

**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Village Hall – Board Room**  
**Monday, July 25, 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 July 11, 2016 Special Committee of the Whole Meeting Minutes

2.2 Acceptance of the July 11, 2016 Committee of the Whole Meeting Minutes

2.3 Acceptance of the July 18, 2016 Special Committee of the Whole Meeting Minutes

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

3.11 Preliminary Evaluation of a Zoning Code Amendment Request to Eliminate 25% Building Area Limit for Medical Uses in O/I Office/Industrial Zoning Districts and Obtain a Special Use (MedProperties Group - Advance Dermatology)

3.12 Consideration of Permit Fee Waiver Request Pursuant to Section 5-3-2(A) of the Lincolnshire Village Code (Lincolnshire-Prairie View School District #103)

3.13 Continued Consideration of Branding Initiative (Village of Lincolnshire)

**Finance and Administration**

3.21 Mid-Year Update on Fiscal Year 2016 Budget and Village Goals and Objectives for 2015 (Village of Lincolnshire)

3.22 Consideration and Discussion of Approval of Certain Closed Session Minutes and Authorizing the Village Clerk to Make Certain Meeting Minutes Available for Public Inspection Second Review 2016 and Authorizing the Destruction of Certain Audio Recordings of Closed Session Minutes (Village of Lincolnshire)

**3.3 Public Works**

3.31 Consideration of a Proposal from Waste Management for Contractual Leaf Pick-Up Services Contingent Upon a Renewal of the Village's Current Wastehauler Contract (Village of Lincolnshire)

3.32 Consideration and Discussion of Lincolnshire 10-Year Capital Plan  
(Village of Lincolnshire)

3.4 Public Safety

3.5 Parks and Recreation

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  
Monday, July 11, 2016**

Present:

Mayor Brandt	Trustee Feldman
Trustee Grujanac	Trustee Hancock
Trustee McDonough	Trustee Servi
<del>Trustee Leider</del>	Village Clerk Mastandrea
<del>Village Attorney Simon</del>	Village Manager Burke
GovHR – Ms. Heidi Voorhees	GovHR – Mr. Paul Harlow

**ROLL CALL**

Mayor Brandt called the meeting to order at 6:00 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 ITEMS OF GENERAL BUSINESS**

**3.0 EXECUTIVE SESSION**

Trustee Grujanac moved and Trustee Hancock seconded the motion to go into Executive Session for the purpose of discussing Personnel (5ILCS 120/2(c)(1)). The roll call vote was as follows: AYES: Trustees McDonough, Feldman, Servi, Hancock, and Grujanac. NAYS: None. ABSENT: Trustee Leider. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 6:01 p.m. and came out of Executive Session at 8:04 p.m.

**4.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Hancock seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:05 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, July 11, 2016**

Present:

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

**ROLL CALL**

Mayor Brandt called the meeting to order at 8:45 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the June 27, 2016 Committee of the Whole Meeting Minutes**

The minutes of the June 27, 2016 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

Mayor Brandt moved up Public Works Item 3.31 up on the agenda.

**3.3 Public Works**

**3.31 Consideration Professional Service Contract with WBK Engineering, LLC for Drainage Improvement Design, Permits, and Bidding Services (Lincolnshire Creek from Riverwoods Road to Coventry Lane) at a Cost not to Exceed \$49,817.11. (Village of Lincolnshire)**

Assistant Public Works Director/Village Engineer Dittrich provided a summary of a professional service contract with WBK Engineering, LLC for Lincolnshire Creek drainage improvements.

Trustee McDonough asked if staff obtained indications of willingness from the residents in the project area to provide the Village easements to fix these problems that are affecting their property. Assistant Public Works Director/Village Engineer Dittrich stated the bulk of the work is to be done on the church property, and recently staff has met with residents who in the past have not wanted the Village to step in but

indicated now they are willing. Trustee McDonough suggested notifying all neighbors prior to approving and signing the proposed contract. Assistant Public Works Director/Village Engineer Dittrich stated a letter would go out to the residents prior to the next meeting.

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

3.1 Planning, Zoning and Land Use

**3.12 Consideration of a Request to Reduce Code-Required Cash Contribution in Lieu of Park Land Dedication from \$3,802,029 to \$1,235,648 and to Defer Payment of School, Library and Park Cash Contributions from Final Plat of Subdivision Approval until Building Permit Issuance (ECD-Lincolnshire Theater, LLC)**

Economic Development Coordinator Zozulya provided background and overview of the request to reduce required cash contributions in lieu of park land dedication and defer payment of school, library, and park cash contributions from final plat of subdivision approval until building permit issuance. Economic Development Coordinator Zozulya noted, based upon staff research, most other municipalities have allowed for credit reductions, and it is also common practice for payment of contributions be deferred.

Village Attorney Simon provided information related to the proposed calculations regarding the request to reduce code-required cash contributions in lieu of park land dedication. Village Attorney Simon noted this is an examination worth having due to the development being different than what is uniform for Lincolnshire. Trustee McDonough asked if they should not be using average household size to determine the donation amount. Village Attorney Simon noted the average household size is a good determination, but it is up for review on a case-by-case basis. Trustee McDonough asked if the average would contemplate all the existing residents of Lincolnshire. Village Attorney Simon noted Lincolnshire's average is currently based on detached-single family dwellings. Mayor Brandt asked what population adjustment was made for Pulte. Economic Development Coordinator Zozulya stated there was not population adjustment made for Pulte, and noted it is a townhome community which is fairly consistent with single-family occupancy. Mayor Brandt asked about the development on Route 22 that requested a reduction to Park Fees which was not granted. Economic Development Coordinator Zozulya noted the developer on Route 22 appealed Village fair market value of 1 acre of land, arguing that the current market value of \$535,000 per acre was too high.

Mayor Brandt asked if there are any other examples of other multi-family developments. Economic Development Coordinator Zozulya stated in researching past approvals, staff did not find any prior approvals for reductions granted. Mayor Brandt asked how staff

obtained the chart showing calculations from the other municipalities. Economic Development Coordinator Zozulya noted the referenced chart was obtained by the developer and provided further information and data related to the information staff obtained. Trustee Feldman noted some of the surrounding municipalities used for comparison purposes are bigger, have more parks and asked how this changed calculations. Economic Development Coordinator Zozulya stated in the other municipalities Park District reviews these petitions.

Economic Development Coordinator Zozulya noted the Village Engineer was asked to look into the capital plan to provide information on where the donations would be used and provided the findings; noting there is a need to expand the existing network of sidewalks, bike lanes, and pedestrian signals.

Trustee Hancock asked for clarification related to the Code and where the starting point is related to average household size. Village Attorney Simon stated the Village code applies the average occupancy of all the homes in the Village at a single variable for every housing unit and by contrast, impact fees in other communities will more specifically estimate the population by the type of housing unit being built. Trustee Hancock asked if we have a legal agreement to follow the Ordinance. Village Attorney Simon stated the Ordinance allows for negotiations, which would be ratified by written agreements that deviate from the code. A conversation regarding impact fee use, average population used to calculate these fees, and the proposed calculations followed.

Mr. Scott Greenberg provided background of Regal Theater improvements and a presentation regarding investments of the proposed 404 Social relative to the request to reduce required cash contributions in lieu of park land dedication and defer payment of school, library, and park cash contributions from final plat of subdivision approval until building permit issuance. Mr. Greenberg noted the proposed project will have some amenities which will be opened to the public.

Trustee Servi asked what amenities would be included and open to the public. Mr. Greenberg provided a plan and information highlighting the proposed external/outdoor amenities. Mr. Greenberg noted the internal amenities would hold residents on the site in which he is requesting offset of the cost of 70% and 100% of the cost of the external amenities. Trustee Feldman noted she did not think residents would know the external amenities would be open and accessible to the public.

Mr. Greenberg continued with his presentation regarding the request to reduce required cash contributions in lieu of park land dedication and defer payment of school, library, and park cash contributions from final plat of subdivision approval until building permit issuance.

Trustee Servi asked if Mr. Greenberg was aware of the fees prior to

presenting the project. Mr. Greenberg noted not all costs were known when they started the project back in December 2015.

Mayor Brandt asked how the adjustment came to be and how staff came to favor the request. Economic Development Coordinator Zozulya noted the starting park donation amount was from the code (\$3.8 million), and then staff saw the developer's rationale for reducing the average unit occupancy ratio from 2.31 residents per unit to 1.58 residents per unit, resulting in a cash donation reduction of \$1.2 million. Staff also understood the developer's rationale for the open space credit and private amenity credit (a further reduction of \$1.4 million). Trustee Hancock noted ECD used International School Consulting Service (ISCS) study data to arrive at the average house size ratio figure of 1.58 residents per unit. Mr. Jonathan Perman with the Perman Group noted the 1.58 ratio is based on the code; expected population, number of acres and the fair market value. Mr. Perman noted the developer is fine with the fair market value and the acreage but is requesting the reduction in the expected average unit occupancy ratio. Most other municipalities base the number on what is actually being built. What is being suggested is actual occupancy levels of similar housing units or total number of bedrooms divided by the number of units.

Mayor Brandt asked if the Board would be willing to have staff further analyze the numbers.

Trustee Grujanac stated she read a Facebook post from Stevenson High School noting the 404 Social Project has a projection of 300 students coming in from this development and requested staff find out from Stevenson High School what they predict the impact would be on the high school and how this may impact the parks. Mr. Perman noted the numbers were presented to the high school and grade school last December, and both schools concurred with the estimates provided.

Mayor Brandt asked the Board if they would be willing to consider changing the fee calculation to be more in line with how other municipalities calculate their fees. Trustee Hancock stated his opinion was to not change the code and negotiate accordingly. Trustee Feldman was in agreement with this approach.

Trustee McDonough noted the proposed is not a calculation based on the number of residents at this development; this is an average for the number of households in Lincolnshire so he stated his opinion is that the calculation is not applicable. Trustee McDonough noted he is not in support of changing the fee and accepting the park land dedication proposed; noting it is his opinion this would not be fair to the Village and the residents.

Trustee Servi noted he is against any land credits and is not in complete approval of the recalculation of the population but may be willing to approve an adjustment down to \$2 million.

Trustee Grujanac noted she did not think the public will utilize the public amenities proposed.

Trustee Feldman noted her experience and opinion was that she did not feel the project would have a big impact on the parks and did not think the public would utilize the public amenities. Trustee Feldman stated she was in favor of reducing the average house size ratio for this development to create a reduction in total park donation amount.

Village Attorney Simon found and read the Stevenson High School Facebook post from May 21, 2016. The post does not attribute a specific number of growth to this development. Mr. Perman noted they are not asking for a reduction to the school donations.

Mr. Hal Franke, attorney working for Mr. Greenberg addressed the ICSC table which is in the Village Ordinance in which he calculated the total number of projected high school students to be eight. Mr. Franke noted the park donation calculation is based on total population not student population. These are impact fees to meet the demands of the development, and if the Village does not spend the money as stated, the money should go back to the developer. Mr. Franke stated the purpose of this fee is imposed to meet the impact of the development.

Trustee Hancock asked how many miles of bike paths and acreage of parks the Village has and suggested applying it to the amount of residents coming in from this development. If the Village would need to go out and purchase existing acreage or other amenities for this development, Trustee Hancock stated he believes it would cost more than \$3 million.

Mayor Brandt asked staff if credit was given to the Arthur J. Greene proposal for environmental areas they are proposing. Economic Development Coordinator Zozulya noted the Arthur J. Greene project has not gotten to this point yet. Village Attorney Simon noted the Arthur J. Greene subdivision provide covenant restricted deed space such as wetlands and not specifically park land.

Mayor Brandt asked if staff and the Board would be willing to negotiate population change. Trustee Hancock agreed to adjust the population calculation to 1.84 residents/unit which is a reduction from the code required ratio, and no credits be given related to the onsite improvements. Trustee Hancock noted this approach will result in a fee of around \$3 million. Trustees Servi, McDonough and Grujanac were in agreement with Trustee Hancock's numbers.

Mr. Franke stated for \$3 million this would bring the per unit amount to \$10,000 and cited other similar development fees in surrounding areas being much less per unit. Trustee Feldman stated all the mentioned municipalities have park districts and are taxed for this above and

beyond the per unit fee.

Mr. Steve Bauer, attorney for Mr. Greenberg noted credit was given to Camberley Club for a park in a gated community which does not benefit the public and asked the Board to reconsider credit for the public amenities. Mr. Franke noted he did not think the land opened to the public should be an issue, and requested the Board give credit for the private amenities since it takes the burden off the public facilities. A conversation regarding the proposed land/amenity credits followed.

Mayor Brandt asked staff to research condominiums and townhomes to see if there have been any credits given and provide this information to the Board. Village Attorney Simon was asked to draft an agreement and include the ratio based upon the expected reduction in populations as noted by Trustee Hancock prior to the next Village Board Meeting. Village Attorney Simon asked the Board if they were comfortable deferring payment of school, library, and park cash contributions from final plat of subdivision approval until building permit issuance. The Board was in approval to defer payment of school, library, and park cash contributions from final plat of subdivision approval until building permit issuance.

There was a consensus of the Board to place this item on the Regular Village Board Agenda with suggested change in reduction in population calculation for discussion and approval of deferring payment of school, library, and park cash contributions from final plat of subdivision approval until building permit issuance at the next Regular Village Board Meeting.

3.2 Finance and Administration

3.3 Public Works

~~3.31 Consideration Professional Service Contract with WBK Engineering, LLC for Drainage Improvement Design, Permits, and Bidding Services (Lincolnshire Creek from Riverwoods Road to Coventry Lane) at a Cost not to Exceed \$49,817.11. (Village of Lincolnshire)~~

This item was moved and discussed first under Items of General Business

3.4 Public Safety

3.5 Parks and Recreation

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

**4.1 Food Truck Friday's**

Trustee Servi asked if there is any feedback from Food Truck Friday's. Village Manager Burke noted feedback from the vendors is very positive. Economic Development Coordinator Zozulya noted Van Vlissingen has been very

complimentary regarding the event and suggested extending the program until the end of September instead of the end of August. Economic Development Coordinator Zozulya noted attendance numbers are higher and a wider variety of trucks has been added this year.

**5.0 NEW BUSINESS**

**6.0 EXECUTIVE SESSION**

**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 Brandt declared the meeting adjourned at 10:13 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk



**MINUTES  
SPECIAL COMMITTEE OF THE WHOLE MEETING  
Monday, July 18, 2016**

Present:

Mayor Brandt  
Trustee Grujanac  
Trustee McDonough  
~~Trustee Leider~~  
~~Village Attorney Simon~~  
GovHR – Ms. Heidi Voorhees

~~Trustee Feldman~~  
Trustee Hancock  
Trustee Servi  
Village Clerk Mastandrea  
Village Manager Burke

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:04 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 ITEMS OF GENERAL BUSINESS**

**3.0 EXECUTIVE SESSION**

Trustee Grujanac moved and Trustee Hancock seconded the motion to go into Executive Session for the purpose of discussing Personnel (5ILCS 120/2(c)(1)). The roll call vote was as follows: AYES: Trustees McDonough, Servi, Hancock, and Grujanac. NAYS: None. ABSENT: Trustees Feldman and Leider. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 7:05 p.m. and came out of Executive Session at 10:20 p.m.

**4.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Hancock seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 10:21 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
July 25, 2016**

<b>Subject:</b>	New Medical Office Building Proposal (350 Marriott Drive)
<b>Action Requested:</b>	Preliminary Evaluation of a Zoning Code Amendment Request to Eliminate 25% Building Area Limit for Medical Uses in O/I Office/Industrial Zoning Districts and Obtain a Special Use for Advanced Dermatology
<b>Petitioner:</b>	MedProperties Group – Advanced Dermatology
<b>Originated By/Contact:</b>	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
<b>Advisory Board Review:</b>	Zoning Board and Architectural Review Board

**Background:**

- MedProperties Group, petitioner and contract purchaser of the property located at 350 Marriott Drive, requests a zoning code amendment to eliminate the current restriction regarding a 25% building area limit for medical uses in the O/I Office/Industrial Zoning District as well as a Special Use for the establishment and operation of Advanced Dermatology in a proposed medical building the O/Ib Office/Industrial Subdistrict (see attached map).
- In 2007, staff received a request from a medical user to locate in the O/Id Office/Industrial Subdistrict in an existing office building. At that time, the Zoning Code did not allow medical uses the O/I Zoning Districts, and the definition of “office” excluded medical clinics. The Village amended the code to allow medical clinics by Special Use provided no more than 25% of any building can be occupied by medical uses in the O/Ia subdistrict without an arterial frontage such as Milwaukee Avenue and Rte 22 and all O/Ib, O/Ic and O/Id Subdistricts.
- This text amendment was approved in 2007 (see attached ordinance). Some Village Board members, at the time, questioned the rationale for limiting the building area to 25% given the vast majority of tenants in Lincolnshire’s office and industrial parks do not generate sales tax. In addition, the Zoning Board supported permitting medical uses with a Special Use permit and voted against the 25% restriction. Staff reviewed memoranda on this subject and reached out to the previous staff to understand the reason for the building area restriction but did not gain more clarity regarding the reasons involved other than the 25% limit was carried over from commercial districts limiting non-sales tax producing businesses on the ground floor to maximize sales-tax generation.

**Request Summary:**

- Petitioner proposes to construct a 25,000-square-foot, 25’ tall one-story medical office building for Advanced Dermatology and an additional medical user (to be determined at a later date) on a 2.8-acre vacant property at 350 Marriott Drive (see attached presentation packet). The property is located in a gateway Lincolnshire Corporate Center location, between SpringHill Suites Hotel and Children’s Land daycare center. Advanced Dermatology plans to occupy approximately 15,000 square feet of the building. The business has been located in its current 7,500-square-foot space on the second floor of the 275 Parkway Drive multi-tenant building at the CityPark of Lincolnshire Retail Center since

2002. Advanced Dermatology is searching for a new location to accommodate its growth and create a more recognizable brand as a stand-alone facility.

- Advanced Dermatology will operate from 8 a.m. until 8 p.m. Monday through Saturday. The building will be used for daytime consultations and treatments not involving overnight stays or urgent care.
- The attached Site Plan shows 125 parking spaces provided for Advanced Dermatology and the prospective medical user, based on projected 30 employees and 45 exam rooms. The parking proposed exceeds Code. The Village Code requires 1 parking space per employee and 2 spaces per exam room (120 spaces).
- The proposed medical use and preliminary building elevations and signage were approved by Northgate Investment. Northgate Investment is the property owner and executor of the Lincolnshire Corporate Center Covenants in that location.

**Approval Process:**

1. Zoning Board – Will conduct a Public Hearing regarding the proposed text amendment and Special Use.
2. Architectural Review Board – Will conduct a design review regarding proposed exterior building elevations, landscaping, parking, lighting, site amenities and signage.
3. Village Board – Will consider Zoning Board and ARB recommendations, and make a final decision regarding the petitioners' requests.

**Staff Comments:**

1. Proposed Medical Use Code Amendment – Staff believes the petitioner's request for a code amendment is justified to allow medical uses by Special Use in all office/industrial subdistricts without the current 25% building area limitation. Staff understands the petitioner's concerns locating a medical use in the same building as other types of office uses present functional challenges due to a unique nature of medical uses regarding privacy, parking requirements, security, floor plans and common areas.
2. Special Use – Given the second medical user proposed for this building has not been identified yet, staff communicated to the petitioner the current Special Use request will be for Advanced Dermatology only. Once the other medical user is known, they will need to apply for a separate Special Use permit. The Village will then review their specific use and operations to determine if a Special Use permit should be granted.
3. Parking Ratio Code Amendment - In addition to the use code change, staff intends to review the current parking ratios for medical uses to ensure they are adequate. The current ratios are based on the projected number of employees and examination rooms which tend to fluctuate. Staff will determine whether or not the ratios need to be revised to tie them to the building area for more accuracy.
4. Adjacent Community Research - Following the preliminary evaluation, staff will conduct an area-wide survey of municipalities regarding their codes' permissibility of medical uses in office/industrial zones regarding the use and required parking ratios. In addition, staff researched several surrounding municipalities (Deerfield, Buffalo Grove, Vernon Hills and Highland Park) regarding their codes, as summarized below:

Community	Permissibility of Medical Clinics in Office/Industrial Districts	Additional Restrictions	Parking Ratios – Medical Clinics
<b>Lincolnshire</b>	<b>Special Use</b>	<b>Up to 25% of building area</b>	<b>1 space/employee + 2 spaces/1 exam room</b>
Deerfield	Special Use as part of a PUD only	No restrictions	5.6 spaces per 1000 sf
Buffalo Grove	Permitted by right	No restrictions	1 space per 200 sf
Vernon Hills	Permitted by right	No restrictions	1 space per 200 sf
Highland Park	Permitted by right	No restrictions	1 space per 250 sf

5. Development Review Team: The Village's Development Review Team will conduct a detailed review of the proposed plans following the preliminary evaluation meeting at the Village Board. Staff will provide the petitioner with comments regarding site circulation, building code concerns, public safety issues, fire access and other items prior to their request advancing to the Zoning Board and Architectural Review Board.

**Recommendation:**

Preliminary feedback from the Village Board regarding the proposed text amendment and a Special Use for Advanced Dermatology and referral for a Zoning Board Public Hearing and Architectural Review Board design review.

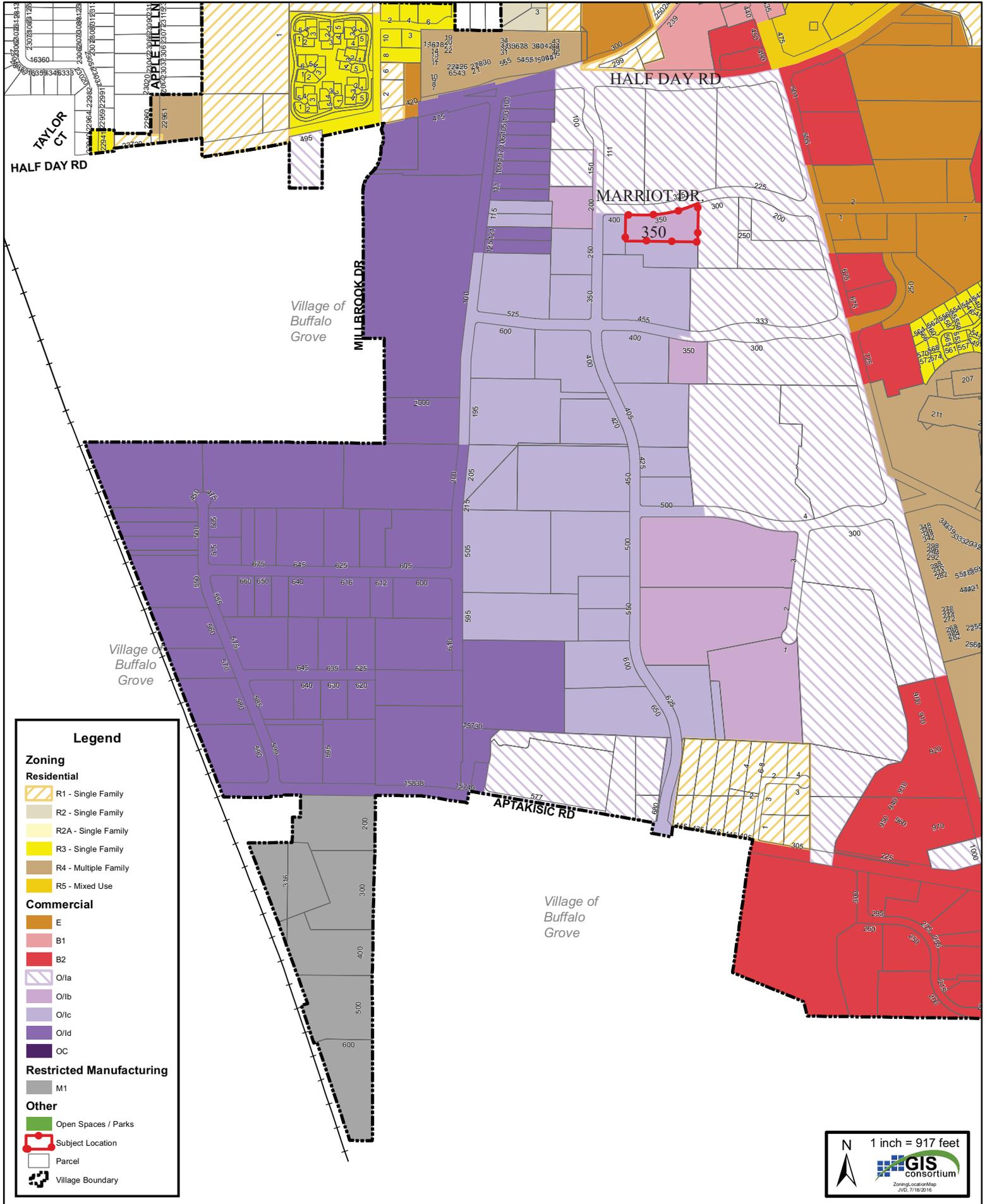
**Reports and Documents Attached:**

- Location map, prepared by MGP Consortium.
- Letter of request and presentation packet, prepared by MedProperties, dated July 18, 2016.
- 2007 Ordinance amending the Zoning Code to allow medical uses by Special Use with restrictions in the O/I Zoning Districts.

<b>Meeting History</b>	
Committee of the Whole (current)	July 25, 2016

# Proposed Medical Use - 350 Marriott Drive

Community & Economic Development





July 18, 2016

VIA E-MAIL

Mayor Elizabeth Brandt  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

**Re: Application for Text Amendment & Special Use Permit for 350 Marriott Drive – Lincolnshire, IL**

Dear Mayor Brandt:

As contract purchaser and developer of the 2.8-acre site located at 350 Marriott Drive in Lincolnshire, IL, MedProperties Group respectfully submits the enclosed application requesting a text amendment to the zoning code and special use permit for medical office space (for Advanced Dermatology) at this location. In meeting with the village staff, we have confirmed the property is located in the O/lb Office/Industrial District and at present, the zoning code permits up to 25% medical use for any building.

This package includes the village application, site plan, floor plan, building elevations, legal description, association approval letter, and plat of survey for a proposed single-story, 25,000 square foot medical office building to be anchored by a local tenant, Advanced Dermatology. After an exhaustive search of land sites and existing facilities throughout Lincolnshire and surrounding communities, we have determined with our anchor tenant that this site is the best and only viable alternative for the new Advanced Dermatology location.

The 25% cap on "clinic" space prohibits the building from being leased and occupied as a medical office building; the highest and best use for the site. In today's office and healthcare real estate market, buildings consisting of a "mix" of office and medical office lack feasibility and present significant financing and functional challenges. The needs of office and medical office tenants are different and the functional requirements of the two product types make it difficult to combine the two uses (i.e. different parking ratios, floor plans, common areas, etc.).

Advanced Dermatology has called the Village of Lincolnshire (currently located at City Park of Lincolnshire Retail Center) home for many years, providing superior dermatological care to its citizens and surrounding communities. The success the practice has experienced in recent years has rendered its current facility undersized and unable to accommodate future growth (currently about 7,500 square feet at its Lincolnshire location). The relocation/expansion to 350 Marriott Drive would ensure the practice will be able to meet the needs of its growing patient population. Advanced

Dermatology would occupy approximately 15,000 square feet of the project and the balance of the space would be occupied by other, complementary medical office tenants.

As a provider of comprehensive dermatology services including over 30 full-time providers and employees at its Lincolnshire practice, the group will continue to provide exams/consultations and the latest in cosmetic and medical procedures. The group typically operates from 8:00 a.m. to 8:00 p.m., Monday – Saturday and does not perform procedures requiring overnight stays.

Please note, the Declarant of Protective Covenants for Lincolnshire Corporate Center, Northgate Investments, LLC has approved the medical use, building plans, and building signage per the letter enclosed with this package.

We ask that you consider this request during the next Committee of the Whole session on July 25, 2016. Thank you for your consideration and we look forward to working with the Village of Lincolnshire on this exciting effort.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick A. Nelson". The signature is fluid and cursive, with a large initial "R" and "N".

Rick A. Nelson  
Director, Development Services

Enclosures

CC: Ms. Karen Feldman, Village Trustee  
Mr. Mark Hancock, Village Trustee  
Mr. Gerard Leider, Village Trustee  
Mr. Tom McDonough, Village Trustee  
Mr. Dan Seryl, Village Trustee  
Ms. Mara Grujanac, Village Trustee  
Mr. Brad Burke, Village Manager



