



The minutes of the November 23, 2015 Committee of the Whole Meeting were approved with the following changes: Item 3.41, paragraph four, should be changed from “Trustee Servi noted some of the surrounding areas do allow Happy Hours which may put Lincolnshire at a negative disadvantage.” to “**Trustee Servi noted some of the surrounding areas do allow Happy Hours which may put Lincolnshire at a competitive disadvantage.**”

2.1

**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, November 23, 2015**

Present:

Mayor Brandt

~~Trustee Grujanac~~

Trustee McDonough

Trustee Leider

Village Attorney Christensen

Chief of Police Kinsey

~~Public Works Director Woodbury~~

Village Planner Robles

Management Analyst Shoukry

Trustee Feldman

Trustee Hancock

Trustee Servi

Village Clerk Mastandrea

Village Manager Burke

Finance Director/Treasurer Peterson

Community & Economic Development

Director McNellis

ROLL CALL

Mayor Brandt called the meeting to order at 7:16 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the November 9, 2015 Committee of the Whole Minutes

The minutes of the November 9, 2015 Committee of the Whole Meeting were approved as submitted.

2.2 Acceptance of the October 19, 2015 Special Committee of the Whole Minutes

The minutes of the October 19, 2015 Special Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.5 Parks and Recreation

3.51 Consideration and Discussion of Park Board Recommendation to Approve a Lincolnshire Sports Association (LSA) Request to Host Two “Skate Nights” in January/February 2016 at North Park (Lincolnshire Sports Association)

Mayor Brandt moved up Item 3.51 for consideration and discussion.

Mr. Lee Fell provided a summary of the request by Lincolnshire Sports Association to host two “Skate Nights” in January/February 2016 at North Park. Mr. Fell requested fireworks be allowed at one of the Skate Nights proposed, and requested the display be funded by the Village noting the amount of the fireworks is \$2,500.

Mayor Brandt stated staff would have to research the possibility of fireworks by the open space noting the Village had to get permission from the state for the recent Trail of Terror.

Mayor Brandt provided many suggestions regarding the event including reaching out to staff for support.

Trustee Hancock asked if the event was free. Mr. Fell noted it would be a free community event.

A brief conversation took place regarding the process for permitting fireworks at North Park. Village Manager Burke asked if the fireworks are allowed, would the Board approve the \$2,500 donation as this expenditure should be included in the 2016 Budget. The Board was in favor of approving the donation.

Village Manager Burke suggested Mr. Fell coordinate the approval of fireworks with Public Works staff and the Lincolnshire-Riverwoods Fire Protection District.

It was the consensus of the Board to approve the event and for staff to work with Lincolnshire Sports Association regarding the possibility of fireworks and report back to the Village Board.

3.1 Planning, Zoning and Land Use

3.11 Consideration of an Architectural Review Board recommendation regarding Variations to Title 12, Sign Control, of the Lincolnshire Village Code for permanent identification signage and temporary signage for the 86-unit Camberley Club townhome Planned Unit Development (Pulte Home Corporation)

Village Planner Robles provided a summary of the Architectural Review Board recommendation regarding variations to the sign code for permanent identification signage and temporary signage for Camberley Club.

Mr. Greg Sagen, President of Signature Design Group, Landscape Architect for Camberley Club provided a presentation regarding the proposed sign designs and variations requested for permanent and temporary signage.

Trustee Feldman asked if the Riverwoods Road monument sign proposed for the entryway median is perpendicular to the strip of land.

Mr. Sagen noted the entry sign is perpendicular to the drive lanes, running across the center median.

Trustee Servi noted concern regarding the second monument sign and stated no other subdivision in the Village has two signs. Mayor Brandt noted one of the advantages of the secondary sign was that the access gates would not be visible due to the median entry sign.

It was the consensus of the Board to place this on the Regular Village Board agenda for discussion and approval.

3.12 Report and Update Regarding Annexation Activity (Village of Lincolnshire)

Village Manager Burke provided a brief update regarding annexation activity since the legal notification was posted in the paper regarding the involuntary annexation of the unincorporated parcels from Riverside Drive to just south of the Cubby Bear property. Staff and legal counsel have been working with the Boznos family on a voluntary annexation agreement similar to terms of other annexation agreements the Village has approved in the past. Late last week, the owner of the Cubby Bear parcel approached the Village to discuss possible voluntary annexation. Village Manager Burke noted the goal is to bring both proposed annexation agreements back to the Board the first meeting in January.

3.2 Finance and Administration

3.21 Consideration and Discussion of the 2016 Village Calendar and Meeting Schedule (Village of Lincolnshire)

Village Manager Burke provided a summary of the annual approval of the 2016 proposed meeting schedule. Village Manager Burke noted, typically in October, the first Regular Village Board/Committee of the Whole meetings are re-scheduled due to Columbus Day but due to Jewish Holidays in October 2016, staff is suggesting to retain the Columbus Day meeting date.

Trustee Leider suggested pushing these dates out electronically in order for staff and trustees to manage the dates appropriately. Village Manager Burke noted once the meeting dates are approved, staff will send out electronic meeting dates to the Board. Mayor Brandt asked that the Liaisons to the Advisory Boards be sent electronic notification to these meetings as well.

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

3.22 Consideration and Discussion of Supplemental Appropriation Ordinance of the Village of Lincolnshire, Illinois for the Fiscal Year Beginning January 1, 2015 and Ending, December 31, 2015 (Village of Lincolnshire)

Finance Director/Treasurer Peterson provided a summary of the annual Supplemental Appropriation Ordinance for Fiscal Year 2015 which is in accordance with state law and is proposed to address line items expected to exceed the original appropriated amount. Finance Director/Treasurer Peterson noted four appropriation items requiring amendment, related to this ordinance, are to include the Police Pension property tax contribution into operating funds; reclassifying a \$200,000 transfer that was originally classified to the Water & Sewer Operations Fund which is proposed to go to Water & Sewer Improvement Fund; transfer of General Funds to the General Capital Fund in December which would be the second transfer of the year; and professional services for the Police Pension Actuary.

Trustee Hancock asked about the amount of the General Fund to General Capital Fund transfer that happened in January. Finance Director/Treasurer Peterson noted he would have to report back. Village Manager Burke noted the intent was to look at the year-end numbers and make the transfer at year-end instead of at the beginning of the year to close out the fiscal year.

Village Manager Burke noted appropriation takes place at the departmental level and no single department exceeded their appropriation level in regards to total expenditures.

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

3.23 Consideration and Discussion of an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for Fiscal Year January 1, 2016 and Ending December 31, 2016 (Village of Lincolnshire)

Finance Director/Treasurer Peterson summarized the annual Ordinance Levying Taxes for Corporate purposes for Fiscal Year 2016. Finance Director/Treasurer Peterson noted given this year's levy is less than 105% of the previous years' tax extension, a Public Hearing and Truth Taxation Publication is not required.

Mayor Brandt made note, other municipalities are raising their rates while Lincolnshire has remained the same for the past three years.

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

3.24 Consideration and Discussion of an Ordinance Abating the Tax Heretofore Levied for the Year 2015 to Pay Debt Service on Several Notes of the Village of Lincolnshire, Lake County, Illinois (Village of Lincolnshire)

Village Manager Burke provided a summary of the Ordinance abating the tax heretofore levied for the year 2015 to pay debt service on several notes.

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

3.25 Consideration and Discussion of an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on Special Service Area (SSA) Bonds of the Village of Lincolnshire, Lake County, Illinois (Sedgebrook Special Service Area Number 1 Special Tax Bonds)

Village Manager Burke provided a summary of the Ordinance abating and reducing certain taxes heretofore levied to pay debt service on Sedgebrook Special Service Area Number 1 Special Tax bonds.

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

3.26 Consideration and Discussion of an Ordinance Abating Certain Taxes Heretofore Levied for the Westminster Way Transportation Special Service Area Number 1A (Village of Lincolnshire)

Village Manager Burke provided a summary of the Ordinance abating certain taxes heretofore levied for the Westminster Way Transportation Special Service Area Number 1A.

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

3.27 Consideration and Discussion of Update to Village of Lincolnshire Fixed Asset Policy (Village of Lincolnshire)

Finance Director/Treasurer Peterson provided an update to the Village of Lincolnshire Fixed Asset Policy. Staff is proposing to raise the \$5,000 capitalization to \$10,000 as part of the update. If there is no objections by the Board to move forward with this update, staff will include this as part of the budget policy updates for approval at the December 14, 2015 Regular Village Board Meeting along with the full 2016 Budget.

Trustee Servi asked how this update compares to other Villages. Finance Director/Treasurer Peterson stated there was a survey showing the vast majority of municipalities are \$7,500 - \$10,000 and over 50% have not changed policy since 1999.

Trustee Leider asked if it is the Government Accounting Standards Board (GASB) recommendation to update the capitalization amount. Finance Director/Treasurer Peterson stated the lowest recommendation from GASB back in 1999 was \$5,000 but current recommendations are

to use 20% of assets to capture 80% of value. Moving to a higher threshold reduces insignificant items currently being capitalized. The result from this change would eliminate 35 assets from the GASB 34 Reporting valued at \$240,200 or .25% of the total assets.

There was a consensus of the Board to include this in the 2016 proposed budget for placement on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.28 Continued Discussion Regarding Village of Lincolnshire Proposed 2016 Budget – Utility Rate Options (Village of Lincolnshire)

Management Analyst Shoukry provided an update of utility rate options based on Board comments from the November 9, 2015 Committee of the Whole meeting.

Village Manager Burke noted staff is looking for direction regarding the 2016 utility rates with the expectation that during 2016, staff will update the Board regarding options for longer term Water Fund financing. Trustee McDonough noted the Water Fund never fully ran on its own and needed assistance from other income or revenue sources and with individuals becoming more water conscience and cognizant of the cost of water, this will most likely continue to need assistance from the General Fund

Management Analyst Shoukry provided a brief overview of a proposed tiered rate model including proposed revenues and impacts on the user.

Trustee Leider asked how it would look if the proposed additional flat charge was eliminated and rolled back into the fee structure and suggested eliminating this. Management Analyst Shoukry stated he would have to do the math and report back to the Board regarding the flat charge being eliminated but noted this could be done. Trustee McDonough agreed with eliminating the flat charge. Village Manager Burke noted the increase would be approximately .36 to eliminate the proposed \$5.00 flat fee which would take the total water and sewer rate increase to 9.5%.

Trustee Leider asked where the distribution of tiers or bell curve came from. Management Analyst Shoukry noted if you take the usage per account and sum it for the entire year and divide it by twelve, you get an average usage per month; this is how the customers are placed in tiers.

Trustee McDonough asked if staff could look at high users to see if there was a peak month or season that would drive them to a higher tier so the high users are not taken by surprise when they get the bill if a peak season hits. Staff will bring back information regarding high users as requested by Trustee McDonough.

Village Manager Burke asked the Board for specifics in order to bring

back the Ordinance for the water rates on the December 14, 2015 Consent Agenda for approval.

Trustee Hancock asked how staff would relay the increase to the high users. Management Analyst Shoukry noted staff will relay that high volume users costs more to service and more to maintain and be able to provide water to the high user than many combined users with a lower demand. Mayor Brandt suggested taking the percentages out of the tables and including only the updated fees when presenting the increase to the user. A conversation followed regarding how to justify the increase to the users. Comparison rates from other municipalities were briefly discussed.

Trustee Feldman suggested staff revisit fees associated with out-of-village water hookup. Village Manager Burke noted a fee is charged for hookup, and the rate for out-of-village is a different amount than in-village. Staff will research hookup fees and provide further information for the Village Board. However, as is the case with the water rates, it is difficult to compare rates for connection fees in surrounding municipalities.

Trustee Leider asked if the tiers could be simplified and possibly broken up into only three tiers instead of five. Management Analyst Shoukry noted the design of the tiers is in line with other municipal models.

There was a consensus of the Board to prepare an ordinance to increase the rate in order to eliminate the flat fee, adopt the tiered rate system for water rates and include this in the 2016 proposed budget for placement on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.3 Public Works

3.4 Public Safety

3.41 Continued Consideration and Discussion of Recent Amendments to the Illinois Liquor Control Act (Village of Lincolnshire)

Chief of Police Kinsey updated the Board regarding recent amendments to the Illinois Liquor Control Act which reinstated the institution of Happy Hours, reduction to a single state license for hotels, introduction of regulations for infusion drinks and the requirement that all servers of alcohol be BASSET trained by July 1, 2016. Chief of Police Kinsey noted as a result of the amendments, the Board asked staff to research surrounding communities to see how they were handling the reinstatement of Happy Hour. Chief of Police Kinsey summarized the results of the research to the Board. Staff requests direction from the Board regarding how to proceed with the Happy Hour amendment since Happy Hour is currently prohibited.

Trustee McDonough noted he is in favor of no action being taken at this

time.

Trustee Hancock asked if any of the proprietors have made requests regarding the state amendment. Chief of Police Kinsey stated he has not been contacted by any of the proprietors.

~~Trustee Servi noted some of the surrounding areas do allow Happy Hours which may put Lincolnshire at a negative disadvantage.~~ **Trustee Servi noted some of the surrounding areas do allow Happy Hours which may put Lincolnshire at a competitive disadvantage.** Chief of Police Kinsey noted some of the surrounding areas automatically adopt state legislature. Trustee Hancock suggested if a proprietor inquires this can be re-visited.

There was a consensus of the Board for staff to reach out to proprietors to seek information regarding the desire for change and report back to the Board in 2016. No action will be taken at this time to revise the Code.

3.6 Parks and Recreation

~~3.51—Consideration and Discussion of Park Board Recommendation to Approve a Lincolnshire Sports Association (LSA) Request to Host Two “Skate Nights” in January/February 2016 at North Park (Lincolnshire Sports Association)~~

Item 3.51 was moved up on this agenda for consideration and discussion.

3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

5.1 **Consideration and Discussion of an Ordinance Economic Development and Worker Empowerment by Regulation of Involuntary Payroll Deductions for Private Sector Workers in the Village of Lincolnshire.**

Mayor Brandt noted former Mayor Blomberg passed a resolution supporting the proposed Ordinance of Economic Development and Worker Empowerment by Regulation of Involuntary Payroll Deductions for Private Sector Workers in Lincolnshire. Mayor Brandt noted this is a follow up to the previously approved resolution.

Trustee McDonough noted he would support a right to work benefiting workers, states, unions, and elected officials.

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

5.2 **Village Planner Robles Resignation**

Community & Economic Development Director McNellis noted Village Planner Robles has resigned and his last day with the Village of Lincolnshire is November 30, 2015. Village Planner Robles is pursuing a career with the City of Naperville as a Project Manager. Community & Economic Development Director McNellis stated he would like to recognize Village Planner Robles' 8 years of dedication to the Village of Lincolnshire.

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT

Trustee McDonough moved and Trustee Feldman seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:50 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk