



VILLAGE OF LINCOLNSHIRE

AGENDA COMMITTEE OF THE WHOLE Virtual Meeting Monday, August 10, 2020 Following Regular Village Board

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/707679189>.
- Listen live via phone 872-240-3212 (Access Code = 707-679-189).
- Meetings posted to www.lincolnshireil.gov/government/about/agendas-minutes-packets-video the day after meeting.

• Public Comment – Items Not Requiring a Public Hearing

- Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Monday, August 10, 2020. For members of the public leaving voicemails, the voicemails must be:
 - Articulate and audibly comprehensible.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than two minutes in length.
 - Free of any abusive or obscene language.
- Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Monday, August 10, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:
 - Typed or written legibly.
 - Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than 200 words in length.
 - Free of any abusive or obscene language.
- Comments received before the meeting will be read concurrent with respective agenda item. Comments may be sent to the VOLPublicComment@lincolnshireil.gov email address during the meeting, but it is not guaranteed they will be read until the end of the meeting.

CALL TO ORDER

1.0 **ROLL CALL**

2.0 **ITEMS OF GENERAL BUSINESS**

2.1 Planning, Zoning and Land Use

2.2 Finance and Administration

2.21 Consideration of a Resolution Approving a Financial Services Agreement between the Village of Bannockburn and the Village of Lincolnshire (Village of Lincolnshire)

2.3 Public Works

2.31 Consideration of Approval of a Contract with Hoerr Construction at a Cost not to exceed \$107,053.00 for the 2020 Sanitary and Storm Sewer Lining Project (Village of Lincolnshire)

2.4 Public Safety

2.5 Parks and Recreation

2.6 Judiciary and Personnel

3.0 **UNFINISHED BUSINESS**

4.0 **NEW BUSINESS**

5.0 **EXECUTIVE SESSION**

6.0 **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. The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Committee of the Whole – August 10, 2020
Subject:	Financial Services Agreement between the Village of Bannockburn and Village of Lincolnshire
Action Requested (Address – Petitioner):	Consideration of a Resolution Approving a Financial Services Agreement between the Village of Bannockburn and the Village of Lincolnshire
Prepared By:	Brad Burke – Village Manager Michael Peterson – Finance Director
Staff Recommendation:	Approval of Agreement
Budgeted Amount:	N/A
Actual Amount:	
Level of Service Impact:	N/A
Meeting History:	N/A
Tentative Meeting Schedule:	N/A
Reports / Documents Attached:	1) Proposed Resolution Approving Financial Services Agreement 2) Proposed Financial Services Agreement Between the Village of Bannockburn & Village of Lincolnshire

Request Summary

Bannockburn Village Manager, Maria Lasday, recently announced her retirement and the community’s plan to appoint their Finance Director, Stephanie Hannon, to the vacant village manager role. Upon hearing this announcement, staff reached out to request a conversation regarding the Village of Lincolnshire providing financial services support to Bannockburn. Historically, the Lincolnshire has provided limited account clerk support to Bannockburn on a time and materials basis to assist with utility billing. Village Manager Burke and Finance Director Peterson saw an opportunity to provide support to a neighboring community, and possibly generate a new revenue source for Lincolnshire. Bannockburn staff expressed interest in the possibility, and noted they would have need for financial support during a transition time while they work to hire a new Finance Director. Bannockburn staff provided a list of duties and estimated staff time needed to support their finance functions during the transition period. Village Manager Burke and Finance Director Peterson reviewed Bannockburn’s needs and determined Lincolnshire could provide the services sought without adverse impact to Lincolnshire’s finance operations. Staff presented a proposal to Bannockburn based upon an hourly rate for Lincolnshire Finance Director, Senior Accountant, and Account Clerk inclusive of wages and fringe benefits. The proposed agreement was based largely upon the format for the Lincolnshire’s existing agreement with Stevenson High School for school resource officers. Bannockburn reviewed the proposal and indicates they plan to present to their Village Board for consideration at their August 10, 2020 meeting.

The proposed agreement provides for a 1-year term with automatic renewal. This provides flexibility in the event Bannockburn’s Finance Director recruitment may take longer than expected. The agreement provides that either party can terminate with a 30-day notice for any reason.

Lincolnshire staff sees the proposed agreement as a benefit to the Lincolnshire organization and an opportunity to generate some limited revenue. Based upon the scope of work identified by Bannockburn,



staff estimates the total cost to Bannockburn for Lincolnshire services would be approximately \$15,000. Lincolnshire's ability to provide these services offer professional development opportunities for Finance Department and Administration personnel who may be called upon to assist in providing support. Lastly, the impact to Lincolnshire operations appears to be minimal as Bannockburn currently utilizes the same financial software as the Village.

Budget Impact

New revenue is estimated at approximately \$15,000.

Level of Service Impact

Staff will monitor to ensure incorporation of Bannockburn's financial services does not adversely affect Lincolnshire Finance Department operations.

Approval Process

Consideration at the August 10, 2020 Committee of the Whole meeting and possible placement on the August 24, 2020, Regular Village Board meeting agenda for approval.

Staff Recommendation / Next Steps

Staff recommends the Village Board consider the proposed resolution and agreement and direct placement on the August 24, 2020, Regular Village Board meeting Consent Agenda for approval.

Financial Services Agreement Village of Bannockburn & Village of Lincolnshire

Preamble

This agreement entered into as of _____ between the Village of Lincolnshire, Lake County, Illinois, an Illinois home rule municipal corporation (hereinafter "Village") and the Village of Bannockburn, Lake County, Illinois, an Illinois home rule municipal corporation (Bannockburn).

Bannockburn wishes to receive certain financial services (see Appendix A to this document) from the Village of Lincolnshire as may be needed from time to time.

As the provision of these financial services gets underway, staff meetings to provide clarification and align expectations shall be scheduled at the request of either the Village Manager for the Village of Bannockburn or the Village Manager for the Village of Lincolnshire.

Article VII, Section 10 of the Constitution of the State of Illinois of 1970 authorizes units of local government, including municipalities and park districts, to contract or otherwise associate among themselves to exercise, combine or transfer any power or function in any manner not prohibited by law or by ordinance; and,

The Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., authorizes units of local government of Illinois to exercise jointly with any other public agency within the State, including other units of local government, any power, privilege, or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities and undertakings; and

The Village of Lincolnshire is willing to supply financial services under the provisions of this Agreement.

NOW, THEREFORE, IN CONSIDERATION OF the mutual and reciprocal covenants herein contains, and other good and valuable consideration, the parties agree as follows:

Section 1: Scope of Services

The Village of Lincolnshire agrees to provide financial services to the Village of Bannockburn as outlined in Appendix A.

Bannockburn may request, and the Village may agree to provide, additional financial or administrative services from time to time. The Village of Lincolnshire will work to provide requested services as staff resources are available, provided that any material change in the scope of services will require a written amendment to this Agreement and a modification of the compensation described herein.

Section 2: Employment Status

At all times, Village of Lincolnshire employees providing services to the Village of Bannockburn shall remain an employee of the Village of Lincolnshire, and shall be subject to the jurisdiction and direction of Village of Lincolnshire Village Code, and Village rules, regulations, policies and directives.

Section 3: Performance/Replacement

Should Bannockburn become dissatisfied with the performance of services provided by an assigned Village of Lincolnshire employee, the representatives of Bannockburn and representatives of the Village shall meet to discuss performance concerns and develop a plan to address identified deficiencies. If at such time as both Bannockburn and the Village of Lincolnshire agree that an individual employee is not meeting expectations, staff from both Bannockburn and the Village of Lincolnshire shall work together to ensure the timely assignment of a replacement if practicable.

Section 4: Payment for Service

In December of every year, the Village of Lincolnshire will provide Bannockburn a calculation of anticipated hourly rate related to annual salary and fringe benefits for the coming year to reflect new rates of pay and fringe benefit amounts. The Village will bill Bannockburn monthly for services rendered during the previous month and Bannockburn will pay all invoices within thirty (30) days of receipt. For the purpose of this Agreement, "fringe benefits" shall include, but not be limited to health, dental, and life insurance benefits; workers compensation costs; federal employer taxes; and Illinois Municipal Retirement Fund costs.

The Village of Bannockburn and the Village of Lincolnshire will jointly review logs of time spent providing financial services and assess whether the established fees are in alignment with the cost of service.

- Finance Director – Hourly Rate - \$120.73 (includes fringe benefits)
- Senior Accountant – Hourly rate - \$73.49 (includes fringe benefits)
- Finance Clerk – Hourly Rate - \$35.09 (includes fringe benefits)

Note: The Village of Lincolnshire’s compensation plan provides for a possible merit compensation adjustment on the employee’s anniversary date. Should the rate of pay for the individuals list above change throughout the year, the above rates will be adjusted accordingly.

Section 5: Travel Reimbursement

Bannockburn shall reimburse the Village of Lincolnshire mileage incurred by staff reporting to the Village of Bannockburn municipal offices at the current IRS mileage reimbursement rate. The reimbursement will be measured from the Village of Lincolnshire corporate offices.

Section 6: Term of Agreement

The term of this Agreement shall be for one (1) year, commencing upon the date of execution. The Agreement shall automatically be renewed for each subsequent year unless and until a 30-day notice of intent to discontinue is issued by either party.

IN WITNESS THEREOF, the parties have caused the agreement to be executed by their duly authorized officials.

Maria Lasday, Village Manager
Village of Bannockburn

Bradly J. Burke Village Manager
Village of Lincolnshire

Appendix A

Village of Bannockburn Scope of Work Accounting Services

1. Accounts Payable - Main Job Tasks, Duties and Responsibilities
 - a. assemble, review and verify invoices and check requests
 - b. flag and clarify any unusual or questionable invoice items or prices
 - c. sort, code and match invoices
 - d. set invoices up for payment
 - e. enter and upload invoices into system
 - f. track expenses and process expense reports
 - g. prepare and process electronic transfers and payments
 - h. prepare and perform check runs
 - i. post transactions to journals, ledgers and other records
 - j. reconcile accounts payable transactions
 - k. prepare analysis of accounts
 - l. monitor accounts to ensure payments are up to date
 - m. research and resolve invoice discrepancies and issues
 - n. maintain vendor files
 - o. correspond with vendors and respond to inquiries
 - p. produce monthly reports
 - q. assist with month end closing
 - r. submit check information for positive pay submission

Approximately 64 hours per month

2. Payroll Processing – Prepared 2 days before pay dates on or around the 15th or last day of each month. (11 full-time employees and approximately 5 part-time per payperiod)
 - a. compiles payroll data (i.e. hours worked, vacation, compensated time, sick leave)
 - b. enters data or computes and posts wages from time sheets
 - c. prepares computer input forms, enters data into BSA
 - d. reviews wages computed and corrects errors to ensure accuracy of payroll.
 - e. prepare quarterly 941 report for state and federal withholding
 - f. submit monthly and quarterly unemployment report
 - g. keep records of leave pay
 - h. prepare direct deposit
 - i. prepare monthly IMRF report and submit monthly payment

Approximately 32 hours per month

3. Escrow and Miscellaneous Receivable account maintenance
 - a. Set-up new escrow accounts as needed
 - b. Record receipts of professional service payments and escrow deposits
 - c. Process professional service and administrative fees for building permit, ARC and Zoning escrow accounts

Approximately 16 hours per month

4. Business License Program

- a. Print and mail letters and application to all businesses in the Village of Bannockburn approximately 250 businesses – Mailed out on September 30, 2020
- b. Maintain record of business license payments
- c. Update business information as needed
- d. Mail business licenses out to paid businesses on October 31, 2020

Approximately 40 hours

5. Bank Reconciliation

- a. Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank
- b. Reconcile and process transactions
- c. Maintain required files, reports, and data
- d. Reconcile discrepancies in different accounts

Approximately 8 hours a month

6. Utility Billing / Administer Customer File Maintenance

- a. Journalize and Post Activity as needed
- b. Import Meter Reads
- c. Enter Adjustments as needed
- d. Calculate Bills
- e. Print and Mail/Email bills
- f. Create NACHA Auto Pay file
- g. Cash Receipting and Credit Card Processing
- h. Apply Late Charges
- i. Prepare customer Late Fee Notice
- j. Prepare Shut Off Report
- k. Prepare Reports as needed
- l. Assist with annual audit
- m. Annually update Utility Bill rate schedule

VILLAGE OF LINCOLNSHIRE

RESOLUTION NO. _____

RESOLUTION APPROVING A FINANCIAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF BANNOCKBURN AND THE VILLAGE OF LINCOLNSHIRE.

WHEREAS, the Village of Bannockburn desires financial services;

WHEREAS, the Village of Bannockburn desires to contract with the Village of Lincolnshire for financial services pursuant to the terms and scope of services identified in a Financial Services Agreement between the Village of Bannockburn and the Village of Lincolnshire, attached hereto as Exhibit A and made a part hereof; and

WHEREAS, the Village of Lincolnshire Board of Trustees has determined that (i) the Village of Lincolnshire has the resources and capabilities of providing financial services needed by the Village of Bannockburn and (ii) executing a Financial Services Agreement between the Village of Bannockburn and the Village of Lincolnshire for financial services, in substantially the form attached hereto as Exhibit A and made a part hereof, is in the best interest of the Village of Lincolnshire.

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

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the Mayor and Board of Trustees of the Village of Lincolnshire as fully set forth in this Section One.

SECTION TWO: Agreement. The Village of Lincolnshire Board of Trustees hereby approves a Financial Services Agreement between the Village of Bannockburn and the Village of Lincolnshire for financial services, in substantially the form attached hereto as Exhibit A and made a part hereof.

SECTION THREE: Authorization. The Mayor and Board of Trustees of the Village of Lincolnshire hereby authorize the execution by the Village Manager of a Financial Services Agreement between the Village of Bannockburn and the Village of Lincolnshire for financial services, in substantially the form attached hereto as Exhibit A and made a part hereof.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect from and after this Resolution's passage and approval in the manner required by law.

PASSED this _____ day of August, 2020.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of August, 2020.

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk



ITEM SUMMARY

Reviewing Body:	Committee of the Whole
Meeting Date:	August 10, 2020
Subject:	Consideration of Approval of a Contract with Hoerr Construction at a Cost not to Exceed \$107,053.00 for the 2020 Sanitary and Storm Sewer Lining Project
Prepared By:	Wally Dittrich – Assistant Public Works Director/Village Engineer
Staff Recommendation:	Consideration and discussion
Budgeted Amount:	Sanitary Sewer Lining - \$105,000.00 Storm Sewer Lining - \$20,000
Actual Amount:	Sanitary Sewer Lining - \$97,402.00 Storm Sewer Lining - \$9,652.00
Level of Service Impact:	Extends life of sewer lines by 50-100 years
Tentative Meeting Schedule:	August 10, 2020
Reports and Documents Attached:	1) Bid Tabulation 2) Location Maps

Request Summary

On April 15, 2020 the Village of Arlington Heights received four (4) proposals for the Sanitary and Storm Sewer Lining Project for 6 municipalities. The Village of Arlington Heights reviewed the proposals and references received and recommends the Village proceed with the lowest qualified bidder. Village staff requests approval of a contract with the lowest qualified bidder, Hoerr Construction, to complete the Village’s 2020 Sanitary and Storm Sewer Lining project in an amount not to exceed \$107,053.00.

Project Description

As part of the Village’s annual sanitary and storm sewer maintenance program, storm sewer and sanitary sewers will be lined with a cured in place fiberglass lining in the areas shown on the project location maps (attached). Staff determined these locations are in the greatest need of repair based on reviews and recommendations from the 2019 sewer televising reports. The sewer lining process avoids the need to dig up and repair/replace the original clay sanitary sewers; many of which were installed 50-70 years ago. By lining the sewer pipes, pipes do not need to be dug up and disturbance of roadways, parkways, and residents backyards (which can be very costly) can be avoided with the lining process. The Village’s goal is to line 2,000-4,000 linear feet of sewer every year.

Hoerr Construction regularly performs work throughout Chicago-land area and was the contractor for the Village of Lincolnshire’s sewer lining program in 2015, 2016, 2017, 2018 and 2019.



Sanitary Sewer		
Lining	3,416 Linear Feet	\$93,972.00
Connections	49 Each	\$3,430.00
Total		\$97,402.00
Storm Sewer		
Lining	373 Linear Feet	\$9,512.00
Connections	2 Each	\$140.00
Total		\$9,652.00

Budget Impact

The total budgeted amount for this type of lining work is \$125,000.00. The Village allocated \$105,000 for sanitary sewer lining in the 2020 Water & Sewer budget. The Village allocated \$20,000 for Storm Sewer Lining in the 2020 Capital Budget.

Level of Service Impact

Extends life of sewers by 50-100 years.

Approval Process

An initial review by the Committee of the Whole on August 10, 2020, with a recommendation to be placed on the Consent Agenda for final approval August 24, 2020.

Staff Recommendation / Next Steps

Staff's recommends approval of the 2020 Sanitary and Storm Sewer Lining Project.

**VILLAGE OF ARLINGTON HEIGHTS, WHEELING,
PROSPECT HEIGHTS, BUFFALO GROVE, ROLLING MEADOWS & LINCOLNSHIRE
Bid Tabulation Sheet
2020 SEWER LINING**

The following bids were opened April 15, 2020, at 11:00 A.M., in the Village of Arlington Heights Municipal Building, 33 S. Arlington Heights Rd., Arlington Heights, Illinois 60005.

	Hoerr Const. Peoria, IL	Visu-Sewer Bridgeview, IL	Benchmark Bartlett, IL	Insitform Chesterfield, MO
Bid Bond	Yes	Yes	Yes	Yes
Addendums	Yes	Yes	Yes	Yes
8" Pipe Unit Price LF	\$25.50	\$27.00	\$30.00	\$25.14
10" Pipe Unit Price LF	\$29.00	\$28.25	\$33.00	\$26.11
12" Pipe Unit Price LF	\$33.00	\$37.25	\$40.00	\$36.82
15" Pipe Unit Price LF	\$58.00	\$55.25	\$53.00	\$44.51
18" Pipe Unit Price LF	\$49.00	\$52.75	\$63.00	\$66.93
24" Pipe Unit Price LF	\$130.00	\$125.00	\$85.00	\$170.00
Reinstatement of Service Laterals-Sanitary Sewer	\$70.00	\$75.00	\$140.00	\$125.00
Protruding Tap Removal	\$400.00	\$250.00	\$250.00	\$250.00
8" End Seals	\$120.00	\$120.00	\$138.60	\$97.00
10" End Seals	\$130.00	\$130.00	\$155.93	\$118.00
12" End Seals	\$145.00	\$150.00	\$173.25	\$67.00
24" End Seals	\$350.00	\$290.00	\$329.18	\$250.00

Notice: This is a preliminary summary of the bids as they were opened and announced at the bid opening. Bid prices have not been verified and are subject to change in the event mathematical errors are discovered during bid review. Other information contained in this summary is also subject to review.

2020 SCHEDULE OF PRICES Revised for Addendum #3
2020 Sewer Lining Project

Company Name: Hoerr Construction, Inc.

Address: 1416 County Road 200N, PO Box 65

City, State, Zip: Goodfield, IL 61742

Item No.	Items	Unit	Arlington Heights	Buffalo Grove	Lincolnshire	Prospect Heights	Rolling Meadows	Wheeling	Unit Price 2020	Total Unit Price 2020	Unit Prices 2021
1	8" Cured In Place Pipe	LF	11,054	4,545	1,828	4,000	3,991	2,305	25.50	706,936.50	28.00
2	10" Cured In Place Pipe	LF	1,880	1,410			3,343	343	29.00	202,307.00	31.50
3	12" Cured In Place Pipe	LF		1,625	1,961		530	1,218	33.00	176,022.00	36.00
4	15" Cured in Place Pipe	LF					408		58.00	23,664.00	62.00
5	18" Cured in Place Pipe	LF					783		49.00	38,367.00	65.00
7	24" Cured In Place Pipe	LF					255		130.00	33,150.00	150.00
12	Reinstatement of Service Laterals - Sanitary Sewer	Each	228	185	51	51		30	70.00	38,150.00	85.00
13	Protruding Tap Removal	Each		9		2			400.00	4,400.00	420.00
14	8" End Seals	Each	104			24	38	28	120.00	23,280.00	135.00
15	10" End Seals	Each	14				26	2	130.00	5,460.00	145.00
16	12" End Seals	Each						10	145.00	1,450.00	155.00
20	24" End Seals	Each					2		350.00	700.00	375.00
TOTAL FOR EACH MUNICIPALITY:									XXXXXXXXXX	\$1,253,883.50	

Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. **NOTE TO BIDDERS:** Please be advised that any exceptions to these specifications may cause your bid to be disqualified. Submit bids by SEALED BID ONLY. Fax and e-mail bids are not acceptable and will not be considered.

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

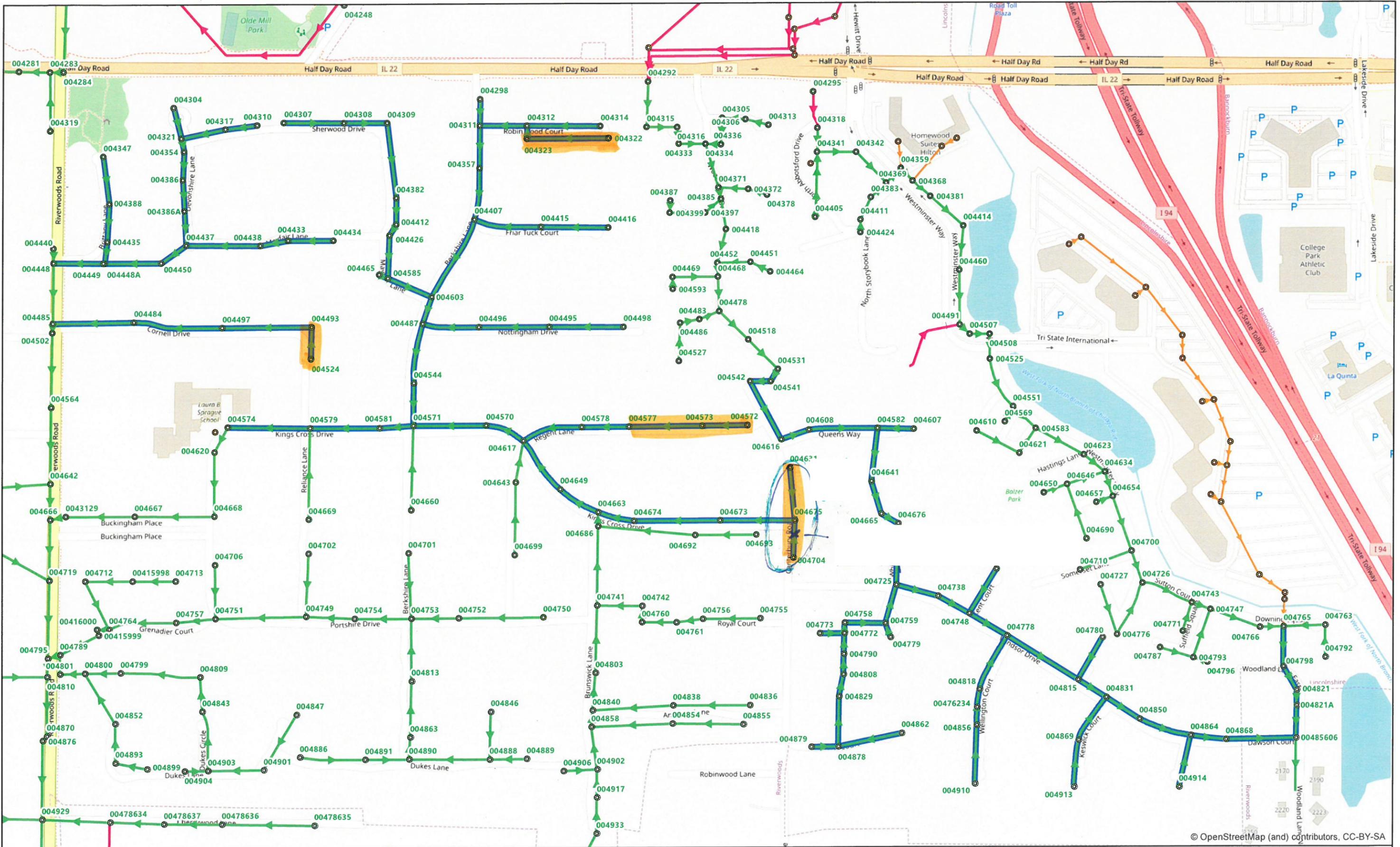
The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature:  Company Name: Hoerr Construction, Inc.

Typed/Printed Name: Max P. Hoerr II Date: 4-13-20

Title: President E-mail: info@hoerr.com

Telephone Num: 309-691-6653



© OpenStreetMap (and) contributors, CC-BY-SA

- Private
- Manhole
- Pressurized Main
- Gravity Main
- Private
- Televised Sewers



Village of Lincolnshire, IL
Exhibit 1
Televised Sewers
April 2019

Storm Sewer Lining



Map created on February 28, 2020.

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