



MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, March 9, 2015

Present:

Mayor Blomberg	Trustee Brandt
Trustee Feldman (Arrived at 8:05 p.m.)	Trustee Grujanac
Trustee McDonough (Arrived at 7:31 p.m.)	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Treasurer Curtis	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Public Works Director Woodbury
Community & Economic Development Director McNellis	Engineering Supervisor Horne
Economic Development Coordinator Zozulya	Building Official Jesse
	Management Analyst Shoukry

ROLL CALL

Mayor Blomberg called the meeting to order at 7:29 p.m. and Village Manager Burke called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the February 23, 2015 Committee of the Whole Meeting Minutes.

The minutes of the February 23, 2015 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Consideration and Discussion of an Enterprise Resource Planning (ERP) Software Purchase from BS&A for Community & Economic Development, Finance and Public Works Systems (Village of Lincolnshire)

Building Official Jesse provided a summary of a recommendation to purchase Enterprise Resource Planning (ERP) software from BS&A for Community & Economic Development, Finance and Public Works. The Board approved a budget amount of \$124,500 for the purchase of new software. The proposed software will replace three existing software programs used for the mentioned departments. Building Official Jesse provided background to the

existing systems and the need for the new system. Staff is requesting a budget increase of 35% for the BS&A resource solution as a result of replacing the work order module and citizen portal. These additional software modules were not initially considered for purchase at the time of the development of the 2015 Budget. The total amount of the proposed software purchase is \$168,224.

Trustee Grujanac asked if all the other software would have had to be replaced over time, and does staff feel this is an overall cost savings. Building Official Jesse noted two of the three software systems planned for replacement are not being updated regularly by the respective software companies. In his opinion it would be a better economy of scale, to replace all three systems together. Trustee Grujanac asked what the time frame would have been for replacement of each individual system. Building Official Jesse noted the Building software was in need for replacement the last two years. Finance Director Peterson noted when he was hired; one of his goals was to replace the finance software since the current software has been in place since 1997 and the current vendor has announced they will no longer be providing updates to this software. Village Manager Burke noted the current Building and Finance software are so old, there are no longer any updates being issued, and the software does not integrate well with other applications. Village Manager Burke noted the Web QA software used for Public Works is an online system, which is an annual license fee that would go away in the move to BS&A.

Trustee Servi asked if there are any other on-line solutions, so as not to incur such a high up front cost. Village Manager Burke noted most of the enterprise resource solutions are software purchases, there are on-line components that could be implemented, however, each function would be more of a stand-alone solution for operating and not in an integrated fashion. The desire is to have all the systems integrated.

Trustee McAllister asked how often these systems would need to be replaced. Building Official Jesse noted it is difficult to predict the future, but the building software has been used for over nine years and the finance system has been used for over eighteen years, so the hope would be a minimum of ten years.

Trustee Servi asked if BS&A was a big corporation and could the Village expect better support than what it experiences currently. Building Official Jesse provided some background regarding BS&A including information provided from neighboring

communities currently using BS&A. Finance Director Peterson noted nine communities in the immediate area have recently gone to BS&A.

Trustee Grujanac asked if the Village is purchasing the entire BS&A product suite. Village Manager Burke noted most of the products offered by BS&A are being purchased but not every module.

Village Attorney Simon asked how successful BS&A would be migrating all the old system data into the new ERP. Finance Director Peterson stated staff is very comfortable with the proposed migration process noting at least seven of the other communities that recently switched from MSI and underwent a successful data migration. Building Official Jesse noted the current building permit software is an open-faced database and will be easily pulled over and retain the historical data as well. Mayor Blomberg asked if BS&A would be doing the migration or staff. Building Official Jesse noted BS&A would be implementing the migration.

Trustee Grujanac asked if residents would be able to submit building permits through the new ERP system. Building Official Jesse noted the plan is to initially open this type of submittal up to the smaller permits like roof or garage sale permits.

