



# VILLAGE OF LINCOLNSHIRE

## MINUTES REGULAR VILLAGE BOARD 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  
Village Treasurer/Finance Director Peterson  
Assistant Village Manager/Community &  
Economic Development Director Gilbertson

Planning & Development Manager Zozulya

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

Committee of the Whole Meeting Minutes should be adjusted as follows: Item 3.42, paragraph seven should read **Trustee Raizin noted she was under the impression that hybrid meetings were not allowed for the Village Board and asked Village Attorney Simon if some of the Board members could attend live and some virtual.**

### 1.0 ROLL CALL

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

### 2.0 PLEDGE OF ALLEGIANCE

### 3.0 REPORTS OF OFFICERS

3.1 Mayor's Report – None

3.2 Village Clerk's Report – None

3.3 Village Treasurer's Report

#### 3.31 Revenues and Expenditures for the Month of June, 2020

Village Treasurer/Finance Director Peterson noted the Revenue and Expenditure Summary is included in the Board packet, and all revenues and expenditures have been properly recorded for the month of June, 2020.

Village Treasurer/Finance Director Peterson noted the difference between accrual versus cash basis accounting lies in the timing of when revenue and expenditures are recognized. The cash method is more immediate recognition of the revenues and expenses. The accrual basis matches revenues and expenses in a time period in which the revenue is earned and the expense is incurred. The Village reports monthly on a cash basis and prepares the books on an accrual basis annually for the audit.

3.4 Village Manager's Report

**3.41 Lake County Storm Water Commission Grants**

Village Manager Burke noted he received word from Lake County regarding the Lake County Stormwater Commission grants. They continue to work through the details, so the date for requests for projects to be submitted has been pushed back to September. Staff has not yet received the parameters for the grants.

**3.42 In-Person Board Meetings**

Village Manager Burke stated staff needed to get notice out on two August Public Hearings, adding that the August 10 Regular Village Board meeting and the August Architectural Review Board meetings will both be remote as a result of the need to provide notification.

Trustee Leider asked what criteria is being used to determine when the Board will go live versus virtual. Village Manager Burke stated the Boards can meet live anytime as Illinois continues to be in Phase IV of the Reopen Illinois Plan, but it would be a hybrid approach due to social distancing requirements currently in place relative to the 50 person maximum capacity allowed in the space. Trustee Leider stated if the Board will go live, there should be some criteria in place. Mayor Brandt stated her opinion is the Budget meetings should be in-person to be successful. Village Manager Burke stated the Budget meetings typically take place at the end of October/beginning of November.

Mayor Brandt stated she asked staff to prepare plans on two different set-ups in the Board room to accommodate social distancing with minimal staff. The room setups will be shared with the Village Board at a future date.

Village Manager Burke noted Lake County Municipal League recently administered a survey, and approximately 55% of Lake County communities are continuing to meet remotely. Under the Executive Order it is allowed with a 50 person limit as long as social distancing can be met.

Village Attorney Simon suggested offering remote for the public while the Board would attend in-person. This would require the Board to continue computer use in order for the Public to see who is speaking.

Trustee Leider stated his opinion is the percentage of remote working and remote meeting in corporate America is substantially higher than 55%.

Trustee Raizin noted she was under the impression that hybrid meetings were not allowed **for the Village Board** and asked Village Attorney Simon if some of the Board **members** could attend live and some attend virtual. Village Attorney Simon stated if the majority of

the quorum is present/live, then there is some question whether the absent officials can participate under the special COVID rules or if they can only participate under the traditional remote rules. The Village can always have the public participate virtually.

Staff will provide an in-person plan with criteria and present it to the Board at a future date.

### **3.43 Village-Wide Drainage Study and Briarwoods/Surry Lane Projects**

Village Manager Burke clarified the Briarwood Lane Drainage Study and Briarwood/Surrey Lane projects are two distinct projects. One was identified in the Village-Wide Drainage Study which is related to drainage coming from Whytegate Park traveling under Riverwoods Road to the east. There is a 2020 project for the Briarwood/Surrey Lane detention area concerns currently in process. Staff is moving forward with this project and is currently in the process of reviewing engineering proposals.

Trustee Grujanac asked if there is relationship between the two projects. Village Manager Burke stated the water ultimately gets to the same location but travels a different route. The drainage system is interrelated, but the work by Riverwoods Road is completely unrelated to the detention work.

## **4.0 PAYMENT OF BILLS**

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

Village Treasurer/Finance Director Peterson presented a summary of the July 27, 2020 bills prelist was presented for payment with the total being \$636,740.09. The total amount is based on \$158,700 for General Fund; \$17,600 for Water & Sewer Fund; \$8,400 for Water & Sewer Improvement Fund; \$9,800 for Vehicle Maintenance Fund; and \$442,200 for General Capital Fund.

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

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

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 July 13, 2020 Regular Village Board Meeting Minutes**
- 6.2 Approval of July 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)**
- 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)**

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

AYES: Grujanac, Hancock, Harms Muth, Leider, Raizin, Pantelis  
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 Intergovernmental Agreement CARES Act (Village of Lincolnshire – Waiver of First Reading)**

Village Manager Burke provided a summary of the proposed Intergovernmental Agreement related to monies received by Lake County for the CARES Act. Staff is currently working to submit the funds by the end of the week in order to receive reimbursement for these COVID-19 CARES Act funds.

Trustee Grujanac moved and Trustee Hancock seconded the motion to waive the first reading of an Intergovernmental Agreement CARES Act. 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.

Trustee Grujanac moved and Trustee Leider seconded the motion to approve an Intergovernmental Agreement CARES Act. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

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

Trustee Grujanac moved and Trustee Leider seconded the motion to waive the first reading of a Resolution Adopting Rules of Procedure for

Virtual Public Hearings. The roll call vote was as follows:

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

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Leider seconded the motion to approve of a Resolution Adopting Rules of Procedure for Virtual Public Hearings. 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
- 7.4 Police
- 7.5 Parks and Recreation
- 7.6 Judiciary and Personnel

## **8.0 REPORTS OF SPECIAL COMMITTEES**

## **9.0 UNFINISHED BUSINESS**

## **10.0 NEW BUSINESS**

## **11.0 EXECUTIVE SESSION**

## **12.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Hancock seconded the motion to adjourn. The voice vote was unanimous and Mayor Brand declared the meeting adjourned at 7:30 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk