

**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, January 23, 2012**

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
<del>Trustee Saltiel</del>	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Irvin	Director of Community Development McNellis
Director of Financial Systems Roelker	Director of Public Works Hughes
Police Chief Kinsey	Village Attorney Simon
<del>Village Treasurer Curtis</del>	

Location: Village Hall, Public Meeting Room, One Olde Half Day Road, Lincolnshire, Illinois 60069

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:21 p.m. and Village Clerk Mastandrea called the Roll.

**APPROVAL OF MINUTES**

**2.1 Acceptance of the minutes of the January 9, 2012 Committee of the Whole Meeting**

2.11 The minutes of the January 9, 2012 Committee of the Whole Meeting were accepted as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Consideration and discussion of a request for referral regarding Variations to permit an increased floor area ratio, as well as landbanked parking, in conjunction with an expansion of an existing office/warehouse building at 450 Barclay Boulevard (Harris Architects/Durable Packaging International)**

Director of Community Development McNellis said the petitioner is proposing a 78,000 square foot expansion to their existing 164,000 square foot office warehouse building. The expansion would result in a 52% FAR (Floor Area Ratio) whereas the code only permits 50% FAR, so this is one of the variations being requested. In addition, the petitioner is proposing to landbank sixty-three

of the one hundred and twenty-seven parking spaces, which are required as part of the expansion. Director of Community Development McNellis said staff provided comments regarding the mentioned variations and some design issues. Staff believes the landbank parking is a reasonable request. With all landbank parking requests, it would be written into the Ordinance that the Village has a right, at any time, to request additional parking if it becomes a problem. Director of Community Development McNellis said it is encouraged by staff that the building be reduced to meet the FAR requirements of the Code, but more important, the design of the building be addressed in regards to incorporating additional brick on the exterior of the expansion. Director of Community Development McNellis wanted to make note of the landscaping and suggested it be consistent with the other buildings in the area. Staff is recommending this be referred to the Zoning Board and the Architectural Review Board.

Kelly Harris representing Durable Packaging from Harris Architects, went through the floor plan and parking with regard to the expansion. Mr. Harris said the intent for the expansion is to give Durable Packaging the room to store products that are currently being stored at other leased locations. Mr. Harris said they have been in touch with Storm Water Management and no additional detention will be needed due to the expansion. Mr. Harris informed the board that the intent for the exterior of the expansion is to use a textured precast, which will have a brick appearance and asked the Board to consider this as an option.

Darren Andrews from Durable Packaging, said currently they are leasing four warehouses in the area and would like to consolidate and displace the leased locations. Mr. Andrews said they would like to keep Durable Packaging in Lincolnshire.

Trustee McDonough asked if the 2% additional FAR is needed. Mr. Andrews said they initially wanted 60% FAR, but the best they could accomplish was 52% and if they take out more, it will not be feasible to consolidate the leased spaces. Trustee Grujanac asked how many square feet less would be needed to comply with the Code of 50% FAR. Mr. Andrews said it would be approximately 10,000 square feet because it is based on the entire site.

Mayor Blomberg read comments from an e-mail Trustee Saltiel submitted, which stated he agreed with staff comments in regards to FAR being reduced to 50%, he approves the landbanking variance request and suggested the materials of the building facing the street should be of a brick or stucco. Mayor Blomberg informed the Board that Trustee Saltiel would refer this with his comments to the Zoning Board and the Architectural Review Board.

Trustee Grujanac asked about the landscaping and if they had a Landscape Plan to present. Mr. Harris said a plan has not been completed, but the intention is to screen similar or better to the other buildings in the area. Director of Community

Development McNellis said a Landscape Plan is not required until this is referred to the Architectural Review Board.

Mayor Blomberg said at this time the issue appears to be the FAR. Trustee Brandt asked when the last time FAR was reviewed in the Code. Director of Community Development McNellis said he did not think it has been reviewed in quite some time, but did not think the current Code was unreasonable in comparison to other communities in the area.

Trustee Feldman and Trustee Brandt both said they did not have a problem in regards to FAR being over and would recommend this to the Zoning Board and Architectural Review Board. Trustee Brandt suggested Durable Packaging bring samples of the proposed exterior when appearing before the Architectural Review Board.

The consensus of the Board was to refer this to the Zoning Board and Architectural Review Board.

### 3.2 Finance and Administration

#### **3.21 Consideration and discussion of Executive Search Firm proposals for the Village Manager position (Village of Lincolnshire)**

Mayor Blomberg said requests for proposals were sent out and two came back. At this time, there needs to be direction from the Board on how to proceed. Village Attorney Simon said the Board can reject the two proposals and continue to search; they can ask each of the two groups to come in and meet to get more specifics; or if the Board feels they have enough information, they can negotiate the firm the Board prefers in regards to price and contract.

Trustee McDonough said in reviewing the groups, the Mercer Group seemed to fill positions for large municipalities and noted that they are not a local firm. Mayor Blomberg said he received an e-mail from Trustee Saltiel that stated he had the same thoughts and would like to go with a local firm. All Trustees were in favor of having Voorhees Associates, LLC come in for a meeting for additional questions and negotiations.

The consensus of the Board was to have Village Attorney Simon set up a meeting with Voorhees Associates, LLC, Mayor Blomberg, Village Manager Irvin and himself prior to the February 13, 2012 Regular Village Board Meeting.

#### **3.22 Consideration and discussion of an Intergovernmental Agreement Concerning Electric Aggregation (Village of Lincolnshire)**

Village Manager Irvin said in the past few months the Village of Lincolnshire and six other communities have been meeting to form a consortium for the upcoming March 20, 2012-referendum. Village Manager Irvin said there is a lot of work to be done, but this would include approximately 250,000 residents and small commercial businesses with the effect being better pricing when going out to bid. The Village of Buffalo Grove has taken the leadership role in the consortium, coordinating the various facets of this, which include putting together requests for proposals for consultant work. The consortium received six responses, interviewed the top three consultants as a group and felt ICAN Group or Illinois Community Aggregation Network would do the best job. The cost for this consultant work would be approximately \$4,500 per community with the potential for some post referendum work they may want the consultant to do, that could add approximately \$2,000 per community. The consortium thinks this is a fairly low cost for the services they will provide.

Village Manager Irvin said there are approximately twenty suppliers certified by the ICC for this business. Out of the twenty suppliers, between four and six would most likely bid for our project. ICAN Group would get the bids for this work and lock in pricing within thirty days of a successful referendum. The successful bidder will send letters out to inform everyone to convert over. If a resident or small business has already entered into another contract, they would need to opt-out. Village Manager Irvin said the question that is asked most is in regards to what would happen if the company goes out of business and the answer to that is, ComEd would have to continue to supply the power.

Trustee McDonough asked what is the determining factor for a small business. Village Manger Irvin said any business or resident using less than 100 kilowatts would take advantage. Trustee Servi said he thought it would be a good idea to hold a Public Hearing or have a special agenda item at the next meeting. Village Manager Irvin said we could put this on as an agenda item, this is the lead story on our website, and there will be an article in the next Newsletter. Trustee Brandt suggested giving this information to the press. Village Manager Irvin said he spoke to the Chamber and would also go to the Rotary and other organizations to get the information out. Village Manager Irvin informed the Board that a flyer was also developed by the consortium, which can be found on the website. Village Attorney Simon wanted to note that when the Village posts information as a Village, it needs to be done neutrally and objectively so as not to promote or persuade.

### 3.3 Public Works

#### **3.31 Consideration and discussion of a Resolution Accepting the 60% Recycling Task Force Report (Village of Lincolnshire)**

Director of Public Works Hughes said this task force has been working at ways to reduce the waste stream in Lake County. In 2010 Lincolnshire produced 1.6 pounds per capita per day or PCD for residential waste, which meets the 2015 goal. The 2020 goal is 1.35 PCD. There is a resolution in the packets, which accepts the report that will be given by the Solid Waste Agency of Lake County or SWALCO.

Walter Willis, Executive Director of the Solid Waste Agency of Lake County presented the SWALCO report. Mr. Willis said the task force was formed to look at disposal capacity. There are two landfills in Lake County and there is a need to make them last as long as possible, which recycling is a big part of to achieve this. If another in-County facility is built, it most likely will not be another landfill but a different type of facility. The current recycling rate is 39% which means the amount that is wasted is 61%. The goal is to get the amount wasted down to 40%. Recommendations have been made and a check list was developed which is a way for the Village to keep track of how they are doing. Grayslake and Lindenhurst have approved the recommendations and six towns have accepted the recommendations made by SWALCO. Accepting means to work diligently at meeting the recommendations.

Village Manager Irvin asked for a good estimate on the life expectancy of the landfills. Mr. Willis said he has not run numbers on life expectancy, although the recession has knocked down disposal rates. Trustee Servi asked how many communities have been a part of this. Mr. Willis said there are forty-one communities in the County and all are involved, but would not know how each community will proceed until the March 22, 2012 Board of Directors Meeting. Village Attorney Simon wanted to know if the comment in the resolution that states "the Village will strive to implement the recommendations" was directed at residential or also commercial and C&D. Mr. Willis said this would fall into all three categories.

Director of Public Works Hughes wanted make note that the resolution states acceptance of the report and not approval, due to the lack of information in regards to fines.

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

**3.32 Consideration and discussion of a Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code - January 1, 2012 to December 31, 2012 (Village of Lincolnshire)**

Director of Public Works Hughes said this is basically a housekeeping issue, since we approve a similar resolution each year. The budget allocates certain funds to be spent from our MFT Fund. We are anticipating spending \$217,000 of

MFT Funds on the annual street resurfacing project. The Village of Lincolnshire is currently working on a joint project with Highland Park, Lake Forest and Lake Bluff to move forward with this MFT project.

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

#### 4.0 UNFINISHED BUSINESS

Village Attorney Simon informed the Board that all are required to take the annual Open Meetings Act Training on the Illinois Attorney General website by the end of the year.

#### 5.0 NEW BUSINESS

Director of Public Works Hughes said Lydia Scott, Environmental Services Supervisor, is leaving the Village of Lincolnshire effective Tuesday, January 31, 2012. Ms. Scott is a two-time winner of Employee of the Year and has been recognized by APWA and other agencies regarding her work with the Village of Lincolnshire. Staff provided information in the Manager's Notes regarding this position.

Mayor Blomberg would like to further review the information before making a decision. Trustee Brandt said she sent Village Manager Irvin an e-mail stating she would like to discuss the position, but didn't know if it needed to be discussed at the Committee of the Whole Meeting or in Executive Session. Trustee Brandt wanted to know what Ms. Scott's responsibilities were, if this was a full-time position, if someone in-house could consume the responsibilities and if some of the responsibilities could be outsourced. Trustee McDonough would support this discussion in Executive Session. Village Attorney Simon said this is not a discussion about an individual, so it would need to be discussed in an Open Meeting and not Executive Session.

Village Manager Irvin said many questions were raised when we eliminated twelve positions over the past three years, so when resignations occur, it makes sense to ask about the functions of the position. Village Manager Irvin said this position took on many responsibilities as it developed that would make it hard not to replace. Director of Public Works Hughes provided information on what this position is now handling and how it has changed over the last few years. Village Manager Irvin said current staff are working at capacity and cannot take on further responsibilities. Trustee Brandt asked what surrounding communities do in relation to the tasks of this position. Trustee Brandt asked about Bill and Terri Gillespie and what job duties they perform. Director of Public Works Hughes said the Gilesbies' are basically the interns for this Department that perform watering and other basic tasks. Trustee Brandt asked if Jane Joos was still the Gardener. Director of Public works Hughes said Ms. Joos is the Gardener, will be filling in to process permits and ran the Lifeguard Program last year.

Mayor Blomberg asked if the Board was interested in having a Special Committee of the Whole Meeting to further discuss the position. It was the consensus of the Board to have a Special Committee of the Whole Meeting to discuss the position further.

#### **6.0 EXECUTIVE SESSION**

Trustee Brandt moved and Trustee McDonough seconded the motion to go into Executive Session for the purpose of discussing land sale. The roll call vote was as follows: AYES: Trustees Brandt, Feldman, Servi, McDonough and Grujanac. NAYS: None. ABSENT: Trustee Saltiel. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 8:35 p.m. and came out of Executive Session at 9:05 p.m.

#### **7.0 ADJOURNMENT**

Trustee McDonough moved and Trustee Servi seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 9:05 p.m.

Respectfully submitted,

Barbara Mastandrea  
Village Clerk