A discussion followed regarding other areas of savings to offset the budget increase. Trustee McDonough asked if there would be some continuing cost savings associated with the integration. Management Analyst Shoukry noted more integration would lead to less staff time, increased efficiencies, and better document management which would lead to savings.

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

3.12 Consideration and Discussion of a Resolution Approving the 2015 Official Zoning Map (Village of Lincolnshire)

Community & Economic Development Director McNellis noted the building code requires the official zoning map be published annually, noting any changes in the Village boundaries and zoning district boundaries. Even though none of the mentioned changes occurred last year, staff brings forth this Resolution annually for transparency.

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

3.13 Continued Consideration and Discussion of Economic Incentive Guidelines (Village of Lincolnshire)

Economic Development Coordinator Zozulya provided an update of the Economic Incentive Guidelines previously reviewed by the Board but revised to be more flexible. The flexibility would enable the Board to review the application of the Guidelines on a case by case basis, and the final decision would rest with the Village Board. As a result of the last Economic Incentive discussion, it evident the Board was in favor of continuing the practice of providing sales tax rebates where appropriate as well as developing small scale municipal loan programs.

Economic Development Coordinator Zozulya provided information based on requests made to the Village; what the Village currently offers; what best practices are; and what adjacent communities offer in terms of economic incentives. Based on feedback received, the vast majority of surrounding communities offer sales tax rebates and fee waivers. The proposed Economic Development Incentive Guidelines focus on the following five incentives: sales tax rebates, fee reduction in waivers, matching grants, revolving municipal loans, and property tax abatements.

Economic Development Coordinator Zozulya provided additional information related to the proposed Economic Development Incentive Guidelines regarding targets for the incentives, reasons to have the incentives and flexibility for the Board.

All Trustees in attendance noted their approval of the current draft as a good resource to move forward. Village Manager Burke asked if the Board would like to review and approve the application process. Village Attorney Simon noted his opinion would be to have more specificity to the document.

A discussion followed regarding posting the final document on the Website. It was the consensus of the Board to not advertise the Economic Incentive Guidelines but to have them available as a resource when inquiries are made.

Trustee Servi asked if staff was aware of any large business deciding to move elsewhere due to no incentive. Economic

Development Coordinator Zozulya noted she did not know of any large businesses that did not move into the Village due to no incentives.

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

3.2 Finance and Administration

3.21 Report Regarding Results 2015 Resident Feedback Survey (Village of Lincolnshire)

Management Analyst Shoukry provided a presentation regarding the results of the 2015 Resident Feedback Survey.

Trustee Grujanac asked what would be done as a result of the survey. Management Analyst Shoukry stated the survey results would be used for strategic planning and possibly drive some of the decision making processes in the future.

Trustee Servi asked if there would be any action taken regarding areas of needed improvement. Management Analyst Shoukry noted communication would be addressed in order to focus on reaching residents. Village Manager Burke noted some of the information would be used in setting future organization goals.

Trustee Grujanac asked if the results could be shared with the organizations in the Council of Presidents in order to get additional feedback for community projects.

Trustee Feldman asked what type of statistical analysis was used to relay the information received. Management Analyst Shoukry noted percentages were used to relay the information. Village Attorney Simon asked if staff was able to drill down to distinguish the age of the responders versus how they responded. Management Analyst Shoukry noted the information regarding age of responders and information from each age group was accumulated data.

There was a consensus of the Board for staff to provide a more detailed analysis and present it at a later date.

3.3 Public Works

3.31 Consideration and Discussion of an Agreement with the Illinois Department of Transportation for Stage 1 Improvement for the Illinois Transportation Enhancement

(ITEP) Grant Project (Village of Lincolnshire)

Engineering Supervisor Horne provided background and a presentation of the agreement with the Illinois Department of Transportation for Stage 1 Improvements for the Illinois Transportation Enhancement (ITEP) Grant Project. Engineering Supervisor Horne noted the primary focus of the proposed agreement is the project scope and schedule which replaces the original. Engineering Supervisor Horne provided detailed information on each stage of the multi-year project.

