



# VILLAGE OF LINCOLNSHIRE

## MINUTES COMMITTEE OF THE WHOLE MEETING July 27, 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

Planning & Development Manager Zozulya

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

### 1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:30 p.m., and Village Clerk Mastandrea called the Roll.

### 2.0 ITEMS OF GENERAL BUSINESS

#### 2.1 Planning, Zoning and Land Use

#### **2.11 Preliminary Evaluation of a Text Amendment to Title 6 (Zoning), Chapter 14 (Administration and Enforcement) of the Lincolnshire Village Code to Revise Regulations Regarding Administration and Enforcement Processes (Village of Lincolnshire)**

Planning & Development Manager Zozulya provided a summary of a preliminary evaluation of a text amendment to Title 6 (Zoning), Chapter 14 (Administration and Enforcement) of the Lincolnshire Village Code to revise regulations regarding administration and enforcement processes. The main revisions include changing the initial review meeting at the Committee of the Whole from "Preliminary Evaluation" to "Pre-Application" meeting; collecting applications and fees after the Pre-Application meeting; public hearing delivery notices from certified or registered mail to first class mail; public hearing adjacent owner notification radius from 250' to 500' for properties 3 acres or larger, and the completion of Village approvals within one year. Staff is also proposing all variances require Village Board initial review before they go to the Zoning Board for a public hearing; new language to qualify a request for a major special use amendment, and additional external agency approvals for Planned Unit Developments.

Trustee Leider asked if there was a receipt for the public hearing certified mailing. Planning & Development Manger stated the Village

requires applicants to submit a signed and notarized affidavit of mailing showing compliance with the Village’s required public hearing notification requirements and that will not change with the amendment.

It was the consensus of the Board to refer this to the Zoning Board for a Public Hearing.

2.2 Finance and Administration

**2.21 Consideration of Fiscal Year 2020 Mid-Year Budget and Goals Update (Village of Lincolnshire)**

Village Manager Burke provided a brief report of the fiscal year 2020 mid-year budget and goals update. Staff is currently looking at lagging and early indicators in terms of the impact of the pandemic on revenues. A budget calendar had been provided in the packet and staff would like to setup one-on-one meetings with the Board to prepare for the 2021 budget workshops.

Trustee Hancock asked if 67% of expenses are salary and compensation related to the Village. Village Manager Burke confirmed 67% of expenses are salary and compensated benefits related expenses for the Village in the General Fund.

Mayor Brandt and Village Manager Burke mentioned staff working with State Representative Didech regarding a \$2.3 million fast grant Lincolnshire is seeking for the crosstown watermain project.

2.3 Public Works

2.4 Public Safety

**2.41 Consideration of a Resolution Approving an Agreement Pertaining to the Regulation of Traffic and Parking at CityPark at Lincolnshire (ECD-Lincolnshire Association)**

Chief of Police Leonas provided a summary of a Resolution approving an agreement pertaining to the regulation of traffic and parking at CityPark at Lincolnshire (ECD-Lincolnshire Association).

Trustee Leider suggested an auto-renewal on an agreement like this to cut down on administrative work. Chief of Police Leonas stated he has discussed this with Village Manager Burke and will look at this and other agreements going forward. This particular agreement has a caveat for up to three new additional five terms unless it is canceled, so this will go for a long time.

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**

**3.1 Police Services Resident Meeting Update**

Village Manager Burke updated the Board regarding meetings he and Chief of Police Leonas had with the residents regarding Police services and policies. An email update went to the Board previously from Chief Leonas. Village Manager Burke asked if the Board had any questions as a result of the update they received.

Trustee Hancock stated he thought it would be appropriate to receive an update from the Chief of Police at an upcoming meeting. Mayor Brandt suggested the Board listen to the audio of the meetings that already took place.

Mayor Brandt asked if any of the residents came back with more questions as a result of the meetings. Chief of Police Leonas stated staff has created an internal department committee which is the start of the "SWOT analysis" for the department, and emails were sent to some of the participating residents who expressed an interest in continuing to dialog. Chief of Police Leonas stated he was aware some of the other residents may want feedback and dialog.

Trustee Hancock suggested having an annual update from Police with benchmarks and output levels. Mayor Brandt stated an annual police report goes out to the Board which has a lot of the information requested. Mayor Brandt suggested the Board look at the annual report and see if they would like to see additional information added. Chief of Police Leonas stated much of the information being requested regarding staffing and procedures is shared during the Budget updates and can again be provided in the budget workshop meetings. Chief of Police Leonas stated if more detail is sought, he can spend an evening discussing any of the topics sought from the residents with the Village Board.

Trustee Leider stated he would like to be more educated and suggested having a workshop so the Board could intelligently answer questions that come up. Trustee Pantelis agreed with getting a workshop setup, and including many different ages and groups for feedback.

Mayor Brandt suggested Police take a portion of the Newsletter for different topics to educate the residents in the Village

**3.2 Path – Whytegate Park to Daniel Wright Junior High School**

Mayor Brandt stated she is getting questions regarding the process of the path and noted they had been waiting on timbers which finally came in, paving should be done in a few weeks, and landscaping will go in.

Mayor Brandt suggested the Board sign up for the construction updates to find out about all the projects.

### **3.3 Whytegate Tennis/Pickle Ball Courts**

Village Manager Burke noted the courts and surface are installed for the Whytegate tennis/pickle ball courts, but the surface on the courts takes two weeks to cure. The markings are slated to happen later in the week. The green chain link between the courts was changed to black to allow the project to move forward.

### **3.4 Berkshire Lane Repair**

Village Manager Burke stated there is a list of patching repairs throughout the Village that include Berkshire Lane which is included as part of a joint purchasing pavement patching contract. According to the contractor, Lincolnshire is the next community on their list for pavement repairs.

## **4.0 NEW BUSINESS**

## **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 8:01 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk