



AGENDA
COMMITTEE OF THE WHOLE MEETING
Village Hall – Board Room
Monday, May 23, 2016
Immediately following Regular Village Board Meeting

Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend.

The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.

CALL TO ORDER

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the May 9, 2016 Special Committee of the Whole - Town Meeting Minutes

2.2 Acceptance of the May 9, 2016 Committee of the Whole Meeting Minutes

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.2 Finance and Administration

3.3 Public Works

3.31 Consideration of Awarding a Contract to American Underground, Glenview, IL for Sanitary and Storm Sewer Televising and Cleaning in the Amount of \$54,867.24 (Village of Lincolnshire)

3.32 Consideration of Lincolnshire Community Association's Request to Use Village Streets for Annual Fourth of July Parade and Race and Granting a Waiver of the Village Street Usage Policy Cash Bond Requirement (Lincolnshire Community Association)

3.4 Public Safety

3.5 Parks and Recreation

3.51 Consideration and Discussion of Rejecting Bid from GLI Services for Construction of Downtown Pocket Park (Village of Lincolnshire)

3.52 Consideration of Park Board Recommendation Regarding Request to Use North Park for National Night Out (Village of Lincolnshire)

3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT



**MINUTES
SPECIAL COMMITTEE OF THE WHOLE MEETING
Town Meeting
Monday, May 9, 2016**

Present:

Mayor Brandt	Trustee Feldman
Trustee Grujanac	Trustee Hancock
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Chief of Police Kinsey	Finance Director/Treasurer Peterson
Public Works Director Woodbury	Sergeant Covelli
Economic Development Coordinator Zozulya	

ROLL CALL

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

2.0 ITEMS OF GENERAL BUSINESS

2.1 Town Meeting

Mayor Brandt asked if there was anyone in the general public who had any items to discuss.

Village Manager Burke noted staff received no emails or calls from residents regarding the Town Meeting.

2.11 State of the Village

Village Manager Burke noted the last few years there has been little to discuss as part of the annual Town meeting so each Department was asked to provide a high-level overview of the prior year's accomplishments as part of the annual Town Meeting.

Village Manager Burke started the presentation with the introduction of new hires and projects.

Finance Director/Treasurer Peterson provided a presentation highlighting the BS&A Software which was deployed in 2015 lead by Building Official Jesse, Senior Accountant Gabbard and Management Analyst Shoukry. Finance Director/Treasurer Peterson noted Finance has focused on streamlining processes, document retention/destruction, Village transparency, the Identity Theft Prevention Program, and Water Billing.

Economic Development Coordinator Zozulya provided a presentation highlighting Community & Economic Development accomplishments as follows: BS&A Software for online permitting and inspection scheduling; along with plan review, 12 new businesses located to the Village in 2015, upcoming developments, and playing a much bigger role in Village special events.

Public Works Director Woodbury provided a presentation highlighting the Public Works accomplishments in 2015 including BS&A Software for work order management and Citizens Request for Action, snow event statistics, North Park athletic field statistics, various Public Works projects, and the success of Boo Bash.

Sergeant Kim Covelli provided a presentation highlighting Police goals and accomplishments in 2015 including crime & incident data analysis, updating Police Department policies, Career Development Program, collaborate relationship, personnel, Police Department Special events, and community relations.

2.12 Resident Comments

Mr. William Gray resident at 308 Whitmore Lane voiced concern regarding the Mons property on Riverwoods Road. Mr. Gray stated he noticed the property was being surveyed. Mr. Gray asked if calculation for water would be researched as part of the proposed subdivision. Mr. Gray asked if there would be money budgeted to mediate the conservatory area so there will be a proper flow of water.

Mayor Brandt stated the Board sympathizes with the concerns and noted the request on the Regular Village Board agenda is to rezone the property to R2A which is environmentally sensitive. One of the things the Board has worked with the developer on is to add more environmentally sensitive features; more open space, less impervious surface, and removal of a path.

Mayor Brandt suggested Mr. Gray stay for the next meeting to view the proposed plans.

3.0 ADJOURNMENT

Trustee McDonough moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 7:33 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk



**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, May 9, 2016**

Present:

Mayor Brandt

Trustee Grujanac

Trustee McDonough

Trustee Leider

Village Attorney Simon

Chief of Police Kinsey

Public Works Director Woodbury

Trustee Feldman

Trustee Hancock

Trustee Servi

Village Clerk Mastandrea

Village Manager Burke

Finance Director/Treasurer Peterson

Economic Development Coordinator Zozluya

ROLL CALL

Mayor Brandt called the meeting to order at 9:12 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the April 25, 2016 Committee of the Whole Minutes

The minutes of the April 25, 2016 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.2 Finance and Administration

3.3 Public Works

3.31 Consideration of a Contract for the North Park Culvert Replacement Project with Kovilic Construction of Franklin Park, IL in an Amount not to Exceed \$79,425.00 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of a contract for the North Park culvert replacement project with Kovilic Construction. The replacement of the culvert is required to alleviate hazard to park users.

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 of an Ordinance Amending Section 3-3-6-3 of Title 3, Chapter 3 (Liquor Control) of the Lincolnshire Village Code Regarding BASSET Training (Village of Lincolnshire)

Chief of Police Kinsey provided a summary of the proposed Ordinance regarding changes to the Village code as it relates to the state required BASSET Training.

Village Attorney Simon clarified; when this is approved it will be effective July 1, 2016 to be in-line with state law.

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 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 EXECUTIVE SESSION

Trustee McDonough moved and Trustee Grujanac seconded the motion to go into Executive Session for the purpose of discussing litigation. The roll call vote was as follows: AYES: Trustees McDonough, Feldman, Servi, Hancock, Leider, and Grujanac. NAYS: None. ABSENT: None. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 9:20 p.m. and came out of Executive Session at 9:33 p.m.

7.0 ADJOURNMENT

Trustee McDonough moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:34 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk



**REQUEST FOR BOARD ACTION
Committee of the Whole
May 23, 2016**

Subject:	2016 Closed Circuit Televising for Sanitary and Storm Sewers Project
Action Requested:	Consideration of Awarding a Contract to American Underground, Glenview, IL for Sanitary and Storm Sewer Televising and Cleaning in the amount of \$54,867.24 (Village of Lincolnshire)
Originated By/Contact:	Wally Dittrich, P.E., Assistant Public Works Director / Village Engineer
Referred To:	Mayor and Board of Trustees

Summary / Background:

In 2015, the Village of Lincolnshire participated in a joint bid opportunity for storm and sanitary sewer televising and cleaning. The current contract was bid with an option for the Village to renew the contract in both 2016 and 2017. Staff recommends approval of a renewal contract with the previous low bidder American Underground in the amount of \$54,867.24 to perform storm and sanitary sewer televising data collection and evaluation reporting in the areas shown on the project location map (attached).

Staff recommends these locations based on the greatest need and in conjunction with future road project locations. American Underground has been performing the Village's televising and cleaning since 2012. The company is local and regularly performs work throughout Chicago-land area. Staff's experience with this company has always been very good and they have a good reputation throughout the industry.

	Footage	Unit Cost	Total
Storm Sewer Televising	8,685	\$1.57	\$13,635.45
Storm Sewer Review	8,685	\$.18	\$1,563.30
Sanitary Sewer Televising	25,933	\$1.35	\$35,009.55
Sanitary Sewer Review	25,933	\$.18	<u>\$4,667.94</u>
TOTAL			\$54,867.24

Budget Impact:

The Village allocated \$19,000 for Storm Sewer Televising and \$45,000 for Sanitary Sewer Televising/Cleaning in the 2016 Operating Budget. Approximately \$4,000 and \$5,000 will be available in each line item to address extra services that may be required during the televising process, such as; cleaning, root-cutting and additional needed televising services.

Service Delivery Impact:

No Change

Recommendation:

Staff requests that the Mayor and Board of Trustees place this item on the June 13, 2016, Consent Agenda for approval.



**Agenda Item
3.31 COW**

Reports and Documents Attached:

- *Sewer Televising – Bid Tab*
- *Project Location Maps*

Meeting History	
Initial Referral to Village Board (COW):	May 23, 2016
Regular Village Board Meeting:	June 13, 2016

RFB NO: #215011

RFB ON: Sanitary and Storm Sewer Closed
Circuit Television (CCTV) Inspection

= Error in pricing/calculation

American Underground, Inc.
P.O. Box 569
Glenview, IL 60025

Visu-Sewer of Illinois
9014 S. Thomas Avenue
Bridgeview, IL 60455

National Power Rodding Corp.
2500 W. Arthington Street
Chicago, IL 60612

ALL COMMUNITIES

Item	Pay Item Description	Unit	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	
BASE BID										
a. Year 1 (2015)										
1.	CCTV Inspection of Storm Sewers (6" to 42")	LF	127,300	\$ 1.55	197,315.00	\$ 3.05	388,265.00	\$ 3.50	445,550.00	
2.	CCTV Inspection of Sanitary Sewers (8" to 12") <u>with</u> Concurrent Dyed-water Flooding	LF	23,000	2.21	50,830.00	4.80	110,400.00	9.60	220,800.00	
3.	CCTV Inspection of Sanitary Sewers (15" to 18") <u>with</u> Concurrent Dyed-water Flooding	LF	7,800	2.25	17,550.00	4.80	37,440.00	10.00	78,000.00	
4.	CCTV Inspection of Sanitary Sewers (8" to 12") (no dyed-water flooding)	LF	136,700	1.32	180,444.00	2.50	341,750.00	4.00	546,800.00	
5.	CCTV Inspection of Sanitary Sewers (15" to 18") (no dyed-water flooding)	LF	18,300	1.32	24,156.00	2.50	45,750.00	5.00	91,500.00	
6.	CCTV Inspection of Sanitary Sewers (21" to 30") (no dyed-water flooding)	LF	5,300	1.71	9,063.00	2.50	13,250.00	13.00	68,900.00	
7.	Sewer Condition Evaluation	LF	217,500	0.18	39,150.00	0.20	43,500.00	0.55	119,625.00	
Total Base Bid, Year 1 (2015)					\$ 518,508.00		\$ 980,355.00		\$ 1,571,175.00	
b. Year 2 (2016)										
1.	CCTV Inspection of Storm Sewers (6" to 42")	LF	127,300	\$ 1.55	197,315.00	\$ 3.20	407,360.00	\$ 4.50	572,850.00	
2.	CCTV Inspection of Sanitary Sewers (8" to 12") <u>with</u> Concurrent Dyed-water Flooding	LF	23,000	2.21	50,830.00	5.05	116,150.00	11.04	253,920.00	
3.	CCTV Inspection of Sanitary Sewers (15" to 18") <u>with</u> Concurrent Dyed-water Flooding	LF	7,800	2.25	17,550.00	5.05	39,390.00	11.50	89,700.00	
4.	CCTV Inspection of Sanitary Sewers (8" to 12") (no dyed-water flooding)	LF	136,700	1.32	180,444.00	2.65	362,255.00	4.60	628,820.00	
5.	CCTV Inspection of Sanitary Sewers (15" to 18") (no dyed-water flooding)	LF	18,300	1.32	24,156.00	2.65	48,495.00	5.75	105,225.00	
6.	CCTV Inspection of Sanitary Sewers (21" to 30") (no dyed-water flooding)	LF	5,300	1.71	9,063.00	2.65	14,045.00	14.95	79,235.00	
7.	Sewer Condition Evaluation	LF	217,500	0.18	39,150.00	0.21	45,675.00	0.60	130,500.00	
Total Base Bid, Year 2 (2016)					\$ 518,508.00		\$ 1,033,370.00		\$ 1,860,250.00	
c. Year 3 (2017)										
1.	CCTV Inspection of Storm Sewers (6" to 42")	LF	127,300	\$ 1.57	199,861.00	\$ 3.35	426,455.00	\$ 6.25	795,625.00	
2.	CCTV Inspection of Sanitary Sewers (8" to 12") <u>with</u> Concurrent Dyed-water Flooding	LF	23,000	2.23	51,290.00	5.20	119,600.00	12.70	292,100.00	
3.	CCTV Inspection of Sanitary Sewers (15" to 18") <u>with</u> Concurrent Dyed-water Flooding	LF	7,800	2.29	17,862.00	5.20	40,560.00	13.22	103,116.00	
4.	CCTV Inspection of Sanitary Sewers (8" to 12") (no dyed-water flooding)	LF	136,700	1.35	184,545.00	2.80	382,760.00	5.29	723,143.00	
5.	CCTV Inspection of Sanitary Sewers (15" to 18") (no dyed-water flooding)	LF	18,300	1.35	24,705.00	2.80	51,240.00	6.61	120,963.00	
6.	CCTV Inspection of Sanitary Sewers (21" to 30") (no dyed-water flooding)	LF	5,300	1.71	9,063.00	2.80	14,840.00	17.19	91,107.00	
7.	Sewer Condition Evaluation	LF	217,500	0.18	39,150.00	0.22	47,850.00	0.69	150,075.00	
Total Base Bid, Year 3 (2017)					\$ 526,476.00		\$ 1,083,305.00		\$ 2,276,129.00	
TOTAL BASE BID (YEARS 1-3)					\$ 1,563,492.00		\$ 3,097,030.00		\$ 5,707,554.00	

RFB NO: #215011

RFB ON: Sanitary and Storm Sewer Closed
Circuit Television (CCTV) Inspection

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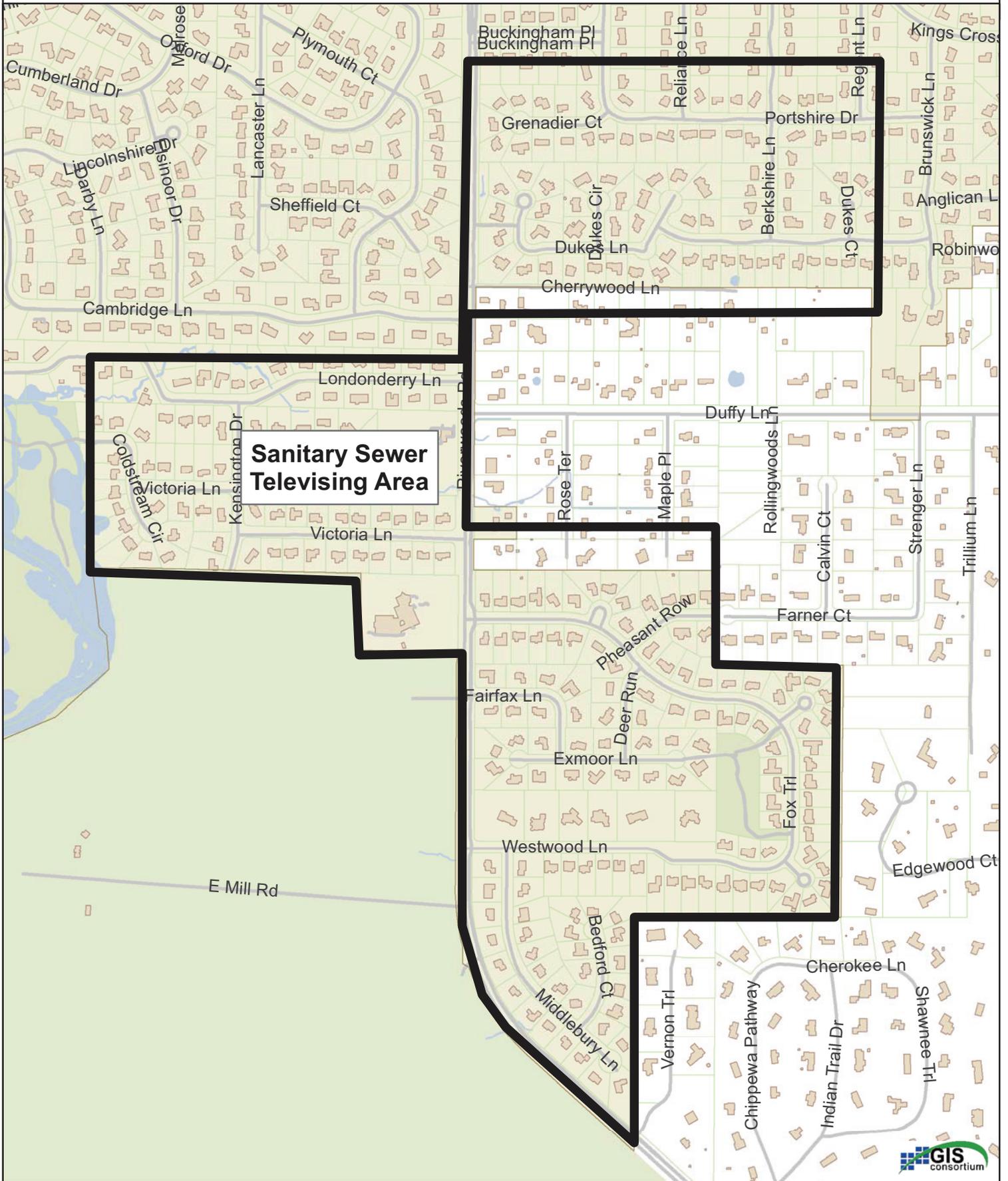
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2500 W. Arthington Street
Chicago, IL 60612

ALL COMMUNITIES

Item	Pay Item Description	Unit	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SUPPLEMENTAL UNIT PRICES									
a. Year 1 (2015)									
1.	CCTV Inspection of Storm Sewers (48" to 72")	LF		\$ 1.89		\$ 5.00		\$ 6.00	
2.	CCTV Inspection of Sanitary Sewers (21" to 30") <u>with</u> Concurrent Dyed-water Flooding	LF		2.95		7.00		8.00	
3.	CCTV Inspection of Sanitary Sewers (6") (no dyed-water flooding)	LF		1.95		4.00		4.00	
4.	Root Cutting (8" to 12")	LF		0.58		1.00		3.50	
5.	Root Cutting (15" to 18")	LF		0.95		5.00		3.50	
6.	Root Cutting (21" to 30")	LF		6.00		10.00		5.00	
7.	Heaving Cleaning	Crew Hours		365.00		400.00		465.00	
8.	Emergency CCTV Inspection (no dyed-water flooding) Sanitary or Storm Sewer (8" to 42")	Crew Hours		385.00		450.00		500.00	
a. Year 2 (2016)									
1.	CCTV Inspection of Storm Sewers (48" to 72")	LF		\$ 1.89		\$ 5.00		\$ 7.00	
2.	CCTV Inspection of Sanitary Sewers (21" to 30") <u>with</u> Concurrent Dyed-water Flooding	LF		2.95		7.00		9.20	
3.	CCTV Inspection of Sanitary Sewers (6") (no dyed-water flooding)	LF		1.95		4.00		4.60	
4.	Root Cutting (8" to 12")	LF		0.58		1.00		4.60	
5.	Root Cutting (15" to 18")	LF		0.95		5.00		4.60	
6.	Root Cutting (21" to 30")	LF		6.00		10		5.75	
7.	Heaving Cleaning	Crew Hours		375.00		400.00		534.00	
8.	Emergency CCTV Inspection (no dyed-water flooding) Sanitary or Storm Sewer (8" to 42")	Crew Hours		385.00		450.00		575.00	
a. Year 3 (2017)									
1.	CCTV Inspection of Storm Sewers (48" to 72")	LF		\$ 1.89		Not Included		\$ 8.05	
2.	CCTV Inspection of Sanitary Sewers (21" to 30") <u>with</u> Concurrent Dyed-water Flooding	LF		2.95		Not Included		10.58	
3.	CCTV Inspection of Sanitary Sewers (6") dyed-water flooding	(no LF		1.95		Not Included		5.29	
4.	Root Cutting (8" to 12")	LF		0.58		Not Included		5.29	
5.	Root Cutting (15" to 18")	LF		0.95		Not Included		5.29	
6.	Root Cutting (21" to 30")	LF		6.00		Not Included		6.61	
7.	Heaving Cleaning	Crew Hours		375.00		Not Included		614.00	
8.	Emergency CCTV Inspection (no dyed-water flooding) Sanitary or Storm Sewer (8" to 42")	Crew Hours		385.00		Not Included		661.00	



2016 Storm Sewer Cleaning & Televising



**REQUEST FOR BOARD ACTION
Committee of the Whole Meeting
May 23, 2016**

Subject: Street Use Permit for Lincolnshire Community Association (LCA)

Action Requested: Consideration of Lincolnshire Community Association's Request to Use Village Streets for Annual Fourth of July Parade and Race and Granting a Waiver of the Village Street Usage Policy Cash Bond Requirement(Lincolnshire Community Association)

Originated By/Contact: Scott Pippen, Operations Superintendent

Referred To: Mayor and Board of Trustees

Summary / Background:

The Lincolnshire Community Association (LCA) requests the use of Village streets for the 4th of July race and parade, as well as Spring Lake Park, for the annual July 3rd and 4th activities.

LCA requests the Mayor and Village Board waive the \$1,000 bond for maintenance required by the street use policy. The Certificates of Insurance for the race and parade have been provided.

Village Staff has had an active role in the planning for the 2016 Fourth of July event, and all preparation is on schedule.

Budget Impact:

None

Service Delivery Impact:

None

Recommendation:

Staff recommends the Street Use Permit and waiver of Cash Bond Requirement be approved.

Reports and Documents Attached:

- Copy of completed Street Use Permit Form
- Certificate of Insurance

Meeting History	
Initial Referral to Village Board (COW):	May 23, 2016
Regular Village Board Meeting:	June 13, 2016



One Olde Half Day Road
 Lincolnshire, IL 60069
 Ph: 847.883.8600 | Fax: 847.883.8608
www.village.lincolnshire.il.us



VILLAGE STREET USAGE PERMIT APPLICATION

Permit # _____

APPLICANT INFORMATION

Name of Event: Red, White and Boom Group Sponsoring Event: Lincolnshire Community Association

Name of Event Director: Liz Brandt / Tonya Zozulya

Address: 217 Brampton / 40 Portshire Unit #: _____

City: Lake Forest / Lincolnshire State: IL Zip Code: 60048 / 60069

Telephone: (847) 295-6234 (847) 301-37 Business: (847) 404-4245 (847) 913-26

Email: elizbrandt@aol.com tzozyula@lincolnshireil.gov

Date & Time Requested _____

Spring (March, April, May)	Summer (June, July, Aug.) <input checked="" type="checkbox"/>	Fall (Sept., Oct.)
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Date of Event: July 4, 2016

Starting Time: 8:00 AM

Est. Number of Participants: 600

Ending Time: 11:00 AM

Has your group held an event in Lincolnshire before? Yes No

If so, when was the most recent event? July 4, 2015

How many consecutive years has the event been held? 30+

Medical personnel must be present during the entire event. Please list the names of the doctors who will be participating: Lincolnshire/Riverwoods Fire Department to provide ambulance and EMTs.

- A cash bond in the amount of \$1,000 is required and must be submitted at least 30 days prior to the event. LCA Requests Waiver of Cash Bond
- A Certificate of insurance must be provided to the village showing the applicant has coverage of comprehensive general liability and automobile liability in a minimum amount of one (1) million dollars.
- There shall be a maximum of 1,000 participants and the event shall be limited to 3.1 miles or 5km.

SIGNATURE

D. Scott Phippen
 Signature of Applicant

D. Scott Phippen, Operations Superintendent
 Printed Name and Title

The permit for the event proposed is hereby approved, based upon the information contained in this application and the provisions of the Village Code and Village Street Usage Policy. THIS PERMIT MAY BE REVOKED FOR DUE CAUSE OR IN CASE OF AN EMERGENCY AT THE SOLE DISCRETION OF THE VILLAGE

Date Approved: _____

 Public Works Director



VILLAGE STREET USAGE POLICY January 2012

Policy Statement

To provide limitations to the number of events held on Village streets and to establish guidelines for the approval, pre-race coordination, race day set-up and clean-up process.

Criteria for Use

The following are the criteria that an organization must meet in order to be considered for approval:

1. The organization must be not-for-profit and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:
 - A. Having a membership of which 55% or more reside within the corporate limits of the Village.
 - B. Having a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.
 - C. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

Friends of Ryerson Woods/River Committee of Lincolnshire
Lincolnshire Community Association
Lincolnshire Garden Club
Lincolnshire Community Nursery School
Lincolnshire Sports Association
Lincolnshire Swim Club
Riverside Foundation Auxiliary
Greater Lincolnshire Chamber of Commerce
School District #103 Foundation
School District #103 Parent-Teacher Organization
School District #125 Foundation
Village Club of Lincolnshire

Houses of Worship
Homeowners association management offices that serve residential developments in Lincolnshire
Cub Scouts, Boy Scouts and Eagle Scouts
Brownies & Girl Scouts
Y Princesses and Y Guides
League of Women Voters
Lincolnshire Morningstar Rotary Club
Toastmaster of Lincolnshire

2. Being one of the following taxing bodies serving Village residents:

Lincolnshire-Riverwoods Fire Protection District
School District #103
School District #125
Vernon Area Public Library
Vernon Township
West Deerfield Township

3. Being one of the following entities serving the Village:

Federal, State and Local Representatives for purposes of holding Town Meetings, which will not be allowed within 30 days of an election if the representatives are running for office.

Being an organization of Lincolnshire business whose purpose is to support and encourage business within the Village

4. Being an organization which provides a recreational service within Lincolnshire
5. Being an organization which provides services for people with special needs:

Special Recreation Association of Central Lake Count (SRACLC)
Riverside Foundation

If the organization does not meet the above criteria, then they shall have an opportunity to present to the Mayor and Board of Trustees an explanation for consideration.

Number of Events

There shall be an opportunity for three (3) events to be held on Village streets per year. Each event will be limited to 1,000 participants. One each in the Spring, Summer and Fall. The Spring designation will be the months of March, April and May. The Summer will be June, July

and August, and the Fall will be September and October. There shall not be any activities allowed during November, December, January and February. This is due to the leaf collection and snow and ice control programs. The awarding of a Spring, Summer and Fall time slot shall be on a first come, first served basis. However, the previous year's event shall have priority over any new applicant.

Example: If an organization has held a run/walk in Lincolnshire for ten consecutive years in the summer and normally approaches the Village for approval in January and a new organization requests the summer time slot and their request is given to staff prior to the 10 year organization, then the Village would contact the incumbent group and inform them of the potential competition and secure a commitment. If the ten year organization declines to request a reservation, then the new group would take over that time slot and have first right of refusal power the following year.

Approval

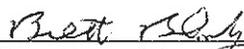
The organization must present to the Mayor and Board of Trustees in writing its intent and ability to meet the criteria as set forth. This information will be discussed at a Committee of the Whole meeting and voted on at a subsequent Village Board meeting.

- A. The organization will be required to provide the Village with a Certificate of Insurance in the amount of one (1) million dollars to cover any liability.
- B. A cash bond in the amount of \$1,000.00 will be required for maintenance.

Pre Race and Race Day Coordination

There shall be a single contact person the Village can communicate with during the entire process. This person will make a presentation to the Mayor and Board of Trustees, hold a minimum of one meeting with the Lincolnshire Police and Public Works Departments and Lincolnshire - Riverwoods Fire Protection District personnel and be present on the race day for the event and final clean up. **The start/finish and race course area shall be returned to its original condition within 8 hours of the completion of the event.**

There shall be no advertising signage allowed and disruption of the neighborhood should be held to an absolute minimum.


Brett Blomberg, Mayor

CERTIFICATE OF INSURANCE		DATE: 5/17/2016			
		CERTIFICATE NUMBER: 20160414411976			
AGENCY:					
ESIX 3 LLC d/b/a Entertainment & Sports Insurance eXperts (ESIX) d/b/a Entertainment and Sports Insurance Agency (California) 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339 678-324-3300 (Telephone) 678-324-3303 (Facsimile)		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
NAMED INSURED:		INSURERS AFFORDING COVERAGE:			
USA Track & Field, Inc. 132 East Washington Street, Suite 800 Indianapolis IN 46204		Lincolnshire Community Association INSURER A: Philadelphia Indemnity Ins. Co. INSURER B: Philadelphia Indemnity Ins. Co.			
EVENT INFORMATION:					
Lincolnshire Red, White & Boom 5K (7/4/2016 - 7/5/2016)					
POLICY/COVERAGE INFORMATION:					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK1403938	11/1/2015 12:01 AM	11/1/2016 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB517449	11/1/2015 12:01 AM	11/1/2016 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE (Applies Per Event) \$10,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:					
<p>Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.</p> <p>The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)</p> <p>The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).</p> <p>The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).</p> <p>Excess policy follows form of underlying General Liability.</p>					
CERTIFICATE HOLDER:			NOTICE OF CANCELLATION:		
Village of Lincolnshire 1 Olde Half Day Road Lincolnshire IL 60069			Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.		
			AUTHORIZED REPRESENTATIVE:		
					

**REQUEST FOR BOARD ACTION
Committee of the Whole
May 23, 2016**

Subject:	Pocket Park within the Lincolnshire Downtown
Action Requested:	Consideration of rejection of a bid from GLI Services for Construction of Lincolnshire Downtown Pocket Park (Village of Lincolnshire)
Originated By/Contact:	Wally Dittrich, P.E., Assistant Public Works Director / Village Engineer Scott Pippen, Operations Superintendent
Referred To:	Mayor and Board of Trustees

Summary / Background

At the February 22, 2016 Committee of the Whole meeting, the Village Board directed staff to proceed with preparing contract documents for the construction of the Pocket Park located within the Lincolnshire Downtown area. There is currently \$188,500.00 included in the Village's 2016 budget for this project. The project also requires an easement from the current property owner to be brought forward for the Village Boards approval at a later date.

Bids were opened on April 14, 2016 at Village Hall and two (2) bids were received. The low bidder, GLI Services, Inc. of Joliet, IL submitted a base bid of \$219,355.00. This bid also included the alternate of a curved arbor and lighting for \$248,095.00, which is 21%-24% over the engineer's estimate. The base bid is approximately \$49,000 over the budget allocated for this project once the engineering required to prepare the bid documents is removed.

The project was discussed at the April 25, 2016 Committee of the Whole, and it was decided to table the approval given a pending update from DK Mallon about a potential development activity in the remaining downtown parcels which surround the existing Fresh Market grocery store and due to the fact that the bids were over the budgeted amount. In light of the potential for movement on the downtown triangle redevelopment and the bids coming in higher than expected, staff recommends the rejection of the bids.

Budget Impact

Once more details are known about any proposed development for the Downtown area, either an agreement for the developer to construct the park can be discussed, or staff can bring the project forward for discussion during the 2017 budget process.

Recommendation

Staff recommends rejecting the low bid for this project from GL Services, Inc. and requests the Mayor and Board of Trustees place this item on the May 9, 2016 Consent Agenda.

Reports and Documents Attached

- Bid Tab for Downtown Pocket Park



**Agenda Item
3.51 COW**

Meeting History	
Park Board	February 17, 2016
Village Board (COW):	April 25, 2016
Village Board (COW):	May 23, 2016

Village of Lincolnshire
 Pocket Park
 Prepared by CBBEL 4/14/16

BID ANALYSIS

GENERAL

	CBBEL	ELANAR	GLI
	Estimate	Construction	Services
Mobilization, Bonding and Insurance	\$5,000.00	\$12,245.00	\$5,225.00
Layout	\$2,500.00	\$3,200.00	\$1,660.00
As Built Survey	\$2,250.00	\$2,800.00	\$1,200.00

SITE CLEARING, PROTECTION AND EROSION CONTROL

ITEM	Qty.	Unit			
Site Clearing	0.21	AC	\$4,000.00	\$2,310.00	\$1,798.00
Tree Removal and Relocate (2-6" cal.)	8	EA	\$8,000.00	\$1,600.00	\$2,895.00
Ex. Sidewalk Removal	66	SY	\$590.00	\$180.00	\$2,079.00
Stabilized Construction Entrance	78	SY	\$2,100.00	\$3,500.00	\$3,744.00
Temporary Access Path	115	SY	\$1,725.00	\$5,690.00	\$2,235.00
Temporary Fence (4')	150	LF	\$1,500.00	\$450.00	\$585.00
Tree Protection Fence	72	LF	\$325.00	\$280.00	\$200.00
Temporary Asphalt Curb Ramp	24	LF	\$300.00	\$320.00	\$962.00
Erosion Control Fence	520	LF	\$2,080.00	\$1,560.00	\$2,392.00

EARTHWORK

Fill	52	CY	\$1,820.00	\$1,715.00	\$1,388.00
Topsoil Fill	80	CY	\$3,200.00	\$4,960.00	\$2,784.00
Cut	100	CY	\$3,500.00	\$3,200.00	\$2,414.00

SITE WORK

Concrete Sidewalk	114	SY	\$2,964.00	\$9,025.00	\$9,439.00
Colored Concrete	192	SF	\$1,550.00	\$3,200.00	\$3,456.00
Brick Edge	95	LF	\$2,375.00	\$1,540.00	\$3,465.00
Firmapave	587	SF	\$11,740.00	\$14,640.00	\$10,800.00
Concrete Base for Safety Surface	587	SF	\$11,740.00	\$4,400.00	\$7,044.00
Synthetic Safety Surface	940	SF	\$3,500.00	\$26,400.00	\$17,250.00

SITE FURNISHINGS

Benches	9	EA	\$31,500.00	\$37,575.00	\$40,525.00
Bike Racks	2	EA	\$1,700.00	\$1,290.00	\$1,326.00
Ponderosa Sculpture	1	LS	\$4,000.00	\$2,760.00	\$5,549.00
Grass Goric Play Pieces	3	LS	\$7,500.00	\$19,370.00	\$21,200.00
Compass Letters	4	LS	\$1,200.00	\$3,200.00	\$2,688.00

DRINKING FOUNTAIN / WATER SERVICE

Halsey Taylor # 4420BF1UDB, Complete in Place	1	EA	\$5,000.00	\$7,200.00	\$7,200.00
Water Service, Complete in Place	1	EA	\$2,000.00	\$15,950.00	\$6,898.00
Catch Basin, Complete in Place	1	EA	\$2,500.00	\$2,640.00	\$1,840.00

LIGHTS / ELECTRICAL SERVICE

Underground Conduit, Galvanized Steel 3/4 dia.	100	FT	\$500.00	\$835.00	\$836.00
Underground Conduit, Coilable Non Metallic Conduit 3/4 " dia.	200	FT	\$1,000.00	\$1,485.00	\$1,485.00
UNDERGROUND CONDUIT, COILABLE NONMETALLIC CONDUIT, 1" DIA.					
Underground Conduit, Coilable Non Metallic Conduit 1 1/4 " dia.	500	FT	\$2,500.00	\$4,200.00	\$4,658.00
Handhole, Composite Concrete 12" x 12"	6	EA	\$1,800.00	\$2,110.00	\$2,312.00
Handhole, Composite Concrete 11" x 18"	3	EA	\$1,000.00	\$1,122.00	\$1,530.00
Electrical Cable in Conduit, 600V (XLP-Type Use) 1/C No. 10	600	FT	\$3,000.00	\$528.00	\$720.00
Electrical Cable in Conduit, 600V (XLP-Type Use) 1/C No. 6	2900	FT	\$14,500.00	\$3,825.00	\$4,350.00
Removal of Pole Foundation	2	EA	\$500.00	\$440.00	\$2,000.00
Relocate Existing Lighting Unit	2	EA	\$500.00	\$1,320.00	\$2,970.00

Remove Electric Cable from Conduit	800	FT	<u>\$1,000.00</u>	<u>\$370.00</u>	<u>\$220.00</u>
Flood Lighting Unit, With GFCI Receptacle and Enclosure	6	EA	<u>\$1,500.00</u>	<u>\$5,700.00</u>	<u>\$5,800.00</u>
Lighted Bollard and Foundation, Complete in Place	4	EA	<u>\$8,000.00</u>	<u>\$5,895.00</u>	<u>\$5,896.00</u>
Maintain Existing Lighting System	1	LS	<u>\$1,000.00</u>	<u>\$2,545.00</u>	<u>\$2,548.00</u>

LANDSCAPE

Red Buckeye	1	EA	<u>\$385.00</u>	<u>\$625.00</u>	<u>\$628.00</u>
American Hornbeam	4	EA	<u>\$1,540.00</u>	<u>\$1,920.00</u>	<u>\$1,808.00</u>
Cornelian Cherry Dogwood	4	EA	<u>\$1,540.00</u>	<u>\$1,620.00</u>	<u>\$1,240.00</u>
Japanese Tree Lilac	2	EA	<u>\$825.00</u>	<u>\$980.00</u>	<u>\$1,192.00</u>
Diablo Ninebark	5	EA	<u>\$415.00</u>	<u>\$240.00</u>	<u>\$445.00</u>
Meidland Bonica Rose	17	EA	<u>\$1,170.00</u>	<u>\$1,054.00</u>	<u>\$1,428.00</u>
Chicagoland Boxwood	19	EA	<u>\$1,935.00</u>	<u>\$1,102.00</u>	<u>\$2,185.00</u>
Meadow Anemone	20	EA	<u>\$400.00</u>	<u>\$320.00</u>	<u>\$355.00</u>
Butterflyweed	5	EA	<u>\$100.00</u>	<u>\$105.00</u>	<u>\$90.00</u>
Side Oats Grama	24	EA	<u>\$480.00</u>	<u>\$628.00</u>	<u>\$360.00</u>
Feather Reed Grass	3	EA	<u>\$60.00</u>	<u>\$75.00</u>	<u>\$54.00</u>
Magnus Coneflower	36	EA	<u>\$720.00</u>	<u>\$540.00</u>	<u>\$432.00</u>
Carousel Little Bluestem	38	EA	<u>\$760.00</u>	<u>\$570.00</u>	<u>\$912.00</u>
Ironweed	35	EA	<u>\$700.00</u>	<u>\$544.00</u>	<u>\$525.00</u>
IDOT Class 4A	427	SY	<u>\$1,070.00</u>	<u>\$2,950.00</u>	<u>\$2,135.00</u>
			<u>\$177,059.00</u>	<u>\$236,848.00</u>	<u>\$219,355.00</u>

ALTERNATE

Curved Arbor, Supply and Install			<u>\$25,200.00</u>	<u>\$26,820.00</u>	<u>\$26,250.00</u>
Flood Lighting Unit, With GFCI Receptacle and Enclosure			<u>\$2,500.00</u>	<u>\$2,175.00</u>	<u>\$2,490.00</u>
			<u>\$204,759.00</u>	<u>\$265,843.00</u>	<u>\$248,095.00</u>

**REQUEST FOR BOARD ACTION
MAY 23, 2016 COMMITTEE-OF-THE-WHOLE MEETING**

Subject: Consideration of Park Board Recommendation Regarding Request to Use North Park for National Night Out - August 5, 2016 (Village of Lincolnshire)

Action Requested: Referral to Regular Village Board Meeting June 13, 2016 for approval.

Originated By/Contact: Kimberly Covelli, Sergeant

Referred To: Village Board

Summary / Background:

The Police Department requests use of North Park on Friday, August 5, 2016 to conduct its annual National Night Out. Last year's event built on the success of previous years with more than 500 residents, family, and friends attending. The event will again be conducted from 5:00 p.m. to 8:00 p.m., but set-up will commence much earlier in the day, and clean-up will take an hour or two after the event. Sergeant Kimberly Covelli and Officer Brian Balinski will be coordinating this year's event.

Last year the Police Department held its second "Cruisin' With Cops" classic car cruise night on the Friday night preceding National Night Out. The Police Department will again be sponsoring a "Cruisin' With Cops" lead-in event on Friday, July 29, 2016 from 6:00 p.m. to 9:00 p.m. in The Fresh Market parking lot. Another enjoyable evening of music, food, and a variety of classic cars, race cars, and other unique cars is anticipated.

Budget Impact:

All costs incurred by the Police Department (i.e., supplies and overtime) to sponsor this event are included in the Police Department's annual operating budget. The Public Works Department also has considerable staff time involved in this event for site preparation, set-up, and clean-up. Some overtime is incurred by Public Works as well.

Service Delivery Impact:

This event will not have any adverse impact on the delivery of police services. The purpose of this event is to enhance police-community relations.

Recommendation:

At its May 16, 2016 meeting, the Park Board voted unanimously to recommend the Village Board approve use of North Park for National Night Out on August 5, 2016. Staff requests this item be placed on the June 13, 2016 consent agenda.

Reports and Documents Attached:

- National Night Out 2016 Flyer
- Cruisin' With Cops Flyer

Meeting History	
Initial Referral to Park Board:	May 16, 2016
Initial Referral to Village Board (COW):	May 23, 2016



FRIDAY AUGUST 5TH
5:00 PM TO 8:00 PM



NORTH PARK
1025 RIVERWOODS RD

National Night Out 2016

Lincolnshire Police Department

FREE EVENT * FUN FOR ALL AGES * LIVE MUSIC 102.3 XLC

- * Petting Zoo
- * Bingo Games with prizes
- * 77 ft. Obstacle Course and Bounce House
- * Carnival-like games including inflatable pony hop races
- * Interactive police activities for all ages



- * Food Truck and other treats
- * Bannockburn & Riverwoods Police Depts
- * Lincolnshire-Riverwoods Fire Dept
- * K-9 Demonstration
- * Dunk tank (dunk a police officer!)



The Lincolnshire Police Department, along with The Fresh Market, proudly hosts its 3rd annual National Night Out kick-off event:



Cruisin' With Cops

- FREE event open to the public
- Race cars, classic cars, exotic cars, and much more
- Grilled summertime favorites prepared by The Fresh Market for a nominal fee

FRIDAY, JULY 29, 2016

6:00 p.m. to 9:00 p.m.

Event held in The Fresh Market parking lot located at 475 Milwaukee Avenue in Lincolnshire



If you'd like to show a vehicle,
please RSVP to
Officer Bethany Brown
bbrown@lincolnshireil.gov