



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING July 26, 2021

Present:

Mayor Brandt
 Trustee Harms Muth
 Trustee Pantelis
 Trustee Wright
 Village Attorney Simon
 Village Treasurer/Finance Director Peterson
~~Public Works Director Woodbury~~
 Assistant Public Works Director /
 Village Engineer Dittrich

~~Trustee Grujanac~~
 Trustee Mitchell
 Trustee Raizin
 Village Clerk Mastandrea
 Village Manager Burke
 Chief of Police Leonas

 Assistant Village Manager/Community &
 Economic Development Director Roesler
 Planning & Development Manager
 Zozulya

This was a remote video-conference meeting

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:34 p.m., and Village Clerk Mastandrea called the roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 **Consideration of an Ordinance Granting a Special Use for a Daycare Center in the Rivershire Planned Unit Development (675 Milwaukee Avenue – Child First Academy North, Inc.)**

Planning & Development Manager Zozulya summarized the request granting a Special Use for a daycare center in the Rivershire Planned Unit Development. Planning & Development Manager Zozulya stated the Zoning Board held a public hearing regarding the Special Use permit, and provided a unanimous favorable recommendation to the Village Board. The Architectural Review Board (ARB) held a design review regarding proposed parking changes and playground fence and design and provided a unanimous favorable recommendation to the Village Board with the following two conditions: 1. Enhance the proposed protective barrier to block the internal drive entrance at the southwest corner of the building via large weather-resistant planters or trees. 2. Place a protective barrier near the truck dock area adjacent to the playground fence to protect the playground area from vehicles. Per the ARB’s recommendation, the petitioner updated plans showing two metal bollards near the docks as protection from cars. In addition, two large planters with small trees will be installed at the internal drive entrance. Planning & Development Manager Zozulya recommended approval of the Special Use Ordinance and placement on the August 9, 2021, consent agenda for approval.

Trustee Wright asked what the estimated time-line is in terms of opening. Mr. Rick Duncan, Owner of Child First Academy, stated if the Special Use is granted, Child First would like to be opened within 60 days.

It was the consensus of the Board to place this item on the consent agenda for approval at the next Regular Village Board meeting.

2.2 Finance and Administration

2.21 Continued Consideration of Potential Storm Sewer Utility Fee Model Recommendations (Village of Lincolnshire)

Assistant Village Manager/Community & Economic Development (CED) Director Roesler provided a presentation regarding continued consideration of potential storm sewer utility fee. Assistant Village Manager/CED Director Roesler provided a recap of previous meetings, assumptions, decision points, and presented the following possible options based on prior direction from the Village Board:

1. 100% subsidy from the General Fund (i.e., no fee)
2. 50/50 split between the proposed fee and General Fund subsidy
3. A fee to cover the cost of debt service (i.e., personnel and operating costs would be subsidized by the General Fund)
4. A true enterprise fund where the fee covers all personnel, operations, and debt service costs, which is staff's recommendation.

Village Attorney Simon asked if the proposed fee amounts in the presentation had been updated after the agenda packet was published. Assistant Village Manager/CED Director Roesler stated there was a table published in the memo with numbers which had not been updated from the prior report to what was shown in his presentation. The numbers in the presentation were correct.

Trustee Pantelis asked if Option 4, which is staff recommendation, would be the same fee for any home regardless of the property's amount of impervious surface. Assistant Village Manager/CED Director Roesler stated this option assumes that the full ERU increment is paid, as opposed to a 0.5 increment which he would discuss later in his presentation.

Trustee Wright asked for staff to clarify that all homes in the Village would be within 1 ERU threshold. Assistant Village Manager/CED Director Roesler stated the vast majority of residential homes would be within 1 ERU but there are some properties that have more than 5,000 square feet of impervious surface and would pay more than the \$207 as noted for option 4. Trustee Harms Muth asked how many homes have more than 5,000 square feet of impervious surface. Assistant Village Manager/CED Director Roesler stated he estimates these residents at 20-25% of all utility accounts.

Mayor Brandt asked what the annual fee per household was when this was presented last. Assistant Village Manager/CED Director Roesler stated the annual fee was \$217 per household in Option 4 for 1 ERU.

Trustee Harms Muth asked for clarification regarding the Board's ability to reprioritize projects within the 10-Year Capital Plan, and if the Board could determine when a project is planned or executed. Assistant Village Manager/CED Director Roesler confirmed the Board has the ability to determine when projects are executed, and if the Board decided to delay any of the storm sewer capital projects, this could impact the amount of the fee.

Mayor Brandt asked if what is being presented by staff includes any grant money. Assistant Village Manager/CED Director Roesler said no, the options presented do not include any grant money or incorporate revenues from future development projects.

Trustee Raizin asked if everyone in the Village would be paying these fees for 20 years. Assistant Village Manager/CED Director Roesler stated the fee amounts were developed to cover a 30-year bond issuance, and address increases in personnel and operations within the 10-Year Capital Plan timeframe.

Mayor Brandt asked if some of the other municipalities considering this type of fee have passed it. Village Attorney Simon stated Deerfield has received their drainage master plan, and has not adopted a fee yet, but a fee is anticipated. Village Manager Burke noted Libertyville recently adopted a fee.

Trustee Wright stated Highland Park looks comparable to Lincolnshire and asked if they have a fee in place. Assistant Village Manager/CED Director Roesler stated Highland Park does have a fee in place.

A discussion of the table comparing fee and tax burden among area municipalities followed. Assistant Village Manager/CED Director Roesler noted the other municipalities used for comparison have a fire department built within their general government operations, so staff broke out the property tax portion based on what the Village's contribution would be as well as what the Lincolnshire-Riverwoods Fire Protection District charges based on a \$500,000 home.

Trustee Raizin asked if staff had an update on a comparison of other communities that have a storm sewer fee and also deal with Des Plaines River flooding. Assistant Village Manager/CED Director Roesler stated staff looked at other communities along the Des Plaines River, and if they had a storm sewer utility in place, they have been included. Trustee Raizin asked if staff considered any split other than 50/50 as presented in Option 2. Assistant Village Manager/CED Director Roesler noted this split was for illustrative purposes and could be any split the Board would like.

Mayor Brandt asked if a Park District fee for other municipalities should be included in the comparison table since Lincolnshire doesn't have a

Park District but has many parks. Assistant Village Manager/CED Director Roesler stated staff discussed this but didn't know how far to drill down into other fees or taxing district applicable in other municipalities. Trustee Wright noted her opinion is that the Park District Fee would be good for the community to see as a comparative since it is part of the tax bill.

Trustee Harms Muth asked staff to provide more detail regarding Option 3. Assistant Village Manager/CED Director Roesler stated Option 3 is a scenario where the fee is set to cover only the debt payment for the four major capital projects identified in the 10-Year Capital Plan. Trustee Wright asked if personnel costs would then be paid by the General Fund. Assistant Village Manager/CED Director Roesler stated the General Fund would pick up what it has already been contributing, including personnel and operations. Trustee Harms Muth noted personnel costs would be paid regardless of implementing this fee, and noted her opinion that the personnel portion of the fee as the only component that the Village would contribute to is difficult to accept, and expressed her opinion the Village pay for a portion of debt financing.

Trustee Wright asked if staff could estimate the percentage breakdown of the proposed fee in terms of what utility customers would pay and what the General Fund subsidy would be. Assistant Village Manager/CED Director Roesler stated the approximate percentage in Option 3 would be 70% paid by the utility customers and 30% paid from the General Fund.

Trustee Mitchell noted his opinion is that Option 4 would be the least palatable and he would like to see the Village General Fund cover a portion of the storm sewer program costs. Trustees Pantelis and Harms Muth were in agreement; they would like the Village to fund a portion of the costs.

All Trustees were in favor of reevaluating Options 2 or 3 with options for a revised split between utility customers and the Village.

A conversation regarding how future project revenues could offset costs and potentially help with this project followed.

Assistant Village Manager/CED Director Roesler continued his presentation with an overview of an incremental ERU charge, as well as the impact on the annual fee payments for the top 10 most impervious properties with this approach. Village Manager Burke stated staff focused on the larger impervious surface customers to demonstrate the difference between top rate payers and the average fee for commercial utility accounts.

Trustee Wright asked if there was much of a dollar difference between the residents. Village Attorney Simon noted homes with 2,500 square feet of impervious surface, or 0.5 ERUs, would pay half of the fee for a home with a value of 1 ERU. Trustee Mitchell asked if larger homes would be paying twice as much as the average home. Assistant Village

Manager/CED Director Roesler confirmed a home with over 5,000 square feet of impervious surface would pay more. Trustee Mitchell stated he would like to know that staff is confident these changes for industrial/commercial customers will not put the Village at a competitive disadvantage to other surrounding communities.

Assistant Village Manager/CED Director Roesler continued his presentation with an overview of a proposed incentive program and asked the Board for feedback regarding the proposed incentive program budget of \$40,000 annually to provide utility customers with an opportunity to offset the proposed storm sewer fee, as required by law. The Board was in agreement with the recommended incentive program.

Assistant Village Manager/CED Director Roesler highlighted community engagement goals for implementation of the storm sewer fee.

Village Attorney Simon asked what the consensus is on 0.5 or 1.0 ERU increments. It was the consensus of the Board to implement 0.5 ERU rate structure.

Trustee Raizin suggested providing the breakout of the General Fund subsidy as part of communications.

It was the consensus of the Board for staff to present more details on Options 2 and 3 to the Board at a future date.

2.22 Mid-Year Fiscal Year 2021 Budget and Goal Status Report and Update to Five-Year Financial Forecast (Village of Lincolnshire)

Village Manager Burke provided a presentation of the fiscal year 2021 mid-year budget, goals update, and five-year financial forecast noting the potential storm sewer fee is not included in the presentation. Village Manager Burke's presentation highlighted current finances, details of the General Fund, water & sewer operations, and financial forecast projections.

Trustee Mitchell asked for clarification regarding 2023 revenues projected. Village Manager Burke stated for 2023, the Financial Forecast reflect the Village to have revenues back to the 2019 numbers.

Village Manager Burke continued his presentation with remaining financial forecast projections with maintaining 75% fund balance in the General Fund and 20% fund balance for the Water & Sewer Fund.

Trustee Wright asked for clarification that if the Village does not move forward with the storm sewer fee and continue to spend what is budgeted. Village Manager Burke noted the storm sewer fee was not built in to the presentation but the capital projects are projected.

Village Manager Burke continued the presentation with general fund revenues with operating and capital expenses, water and sewer fund

annual operating expenses versus fund balance, water & sewer operations funds revenues versus expenditures.

Village Manager Burke noted the budget calendar has been included in the packet.

Village Attorney Simon asked if federal money being received by the Village is built into the plan. Village Manager Burke stated staff knows our allocation from the America Recovery Rescue Plan Act and although the Village has not received those funds yet, those revenues are built in to this year's and next year's forecasted numbers. Village Manager Burke noted the funds received from the Family First Coronavirus Recovery Act were realized in last fiscal year. Other grant applications that may be related to some of those federal programs are not included in the forecast.

2.23 Consideration of a Resolution Approving Closed Session Meeting Minutes and Authorizing the Village Clerk to Make Certain Closed Session Meeting Minutes Available to the Public for Inspection – First Review – 2021 and Authorizing the Destruction of Certain Audio Recordings of Closed Session Minutes (Village of Lincolnshire)

Village Manager Burke provided a brief summary of a semi-annual Resolution approving closed session meeting minutes and authorizing the Village Clerk to make certain closed session meeting minutes available to the public for inspection and authorizing the destruction of certain audio recordings of closed session minutes.

It was the consensus of the Board to place this item on the consent agenda for approval at the next Regular Village Board meeting.

2.24 Consideration of a Resolution Appointing the Village of Lincolnshire Authorized Agent for the Illinois Municipal Retirement Fund (Village of Lincolnshire)

Village Manager Burke provided a summary of a Resolution appointing the Village of Lincolnshire authorized agent for the Illinois Municipal Retirement Fund appointing Matt Rossi as a result of Michael Peterson retiring.

It was the consensus of the Board to place this item on the consent agenda for approval at the next Regular Village Board meeting.

2.3 Public Works

2.31 Consideration of Approval of Professional Service Contract with Baxter & Woodman Consulting Engineers for Design Engineering Services for the Barclay Boulevard Resurfacing Project at a Cost not to Exceed \$57,060 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional service contract with Baxter & Woodman

Consulting Engineers for design engineering services for the Barclay Boulevard Resurfacing Project at a cost not to exceed \$57,060 which follows the federal process due to receiving federal funds.

Trustee Mitchell asked if this was strictly for the design services. Assistant Public Works Director/Village Engineer Dittrich confirmed this was just for the engineering design services.

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 Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) of the Lincolnshire Village Code (Village of Lincolnshire)

Chief of Police Leonas provided a summary of the proposed Ordinance amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control) of the Village Code to allow for the sale of mixed drinks/cocktails “to go” which was allowed during the COVID pandemic.

Trustee Wright asked if there and been any inappropriate use or issues as a result of allowing this. Chief of Police Leonas stated he does not have any reports of issues regarding this ordinance.

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 Whytegate Park Pickleball Courts

Mayor Brandt noted an email was sent out from Village Manager Burke regarding concerns at Whytegate Park. Residents are concerned with the amount of pickleball courts and the burden of unsafe parking and traffic.

Trustee Wright noted the intersection of concern is Whytegate and Surrey Lane, and the concerns are driving and parking. Trustee Wright stated her opinion would be to promote North Park more for pickleball and addressing parking safety.

Mayor Brandt asked staff to send the Board the video she received, and suggested possibly limiting parking to one side of the street, or having individuals sign up for the courts.

Chief of Police Leonas offered to do a study and make some recommendations regarding signage.

Trustee Mitchell suggested implementing permit parking. Trustee Mitchell asked what the hours of the park are since some of the noted concerns were

times the park is used. Assistant Public Works Director/Village Engineer Dittrich stated the parks are open from dawn to dusk.

A conversation regarding pros using the courts followed.

Mayor Brandt suggested a social media campaign to reinforce walking or riding your bike to the park, and the rule that pros are not permitted to teach at the parks.

A conversation regarding implementing an app to use for sign-ups followed.

Village Manager Burke suggested looking at the situation as a public safety matter first, and seeing what could be done with parking and signage before looking into the sign up app. Village Manager Burke suggested licensing the pros similar to solicitors.

Staff will report back to the Village Board at the August meeting regarding public safety and signage options.

Mayor Brandt suggested putting up temporary signs for temporary parking on one side of the street until staff reports back to the Board.

3.2 Greek Church Landscaping

Trustee Raizin noted the Greek Church installed their landscaping and she noticed a new curb cut just south of where the landscaping was installed and asked what it was for. Assistant Public Works Director/Village Engineer Dittrich stated the curb cut was restoring access to Banner Day Camp that was cut off during their expansion project when they had to put in the curb and gutter for the right turn lane.

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Harms Muth moved and Trustee Wright seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 9:12 p.m.