Engineering Supervisor Horne provided information related to potential corridor enhancement project for Board consideration. A brief discussion followed regarding the potential corridor enhancement project. Engineering Supervisor Horne will provide information in the next budget process for the Board to review.

Mayor Blomberg asked if there were saving due to IDOT providing the plantings and if the savings would be spent in other areas. Engineering Supervisor Horne noted the current, revised stage 2 project could be more costly than the original project that was contemplated. Once we receive stage 2 bid results, there could possibly be additional funds necessary to complete the entire stage 2 project.

Mayor Blomberg asked if staff could discuss with IDOT, a future project for plantings within Route 22 at the entrance of Wood Creek Court where there is a wide painted median. Engineering Supervisor Horne stated he would discuss this possibility with IDOT.

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 Professional Services Agreement with Gewalt Hamilton Associates, Inc. for Phase 3 – Construction Observation Services for State 1 Improvements for the Illinois Transportation Enhancement Program (ITEP) Grant Project in an Amount not to Exceed \$19,455.13 (Village of Lincolnshire)

Engineering Supervisor Horne provided a summary of a professional services agreement with Gewalt Hamilton Associates, Inc. for Phase 3 – Construction Observation Services for State 1 Improvements for the Illinois Transportation

Enhancement Program (ITEP) Grant project discussed under Item 3.31.

Trustee McDonough noted the packet stated if there was no funding or if the funding was lost, the project will not go through and wanted to know if the Village would still be responsible for payment and completion. Engineering Supervisor Horne stated if the project is not funded, the ITEP Agreement becomes null and void. A conversation followed regarding how the Village would proceed if the state funding is null and void. Village Manager noted prior to entering the construction contract and committing to the funds, staff will confirm if the allocation of funds remain. Trustee McDonough noted this should be assessed to move forward stage by stage.

Engineering Supervisor Horne continued with the summary of the Agreement noting this is a Phase III contract for construction observation services and will enable the Village to get 80 % reimbursement for the 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.

3.4 Public Safety

3.41 Consideration and Discussion of an Amendment to Section 1-17-12 of Title 1, Chapter 17 (Comprehensive Fine/Penalty Schedule) of the Lincolnshire Village Code Concerning Fines for Certain Alcoholic Liquor Offenses (Village of Lincolnshire)

Chief of Police Kinsey provided a summary of the proposed amendment to Section 1-17-12 of Title 1, Chapter 17 of the village code concerning fines for certain alcoholic liquor offenses which was the result of a request made by the Stand Strong Coalition. The Amendment will increase the fines associated with underage possession, underage consumption, and social hosting.

Mayor Blomberg asked if the proposed fine of \$1,000 for social hosting was too light. Chief of Police Kinsey stated the proposed fine amount will put Lincolnshire in line with surrounding communities.

Trustee McDonough noted Lincolnshire's fines are below the state and asked if fines should be kept in line with the state fines. Village Attorney Simon noted Lincolnshire Officers have a choice

as to what to write the ticket under and if it is written under the state, fines could be much lower due to how the violation will be processed.

A discussion followed regarding advertising the new fines in the Newsletter to bring awareness.

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

3.5 Parks and Recreation

3.51 Consideration and Discussion of Use of Village Streets by District 103 Parent-Teacher Organization for a 5K Walk/Run to be Held May 16, 2015 (District 103 Parent-Teacher Organization)

Public Works Director Woodbury provided information regarding the annual request to use Village streets by District 103 for a 5K Walk/Run.

Notification of the race was briefly discussed so residents are informed.

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

3.6 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

5.0 **NEW BUSINESS**

6.0 **EXECUTIVE SESSION**

Trustee Grujanac moved and Trustee McDonough seconded the motion to go into Executive Session for the purpose of discussing Personnel. The roll call vote was as follows: AYES: Trustees McAllister, McDonough, Feldman, Servi, and Grujanac. NAYS: None. ABSENT: Trustee Brandt. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 9:05 p.m. and came out of Executive Session at 9:27 p.m.

7.0 **ADJOURNMENT**

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 9:28 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk