



# VILLAGE OF LINCOLNSHIRE

## AGENDA REGULAR VILLAGE BOARD Village Hall – Board Room Monday, July 27, 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/822877093>.
- Listen live via phone 646-749-3122 (access code 822-877-093).
- 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 27, 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 27, 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

3.31 Revenues and Expenditures for the Month of June, 2020

3.4 Village Manager's Report

### **4.0 PAYMENT OF BILLS**

4.1 Bills Presented for Payment on July 27, 2020 in the amount of \$636,740.09

### **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 13, 2020 Regular Village Board Meeting Minutes

6.2 Approval of June 13, 2020 Committee of the Whole Meeting Minutes

6.3 Approval of a Contract with H. Linden & Sons Sewer and Water of Plano, IL at a Cost not to Exceed \$127,278.00 for the Lincolnshire Drive Stand Pipe and Outflow Drainage Improvements (Village of Lincolnshire)

6.4 Approval of a Joint Purchasing Agreement with Al Warren Oil Company, Inc., Hammond, Indiana for the Purchase of Gasoline and Diesel Fuel (Village of Lincolnshire)

6.5 Approval of a Contract with G. Fischer Commercial Construction at a Cost not to Exceed \$159,000.00 for Brick Repairs at Village Hall (Village of Lincolnshire)

6.6 Approval of a Supplement to an Existing Professional Service Agreement with Kluber Architects & Engineers in the Amount of \$5,950 for Tuckpointing Design, Bidding, and Construction Administration Service (Village of Lincolnshire)

6.7 Approval of a Professional Service Contract with Strand Engineering for Design and Bid Specification Preparation of Tank Mixers and Air Ventilation System at a Cost not to Exceed \$24,950.00 (Village of Lincolnshire)

6.8 Approval of a Professional Service Contract with HR Green for the Development of an Emergency Response Plan and Completion of a Risk Resilience Assessment at a Cost not to Exceed \$38,220.00 (Village of Lincolnshire)

- Lincolnshire)
- 6.9 Approval of an of an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code to Create one Class "B-1" Restaurant-Mixed Retail – Full Liquor License (Fat Rosie's Lincolnshire, LLC – Fat Rosie's Taco and Tequila Bar – 940 Milwaukee Avenue)
  - 6.10 Approval of an Ordinance Amending Title 10 (Motor Vehicles & Traffic), Chapter 1 (Enforcement Of Traffic Regulations) and Chapter 2 (Overweight and/or Over-Dimension Vehicles in Traffic) of the Lincolnshire Village Code (Village of Lincolnshire)
  - 6.11 Approval of an Ordinance Amending Title 1 (Administration), Chapter 17 (Comprehensive Fine/Penalty Schedule), Section 11 (Motor Vehicles and Traffic) of the Lincolnshire Village Code Related to the Establishment of Fines and Penalties (Village of Lincolnshire)
  - 6.12 Approval of an Ordinance Amending Title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule), Section 10 (Motor Vehicles And Traffic) of the Lincolnshire Village Code Related to the Establishment of Fees and Charges for Service (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 Intergovernmental Agreement CARES Act (Village of Lincolnshire – Waiver of First Reading)

7.22 Approval of Resolution Adopting Rules of Procedure for Virtual Public Hearings (Village of Lincolnshire – Waiver of First Reading)

### **7.3 Public Works**

### **7.4 Police**

### **7.5 Parks and Recreation**

### **7.6 Judiciary and Personnel**

## **8.0 REPORTS OF SPECIAL COMMITTEES**

## **9.0 UNFINISHED BUSINESS**

## **10.0 NEW BUSINESS**

## **11.0 EXECUTIVE SESSION (None)**

## **12.0 ADJOURNMENT**

*Reasonable accommodations/auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847-883-8600) 48 hours in advance if you need special accommodations to attend. Regular Village Board Meetings will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.*



**Revenue and Expense Budget Summary**

Period Ending: 06/30/2020  
Fiscal Year: 2020

	2019 Year-To-Date			2020 Year-To-Date		
	Revenue	Expense	OVER/(UNDER)	REVENUE	EXPENSE	OVER/(UNDER)
<b>GENERAL FUND</b>						
Revenue	6,218,545			5,601,012		
Administration		158,332			181,724	
Finance		178,560			180,373	
Police		1,682,460			1,708,326	
Community & Economic Dev.		466,142			380,737	
Insurance / Common		827,081			920,170	
PW: Administration		147,516			122,580	
PW: Streets & Storm Water		575,703			577,118	
PW: Forestry & Parks		620,263			589,898	
PW: Facilities		105,799			87,433	
Debt & Transfers		-			-	
<b>TOTAL GENERAL FUND</b>	<b>\$ 6,218,545</b>	<b>\$ 4,761,855</b>	<b>\$ 1,456,690</b>	<b>\$ 5,601,012</b>	<b>\$ 4,748,359</b>	<b>\$ 852,654</b>
<b>ENTERPRISE FUNDS</b>						
Water & Sanitary Sewer Revenue	2,192,995			2,093,479		
Water & Sanitary Sewer Administration		676,959			507,970	
Water & Sanitary Sewer Operating		1,705,167			1,751,825	
Water & Sanitary Sewer Improvements	639,722	401,574		228,977	69,564	
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 2,832,717</b>	<b>\$ 2,783,700</b>	<b>\$ 49,017</b>	<b>\$ 2,322,456</b>	<b>\$ 2,329,359</b>	<b>\$ (6,902)</b>
<b>NON-OPERATING FUNDS</b>						
Motor Fuel Tax	90,937	-	90,937	224,680	-	224,680
Fraud Alcohol Drug Enforcement	4,779	1,887	2,892	2,144	78	2,066
Vehicle Maintenance	240,855	264,854	(23,999)	254,525	247,850	6,675
Park Development	635,060	-	635,060	91,655	-	91,655
General Capital	-	378,753	(378,753)	26,475	1,131,192	(1,104,717)
<b>TOTAL NON-OPERATING FUNDS</b>	<b>\$ 971,632</b>	<b>\$ 645,494</b>	<b>\$ 326,137</b>	<b>\$ 599,479</b>	<b>\$ 1,379,120</b>	<b>\$ (779,641)</b>
<b>TRUST FUNDS</b>						
Police Pension Fund**	3,110,804	797,211	2,313,593	(712,438)	595,324	(1,307,762)
Sedgebrook SSA	595,695	805,726	(210,031)	580,017	817,256	(237,239)
<b>TOTAL TRUST FUNDS</b>	<b>\$ 3,706,500</b>	<b>\$ 1,602,937</b>	<b>\$ 2,103,562</b>	<b>\$ (132,421)</b>	<b>\$ 1,412,580</b>	<b>\$ (1,545,001)</b>

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



VILLAGE OF  
**LINCOLNSHIRE**

**Revenues and Expenses by Fund**

Period Ending **06/30/2020**  
Percent of Fiscal Year Complete **50.0%**

	Annual Budget	Year-to-Date	% Used	Significant Facts
<b>GENERAL FUND</b>				
<b>REVENUES</b>				
Taxes	11,001,000	4,832,493	43.9%	Sales Tax % of Budget 54.8% Local HR Sales Tax % of Budget 54.6% Food & Beverage % of Budget 32.6% Room & Admission % of Budget 28.7% Real Estate Transfer % of Budget 116.4%
Licenses & Fees	814,050	301,050	37.0%	Building Permit Fee Revenue \$92,714 Bldg Permits % of Licenses & Fees 30.8%
Fines & Forfeitures	234,000	95,354	40.7%	
Allotments, Grants & Reimbursements	458,000	191,783	41.9%	
Miscellaneous	87,300	14,418	16.5%	
Other Income	240,000	165,914	69.1%	03/15/20: Fed lowers rate to 0 to 1/4 percent
<b>TOTAL REVENUES</b>	<b>\$ 12,834,350</b>	<b>\$ 5,601,012</b>	<b>43.6%</b>	
<b>EXPENSES</b>				
Personnel Expenses	339,890	167,112	49.2%	
Contractual Services	3,200	-	0.0%	
Other Charges	32,100	14,612	45.5%	
<b>Administration</b>	<b>375,190</b>	<b>181,724</b>	<b>48.4%</b>	
Personnel Expenses	325,220	159,603	49.1%	
Contractual Services	22,590	20,462	90.6%	
Other Charges	4,400	308	7.0%	
<b>Finance</b>	<b>352,210</b>	<b>180,373</b>	<b>51.2%</b>	
Personnel Expenses	4,045,400	1,499,652	37.1%	
Contractual Services	163,960	71,402	43.5%	
Commodities	45,300	14,796	32.7%	
Other Charges	120,390	33,397	27.7%	
Transfers Out	178,160	89,080	50.0%	
<b>Police</b>	<b>4,553,210</b>	<b>1,708,326</b>	<b>37.5%</b>	
Personnel Expenses	509,730	254,488	49.9%	
Contractual Services	191,450	45,459	23.7%	
Other Charges	550,470	78,245	14.2%	
Transfers Out	5,090	2,545	50.0%	
<b>Community &amp; Economic Dev.</b>	<b>1,256,740</b>	<b>380,737</b>	<b>30.3%</b>	
Contractual Services	1,557,970	915,409	58.8%	
Commodities	13,000	3,356	25.8%	
Other Charges	70,000	1,405	2.0%	
<b>Insurance &amp; Common</b>	<b>1,640,970</b>	<b>920,170</b>	<b>56.1%</b>	
<b>Public Works</b>				
Personnel Expenses	222,200	109,538	49.3%	
Contractual Services	41,500	6,243	15.0%	
Other Charges	13,130	6,799	51.8%	
<b>Admin</b>	<b>276,830</b>	<b>122,580</b>	<b>44.3%</b>	
Personnel Expenses	600,100	282,488	47.1%	
Contractual Services	496,500	143,253	28.9%	
Commodities	112,800	67,592	59.9%	
Other Charges	15,830	7,425	46.9%	
Transfers Out	152,720	76,360	50.0%	
<b>Streets</b>	<b>1,377,950</b>	<b>577,118</b>	<b>41.9%</b>	
Personnel Expenses	608,400	258,113	42.4%	
Contractual Services	679,080	252,277	37.1%	Includes Insurance Covered Exp
Commodities	51,500	14,817	28.8%	
Other Charges	13,230	6,151	46.5%	
Transfers Out	117,080	58,540	50.0%	
<b>Parks &amp; Open Space</b>	<b>1,469,290</b>	<b>589,898</b>	<b>40.1%</b>	

	Annual Budget	Year-to-Date	% Used	Significant Facts
Contractual Services	139,520	74,591	53.5%	
Commodities	19,000	9,802	51.6%	
Other Charges	3,000	496	16.5%	
Transfers Out	5,090	2,545	50.0%	
<b>Buildings &amp; Grounds</b>	<b>166,610</b>	<b>87,433</b>	<b>52.5%</b>	
Transfers Out	1,326,180	-	0.0%	
<b>Debt &amp; Transfers</b>	<b>1,326,180</b>	<b>-</b>	<b>0.0%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 12,795,180</b>	<b>\$ 4,748,359</b>	<b>37.1%</b>	
<b><u>WATER &amp; SEWER FUND</u></b>				
<b><u>REVENUES</u></b>				
Licenses & Fees	5,243,300	2,087,020	39.8%	
Miscellaneous Revenue	12,000	5,373	44.8%	
Other Income	5,000	1,087	21.7%	03/15/20: Fed lowers rate to 0 to 1/4 percent
<b>TOTAL REVENUES</b>	<b>\$ 5,260,300</b>	<b>\$ 2,093,479</b>	<b>39.8%</b>	
<b><u>EXPENSES</u></b>				
Personnel Expenses	274,060	135,170	49.3%	
Contractual Services	245,830	167,032	67.9%	
Commodities	1,440	373	25.9%	
Other Charges	2,320	1,163	50.1%	
Other Expenses	-	2	0.0%	
Transfers Out	408,460	204,230	50.0%	
<b>Administration</b>	<b>932,110</b>	<b>507,970</b>	<b>54.5%</b>	
Personnel Expenses	565,200	298,515	52.8%	
Contractual Services	3,590,930	1,395,136	38.9%	
Commodities	27,950	16,366	58.6%	
Other Charges	34,550	16,353	47.3%	
Transfers Out	50,910	25,455	50.0%	
<b>Operating</b>	<b>4,269,540</b>	<b>1,751,825</b>	<b>41.0%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 5,201,650</b>	<b>\$ 2,259,795</b>	<b>43.4%</b>	
<b><u>WATER &amp; SEWER IMPROVEMENT FUND</u></b>				
<b><u>REVENUES</u></b>				
Licenses & Fees	200,000	23,499	11.7%	
Miscellaneous Revenue	-	-	0.0%	
Other Income	7,000	1,248	17.8%	03/15/20: Fed lowers rate to 0 to 1/4 percent
Transfers	2,940,710	204,230	6.9%	
<b>TOTAL REVENUES</b>	<b>\$ 3,147,710</b>	<b>\$ 228,977</b>	<b>7.3%</b>	
<b><u>EXPENSES</u></b>				
Capital Outlay	3,138,000	69,564	2.2%	
<b>TOTAL EXPENSES</b>	<b>\$ 3,138,000</b>	<b>\$ 69,564</b>	<b>2.2%</b>	
<b><u>MOTOR FUEL TAX FUND</u></b>				
<b><u>REVENUES</u></b>				
Allotments, Grants & Reimbursements	184,000	224,351	121.9%	03/21/20: Stay-at-home order = fuel purchase
Other Income	1,000	329	32.9%	03/15/20: Fed lowers rate to 0 to 1/4 percent
<b>TOTAL REVENUES</b>	<b>\$ 185,000</b>	<b>\$ 224,680</b>	<b>121.4%</b>	
<b><u>EXPENSES</u></b>				
Capital Projects	-	-	0.0%	
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
<b><u>FRAUD, ALCOHOL &amp; DRUG ENFORCEMENT FUND</u></b>				
<b><u>REVENUES</u></b>				
Other Income	-	2,144	0.0%	
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 2,144</b>	<b>0.0%</b>	
<b><u>EXPENSES</u></b>				
Other Charges	11,990	78	0.7%	
Transfers	50,000	-	0.0%	
<b>TOTAL EXPENSES</b>	<b>\$ 61,990</b>	<b>\$ 78</b>	<b>0.1%</b>	

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

**REVENUES**

Transfers	509,050	254,525	50.0%
<b>TOTAL REVENUES</b>	<b>\$ 509,050</b>	<b>\$ 254,525</b>	<b>50.0%</b>

**EXPENSES**

Personnel Expenses	203,100	97,662	48.1%
Contractual Services	162,400	83,568	51.5%
Commodities	134,800	63,417	47.0%
Other Charges	8,750	3,203	36.6%
<b>TOTAL EXPENSES</b>	<b>\$ 509,050</b>	<b>\$ 247,850</b>	<b>48.7%</b>

**PARK DEVELOPMENT FUND**

**REVENUES**

Other Income	178,170	91,655	51.4%
<b>TOTAL REVENUES</b>	<b>\$ 178,170</b>	<b>\$ 91,655</b>	<b>51.4%</b>

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

**EXPENSES**

Other Charges	-	-	0.0%
Transfers	1,044,000	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 1,044,000</b>	<b>\$ -</b>	<b>0.0%</b>

**GENERAL CAPITAL**

**REVENUES**

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

**EXPENSES**

Facilities	797,500	147,514	18.5%
Equipment	144,500	111,180	76.9%
Furniture & Fixtures	-	-	0.0%
Storm Sewer & Water	520,000	59,808	11.5%
Parks	1,534,500	244,026	15.9%
Roadways	1,392,500	568,664	40.8%
Vehicles	150,000	-	0.0%
Miscellaneous Capital	7,500	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 4,546,500</b>	<b>\$ 1,131,192</b>	<b>24.9%</b>

**POLICE PENSION FUND\*\***

**REVENUES**

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

Property Taxes

Investment Income (03/15/20: Fed lowers rate)

**EXPENSES**

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

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

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

**SEDGEBROOK SSA**

**REVENUES**

Taxes	1,159,690	570,546	49.2%
Other Income	21,000	9,471	45.1%
<b>TOTAL REVENUES</b>	<b>\$ 1,180,690</b>	<b>\$ 580,017</b>	<b>49.1%</b>

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

**EXPENSES**

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



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

**AGENDA ITEM 4.1**

BILLS PRESENTED FOR PAYMENT  
07/27/2020

General Fund	\$	158,708.48
Water & Sewer Fund	\$	17,591.38
Motor Fuel Tax		
Water & Sewer Improvement Fund	\$	8,407.39
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	\$	9,831.07
Park Development Fund		
Sedgebrook SSA		
General Capital Fund	\$	442,201.77
<b>Grand Total</b>	<b>\$</b>	<b>636,740.09</b>

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Brad Burke, Village Manager

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: A T &amp; T</b>		
148060081-07/20	07/12 - 08/11/20 NP Internet Svc	67.58
TOTAL VENDOR A T & T		67.58
<b>VENDOR NAME: ABT ELECTRONICS</b>		
0627001IGHS	Refrigerator and Microwave for Squad Ro	1,914.00
TOTAL VENDOR ABT ELECTRONICS		1,914.00
<b>VENDOR NAME: ACCURATE DOCUMENT DESTRUCTION</b>		
5770583	6-11-20 Document Destruction	136.01
TOTAL VENDOR ACCURATE DOCUMENT DESTRU		136.01
<b>VENDOR NAME: ADOBE SYSTEMS INCORPORATED</b>		
2020-07	July 2020 Creative Cloud Suite	53.11
TOTAL VENDOR ADOBE SYSTEMS INCORPORATE		53.11
<b>VENDOR NAME: AEREX PEST CONTROL SERVICES, INC.</b>		
2345116	Pest Control Services - Public Works (July	55.00
2345127	Pest Control Services - Village Hall	55.00
TOTAL VENDOR AEREX PEST CONTROL SERVICE		110.00
<b>VENDOR NAME: ALLEGIANT FIRE PROTECTION LLC</b>		
018539	Fire Extingusher Maintenance - Village Ha	65.00
SO018363	Spring Lake Park Trouble Alarm	448.00
SO018401	North Park Concession Trouble Alarm	325.00
SO018402	NP Trouble Alarm	403.00
TOTAL VENDOR ALLEGIANT FIRE PROTECTION L		1,241.00
<b>VENDOR NAME: ALTORFER INDUSTRIES, INC.</b>		
PM600288417	Village Hall ATS Test	90.00
TOTAL VENDOR ALTORFER INDUSTRIES, INC.		90.00
<b>VENDOR NAME: AMAZON.COM</b>		
111328005168018	Leather Portfolio and (2) Wall Clocks	78.98
113120927088730	Plastic Pump Dispenser Bottles for Hand	15.89
111969612804602	Wall Chargers, Car Plugs & Cords for Wor	61.85
112557046619058	Door Sign for PW - 'PLEASE USE FRONT D	39.99
112277256321602	Door Sign for PW - 'PLEASE USE FRONT D	24.99
111-8005650-279	DVD & CD for Video Recordings	154.66
111-3952567-531	BEAST printer labels	178.59
refund_Door Dawg	Amazon Refund_Door Dogs Key Chain Ret	(143.80)
TOTAL VENDOR AMAZON.COM		411.15
<b>VENDOR NAME: AMERICAN VACTOR SERVICES</b>		
21441	Liftstation Wet Well Cleaning	6,100.00
TOTAL VENDOR AMERICAN VACTOR SERVICES		6,100.00
<b>VENDOR NAME: AMERICAN WELDING &amp; GAS, INC.</b>		
07201761	Gas Cyclinder Rental	119.83
TOTAL VENDOR AMERICAN WELDING & GAS, IN		119.83
<b>VENDOR NAME: ANCEL GLINK DIAMOND BUSH</b>		
76510A	BD Bond Escrow Attorney Fee_300 Olde	176.25
76510b	BD Bond Escrow Attorney Fee_23221 Indi	117.50
76510c	BD Bond Escrow_940 Milwaukee_Fat Rosi	293.75
76510d	BD Bond Escrow_195 Milwaukee_Bank of	58.75
316592-2020-06	June 2020 Legal Fees	6,756.25

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: ANCEL GLINK DIAMOND BUSH</b>		
	TOTAL VENDOR ANCEL GLINK DIAMOND BUSH	7,402.50
<b>VENDOR NAME: ARLINGTON HEIGHTS FORD</b>		
898614	Truck 240 Suspension Parts	368.98
898620	Truck 231 Brake & Suspension Parts	843.41
898699	Squad Spark Plug Boots	77.40
	TOTAL VENDOR ARLINGTON HEIGHTS FORD	1,289.79
<b>VENDOR NAME: AYRES ASSOCIATES</b>		
187439	GIS Services - Orthophotograph Updates	1,500.00
	TOTAL VENDOR AYRES ASSOCIATES	1,500.00
<b>VENDOR NAME: AZAVAR</b>		
149763	Utility Tax Audit North Shore Gas back ta	3,342.73
	TOTAL VENDOR AZAVAR	3,342.73
<b>VENDOR NAME: BADE SUPPLY</b>		
37398	Bleach (COVID-19) & Paper Goods	245.70
37599	Paper Goods	152.50
	TOTAL VENDOR BADE SUPPLY	398.20
<b>VENDOR NAME: BAXTER &amp; WOODMAN INC.</b>		
0214499	2020 Street Resurfacing Program Design	5,537.24
	TOTAL VENDOR BAXTER & WOODMAN INC.	5,537.24
<b>VENDOR NAME: BENI STAR</b>		
08012020	August 2020 O65 medical premiums	1,023.04
	TOTAL VENDOR BENI STAR	1,023.04
<b>VENDOR NAME: BHFX DIGITAL IMAGING</b>		
370875	Plotter Base Charge (06/01/20 - 06/30/2	140.00
	TOTAL VENDOR BHFX DIGITAL IMAGING	140.00
<b>VENDOR NAME: BOLLINGER, LACH &amp; ASSOC</b>		
20373-1	Crosstown Watermain - Segment Design	4,929.56
	TOTAL VENDOR BOLLINGER, LACH & ASSOC	4,929.56
<b>VENDOR NAME: BOXCAST, INC.</b>		
393C818B-0002	Hardware & streaming for Village Board &	1,587.00
	TOTAL VENDOR BOXCAST, INC.	1,587.00
<b>VENDOR NAME: BUILDERS PAVING, LLC</b>		
1904302	2019 Street Improvements - Payment 2 -	15,132.37
	TOTAL VENDOR BUILDERS PAVING, LLC	15,132.37
<b>VENDOR NAME: CDW COMPUTER CENTERS</b>		
ZJN4222	BEAST Printer Ribbons	48.35
	TOTAL VENDOR CDW COMPUTER CENTERS	48.35
<b>VENDOR NAME: CENTRAL RESTURANT</b>		
32208393	Upright Hand Sanitizer Stands (Multiple V	691.56
32208395	Liquid Hand Sanitizer	424.89
	TOTAL VENDOR CENTRAL RESTURANT	1,116.45
<b>VENDOR NAME: CHRISTOPHER B BURKE ENGINEERING LTD</b>		
159394	Village Wide Drainage Study 5-31-20 to 6	1,073.56

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: CHRISTOPHER B BURKE ENGINEERING LTD</b>		
	TOTAL VENDOR CHRISTOPHER B BURKE ENGINE	1,073.56
<b>VENDOR NAME: CINTAS CORPORATION #47P</b>		
4056170747	Weekly Uniform Rental - Public Works	108.58
4055497900	Weekly Uniform Rental - Public Works	108.58
	TOTAL VENDOR CINTAS CORPORATION #47P	217.16
<b>VENDOR NAME: COMCAST CABLE</b>		
20_Jul_Aug 00023	Jul_Aug VH Cable Box #87711006300023	14.78
20_July_Aug_ 021	July_Aug VH Internet_877110063021137	50.33
	TOTAL VENDOR COMCAST CABLE	65.11
<b>VENDOR NAME: COMED</b>		
6123019023-07-2	Rate 25 Street Lighting 5-6-20 to 7-7-20	242.40
1475038068-07-2	Riverside Drive (2 Street Lights) 6-4-20 t	37.45
	TOTAL VENDOR COMED	279.85
<b>VENDOR NAME: CONSTELLATION NEWENERGY, INC.</b>		
17807275901	Electric supply SLP 6-1-20 to 6-30-20	89.54
17808882201	Electric supply NP 6-2-20 to 7-1-20	1,056.50
	TOTAL VENDOR CONSTELLATION NEWENERGY, I	1,146.04
<b>VENDOR NAME: CRAINS CHICAGO BUSIN</b>		
C9175714	2019 - 2020 Subscription	119.00
	TOTAL VENDOR CRAINS CHICAGO BUSIN	119.00
<b>VENDOR NAME: DELTA RENOVATIONS, INC</b>		
CD-REFUND-30 Es	BD Eng Bond Refund_30 Essex Lane_P19	2,500.00
	TOTAL VENDOR DELTA RENOVATIONS, INC	2,500.00
<b>VENDOR NAME: DOOR SYSTEMS</b>		
884678	PW South Door Repairs	2,612.70
	TOTAL VENDOR DOOR SYSTEMS	2,612.70
<b>VENDOR NAME: DOTGOV</b>		
2020	2020 Domain name	400.00
	TOTAL VENDOR DOTGOV	400.00
<b>VENDOR NAME: DROPBOX</b>		
2020	2020 Dropbox fees	119.88
	TOTAL VENDOR DROPBOX	119.88
<b>VENDOR NAME: DUSTCATCHERS &amp; A LOGO MAT INC</b>		
73046	Floor Mat Rental Service - Village Hall	14.00
73045	Floor Mat Rental Service = Public Works	59.50
	TOTAL VENDOR DUSTCATCHERS & A LOGO MAT	73.50
<b>VENDOR NAME: EPIC SPORTS.COM</b>		
4835003	Sales Tax Credit for Basketball Rims/Nets	(19.63)
06302020	Basetball Rims and Nets for Spring Lake P	333.68
	TOTAL VENDOR EPIC SPORTS.COM	314.05
<b>VENDOR NAME: ERNIE'S SHELL STATION</b>		
07012020	Remote Fueling Due to Parking Lot Projec	942.24
	<sup>11</sup> TOTAL VENDOR ERNIE'S SHELL STATION	942.24

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE  
INVOICE DUE DATES 07/14/2020 - 07/27/2020  
JOURNALIZED  
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: EXTRA SPACE STORAGE</b>		
1003660718-07-2	Various Events - July 2020 Storage Fee F	297.00
TOTAL VENDOR EXTRA SPACE STORAGE		297.00
<b>VENDOR NAME: FEDEX</b>		
706025472	PD Shipment - Case Report for States Att	41.62
TOTAL VENDOR FEDEX		41.62
<b>VENDOR NAME: FIRST MIDWEST BANK</b>		
0630	06 2020 Lockbox Service	340.42
TOTAL VENDOR FIRST MIDWEST BANK		340.42
<b>VENDOR NAME: FOREMAN, JD</b>		
327632	Hydrant Parts	925.00
TOTAL VENDOR FOREMAN, JD		925.00
<b>VENDOR NAME: FOREST VIEW INC.</b>		
B15-0029T	BD Tree Bond Refund - 5 Thornfields	2,625.00
TOTAL VENDOR FOREST VIEW INC.		2,625.00
<b>VENDOR NAME: GARVEY'S OFFICE PRODUCTS</b>		
PINV1937845	Label tape, envelopes, post-it notes, & la	101.57
PINV1940986	Toner & envelope moistener	328.44
TOTAL VENDOR GARVEY'S OFFICE PRODUCTS		430.01
<b>VENDOR NAME: GEWALT HAMILTON ASSOCIATES</b>		
49044034	Construction Eng for ITEP Stage 3 - River	7,218.13
TOTAL VENDOR GEWALT HAMILTON ASSOCIATE		7,218.13
<b>VENDOR NAME: GODADDY</b>		
1705838214	Annual Subscription - 2	199.99
TOTAL VENDOR GODADDY		199.99
<b>VENDOR NAME: GRAINGER, INC.</b>		
9582646270	Insect Repellent for Public Works	73.68
9594898307	Soap & Toilet Paper for North Park	203.20
9582827292	Accuator for Sink - NP Mens Restroom	401.84
TOTAL VENDOR GRAINGER, INC.		678.72
<b>VENDOR NAME: HIGH PSI LTD</b>		
67913	Power Washer Preventative Maintenance	90.00
TOTAL VENDOR HIGH PSI LTD		90.00
<b>VENDOR NAME: ILCMA</b>		
Cascone 2020	2020 Membership Dues	20.00
TOTAL VENDOR ILCMA		20.00
<b>VENDOR NAME: ILLINOIS EPA</b>		
ILR400375-2020	Annual NPDES Fee 7-1-20 to 6-30-21	1,000.00
TOTAL VENDOR ILLINOIS EPA		1,000.00
<b>VENDOR NAME: ILLINOIS LAW ENFORCE</b>		
DUES9695	ILEAS Annual Membership Jul 2020-Jun 2	120.00
TOTAL VENDOR ILLINOIS LAW ENFORCE		120.00
<b>VENDOR NAME: ILLINOIS SECRETARY OF STATE</b>		

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: ILLINOIS SECRETARY OF STATE</b>		
Title 140041	Title 2014 Ford Focus 1FADP3F26EL1400	150.00
Reg 140041	Registration 2014 Ford Focus 1FADP3F26	151.00
TOTAL VENDOR ILLINOIS SECRETARY OF STATE		301.00
<b>VENDOR NAME: IMPERIAL SURVEILLANCE, INC.</b>		
INV-009136	Service & Maintenance Plan for Building C	327.00
TOTAL VENDOR IMPERIAL SURVEILLANCE, INC.		327.00
<b>VENDOR NAME: INNER SECURITY SYSTEMS</b>		
117414	Radio transmitter to fire dept - Village Hal	156.00
117413	Radio transmitter to fire dept - Spring Lak	246.00
117412	Radio transmitter to fire dept - North Par	246.00
117411	Radio transmitter to fire dept - North Par	156.00
117377	Radio transmitter to fire dept - Public Wor	156.00
119080	Radio transmitter to fire dept - Spring Lak	246.00
119079	Radio transmitter to fire dept - NP Conces	246.00
119078	Radio transmitter to fire dept - North Par	156.00
119081	Radio transmitter to fire dept - Village Hal	156.00
119044	Radio transmitter to fire dept - Public Wor	156.00
TOTAL VENDOR INNER SECURITY SYSTEMS		1,920.00
<b>VENDOR NAME: INTERIOR INVESTMENTS, LLC</b>		
20200630	Tax Sharing 2nd Qtr 2020	31,749.84
TOTAL VENDOR INTERIOR INVESTMENTS, LLC		31,749.84
<b>VENDOR NAME: INTERSTATE BATTERY OF NORTH CHICAGO</b>		
79860	Squad 1851 Battery	142.75
TOTAL VENDOR INTERSTATE BATTERY OF NORT		142.75
<b>VENDOR NAME: INT'L SOCIETY OF ARBORICULTURE</b>		
062020	Tim Baynon ISA Certified Arborist Recertif	120.00
TOTAL VENDOR INT'L SOCIETY OF ARBORICULT		120.00
<b>VENDOR NAME: JOHN &amp; TANIA SURANE</b>		
B15-0035T	BD Tree Bond Refund - 380 Old Mill Road	3,600.00
TOTAL VENDOR JOHN & TANIA SURANE		3,600.00
<b>VENDOR NAME: KINNUCAN COMPANY</b>		
372244	Tree Pruning for Sight Line Issues & Re	3,506.25
369701	Treatment of Birch Trees for Bronze Birch	273.00
TOTAL VENDOR KINNUCAN COMPANY		3,779.25
<b>VENDOR NAME: KLUBER ARCHITECTS + ENGINEERS</b>		
7284	Village Hall Brick Repair Bid Document Pr	1,613.59
TOTAL VENDOR KLUBER ARCHITECTS + ENGINE		1,613.59
<b>VENDOR NAME: LALUZERNE &amp; SMITH, LTD.</b>		
June 2020	June 2020 Legal Services	2,977.50
TOTAL VENDOR LALUZERNE & SMITH, LTD.		2,977.50
<b>VENDOR NAME: LOGMEIN</b>		
1208032610	June/July 2020 GoToWebinar	103.08
TOTAL VENDOR LOGMEIN		103.08
<b>VENDOR NAME: MANKOFF INDUSTRIES</b>		
5255	UST Inspections - July 2020	400.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: MANKOFF INDUSTRIES</b>		
	TOTAL VENDOR MANKOFF INDUSTRIES	400.00
<b>VENDOR NAME: MEDLINE INDUSTRIES, INC.</b>		
1916187873	3 no touch thermometers	282.18
	TOTAL VENDOR MEDLINE INDUSTRIES, INC.	282.18
<b>VENDOR NAME: MENARDS - LONG GROVE</b>		
33437	Trailhead Park Irrigation Repair	3.54
	TOTAL VENDOR MENARDS - LONG GROVE	3.54
<b>VENDOR NAME: MID AMERICAN WATER OF WAUCONDA INC.</b>		
230736W	2 Elsinoor Repair Parts - Clamps & Coupli	639.76
	TOTAL VENDOR MID AMERICAN WATER OF WAU	639.76
<b>VENDOR NAME: MIDWEST HOSE &amp; FITTINGS, INC.</b>		
203000	Brine Maker Installation Parts	290.93
203155	Stock Power Washer Hose	89.99
	TOTAL VENDOR MIDWEST HOSE & FITTINGS, IN	380.92
<b>VENDOR NAME: MOTOR INFORMATION SYSTEMS</b>		
R0313382	Diesel Truck Online Service Manuals	972.41
	TOTAL VENDOR MOTOR INFORMATION SYSTEMS	972.41
<b>VENDOR NAME: MOTOROLA SOLUTIONS - STARCOM21</b>		
1011653757-0002	Starcom Monthly Use Rate 07-2020	952.00
	TOTAL VENDOR MOTOROLA SOLUTIONS - STARC	952.00
<b>VENDOR NAME: NAMEPLATE &amp; PANEL TE</b>		
258826	Construction Materials - Parks	63.50
	TOTAL VENDOR NAMEPLATE & PANEL TE	63.50
<b>VENDOR NAME: NORTH SHORE GAS</b>		
604290016-03-07-	Farrington Liftstation 6-11-20 to 7-8-20	33.16
606017125-01-07-	24400 Riverwoods 6-11-20 to 7-8-20	34.41
604290016-02-07-	Westwood Liftstation 6-11-20 to 7-8-20	34.86
603028481-01-07-	NP Maint Bldg Gas Service 6-11-20 to 7-8	34.36
603028481-02-07-	NP Concession Service 6-11-20 to 7-8-20	33.97
604290016-04-07-	Fallstone Liftstation 6-11-20 to 7-8-20	34.41
606253075-01-07-	Well #3 Gas Service 6-11-20 to 7-9-20	40.56
604290016-01-07-	Old Mill Liftstation 6-11-20 to 7-9-20	32.73
604290016-05-20	207A Northampton 6-11-20 to 7-8-20	35.86
	TOTAL VENDOR NORTH SHORE GAS	314.32
<b>VENDOR NAME: NORTH SUBURBAN EMPLOYEE BENEFIT COO</b>		
0620M	June 2020 Medical Insurance Premiums	83,314.74
	TOTAL VENDOR NORTH SUBURBAN EMPLOYEE B	83,314.74
<b>VENDOR NAME: NORTHWESTERN UNIVERSITY</b>		
15918	Supervision of Police Personnel - Holst	1,000.00
	TOTAL VENDOR NORTHWESTERN UNIVERSITY	1,000.00
<b>VENDOR NAME: NPELRA</b>		
bg*ae88d70	NELPRA Webinar_COVID 19_Workplace o	99.00
	TOTAL VENDOR NPELRA	99.00
<b>VENDOR NAME: O'HERRON CO INC</b>		

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: O'HERRON CO INC</b>		
2039691-IN	Uniform Shirts - Weadick	75.64
TOTAL VENDOR O'HERRON CO INC		75.64
<b>VENDOR NAME: OZINGA MATERIALS, INC.</b>		
1467319	Concrete Pad - Trailhead Park	323.00
TOTAL VENDOR OZINGA MATERIALS, INC.		323.00
<b>VENDOR NAME: PADDOCK PUBLICATIONS, INC.</b>		
149231	Bid Notices in Daily Herald	151.80
151029	Bid Notices in Daily Herald	188.60
TOTAL VENDOR PADDOCK PUBLICATIONS, INC.		340.40
<b>VENDOR NAME: PARKREATION</b>		
6603	Playground Equipment for Old Mill Park	427.42
TOTAL VENDOR PARKREATION		427.42
<b>VENDOR NAME: PAYLOCITY</b>		
106784717	07/17/20 Pay Services	441.35
TOTAL VENDOR PAYLOCITY		441.35
<b>VENDOR NAME: PBA, INC./FLEXIBLE BENEFITS</b>		
131275	July 2020 Flex Fees	200.00
TOTAL VENDOR PBA, INC./FLEXIBLE BENEFITS		200.00
<b>VENDOR NAME: RJN GROUP INC.</b>		
355104	2020 Sanitary Rehab & Investigation	3,477.83
TOTAL VENDOR RJN GROUP INC.		3,477.83
<b>VENDOR NAME: SCHROEDER ASPHALT SERVICES, INC.</b>		
2020-169	2020 Street Improvement Program (PW,	411,236.30
TOTAL VENDOR SCHROEDER ASPHALT SERVICE		411,236.30
<b>VENDOR NAME: SONGHUA MA &amp; LI DING</b>		
Bond_Return_2	BD Tree Bond Refund - 3 Thornfields	525.00
TOTAL VENDOR SONGHUA MA & LI DING		525.00
<b>VENDOR NAME: SPORTS TURF MANAGERS ASSOCIATION</b>		
096670-2020	CSFM Test Fee for Josh Biddinger	100.00
TOTAL VENDOR SPORTS TURF MANAGERS ASSO		100.00
<b>VENDOR NAME: SPRING ALIGN OF PALATINE</b>		
115626	Truck 232 Alignment	114.95
TOTAL VENDOR SPRING ALIGN OF PALATINE		114.95
<b>VENDOR NAME: STRAWBERRY FIELD PANCAKES &amp; CAFE</b>		
106849	Gift Card_Strawberry Field Pancakes_20	100.00
TOTAL VENDOR STRAWBERRY FIELD PANCAKES		100.00
<b>VENDOR NAME: SURVEYMONKEY</b>		
36583644	Annua subscription	300.00
TOTAL VENDOR SURVEYMONKEY		300.00
<b>VENDOR NAME: THE PARK CATALOG</b>		
1406061452 15	Lids for Garbage Can at Whytegate Park	593.48

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: THE PARK CATALOG</b>		
	TOTAL VENDOR THE PARK CATALOG	593.48
<b>VENDOR NAME: TKG ENVIRONMENTAL SERVICES GROUPLLC</b>		
CRO16919T	June/July Sweep	1,365.00
	TOTAL VENDOR TKG ENVIRONMENTAL SERVICE	1,365.00
<b>VENDOR NAME: TRAFFIC CONTROL &amp; PROTECTION INC.</b>		
104600	Lee Campbell Sign	99.65
	TOTAL VENDOR TRAFFIC CONTROL & PROTECTI	99.65
<b>VENDOR NAME: VERIZON WIRELESS</b>		
9858573959	06/13 - 07/12/20 SCADA Data Plan Util	237.26
	TOTAL VENDOR VERIZON WIRELESS	237.26
<b>VENDOR NAME: WALGREENS</b>		
633766395046813	Gif Card_Walgreens (Red Robin Gourment	100.00
	TOTAL VENDOR WALGREENS	100.00
<b>VENDOR NAME: WALKER BROS. ORIGINAL PANCAKE HOUSE</b>		
1478777	Gift Card_Walker Brothers_2020#Lincoln	100.00
	TOTAL VENDOR WALKER BROS. ORIGINAL PANC	100.00
<b>VENDOR NAME: WAUKEGAN TIRE</b>		
4562318	Truck 240 Tires	745.48
4562383	Seized Ford Focus Tires	277.04
	TOTAL VENDOR WAUKEGAN TIRE	1,022.52
<b>VENDOR NAME: WEST SIDE TRACTOR SALES CO</b>		
156710	Loader PM Filters	407.48
156833	Retired John Deere Machine Filter Returns	(266.14)
156710-2	Mini Loader Filters	135.39
156711	John Deere Engine & Hydraulic Oil	256.64
	TOTAL VENDOR WEST SIDE TRACTOR SALES CO	533.37
<b>VENDOR NAME: WI SCTF</b>		
027845	R&D Fee	38.15
	TOTAL VENDOR WI SCTF	38.15
<b>VENDOR NAME: WILDFIRE</b>		
1625	Gift Card_Wildfire_2020#Liicolnshirestro	100.00
	TOTAL VENDOR WILDFIRE	100.00
<b>VENDOR NAME: YUDONG HU &amp; JUNJIE ZHANG</b>		
B15-0022Ta	BD Tree Bond Refund - 5 Thornfields	1,925.00
	TOTAL VENDOR YUDONG HU & JUNJIE ZHANG	1,925.00
<b>VENDOR NAME: ZIZZO AUTO BODY</b>		
1426	Squad 1301 Windshield Replacement	368.50
	TOTAL VENDOR ZIZZO AUTO BODY	368.50
<b>GRAND TOTAL:</b>		<b>636,740.09</b>



# VILLAGE OF LINCOLNSHIRE

## MINUTES REGULAR VILLAGE BOARD MEETING July 13, 2020

Present:

Mayor Brandt  
Trustee Hancock  
Trustee Leider  
Trustee Raizin  
Village Attorney Simon  
Chief of Police Leonas  
Public Works Director Woodbury

Trustee Grujanac  
Trustee Harms Muth  
Trustee Pantelis  
Village Clerk Mastandrea  
Village Manager Burke  
Village Treasurer/Finance Director Peterson  
Assistant Village Manager/Community &  
Economic Development Director Gilbertson  
Utilities Superintendent Geib

Assistant Public Works Director/Village  
Engineer Dittrich  
Planning & Development Manager Zozulya

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

### 1.0 ROLL CALL

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

### 2.0 PLEDGE OF ALLEGIANCE

### 3.0 REPORTS OF OFFICERS

#### 3.1 Mayor's Report

##### 3.11 4<sup>th</sup> of July

Mayor Brandt noted the 4<sup>th</sup> of July seemed to come off safely. The winners of the Home Decorating Contest can be found on social media.

##### 3.12 Path Connections

Mayor Brandt stated she has gotten positive feedback for the path connections; and excitement about the west Riverwoods Road path connection from Whytegate Park to Daniel Ride Junior High. Mayor Brandt asked staff when this would be completed as well as the road projects.

Assistant Public Works Director/Village Engineer Dittrich stated the main issue with the path has been securing the timbers for the retaining wall due to the saw mills being shut down as a result of the pandemic. Once staff finds out about the timbers, they will report back to the Board regarding timing. Assistant Public Works Director/Village Engineer Dittrich stated road pavement has been confirmed for Wednesday – Friday, and a Blackboard Connect call will go out to the affected residents.

### **3.13 Advisory Boards**

Mayor Brandt informed the Board of a few open Advisory Board positions on the Architectural Review Board and the Park Board if they knew of anyone who may want to apply.

3.2 Village Clerk's Report – None

3.3 Village Treasurer's Report – None

3.4 Village Manager's Report

#### **3.41 Draft Budget Schedule**

Village Manager Burke noted the draft budget schedule will be emailed shortly for the 2021 Budget

#### **3.42 Resident Meeting – Policing**

Village Manager Burke noted staff hosted a second meeting with residents regarding Police Department practices and protocols. Chief of Police Leonas will provide a summary report to the Board at a future date to give an update on the status of conversations to date.

## **4.0 PAYMENT OF BILLS**

### **4.1 Bills Presented for Payment on July 13, 2020 in the amount of \$719,760.00**

Village Manager Burke presented a summary of the July 13, 2020 bills prelist was presented for payment with the total being \$719,760.00. The total amount is based on \$143,639.46 for General Fund; \$499,108.79 for Water & Sewer Fund; \$11,546.88 for Water & Sewer Improvement Fund; \$6,526.64 for Vehicle Maintenance Fund; and \$58,938.23 for General Capital Fund.

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

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

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

## **6.0 CONSENT AGENDA**

**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)**

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

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

## **7.0 ITEMS OF GENERAL BUSINESS**

### **7.1 Planning, Zoning & Land Use**

### **7.2 Finance and Administration**

#### **7.21 Approval of an Ordinance 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)**

Trustee Raizin moved and Trustee Pantelis seconded the motion to waive the first reading of Executive Order 2020-5 amending previous Executive Orders regarding issuance of certain permits. The roll call vote was as follows:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Leider seconded the motion to

approve an Executive Order 2020-5 amending previous Executive Orders regarding issuance of certain permits. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

### 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)**

Assistant Public Works Director/Village Engineer Dittrich provided a brief update 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; noting additional information has been provided on the energy cost savings with more possible savings coming from ComEd.

Trustee Raizin asked how long would it take for this to be installed. Assistant Public Works Director/Village Engineer Dittrich stated this would be installed by the end of the year with the energy savings not being recognized until after completion of installation.

Trustee Harms Muth stated her opinion is this seems like a lot of money for a nice to have and not need to have expenditure. Trustee Harms Muth noted the project was originally contemplated for 2024, but was moved forward due to another project not being done, and expressed her opinion that given the economic conditions currently this is not a reason to move forward at this time.

Trustee Hancock asked why this would be approved before the savings were known and why this project is being recommended for approval now.

Village Manager Burke stated the updates are necessary to bring the technology up to date from 1990's; in terms of remote monitoring and control of pumps and operation of the system remotely. Village Manager Burke stated one key piece for consideration would be recognition of new Utilities Superintendent Geib who has identified what the Village's exposure points are in terms of the remote management. Village Manager Burke noted with certainty this would have been recommended to be moved up by Utility Superintendent Geib regardless of the 10-Year Capital Plan or the economic factors at play. The savings that will be achieved are operating efficiencies for remote operating of the pumps. Assistant Public Works Director/Village Engineer Dittrich added there will also be staff availability due to

deferral of the crosstown water main project this year, which will permit staff resources being directed to address this project.

Trustee Hancock asked what the annual expected savings is. Assistant Public Works Director/Village Engineer Dittrich stated the rough estimate of annual savings is \$9,000 in electricity and could be upwards of 25%. Cost savings is one of many reasons to complete the project.

Mayor Brandt asked if there is also cost savings in terms of personnel. Assistant Public Works Director/Village Engineer Dittrich stated once this is implemented, staff will not have to come in to verify alarms and reset pumps; this can be done remotely. Instead of paying staff for 2 - 4 hours on a typical call back, it would be resolved in minutes from an iPad. Trustee Hancock asked how often staff is called in for these types of calls. Assistant Public Works Director/Village Engineer Dittrich stated this depends on the situation, what the system is doing, and whether or not staff has to physically respond.

Trustee Hancock asked if this increased the useful life of the equipment. Assistant Public Works Director/Village Engineer Dittrich stated the equipment would not need to be replaced for another 10 years.

Trustee Harms Muth noted she did not think the Village should spend the money on this right now.

Village Manager Burke noted currently, when an alarm goes off on the current device, the only known is that there is trouble and someone has to report to the site of the alarm regardless. With this update, staff would have a better understanding of the issue remotely, and may be able to resolve the issue; thus saving a trip and time.

Trustee Leider stated his opinion was to take advantage of this during some down time to enable staff to learn the new system. Trustee Leider stated it seems that there will be some fairly expensive upgrades coming in the next few years that may need to link to this system. Assistant Public Works Director/Village Engineer Dittrich stated it will also be easier for staff to control the system while implementing some of the future infrastructure updates.

Mayor Brandt asked staff to clarify if this qualifies for the money available from the County in which Ann Maine discussed at the June 22 Committee of the Whole Meeting. Village Manager Burke stated this project would not qualify for that money; those funds are storm water management system grant funds. Mayor Brandt asked if there are any grant funds the Village can apply for that would qualify for this project. Village Manager Burke stated grant funds are not typically available for this type of application.

Trustee Hancock stated in the future, if there is cost justification, savings for staff time, along with extending useful life, it would make it

easier for the Board to justify spending the money.

Trustee Harms Muth asked if the new system will be able to be used for storm water management. Assistant Public Works Director/Village Engineer Dittrich stated these improvements are for the water system.

Utilities Superintendent Geib noted there will be an immediate energy savings due to water being pumped on demand and not constantly. There is also a rebate incentive available from ComEd for installation. Utilities Superintendent Geib reiterated that currently when staff receives an alarm, the time it takes them to acknowledge the alarm and get to the station is too long a time if it has something to do with system pressure loss. In the past, there have been village-wide boil orders due to this lag time.

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

AYES: Pantelis, Raizin, Grujanac, Hancock, Leider

NAYS: Harms Muth

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

- 7.4 Police
- 7.5 Parks and Recreation
- 7.6 Judiciary and Personnel

## **8.0 REPORTS OF SPECIAL COMMITTEES**

## **9.0 UNFINISHED BUSINESS**

## **10.0 NEW BUSINESS**

## **11.0 EXECUTIVE SESSION**

## **12.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. The voice vote was unanimous and Mayor Brand declared the meeting adjourned at 7:28 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING July 13, 2020

Present:

Mayor Brandt

Trustee Hancock

Trustee Leider

Trustee Raizin

Village Attorney Simon

Chief of Police Leonas

Public Works Director Woodbury

Trustee Grujanac

Trustee Harms Muth

Trustee Pantelis

Village Clerk Mastandrea

Village Manager Burke

Treasurer/Finance Director Peterson

Assistant Village Manager/Community &

Economic Development Director Gilbertson

Utilities Superintendent Geib

Assistant Public Works Director/Village

Engineer Dittrich

Planning & Development Manager Zozulya

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

### 1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:29 p.m., and Village Manager Burke called the Roll.

### 2.0 ITEMS OF GENERAL BUSINESS

#### 2.1 Planning, Zoning and Land Use

#### 2.11 Preliminary Evaluation of a Major Amendment to the Lincolnshire Commons Center Planned Unit Development - Area of Special Sign Control for 940 Milwaukee Avenue Building (940 Milwaukee Avenue – Lincolnshire Propco, LLC)

Planning & Development Manager Zozulya provided a summary of a preliminary evaluation of a major amendment to the Lincolnshire Commons Center Planned Unit Development - area of special sign control for Fat Rosie's, Taco & Tequila Bar 940 Milwaukee Avenue.

Mr. Steven Bauer, attorney for Meltzer, Purtil & Steele LLC, representing Propco, LLC, owner of 940 Milwaukee Ave. provided a presentation of the proposed preliminary evaluation of a major amendment to the Lincolnshire Commons Center Planned Unit Development - area of special sign control. Mr. Bauer indicated the building on the site plan with vantage points from Milwaukee Avenue; current sign specifications compared to proposed signs; sign layout showing scale; building elevations including proposed signs depicted in the proposed locations; and summary of proposed amendments to the area of special sign control for the shopping center.

It was the consensus of the Board to refer this item to the Architectural Review Board.

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

Planning & Development Manager Zozulya provided a summary and update of a preliminary evaluation of a text amendment to Title 6 (Zoning), Chapter 11 (Off-Street Parking & Loading) of the Lincolnshire village code to permit and regulate electric vehicle charging stations as an accessory use to parking facilities in all zoning districts. Following the June 8 meeting, Electrify America withdrew their application due to their schedule and approval timeline constraints, and notified staff of their intent to seek new locations in other communities. Given the Board's general support for the text amendment with revisions, coupled with the fact Adlai E. Stevenson High School and Walgreens have existing Level 2 charging stations; future requests are likely. Staff requests the Board's consideration of the proposed code amendment which addresses Board concerns regarding approval process, height, equipment maintenance/removal, and impervious surface.

Trustee Pantelis asked if these look like the ones in the downtown Lake Forest parking lots. Planning & Development Manager Zozulya stated she is not familiar with the mentioned Lake Forest charging stations. Trustee Pantelis stated she would like to see a picture of the proposed. Village Attorney Simon noted proposed regulations to describe a specific appearance, but limit the height, impact on surrounding properties, and impervious surface.

Trustee Leider stated technology is changing so quickly, and asked if there were any concerns that the restrictions included would get dated fairly quickly. Village Attorney Simon stated they tried to address this with respect to the height noting the regulations say "the height to be the smallest practicable size," with the burden on the applicant to follow this regulation. If staff comes across a smaller unit in another area, they can challenge the applicant to re-size.

Mayor Brandt asked if the Board should have any checks and balances or do it the way a few of the other communities do; with a simple building permit application. Trustee Grujanac suggested reviewing these type of applications for the time being. The remaining Trustees stated they would be satisfied if it was reviewed by the Architectural Review Board (ARB).

Trustee Leider asked if there are any limitations as to how close one of the stations is to another, so they could set a limit to the amount of stations within the radius of the Village. Village Attorney Simon stated this type of rule could be referred to the ARB for consideration. Mayor Brandt asked if there could be limitations per PUD. The proposed states it is allowed in all non-residential districts and for multi-residential which has a PUD or Special Use. A conversation regarding allowance in various zoning districts followed.

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson asked if it was the Board's desire to allow the ARB ultimate authority to approve these or does the Village Board wish to see the final design and have final approval. Village Manager Burke suggested having final review and approval by the Board initially, since there are so few, and noted this could change in the future if the Village Board wishes.

It was the consensus of the Board to refer this to the Architectural Review Board.

### **2.13 Consideration of 2020 Food Truck Friday, Heroes Night, and Pop-Up Art Market Events (Village of Lincolnshire / Amdur Productions)**

Planning & Development Manager Zozulya provided background related to possible Food Truck Friday and Heroes Night events with the recommendation to cancel these events due to the COVID-19 pandemic.

It was the consensus of the Board to cancel the remaining Food Truck Fridays and Heroes Night.

Ms. Amy Amdur presented a plan for a proposed pop-up art market - Lincolnshire Art Walk. The proposed festival would have 50 artists instead of 110. Ms. Amdur presented their COVID-19 safety plan to host the event.

Trustee Raizin asked how long it would take an Eventbrite visitor to walk through. Ms. Amdur stated she estimated the maximum visit to be approximately 45 minutes for each ticketed guest.

Ms. Amdur noted they would like to add 9 a.m. – 10 a.m. time frame for individuals who may wish to attend that have a compromised immunity.

Trustee Raizin asked if there would be sponsor booths. Ms. Amdur stated some of the sponsors would be happy to contribute face coverings with their logos, and another sponsor volunteered to work the sanitation areas.

Trustee Hancock asked if they would be requiring masks. Ms. Amdur stated they would require masks.

Trustee Hancock asked if food or drink would be served. Ms. Amdur stated no food or drink would be served.

Trustee Raizin asked if they would require a temperature check at the entrance. Ms. Amdur stated the pre-event and on-site messaging, would relay that if you are not well, do not come to the event. Ms. Amdur stated if the Board would require it, she could implement temperature checks.

Trustee Leider asked if they still had commitments from artists to fill the booth. Ms. Amdur stated currently she was over committed and would start by allowing the award winners and those artists with seniority at Lincolnshire's event as having priority.

Trustee Harms Muth and Mayor Brandt expressed their support in allowing the event.

Trustee Raizin asked if there would be live music. Ms. Amdur stated they would not have live music.

Village Attorney asked if this is being allowed in any other town. Ms. Amdur stated they are working with Glenview, Highland Park, Evanston, and Barrington.

Trustees Hancock and Harms Muth stated they were in favor, but would like to only have one entrance. Trustee Raizin stated she was in favor, but would like temperature checks.

It was the consensus of the Board to allow pop-up art market Lincolnshire Art Walk.

**2.14 Consideration of Recommendation Regarding Planning and Escrow Fees in title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village Code for Various Administration, Zoning, Sign Control, and Subdivisions & Land Development Fees; and Chapter 8 (Village Finances) Regarding Reimbursement of Village Expenses (Village of Lincolnshire)**

Planning & Development Manager Zozulya provided a presentation of a recommendation regarding planning and escrow fees in Title 1 (Administration), Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire village code for various administration, zoning, sign control, and subdivisions & land development fees; and Chapter 8 (Village Finances) regarding reimbursement of village expenses.

Planning & Development Manager Zozulya asked for Board feedback regarding increasing escrow application fees to cover staff time related to forestry, building, and engineering services.

Trustee Pantelis asked if this is what staff is recommending. Planning & Development Manager Zozulya stated this is the recommendation from staff. Trustee Raizin asked other than Northbrook, do other municipalities charge for these types of services. Planning & Development Manager Zozulya stated no other municipalities charge for these activities; they do have escrow accounts but only for outside consulting fees. Village Manager Burke stated if the Village did not have staff available for these services, the community would have to pay for these fees. This would also ensure the applicants are on their game to put their best foot forward in the application process. Trustee Harms Muth stated if Lincolnshire would be the only municipality to charge for these types of fees, it would not interest her to do this at this time. Assistant Village Manager/CED Director Gilbertson provided a more in-depth explanation of the proposed fees for internal staff and the cost of doing business for these projects. Mayor Brandt noted staff is very lean compared to what it used to be which puts added stress on staff. It is important to ensure the Village is not losing money and have fees commensurate with staff review time.

Trustee Raizin stated if we are on the lower end of fees compared to other municipalities, and asked if it made sense to increase some of the other fees. Village Manager Burke stated covering the cost of the escrow is a way to look at operating costs for staff time and other review fees. The application fee has not been intended to cover the cost of business. Village Attorney Simon stated there is some relation to administering the regulations that are being enforced to the extent that the permit fees do not capture all the Village administrative expenses. It is appropriate to capture them through the escrow. Having them paid through the escrow is a way to guarantee that the permit fees do not exceed the Village's costs and protect the Village from charging too much permit fees.

Staff made the recommendation the Board consider an increase certain permit fees by a percentage each year. Trustee Leider stated he would rather look at increases each year through the budget process.

Planning & Development Manager Zozulya asked for Board direction regarding the one-time administrative fee for management of the escrow. Trustee Leider stated if others are doing it, he would approve a \$50.00 fee. All other Trustees supported implementation of such a charge.

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

2.2 Finance and Administration

2.3 Public Works

**2.31 Consideration of Approval of a Contract with H. Linden & Sons Sewer and Water of Plano, IL at a Cost not to Exceed \$127,278.00 for the Lincolnshire Drive Stand Pipe and Outflow Drainage Improvements (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a proposed contract with H. Linden & Sons Sewer and Water at a cost not to exceed \$127,278.00 for the Lincolnshire Drive stand pipe and outflow drainage improvements.

Trustee Harms Muth asked if this project is part of the Village-wide drainage study identified by Christopher Burke or completely different. Assistant Public Works Director/Village Engineer Dittrich stated this is a project staff brought forward as a result of last year's budget discussions. This project would help the drainage until the improvements identified by Christopher Burke can be completed. The proposed work improves the efficiency at which staff can deploy the pumps and hoses to assist in clearing water from Lincolnshire Drive during flood events.

Trustee Grujanac asked if the stand pipe leads into the recommendations provided by Christopher Burke. Assistant Public Works Director/Village Engineer Dittrich stated the stand pipe would serve as a backup if the other system failed. Assistant Public Works Director/Village Engineer Dittrich stated the lift station is recommended as part of the drainage study, and the proposed stand pipe would be a backup for this.

Mayor Brandt asked why the Village would spend this kind of money to use as a temporary fix. Assistant Public Works Director/Village Engineer Dittrich stated this is the reason staff split the bid, so if the Board does not want to spend the money on the stand pipe, they could award the base bid of \$60,000.00 for primary improvements to the storm water infrastructure outfall. Trustee Harms Muth asked how the \$60,000.00 would be used. Assistant Public Works Director/Village Engineer Dittrich stated the \$60,000.00 is to repair a head wall that has fallen into the Des Plaines River where the storm sewer discharge exits the Village's system. Mayor Brandt asked what the advantage would be to installing the stand pipe if it only gets the Village through two years; until the lift station is installed. Assistant Public Works Director/Village Engineer Dittrich stated the benefit would be to get the Village through until the lift station could be installed. If the Village decided down the road to not install the lift station and recommended

improvements, this would most likely be more expensive to do than what is currently bid.

Trustee Hancock asked if this project could be submitted to Lake County for grant money. Assistant Public Works Director Village Engineer Dittrich stated they could apply for grant money, but this type of project would rank extremely low. In order to be awarded this grant money, the project would also need to be rebid next year.

Mayor Brandt asked if Lake County had their meeting to discuss the grant funds. Assistant Public Works Director/Village Engineer Dittrich stated Lake County had their meeting on Thursday, July 9. Christopher Burke attended the meeting. A ranking scale for projects was discussed, and this project would rank low on the scale. Mayor Brandt asked if any of the other potential projects ranked higher. Assistant Public Works Director/Village Engineer Dittrich stated the two project categories that the Village's main projects fit into are nuisance flooding and secondary roadway damage which are at the lower end of what the focus point is for the use of the grant funds. All improvements presented to Lake County get a point value assigned to it, and the type of flooding Lincolnshire is experiencing by Lake County definition and criteria, qualifies for nuisance flooding as opposed to businesses being shut down, structures being damaged, and primary roadways being flooded which are ranked higher in the County's criteria. Lake County Stormwater Management has a list of projects that they are working off of which will be ranked in the multi-year process a discussed at the meeting.

Trustee Harms Muth asked if the stand pipe solved some of the flooding issues. Assistant Public Works Director/Village Engineer Dittrich stated the stand pipe allows the Village to quickly get the pump hooked up, so this will help in speeding up flood response.

A conversation regarding pros and cons of approving this contract with the stand pipe followed.

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 Joint Purchasing Agreement with AI Warren Oil Company, Inc., Hammond, Indiana for the Purchase of Gasoline and Diesel Fuel (Village of Lincolnshire)**

Public Works Director Woodbury provided a summary of a joint purchasing agreement with AI Warren Oil Company, Inc. for the purchase of gasoline and diesel fuel.

Trustee Leider did not realize the Village buys and stores gas and asked if this is in fact true. Public Works Director Woodbury stated the Village has an underground storage tank for gas and an above ground

diesel tank. Trustee Leider stated from an environmental risk perspective, is this something the Village should continue to do and suggested the Village explore other options in the future. Public Works Director Woodbury stated one of the goals of the Fleet Forman is to explore a card program as a potential to eliminate the underground storage tank.

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

**2.33 Consideration of Approval of a Contract with G. Fischer Commercial Construction at a Cost not to Exceed \$159,000.00 for Brick Repairs at Village Hall (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a proposed contract with G. Fischer Commercial Construction at a cost not to exceed \$159,000.00 for brick repairs at Village Hall including some areas of drainage that will get repaired as a result of these improvements.

Trustee Harms Muth asked where the bricks are located that are in need of repair. Assistant Public Works Director/Village Engineer Dittrich stated the bricks in need of repair are located where the Police Department is, by the employee entrance and the flagpole wall. Trustee Harms Muth asked when the last time some of the brick pavers were repaired. Assistant Public Works Director/Village Engineer Dittrich stated the only repairs done, have been by staff in-house; never professionally.

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

**2.34 Consideration of Approval of a Supplement to an Existing Professional Service Agreement with Kluber Architects & Engineers in the Amount of \$5,950 for Tuckpointing Design, Bidding, and Construction Administration Service (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a supplement to an existing professional service agreement with Kluber Architects & Engineers in the Amount of \$5,950 for tuckpointing design, bidding, and construction administration service.

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

**2.35 Consideration of a Professional Service Contract with Strand Engineering for Design and Bid Specification Preparation of Tank Mixers and Air Ventilation System at a Cost not to Exceed**

**\$24,950.00 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional service contract with Strand Engineering for design and bid specification preparation of tank mixers and air ventilation system at a cost not to exceed \$24,950.00 at the west side reservoir due to gas levels increasing.

Trustee Leider noted he is going on the understanding of staff recommendations that these fees are reasonable. Assistant Public Works Director/Village Engineer Dittrich stated these contracts are negotiated fees. Strand is also doing the Villages' water model, and this is one of the reasons they are the recommended vendor.

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

**2.36 Consideration of a Professional Service Contract with HR Green for the Development of an Emergency Response Plan and Completion of a Risk Resilience Assessment at a Cost not to Exceed \$38,220.00 (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional service contract with HR Green for the development of an emergency response plan and completion of a risk resilience assessment at a cost not to exceed \$38,220.00 as required by the United States Environmental Protection Agency.

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

2.4 Public Safety

**2.41 Consideration of an Ordinance Amending Section 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code to Create one Class "B-1" Restaurant-Mixed Retail – Full Liquor License (Fat Rosie's Lincolnshire, LLC – Fat Rosie's Taco and Tequila Bar – 940 Milwaukee Avenue)**

Chief of Police Leonas provided a summary of a proposed ordinance amending 3-3-2-3 of Title 3 (Business & License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire village code to create one Class "B-1" Restaurant-Mixed Retail – Full Liquor License (Fat Rosie's Lincolnshire, LLC – Fat Rosie's Taco and Tequila Bar – 940 Milwaukee Avenue).

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

**2.42 Consideration of Proposed Amendments to the Village Code for**

### **Weight and Size Vehicle Limitations Allowed Upon Village Roadways Along with Comprehensive Fees for Permitting and Comprehensive Fine Sections for Violations of the Village Code (Village of Lincolnshire)**

Chief of Police Leonas provided background and summary of proposed amendments to the village code for weight and size vehicle limitations allowed upon village roadways along with comprehensive fees for permitting and comprehensive fine sections for violations of the village code. Currently, the Village of Lincolnshire requires overweight vehicles in traffic to obtain a permit through the Police Department when the vehicles' weight exceed specific amount. The application is completed by the trucking company and submitted to Police Department for review by an officer certified in truck safety.

Trustee Raizin asked how the overweight vehicles are assessed when they come through. Chief of Police Leonas stated most of the trucks come voluntarily and officers are assigned truck duty so they can detect the trucks coming through. Lincolnshire also works with other Villages to know when they are coming through.

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

#### 2.5 Parks and Recreation

#### 2.6 Judiciary and Personnel

### **3.0 UNFINISHED BUSINESS**

#### **3.11 Overtime Savings – SCADA Project**

Village Manager Burke noted with regard to overtime savings as a result of the SCADA Project, the memo mentioned 2,000 hours in overtime over five years which could range from \$15,000 - \$22,000 per year.

### **4.0 NEW BUSINESS**

#### **4.11 Tennis Courts**

Village Manager Burke sent the Board an email regarding resident comments relative to tennis courts in the Village. With the Whytegate project there will be one pickle ball court and one tennis court, four tennis courts at Balzer Park, and one tennis court at Spring Lake Park for a total of six courts. The resident request was for the Board to change their minds regarding the pickle ball court at Whytegate

Trustee Leider stated he has no interest in a splash pad and there are other tennis courts in the community. As to how to use North Park, that is still in question and will be discussed further in the future. Trustee Harms Muth noted agreement with Trustee Leider and the decision for the pickle ball court was based on the survey done in asking about amenities for the entire

community.

#### **4.12 Heroes Night**

Trustee Raizin stated she knows Heroes Night has been canceled but if there is ever a year we need to celebrate heroes, it is this one. Trustee Raizin asked if staff could do something in honor of heroes and suggested ribbons tied trees throughout the community or similar activity.

#### **5.0 EXECUTIVE SESSION**

#### **6.0 ADJOURNMENT**

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

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk



**ITEM SUMMARY**

<b>Reviewing Body / Meeting Date:</b>	Regular Village Board – July 27, 2020
<b>Subject:</b>	Intergovernmental Agreement – COVID19 Relief Fund
<b>Action Requested (Address – Petitioner):</b>	Approval of an Intergovernmental Agreement between the Village of Lincolnshire and Lake County Pertaining to Coronavirus Aid, Relief, and Economic Security Act (CARES Act) COVID19 Relief Fund
<b>Prepared By:</b>	Brad Burke, Village Manager
<b>Staff Recommendation:</b>	Approval of Intergovernmental Agreement
<b>Budgeted Amount:</b>	N/A
<b>Actual Amount:</b>	Relief Fund Granted to Lincolnshire to be Determined
<b>Level of Service Impact:</b>	N/A
<b>Meeting History:</b>	N/A
<b>Tentative Meeting Schedule:</b>	N/A
<b>Reports / Documents Attached:</b>	1) Proposed Intergovernmental Agreement COVID19 Relief Fund 2) Lake County Reimbursement Guidelines

**Request Summary**

Lake County received \$122 million dollars in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds from the Federal Government. A portion (\$10 million) of these funds are to be paid to local governments in Lake County to provide compensation for expenses incurred in responding to the COVID-19 pandemic. The funds are to be distributed to Lake County’s 52 municipalities and 19 fire protection districts. CARES Act funds are intended to cover necessary local government expenditures incurred in responding to the public health emergency not included in the current budget from the period beginning March 1, 2020 through December 30, 2020. Lake County developed a process for the distribution of CARES Act funds to municipalities.

**Project Description**

Finance Director Peterson participated in discussion with Lake County and area finance directors regarding distribution of CARES Act funds and estimated financial impact to local governments. In order to receive CARES Act funds, each community is required to submit qualifying expenditures to Lake County by July 31, 2020. Additionally, each entity is required to enter into an intergovernmental agreement with Lake County prior to receiving any reimbursement.

Based upon the approved allocation by the Lake County Board, Lincolnshire’s total available grant award could be as much as \$115,300 for eligible expenses. The actual amount may vary depending upon Lake County’s interpretation of eligible expenses; however, staff plans to submit expenditures exceeding the County’s current anticipated allocation. This includes staff time and benefits applicable under the CARES Act parameters. Upon receipt of the all requests for funding, Lake County will review and make a determination on the amount of reimbursement for each community or fire protection district. Lincolnshire is **not** guaranteed to receive full reimbursement for all expenditures incurred and submitted.



Staff will keep the Village Board apprised as more information is known about the specific CARES Act reimbursement to be received from Lake County.

**Staff Recommendation / Next Steps**

Staff recommends the Village Board approve the proposed intergovernmental agreement with Lake County.

## INTERGOVERNMENTAL AGREEMENT

### COVID19 RELIEF FUND

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the **County of Lake** (hereinafter referred to as "**COUNTY**") and \_\_\_\_\_ (hereinafter referred to as "**MUNICIPALITY**," regardless of legal organization which may include a Home Rule unit of government). The COUNTY and the MUNICIPALITY shall hereinafter be referred to jointly as the Parties.

#### RECITALS

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ *et. seq*) authorize units of local government, including counties and municipalities, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act 5 ILCS 220/1 *et seq.* allow units of public entities to enter into intergovernmental agreements in the furtherance of their governmental purposes; and

WHEREAS, pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") the COUNTY received approximately one hundred twenty-two million dollars from the United States Government ("CARES Act Funds"); and

WHEREAS, the CARES Act provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and

WHEREAS, the COUNTY was eligible to receive payments under the CARES Act, as it is a unit of local government in excess of 500,000 residents; and

WHEREAS, the United States Department of Treasury ("Treasury") has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES Act; and

WHEREAS, this Agreement is intended to promote the most efficient distribution of financial resources which have been made available to the COUNTY to benefit the citizens of the COUNTY; and

WHEREAS, under the CARES Act, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of the Act or contrary to the United States' Department of Treasury guidelines, the CARES Act provides that the federal government may recoup the improperly spent funds from the COUNTY; and

WHEREAS, the COUNTY and the MUNICIPALITY within Lake County, and its residents, have suffered secondary effects of the coronavirus emergency; and

WHEREAS, the COUNTY, as the jurisdiction responsible for disbursement of funds under the CARES Act, finds that it is appropriate to use these funds to defray certain costs incurred by the MUNICIPALITY related to the coronavirus emergency; and

WHEREAS, pursuant to guidance and interpretations of Treasury, the COUNTY as recipient of CARES Act funds may distribute a portion of those funds to other responsible entities within the COUNTY to assist in distributing CARES Act funds to those most in need of such funds

to be administered in compliance with the CARES Act, current and amended Treasury guidance and interpretations, and this Agreement; and

WHEREAS, the COUNTY may provide direct reimbursement to a MUNICIPALITY that has eligible reimbursements per the Treasury guidance, both current and as amended; and

NOW, THEREFORE, the COUNTY and the MUNICIPALITY hereby agree as follows:

## **1.0 Recitals, Definitions, and Purpose.**

**1.1 Recitals Incorporated.** The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement (“IGA”).

### **1.2 Definitions.**

**1.2.1 “CARES ACT funds”** shall refer to funds which have been allocated to the COUNTY under the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) of which the COUNTY is responsible for the disposition.

**1.2.2 “Forms”** shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.

**1.2.3** All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

**1.3 Purpose.** The purpose of this Agreement is to establish a contractual relationship between the COUNTY and MUNICIPALITY with regards to the proposed reimbursement of municipal expenses associated with the coronavirus emergency from federal CARES ACT funds which the United States Federal Government has disbursed to the COUNTY. The COUNTY has, by resolution, created the Lake COUNTY Local Government COVID-19 Reimbursement program. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications as outlined in the guidelines provided by the COUNTY to the MUNICIPALITY.

## **2.0 Obligations of the COUNTY**

**2.1 Generally.** The COUNTY, by and through its Finance Department, shall process requests for reimbursement received from MUNICIPALITY subject to the requirements set forth herein.

**2.2 Submittal does not guarantee approval.** The COUNTY, by receiving and processing the reimbursement requests of MUNICIPALITY, does not guarantee approval of the reimbursement requests by the COUNTY, the United States Department of Treasury, or the Office of the Inspector General.

**2.3 No further obligations.** The COUNTY shall have no further obligations under this IGA other than those expressly set forth.

## **3.0 Obligations of the MUNICIPALITY**

**3.1 Generally.** In order to submit requests for reimbursement of coronavirus emergency related expenditures, MUNICIPALITY agrees to submit the forms, certifications and documentation as may be required by the COUNTY for any expense for which MUNICIPALITY seeks reimbursement under this Agreement. MUNICIPALITY agrees that the sole and exclusive decision as to whether or not MUNICIPALITY’s

request is granted lies within the discretion of the COUNTY, and that submission of expenses for reimbursement does not obligate the COUNTY to agree to reimburse those expenses. MUNICIPALITY agrees that the COUNTY, through its Finance Department, may deny reimbursement for expenses which, in the discretion of the Chief Financial Officer, are not permitted uses for CARES ACT funds. The parties also agree that expenses that may be otherwise eligible for reimbursement may be rejected by the COUNTY in its sole discretion, that the COUNTY is under no obligation to approve any particular reimbursement request, and that reimbursement is also subject to the availability of funds.

#### **4.0 Form of Expense Submittals, Certification, failure to use form or comply with criteria**

**4.1 Generally.** The Parties agree that expenses for which MUNICIPALITY seeks reimbursement shall be submitted upon the forms and in the manner as may be required by the COUNTY. MUNICIPALITY agrees to utilize these forms exclusively in seeking reimbursement of expenses related to the coronavirus emergency.

**4.2 Certification.** By entering into this IGA the Mayor, President, CFO or City Manager or other authorized official certifies that the expenses for which MUNICIPALITY seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) were not accounted for in the most recently approved budget of the MUNICIPALITY, as of March 27, 2020, (iii) were incurred during the period between March 1, 2020 and December 30, 2020, and (iv) meet the criteria set forth in the United States Department of Treasury guidelines and interpretations, both current and as they may be amended and supplemented in the future.

**4.3 Failure to use form or attach certification.** The failure by MUNICIPALITY to use the required forms or to accompany each and every reimbursement request with a completed certification, shall lead to the summary rejection of that submittal by the COUNTY.

**4.4 Failure to comply with Department of Treasury Guidelines and Interpretations.** The COUNTY reserves the right to reject any reimbursement which it determines, in its sole and exclusive discretion, does not meet the criteria of the CARES ACT or United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future, associated with disbursement of funds under the CARES ACT.

**4.5** MUNICIPALITY shall not submit for reimbursement to the COUNTY any expense which the MUNICIPALITY has submitted or will submit to any other entity, whether public or private, for reimbursement. Should MUNICIPALITY at any time receive reimbursement for any expense for which the COUNTY has already reimbursed the MUNICIPALITY under this IGA, the MUNICIPALITY shall within 14 days or at the next scheduled municipal meeting occurring thereafter authorize and refund that reimbursement to the COUNTY.

#### **5.0 Reimbursement guidelines; prohibition on duplicate reimbursement.**

**5.1** Reimbursement guidelines will be provided to MUNICIPALITY that will include details specific to maximum reimbursement funding and allocation method, allowable expenses, required documentation and format of submittal, submission deadlines,

reporting requirements, compliance audit information, and records retention, among other guidance.

5.1.1 The reimbursement guidelines may be updated based on additional information received by COUNTY, or if additional funding is allocated.

5.2 MUNICIPALITY shall not be entitled to reimbursement of expenses on application to the County for which it has sought and received reimbursement from any other entity, whether public or private, as described in 4.2, above.

## **6.0 Cooperation**

6.1 The COUNTY shall assist MUNICIPALITY in complying with the requirements of the CARES Act and the United States Department of Treasury guidelines by preparing sample forms and providing feedback and guidance with regards to the type and quality of information required to complete such forms.

6.2 MUNICIPALITY agrees to abide by the terms of the CARES Act and all United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future.

6.3 MUNICIPALITY shall, at the COUNTY's request, supply COUNTY with all relevant information for the COUNTY to evaluate whether a request for reimbursement meets the criteria under the CARES Act and United States Department of Treasury guidelines, both current and as may be amended and supplemented in the future.

## **7.0 Records**

7.1 MUNICIPALITY shall maintain all records relating to the expenses which MUNICIPALITY seeks to have reimbursed by COUNTY from CARES Act funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.

7.2 At any time, the COUNTY may request that the MUNICIPALITY provide records relating to the expenses which MUNICIPALITY seeks to have reimbursed. MUNICIPALITY agrees to provide records within 14 days in response to such requests.

7.3 Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by MUNICIPALITY to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that MUNICIPALITY shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper, unsupported, or unable to be verified within the time limit set by the Office of Inspector General. The MUNICIPALITY shall make said repayment on or before the COUNTY is required to reimburse the federal government for such improper, unsupported, or unverified expense. Additionally, MUNICIPALITY agrees to indemnify the COUNTY or make the COUNTY whole for any penalty assessed against the COUNTY based upon MUNICIPALITY's failure to retain or provide records.

## **8.0 Timeliness.**

**8.1** The Parties agree that time is of the essence in the processing of applications for reimbursement. The COUNTY shall use all reasonable speed and diligence in the processing of applications for reimbursement.

**8.2** The Parties agree that time is of the essence in communications seeking supporting documents or requesting records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

## **9.0 Indemnity.**

**9.1** The Parties agree that where the COUNTY may rely upon the certification of the MUNICIPALITY that such expenses which MUNICIPALITY sought to have reimbursed from CARES Act funds met the minimum requirements of the CARES Act, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES Act funds determines that such reimbursement was not permitted under the CARES Act, MUNICIPALITY agrees to indemnify, reimburse and make whole the COUNTY for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the COUNTY. MUNICIPALITY further agrees to indemnify, reimburse, or make whole the COUNTY for any penalties associated with the federal government seeking to recoup the expended CARES Act funds which the COUNTY disbursed to MUNICIPALITY including interest, attorneys fees or any penalty provided by law. Additionally, MUNICIPALITY agrees to indemnify the COUNTY or make the COUNTY whole for any penalty assessed against the COUNTY based upon MUNICIPALITY's duplication of reimbursements as provided in Article 5.2 above. MUNICIPALITY also agrees to indemnify the COUNTY for any other loss or damage due to MUNICIPALITY's violation of this IGA.

**9.2** MUNICIPALITY agrees to hold COUNTY harmless for any evaluation or advice which the COUNTY provided to MUNICIPALITY as to whether the requested reimbursement is a permissible use of the CARES Act funds.

## **10.0 Term and termination**

**10.1 Term.** This Agreement shall remain in effect until December 30, 2020 unless earlier terminated by either party provides written notice of termination to the other. Such notice shall be effective 14 days after receipt of the termination.

**10.2 Survival of Terms.** Those terms relating to the party's obligation to maintain records and provide records, and the MUNICIPALITY's indemnification of the COUNTY shall survive the termination of this Agreement.

## **11.0 General Terms and Conditions**

**11.1 Amendment.** Any revision to this Agreement shall be made by written amendment to this Agreement. This Agreement, including exhibits attached hereto and incorporated herein by reference, represents the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior communications, agreements, and understandings relating thereto.

**11.2 Assignment.** The performance covered by this Agreement shall not be assigned or delegated without the prior written consent of the COUNTY.

**11.3 Conflict of Interest.** No officer, employee, elected or appointed officials of the COUNTY or the MUNICIPALITY (and no one with whom they have family or business ties) shall obtain any personal or financial benefit of the funds to be administered herein

**11.4 Notices.** Any notice under this IGA shall be sent by email to the following individuals at the indicated email addresses:

To the COUNTY:

Patrice Sutton, Chief Financial Officer, County of Lake at [psutton@lakecountyil.gov](mailto:psutton@lakecountyil.gov)

To the MUNICIPALITY:

(name/title/email address)

IN WITNESS WHEREOF, the COUNTY and the MUNICIPALITY have executed this Agreement as of the date first above written.

**COUNTY OF LAKE**

**(MUNICIPALITY)**

\_\_\_\_\_  
County Administrator, Lake County

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

ATTEST:

ATTEST:

\_\_\_\_\_  
Lake County Clerk

\_\_\_\_\_  
Municipal Clerk

**Lake County Municipality / Fire Protection District Reimbursement Program**  
**Program Guidelines as of July 15, 2020**

This document provides guidance for Lake County's Municipal/Fire Protection District Reimbursement Program. These guidelines may be updated as future guidance is received.

## **Program Details**

1. CARES Act Coronavirus Relief Funds (CRF) may only be used to cover expenses that:
  - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020 for the state or government; and
  - c. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. All expenditures must be incurred, and all services must be received within this period.
2. Reimbursements are based on guidance provided by the U.S. Treasury on use of the CARES Act CRF funds. Links to the source documents are:
  - <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>
  - <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>
  - <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>
  - <https://home.treasury.gov/system/files/136/IG-Coronavirus-Relief-Fund-Recipient-Reporting-Record-Keeping-Requirements.pdf>
3. Direct reimbursement funding will be provided to Lake County's 52 municipalities and 19 fire protection districts.
4. The initial allocations and reimbursements will be for services provided by non-municipal employees and commodities that were purchased in response to the COVID-19 public health emergency as well as allowable payroll expenses.
5. At this time, an allocation of \$10 million is available for reimbursement costs for municipalities and fire protection districts, of which \$9 million for municipalities, \$1 million is for fire protection districts. The maximum available allocation for each taxing body is determined based on population.
6. An Intergovernmental Agreement (IGA) between the County and the requesting taxing body will be required prior to any reimbursement.
7. This program guidance may be updated as additional guidance on program requirements, such as Treasury Guidance, becomes available, or if additional funding is allocated.
8. Initial reimbursement requests **are due by July 31, 2020**. The documentation should be sent via email to: [municipalreimbursement@lakecountyil.gov](mailto:municipalreimbursement@lakecountyil.gov)
  - a. Following submittal, the request will be reviewed and the County may provide questions or request additional information.
9. Additional opportunities to request reimbursement may be available in the future.
10. Questions can be sent via email to [municipalreimbursement@lakecountyil.gov](mailto:municipalreimbursement@lakecountyil.gov) or by calling 847-377-2233.



**Lake County Municipality / Fire Protection District Reimbursement Program**  
**Program Guidelines as of July 15, 2020**

## Eligible Expenses

Categories of eligible expenses for reimbursement are included below. For each category, examples are provided. These examples are not all inclusive and similar costs will be considered for reimbursement. The attached reporting spreadsheet provides additional examples of eligible expenses for reimbursement. The expenses must meet the required criteria stated in 601(a) of the Social Security Act: 1.) COVID related, 2.) not supplanting budgeted costs, and 3.) incurred between March 1, 2020 and Dec. 30, 2020. The expenses cannot be those that have been or will be reimbursed by any other source.

1. Payroll expenses
  - a. Payroll expenses for public safety (not corrections), public health, health care, human services, and similar employees whose services are substantially dedicated (51% or more of time per pay period) to mitigating or responding to the COVID-19 public health emergency. Only the time spent working on the COVID-19 public health emergency will be reimbursed.
  - b. Fringe benefits for the charged payroll time.
  - c. Hazard and overtime pay
2. Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions
3. Costs of Personal Protective Equipment due to the COVID-19 Public Health Emergency
  - a. Masks
  - b. Gloves
  - c. Gowns
  - d. Protective glasses
4. Sanitization and disinfection costs due to the COVID-19 Public Health Emergency
  - a. Hand Sanitizer
  - b. Disinfection wipes
  - c. Sanitizing & disinfection equipment
  - d. Disinfection of facilities and vehicles
5. Costs associated with opening facilities such that they comply with COVID-19 Public Health Emergency guidelines
  - a. Signage
  - b. Thermometers
  - c. Barrier posts
  - d. Glass shields / window placements
  - e. Outside service items – tents, canopies
6. Costs related to improving telework capabilities of public employees to comply with COVID-19 Public Health Emergency guidelines
  - a. New technology costs
  - b. Costs related to holding virtual meetings
  - c. Commodities required for employees to work from home
7. Legal and Communication Costs incurred due to COVID-19 Public Health Emergency
  - a. Drafting of ordinances
  - b. Drafting of emergency declarations
  - c. Educational Messaging to public / employees
8. FEMA Public Assistance Program 25% Local Cost Share. Additional information can be found at <https://www.fema.gov/media-library/assets/documents/187108>



**Lake County Municipality / Fire Protection District Reimbursement Program**  
**Program Guidelines as of July 15, 2020**

- a. Municipalities and Fire Protection Districts are encouraged to submit eligible expenses to the FEMA Public Assistance program. This will maximize the funds available to our communities. Lake County Municipality/Fire Protection District Reimbursement Program funds can be used for FEMA's required 25% local match. After the FEMA submission is approved, a request for the 25% local match should be submitted to Lake County.

### **Ineligible Reimbursements**

- Non-COVID-19 related expenses.
- Revenue shortfall.
- Damages covered by insurance.
- Expenses that have been or will be reimbursed under any federal program.
- Reimbursement to donors for donated items or services.
- Severance pay.
- Legal settlements.
- Bonuses or incentives and permanent salary increases are not eligible.

### **Documentation Needed for Reimbursements**

1. A copy of the Intergovernmental Agreement (IGA) between the County and the requesting taxing body, executed by the taxing body.
2. Provide completed "Summary of Reimbursements" spreadsheet. The Chief Executive Officer, the Chief Financial Officer or equivalent executive with authority to certify, must sign the certification that the expenses were not budgeted in the most recently approved fiscal year budget as of 3/27/2020.
  - a. Fill out all yellow highlighted tabs based on eligible activities. Descriptions of activities should be provided for each activity. Each item shall be listed with a description as to why it is related to COVID response and recovery with dollar value and receipt/invoice/document reference number listed.
3. Provide supporting documentation of the expenses as PDF documents that uses the number on the "Summary of Reimbursements" to link the activity with the documentation. If there is more than one page of receipts and support, please provide a header page that uses the number on the "Summary of Reimbursements."
  - It is important that the invoice or related documentation clearly displays that the expense was due to the COVID-19 public health emergency. If the invoice/receipt does not provide clear evidence of this link, you can either add a note/explanation directly on the receipt or provide a summary of invoices with information on the COVID-19 link.
  - Invoice receipts should be clearly dated to show the cost was not incurred before March 1, 2020
  - Scanned and copies of receipts/invoices are permitted, but retain originals, as applicable.



**Lake County Municipality / Fire Protection District Reimbursement Program**  
**Program Guidelines as of July 15, 2020**

- For payroll costs, provide report(s) that indicate the person, the payroll period, the time spent working on COVID related projects, and the rate of pay including if the rate is straight time/overtime/hazard pay. Provide the actual fringe benefit rate and the total requested reimbursement.
- Lake County may require additional justification for some purchases, explaining the threat to public health, what procurement methods were used (bid, RFP, declaration of emergency authority, etc.), the alternatives that were considered, and other information needed for reporting and compliance purposes.

4. Copy of FEMA Public Assistance Program reimbursable expenses, when submitted.

### **Supporting Documentation that Needs to Be Retained**

The Treasury OIG Reporting and Record Retention Requirements, dated July 2, 2020 state that subrecipients of the funds, such as municipalities and fire protection districts, must retain the following documentation. "Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for  
(a) the receipt of Coronavirus Relief Fund payments and  
(b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments."





**ITEM SUMMARY**

<b>Reviewing Body / Meeting Date:</b>	Regular Village Board – July 27, 2020
<b>Subject:</b>	Rules of Procedure for Virtual Public Hearings
<b>Action Requested (Address – Petitioner):</b>	Approval of a Resolution Adopting Rules of Procedure for Virtual Public Hearings (Village of Lincolnshire – Waiver of First Reading Requested)
<b>Prepared By:</b>	Ben Gilbertson – Assistant Village Manager/Community & Economic Development Director
<b>Staff Recommendation:</b>	Waiver of first reading and approval of the resolution
<b>Budgeted Amount:</b>	N/A
<b>Actual Amount:</b>	N/A
<b>Level of Service Impact:</b>	N/A
<b>Meeting History:</b>	N/A
<b>Tentative Meeting Schedule:</b>	N/A
<b>Reports / Documents Attached:</b>	1) Draft resolution and rules of procedure for virtual public hearings

**Request Summary**

Staff requests the Village Board’s review and approval of rules of procedure for virtual public hearings. These rules would guide and inform the administration of virtual public hearings in light of the restrictions placed on in-person group size due to the COVID-19 pandemic. These rules would also apply to Village of Lincolnshire advisory bodies, including the Village Board, Zoning Board, and Architectural Review Board.

**Project Description**

Since April 2020, staff postponed several public hearings related to staff-driven text amendments, in hopes the COVID-19 pandemic would be mitigated and in-person public meetings (and corresponding public hearings) would resume. Unfortunately, as COVID-19 continues to limit the ability for public bodies to safely conduct business in-person, Village staff and the Village Attorney developed rules of procedure for virtual public hearings.

These rules are designed to ensure a fair and thorough virtual public hearing process consistent with constitutional due process requirements, and would be effective while the Governor’s Disaster Proclamations related to COVID-19 are in place. At a high level, the rules prescribe or suggest the following:

- Video, audio, and/or telephonic access to the public hearing;
- Notification of the public hearing via state-required publication in a newspaper of general circulation and on the Village’s website and/or social media feeds;
- Deadlines for submission and publication of the petitioner’s materials, as well as submission and publication of public evidence, presentation materials, and/or comments; and
- General parliamentary processes.

**Budget Impact**

Not applicable.



**Level of Service Impact**

These rules allow petitioner-driven and staff-driven projects to continue through the review and approval process, despite the inability to meet in-person. In turn, this prevents stalling of projects and allows Village business to continue as close to normal as possible given the circumstances.

**Approval Process**

Village code section 1-5-3-5, Rule 11 requires a vote of two-thirds of the Trustees present at the meeting to waive the first reading and permit action on the resolution, if the resolution is presented for the first time at the Regular Village Board meeting.

**Staff Recommendation / Next Steps**

Staff recommends waiver of the first reading and approval of the resolution. This would effectuate the rules in advance of the first anticipated virtual public hearing conducted by the Village Board on Monday, August 10.

**VILLAGE OF LINCOLNSHIRE  
LAKE COUNTY, ILLINOIS**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING RULES OF PROCEDURE FOR VIRTUAL PUBLIC HEARINGS**

**WHEREAS**, the Village of Lincolnshire (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970; and

**WHEREAS**, pursuant to Section 11-13-25(b) of the Illinois Municipal Code, 65 ILCS 5/11-13-25(b) and the Open Meetings Act, as amended by Public Act 101-640, public hearing processes may be conducted virtually during the COVID-19 pandemic consistent with constitutional due process requirements; and

**WHEREAS**, the Mayor and Village Board of Trustees (“Village Board”) desire to implement rules of procedure for virtual public hearings (“Rules”) to allow the Village Board and its subsidiary bodies to conduct virtual public hearings; and

**WHEREAS**, the Village Mayor and Village Board have determined it is in the best interest of the Village and the public to approve and implement the Rules.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of the Village of Lincolnshire, Lake County, Illinois, as follows:

**SECTION 1: RECITALS.** The Village Board hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

**SECTION 2: APPROVAL OF RULES.** The Village Board hereby approves the Rules in the form attached to this Resolution as **Exhibit A.**

**SECTION 3: EFFECTIVE DATE.** This Resolution shall be in full force and effect from and after its passage and approval according to law.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020, by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Elizabeth J. Brandt, Mayor

**ATTEST:**

\_\_\_\_\_  
Barbara Mastandrea, Village Clerk

## **Village of Lincolnshire Rules of Procedure for Virtual Public Hearings**

These Rules of Procedure are designed to ensure a fair and thorough public hearing process during the COVID-19 pandemic consistent with constitutional due process requirements as established in Sec. 11-13-25(b) of the Illinois Municipal Code, 65 ILCS 5/11-13-25(b) and the Open Meetings Act, as amended by Public Act 101-640. In accordance with the Village's duties, obligations, and authority under the law, the Chair of the Public Body finds that conducting in-person public hearings to consider zoning and development applications is impractical and imprudent due to the public health emergency. For the purpose of these Rules, the term "Public Body" includes the Village Board, Zoning Board, and Architectural Review Board.

These Rules of Procedure should be considered the general parameters governing public hearings while the Governor's Disaster Proclamations related to COVID-19 are in place. These Rules of Procedure apply to all public hearing participants who, for the purposes of these Rules of Procedure, are the petitioner, objectors, witnesses, and attorneys representing the petitioner, objector(s), and any witnesses. All such participants are expected to conduct themselves according to these rules and in a respectful and professional manner. Any conflicts or inconsistencies between these Rules of Procedure and any other rules or procedures previously adopted by the Village shall be resolved in favor of these Rules.

While the Public Body has the authority, if it deems necessary, to temporarily waive, suspend, or otherwise adjust these Rules as circumstances warrant, failure by any participant in the public hearing process to follow these Rules of Procedure, as may be adjusted by the Public Body may result in removal from the public hearing by the Chair.

(As used in these Rules of Procedure, the word "Chair" will apply to the duly elected or appointed Chair of the Public Body or a duly appointed hearing officer presiding over the public hearing process.)

### **1. Remote Attendance.**

For the duration of the Gubernatorial Disaster Proclamation, the provisions of the Village's Remote Attendance Policy requiring or relating to in-person attendance by members of the Public Body are suspended. Specifically:

- A.** Any requirement that a member must be physically present at a meeting is suspended.
- B.** A member may be authorized to attend remotely for reasons other than personal illness or disability; employment purposes or the business of the public body; or a family or other emergency.
- C.** The Public Body will seek to postpone consideration of nonessential public business where possible.
- D.** When a public hearing is necessary, the Public Body will seek to:
  - 1)** provide video, audio, and/or telephonic access to the hearing to ensure members of the public may monitor and participate in meetings and hearings; and
  - 2)** work with Village staff to update the Village website and social media feeds to keep the public fully apprised of any modifications to its meeting schedules or the format of its meetings due to COVID-19.

### **2. Physical Attendance Limitations.**

Public hearings of the Public Body will remain open and convenient to members of the public for the duration of the Gubernatorial Disaster Proclamation, while observing the limits on public gatherings and social distancing required by law. The Public Body allows members of the public to attend hearings by video or audio conference. For the safety of the public, members of the Public Body and staff during meetings, access to Village Hall, including, without limitation, the hearing chambers, may be prohibited or limited, or meetings

may be held at a location with a larger room, or broadcast in multiple rooms at a location or locations. The Public Body will seek to share information about the format of each hearing on the Village's website and social media feeds.

### **3. Submission and Publication of Hearing Materials and Written Comments.**

To the extent possible, the Village will publish all materials reasonably anticipated to be presented at the hearing on the Village's website.

- A. Petitioner's Materials.** The Petitioner must submit all evidence it intends to present or rely on at the hearing to the Community & Economic Development Director or his/her designee not less than seven (7) days prior to the hearing. This includes any graphics, drawings, plans, or presentation materials that the Petitioner intends to reference at the hearing.
- B. Publication of Petitioner's Materials; Staff Reports.** Not less than five (5) days prior to the hearing, the Village will publish on its website relevant case materials, including the Petitioner's application and supporting materials, and any additional evidence, drawings, or presentations the Petitioner intends to rely on at the hearing, along with any staff reports or memos issued by the Village relating to the Petitioner's application. The case materials will be clearly labeled with consecutive page numbers for ease of reference.
- C. Evidence or Presentations from the Public.** Any group or member of the public who intends to give a PowerPoint or comparable presentation at the hearing must submit such presentations to the Community & Economic Development Director or [VOLPublicComment@lincolnshireil.gov](mailto:VOLPublicComment@lincolnshireil.gov) no later than two (2) days prior to the hearing (5:00 p.m. deadline).
- D. Publication of Evidence from the Public.** Any documentary evidence or presentations from the public received not less than two (2) days prior to the hearing will be published on the Village's website as soon as possible. These materials will also be included within the case file and will be clearly labeled with consecutive page numbers for ease of reference.
- E. Written Comments from the Public.** Written comments from the public regarding the Petitioner's application submitted to the Community & Economic Development Director or [VOLPublicComment@lincolnshireil.gov](mailto:VOLPublicComment@lincolnshireil.gov) at least two (2) days before the hearing will be published on the Village's website and distributed to the Public Body before the hearing. Written comments received less than two (2) days before the hearing will be emailed to the Public Body but may not be posted on the Village's website.

### **4. Speaker Registration.**

Persons who intend to provide evidence or testimony at the hearing are encouraged to register prior to the hearing.

- A.** The Petitioner must submit a list of all persons who will present evidence or testify at the hearing to the Community and Economic Development Director no later than two (2) days prior to the hearing.
- B.** Members of the public who intend to present testimony or evidence at the hearing are encouraged to register with the Village at least forty-eight (48) hours in advance of the hearing. Members of the public may pre-register to speak during the hearing by emailing [VOLPublicComment@lincolnshireil.gov](mailto:VOLPublicComment@lincolnshireil.gov). Members of the public who pre-register will be called to speak during the hearing before members of the public that fail to pre-register.

## **5. Public Hearing Procedure.**

### **A. Introduction by the Chair.**

- 1)** The Chair will begin each public hearing by announcing the name of the petitioner and the relief requested. The Chair will explain these procedures for the conduct of the public hearing, explaining that they are temporary procedures designed to accommodate remote participation by members of the Public Body, staff, and members of the public in accordance with Public Act 101-640, modifying the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., enabling the Village, and other units of local government, to conduct public business remotely.
- 2)** An oath will be administered to all persons intending to provide comment, testimony, questions, or cross examination during the course of the public hearing. Nothing said by attorneys representing any party will be considered evidence or testimony, unless the attorney's client is not present at the public hearing. The Chair will remind those people previously sworn under oath from a continued public hearing that they remain under oath. The Chair will also explain the following:
  - a)** The Chair will explain to the public how they can participate in the hearing remotely. The instructions on how to participate remotely will also be clearly posted on the Village's website.
  - b)** The Chair will reference that all of the documents, drawings, and other evidence presented at the hearing have been or will be posted on the Village's website so that they may be accessed by the public.
  - c)** The Chair will provide an overview of the structure of the hearing.
  - d)** At a minimum, the Chair should emphasize that remote participation requires a higher level of organization and that the following rules—in particular—will be enforced:
    - No speaker may address the Public Body without first being recognized by the Chair;
    - Speakers, including Village officials and staff, must identify themselves each time they address the Public Body or any other participant in the public hearing; and
    - Witnesses who are addressing plans or other documents should do so by plan or document title and page number.
  - e)** The Chair will designate a member of staff to administer and monitor any internet or telephonic-based platforms used for the hearing. This staff member will control the muting and un-muting of participants and the screen sharing options. This staff member will also guard against and cut off any disruptive behavior like “zoom bombing” or other harassing behavior. In the event that the public hearing has to be postponed because of disruptive behavior, the Chair will announce a temporary recess, as necessary, until the disruptive party is removed from the public hearing.

### **B. Village Staff's Summary of Petition.**

Village staff will summarize the basic facts of, and relief requested in, the petition. In the event that the hearing is continued from a previous date, staff will be asked to provide the original summary as well as provide any new, additional, or supplemental information.

### **C. Petitioner's Presentation.**

- 1)** The petitioner will present the petition with testimony of witnesses and other evidence. The Chair should clearly identify and accept into the public hearing record the submittals provided with the application by title, page numbers, and latest revision date, as well as any additional or supplemental information the applicant may have.

- 2) The Public Body should allow the petitioner to make this presentation without interruption, except for those questions allowed by the Chair that may be immediately necessary to aid the Public Body or the public in understanding a particular aspect of the presentation.
- 3) Petitioner's graphics and other information should be identified by document title and page number, and clearly broadcast on all visual media to allow people participating remotely to clearly see and understand the materials. The Petitioner should also be as descriptive as possible for people participating telephonically or who may not otherwise have access to the materials posted on the Village's website.
- 4) The Chair should ensure that the Petitioner has had ample opportunity to fairly present its application and, where there is a need for additional time or clarification, the Chair should consider a continuation of the public hearing.

#### **D. Public Comment, Testimony, General Questions (Other Than Cross-Examination).**

- 1) **General.** After the Petitioner's Presentation, the Chair will open up the hearing for public comment, testimony, and general questions other than cross-examination. Prior to start of the period for public comment, testimony, and general questions, the Chair will advise the public:
  - a) of the amount of time permitted for public testimony, comment, and general questions;
  - b) of how speakers will be recognized either through the web conference platform or over the phone;
  - c) remind all speakers to state their names before addressing the Public Body;
  - d) to avoid repetitive comments, testimony, and general questions;
  - e) to appoint only one person to speak on behalf of a group, when possible;
  - f) that all information presented is under oath; and
  - g) that people who pre-registered to provide public comment, testimony, and general questions will be called first, and then anyone else who has not registered but wishes to provide public comment, testimony, and general questions.

Each person will be permitted to speak one time only, unless the Chair determines that allowing a speaker to address the Public Body again will contribute new testimony or other evidence. Unless more time is deemed necessary by the Chair, all comments from the public will be limited to no more than five minutes per person.

- 2) **Testimony, Evidence, and Questions.** Members of the public and their attorneys should address their comments, testimony, and general questions to the Public Body. Following the conclusion of all public participation, the Chair will direct the questions from the public to the petitioner or staff in an orderly and consolidated manner for response.

#### **E. Cross-Examination.**

In addition to asking general questions, the public and their attorneys will have right to cross-examine petitioners and petitioners' witnesses in accordance with the following:

- 1) **Personal Notice Recipients' Automatic Right.** People who received a personal notice addressed to them as required under the Zoning Ordinance about the public hearing have an

automatic right to cross-examine petitioners and petitioners' witnesses. People wishing to exercise this right must be prepared to demonstrate to the satisfaction of the Chair that they are the person to whom the notice was addressed or that they reside at the address on the notice. This right is based upon the fact that these people have a unique interest in ensuring the preservation of their property values, as well as the use and quiet enjoyment of their property. People who qualify under this right should be prepared to elicit information that addresses these valuable property interests.

- 2) Petitioners' Automatic Right.** Petitioners have a right to cross-examine any witness offered in opposition to their petition.
- 3) General Public Qualified Right.** Any other party who does not otherwise have an automatic right to cross-examination under these rules must file a formal request to do so at least 5 days in advance of the scheduled public hearing date or continuation thereof. The request must be submitted to the Community and Economic Development Director. Requesters will be informed as to whether their right to cross-examine witnesses has been granted or denied within 2 days of the public hearing by the Chair, or his or her designee, and no such request will be unreasonably denied.
- 4) Parties wishing to cross-examine witnesses must tailor their cross-examination in accordance with the following:**
  - a)** The matters that are subject to cross-examination are factual and not merely matters of taste or personal opinion;
  - b)** The cross-examination will help simplify otherwise complex issues before the Public Body; and
  - c)** The cross-examination relates to the factors to be considered by the Public Body in making its recommendation.
    - i.** In all instances, the Chair may specify which issues are considered relevant to the factors the Public Body must use to make its recommendation and limit cross-examination accordingly. People wishing to cross-examine witnesses must be aware of the factors that guide the Public Body in its considerations of a given petition and must tailor their cross-examination to these factors. Failure to do so may result in disqualification from cross-examination.
    - ii.** The Chair will determine whether a party conducting cross-examination is eliciting relevant information and may direct a cross-examiner to adjust his or her questioning accordingly. In addition, the Chair may restrict the scope of cross-examination to the testimony offered. Cross-examination designed to elicit extraneous, irrelevant, or repetitive testimony will be ruled out of order by the Chair and may result in disqualification of the person from further cross-examination of the witness.
    - iii.** The Public Body acknowledges the rights of parties to cross-examine witnesses, but parties wishing to do so must accept that the Public Body is not a court of law and the normal rules of evidence that would otherwise exist in those settings are not applicable in the proceedings. In order for the Public Body to most effectively carry out its responsibilities, parties wishing to cross-examine witnesses must respect this fact and conduct themselves accordingly.
    - iv.** Finally, parties wishing to cross-examine witnesses offered by a petitioner are expected to respect the right of the petitioner to a prompt and efficient process. The use of cross-examination that deviates from these rules will be viewed as an abuse of process and

infringement on the right of a petitioner to a prompt and efficient process and result in immediate disqualification from further cross-examination or testimony.

#### **F. Subpoena of Witnesses.**

There is no automatic right to request the issuance of a subpoena for any witness. However, upon:

- 1) a proper showing that the testimony to be elicited is relevant to the factors under consideration by the Public Body;
- 2) an allegation of some special interest beyond that of the general public; and
- 3) that the evidence to be elicited from the subpoenaed witness cannot be obtained through some other document or testimony,

the Chair may, in accordance with state law, compel the attendance of witnesses. Any person who satisfies the requirements for issuance of a subpoena will be completely responsible for presenting the witness before the Public Body, including, without limitation all costs, attorneys fees, and enforcement of the subpoena. In no event will subpoenas be issued to obtain documents or other non-testimonial evidence.

Failure of a subpoenaed witness to appear will not result in a delay of the proceedings before the Public Body.

#### **G. Time for Non-Petitioner Presentation(s).**

As a general rule, all other parties desiring to make a presentation will be collectively allowed an equal amount of time as was provided the petitioner for its full presentation. Multiple parties desiring to make presentations are expected to coordinate their efforts to maintain efficiency and the promptness of the proceedings and to stay within the general time parameters set forth herein. In addition, non-petitioner presenters should follow the general procedures to identify themselves, any affiliation they have with an organization interested in the application, and present all plans and other documents to the Chair by title, number of pages, and latest revision date for entry into the public hearing record. During the course of their presentation, the non-petitioner presenter should identify plans and documents by title and page numbers, and otherwise follow the procedures for the Petitioner set forth above.

#### **H. Response by the Petitioner.**

The Chair will allow the petitioner a reasonable time to respond to the public testimony and comments presented, but no more than half the time as was used by all other non-petitioners.

#### **I. Questions by the Public Body.**

The Public Body members may, after being recognized by the Chair, ask questions of any individual that may be necessary to clarify material presented or the relief requested. Members doing so should be recognized by the Chair, clearly state their name and clearly state who they are directing their questions to, as well as identify any plans or other documents by title and page number.

#### **J. Public Body Discussion and Deliberation.**

During the discussion, members of the Public Body may direct additional questions to the petitioner, witnesses for the petitioner, or members of the public who testified. Members doing so should be recognized by the Chair, clearly state their name and clearly state who they are directing their questions to, as well as identify any plans or other documents by title and page number. The petitioner, witnesses for the petitioner, or members of the public or their attorneys may not address the Public Body during this portion of the meeting without the consent of the Chair.

**K. Action.**

Based on the discussions, the Chair may: (a) request the petitioner, a member of the public, Village staff, and/or the Village Attorney to provide new or additional information and continue the hearing to a date certain; or (b) take action (vote) on the petition and make its recommendation to the Village Board. A vote will close the public hearing.