and Discussion  June 29, 2029 – Special Committee of the Whole Discussion during Presentation of the 10 Year Capital Plan
<b><u>Tentative Meeting Schedule:</u></b>	July 13, 2020 Regular Village Board Meeting – Contract Approval
<b>Reports / Documents Attached:</b>	1) SCADA System Improvement Background information from the June 22, 2020 COW

**Request Summary**

Approval of SCADA (supervisory, control and data acquisition system) improvements contract with Concentric Integration, Inc. to install updates the Villages SCADA system in the not to exceed amount of \$206,700.00.

**Project Description**

See attached memo for information that was discussed at the June 22, 2020 Committee of the Whole meeting. The 5 year financial forecast that was presented at the June 29, 2020 Special Committee of the Whole meeting reflected expending \$260,000 in 2024 for this project along with the other recommended improvements in the 10 year capital improvement plan.

ComEd is still working on analyzing the Village’s project for the true amount of potential savings that could be anticipated on the Village’s electric bill. In 2019, the Village spent \$69,413.52 on electricity at the east and west side reservoirs. The installation of these improvements would allow the Village to potentially schedule pumping operations when energy costs are lower (this varies based on system demand). One example staff received from a pump manufacturer indicated a potential 13% savings which would have resulted in a savings of approximately \$9,000 in annual energy costs for the Village in 2019.

**Budget Impact**

The SCADA system replacement is reflected in the 10-Year Capital Plan for 2024, staff proposes moving the project to this year. The next SCADA replacement would then not take place until at least 2030.



**Level of Service Impact**

Improvement of existing system

**Approval Process**

Consideration and approval at the July 13, 2020 Regular Village Board meeting.

**Staff Recommendation / Next Steps**

If we move forward with this proposal, the Village would enter into an agreement with Concentric to provide these services which would include bidding out aspects of the project that are required to be performed by subcontractors. The work is anticipated to be complete by the end of the year.

Staff recommends approval of an agreement with Concentric Integration, Inc. to complete the work.



**ITEM SUMMARY**

<b>Reviewing Body / Meeting Date:</b>	Committee of the Whole
<b>Subject:</b>	Village of Lincolnshire SCADA system improvements
<b>Action Requested (Address – Petitioner):</b>	Approval of a Professional Service Contract with Concentric Integration, Inc. for installation of Supervisory, Control and Data Acquisition (SCADA) system improvements at a Cost not to Exceed \$206,700.00 (Village of Lincolnshire)
<b>Prepared By:</b>	Maxwell Geib, Utilities Superintendent
<b>Staff Recommendation:</b>	Consideration and Approval
<b>Budgeted Amount:</b>	\$260,000 (2024 – 10 -Year Capital Plan)
<b>Actual Amount:</b>	\$206,700 (2020)
<b>Level of Service Impact:</b>	Address Operating Deficiencies and Improve Existing Utility System
<b>Meeting History:</b>	N/A
<b><u>Tentative Meeting Schedule:</u></b>	June 22, 2020 – Committee of the Whole Initial Consideration July 13, 2020 Regular Village Board Meeting – Contract Approval
<b>Reports / Documents Attached:</b>	1) N/A

**Request Summary**

Approval of SCADA (supervisory, control and data acquisition system) improvements contract with Concentric Integration, Inc. to install updates the Villages SCADA system in the not to exceed amount of \$206,700.00.

**Project Description**

The Village’s SCADA system is used to monitor and control sewer and water systems at all sanitary sewer lift and water pumping stations around the clock. The SCADA system also provides for remote monitoring during non working hours. The SCADA system is connected to all stations through a variety of antennas, telemetry, and cables that respond to the main system sever located at the eastside reservoir. The SCADA system reports real time data of each station operations. When a problem occurs at one of these stations, Utility Division personnel receive a phone call as well and email alert of the issue. The SCADA system provides staff the ability to establish set points for different stations to adjust operations based on system demands, pressure, and flow. Data from the SCADA system is recorded to help generate mandated reports, schedule maintenance, pinpoint issues, monitor demand, and provide accurate customer service.

Currently, the Utilities Division is operating and maintaining an outdated SCADA system that is difficult to navigate and not user friendly. When a problem occurs staff can view the problem but are limited in making a change to help relieve the problem from a short term perspective remotely while developing a long term solution. When a problem occurs, Utility staff routinely have to physically respond to a station where the problem is occurring and make the changes to relieve the problem. This results in more time and energy spent on problems that occur in the system, increases staff call back time, and can drive overtime expenses. Today’s SCADA system technologies permit Utility Division staff the ability to address problems quickly from remote locations without delay and the required staff time to be physically present on site. The SCADA system has an older operator interface, reporting system, monitoring



system(tank/reservoir levels), pump drives and connectivity between stations. Staff recommends the SCADA system be updated now versus waiting until 2024 as identified in the Village's 10-Year Capital Plan. Taking action to address system deficiencies now will improve service levels, increase efficiencies and provide greater confidence in overall system administration, given the SCADA system is the heart beat and brains of the Village's water and sewer systems.

Staff recommends the following SCADA system improvements: new operator interfaces; new cellular antennas; private Verizon network; new reporting software; new transducer equipment; new generator maintenance schedules; and new variable frequency drives for pumps at the west side reservoir. The operator interfaces allows water operators the most control over the system; including ability to view pump status, trends, alarms, set points, temperatures, chlorine levels, system pressure and much more. New cellular antennas and a private network will allow the system the highest level of connectivity, along with increased cyber security. The reporting software upgrade is key in the process of generating monthly, quarterly, and yearly reports for federal, state and local agencies to maintain water system compliance. The new transducer equipment proposed are devices that monitor tank levels at both water reservoirs and main sanitary lift station (Londonderry). Monitoring these tank level is vital to the operation of the Village's water system as it communicates back to the Village's water supplier (City of Highland Park) and in turn tells them how much water to produce and deliver to the Village.

New generator maintenance schedules allow all critical station backup generators to run every month on a staggered rotation to ensure proper operation at times of emergency. The installation of variable frequency drives at the west side reservoir allow staff to take advantage of prime pumping hours, respond to demand and emergencies and water turn over as opposed to just having the pumps on or off at certain times because that is the only option currently available. All of the proposed improvements interact with each other as one system. Also included in the project recommendation is an emergency bypass at the eastside station, which addresses the issue of losing communication with the City of Highland Park. A loss of communication with Highland Park has the potential to ultimately cause system pressure to fall. The resolution for this is to override control of the incoming valve at the time of a communication fail, with the City of Highland Park, and continue to receive water from them until the communication issue is fixed. This improvement is critical to the success and resiliency of the system and will help eliminate the potential for Village-wide boil orders due to system pressure loss.

The Utilities Division currently uses Concentric Integration for 90% of our SCADA system needs and maintenance. Concentric and the Village of Lincolnshire have an exclusive relationship, as they are the sole company to provide design, implementation and maintenance of SCADA system improvements. Concentric was involved in the custom design and implementation of the Village's SCADA system in the 1990's. Concentric has a high level of knowledge and understanding of Lincolnshire's system and needs. Staff recommends continuing this relationship for such a critical piece of the Village's water distribution and sanitary sewer service system needs.

If the proposed improvements are approved, these changes would drastically decrease the amount of call outs by the Village to the SCADA system consultant, Concentric, at a cost of \$160/hr. Additionally, Utility Division staff would see a reduction in overtime costs incurred. Over the last 5 years, approximately 2,700 hours in overtime has been paid, and 75% of Utility Division calls for service are due to communications issues that could be solved remotely should the recommended improvements be implemented.

There are also substantial energy savings with ComEd associated with the proposed improvements as the system would run and operate more efficiently. ComEd is currently performing a detailed analysis of the potential savings and rebates that may be available for installing more energy efficient equipment.



By implementing the recommended improvements, the Village would transition to an operating system with current technology.

In the 10 Year CIP budget, a SCADA system update is included within the next five years. Due to recent activity and lack of control with our current SCADA system, staff recommends moving planned improvements forward to this year, 2020, as opposed to waiting until 2024 when the current Capital Plan calls for a \$260,000 system replacement. This would also eliminate the need for the \$35,000 East Side Reservoir Emergency Bypass Project identified for 2021 in the 10-Year Capital Plan. In 2019, the Village replaced the SCADA sever at the eastside station at a cost of \$27,023 due to a failure of the computer hardware. Improving the SCADA system would allow the Village to better operate and maintain the Village's sewer and water system for several years. Lastly, with the postponement of the crosstown watermain project in the current year, staff has the capacity in the current fiscal year to implement the recommended SCADA system improvements. Implementing the improvements now will also provide Utilities Division staff improved ability to manage, monitor, and gain control over the water and sewer system when the crosstown water main projects are under construction in future years.

**Budget Impact**

The SCADA system replacement is reflected in the 10-Year Capital Plan for 2024, staff proposes moving the project to this year. The next SCADA replacement would then not take place until at least 2030.

**SUMMARY  
PROPOSED SCADA IMPROVEMENTS**

<i>PROJECT</i>	<i>COMMENTS</i>	<i>COST</i>
REPLACE FUSION CELLULAR RADIOS AND SWITCH TO PRIVATE VERIZON NETWORK	THIS WORK IS BEST DONE AT THE SAME TIME	\$24,700
EMERGENCY BYPASS AT EAST SIDE RESEVIOR (ESR)	INSTALL COMMUNICATION AND PROCESS CONTROLS TO OVERRIDE INTAKE VALVE AT ESR	\$4,000
NEW OPERATOR INTERFACE	THIS IMPROVEMENT GIVES THE UTILITY STAFF THE ABILITY TO OPERATE AND MAINTAIN THE SEWER AND WATER SYSTEM MORE EFFICIENTLY	\$15,800
REDEVELOP OIT GRAPHICS AT WESTSIDE RESERVIOR (WSR)	THIS IS TO MATCH THE OTHER OPERATOR INTERFACES	\$11,100
UPDATE REPORTING	THIS IMPROVEMENT WILL ALLOW THE UTILITIES DIVISION TO PIN POINT ISSUES AND TRACK SYSTEM OPERATION, AS WELL AS REPORT TO FEDERAL AGENCIES.	\$13,600
INSTALL NEW TRANSDUCERS AT ESR	THIS IMPROVEMENT ALLOWS US TO TRACK AND MONITOR REAL TIME TANK LEVELS	\$16,200
INSTALL NEW TRANSDUCER AT WSR	THIS IMPROVEMENT ALLOWS US TO TRACK AND MONITOR REAL TIME TANK LEVELS	\$10,300
INSTALL NEW TRANSDUCER AT LONDONDERRY	THIS IMPROVEMENT ALLOWS US TO TRACK AND MONITOR REAL TIME TANK LEVELS	\$9,400



REPLACE VHF RADIOS WITH CELLULAR AT LONDONDERRY, WSR, INDIAN CREEK	THIS IMPROVEMENT ALLOWS US TO HAVE ALL THE SAME TYPE OF ANTENNA AND CONNECTIVITY FOR MAINTENANCE	\$14,800
AUTOMATIC GENERATOR RUN TIMES	THIS IMPROVEMENT ALLOWS US TO CUT DOWN ON PHYSICAL REQUIREMENT OF STATION CHECKS AND ENSURES OPERATION DURING TIMES OF POWER OUTAGE	\$4,000
RECORD SUBSTATION FLOWS	THIS HELPS US WITH THE SANITARY REPORTS(COMM)	\$4,000
INSTALL VFDs AT WSR	THIS IMPROVEMENT ALLOWS US TO SET OUR WATER STATIONS TO RUN AND PUMP WATER ONLY WHEN NEEDED. THIS LETS US BECOME MORE EFFICIENT IN ENERGY USE AND OVERALL SAVINGS.	\$78,800
<b>TOTAL</b>		<b>\$206,700</b>

Below is a table explaining what our annual costs to run these systems.

**ANNUAL COST OF SERVICES (already included in the Utility Division Operating Budget)**

Item	Est. Annual Cost
Verizon Cell Service (\$25/month x 8 sites)	\$ 2,400
Cisco Wireless Routers Support (Qty 8 at remote sites)	\$ 1,760
Cisco ISR Router Support (at ESR for Verizon private link)	\$ 350
GE iFix software support	\$ 2,500
Win911 software support	\$ 560
Backup software support	\$ 50
Concentric Proactive Service (Server patching, software updates, panel maintenance, etc.)	\$12,000
Concentric T&M Service (Break/Fix)	\$6,000
<b>TOTAL</b>	<b>\$ 25,620</b>

**Level of Service Impact**



Improvement of existing system

**Approval Process**

Consideration and discussion at the June 22, 2020 Committee of the Whole, then approval at the July 13, 2020 Regular Village Board meeting.

**Staff Recommendation / Next Steps**

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