## Advanced Dermatology

LINCOLNSHIRE ILLINOIS

CHI16-0117-00  
CONCEPTUAL DESIGN  
07.18.2016

## WARE MALCOMB

architecture | planning | interiors | branding | civil

**PROJECT DATA:**

**SITE AREA:**  
 GROSS: 2.82 AC (122,737 SF)  
 (LESS SLOPES, DETENTION)

**BUILDING AREA:** 25,000 SF

**F.A.R.:** 20.37%  
 (GROSS)

**AUTO PARKING:** 125 STALLS

**BULK REGULATIONS:**  
 ZONE: O/Ib

**BUILDING SETBACKS:**

**FRONT:** 50' REQUIRED  
 50' PROVIDED

**SIDE:** 30' REQUIRED  
 84' PROVIDED

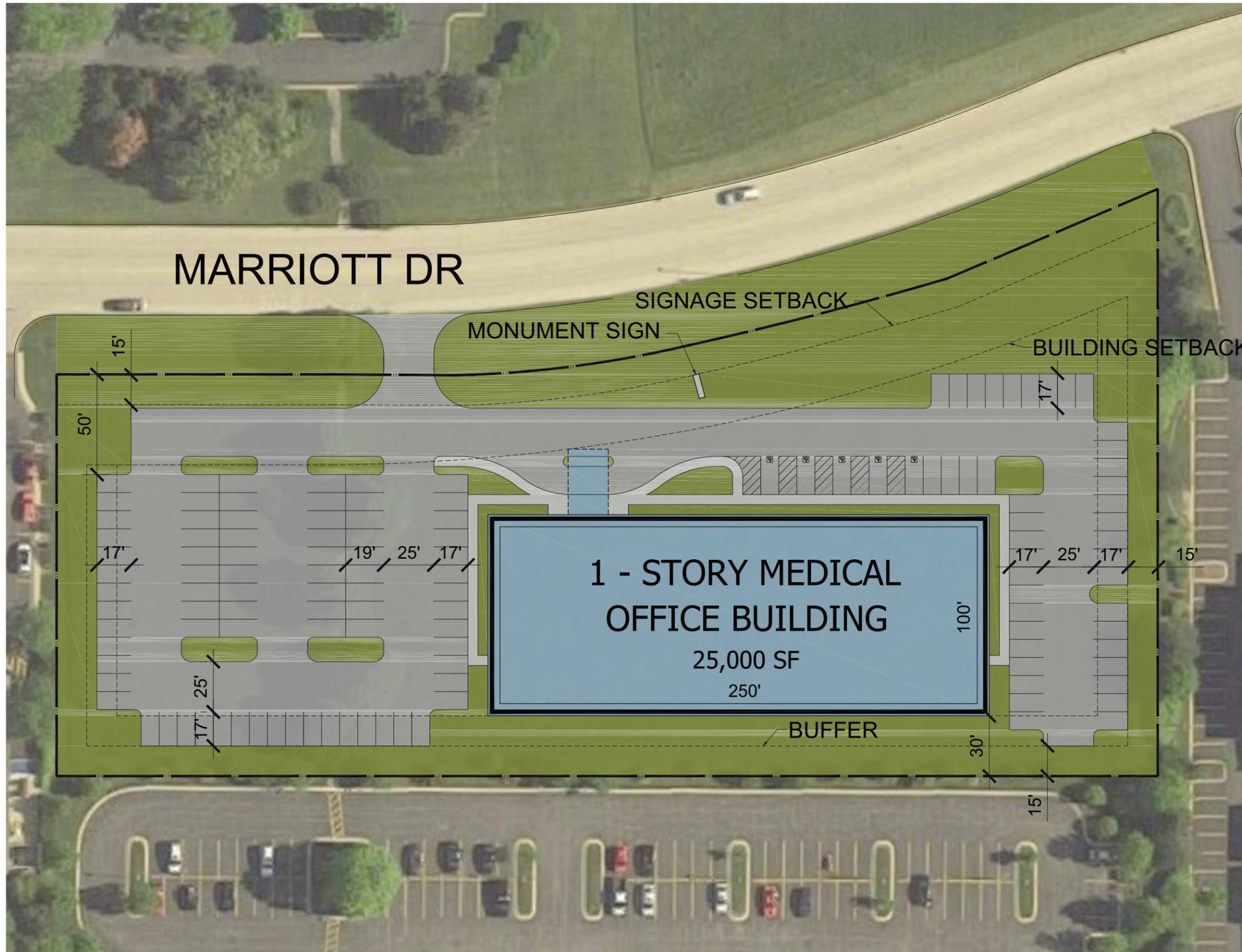
**REAR:** 30' REQUIRED  
 30' PROVIDED

**BUILDING HEIGHT:** 25'

**PARKING:**  
 125 STALLS PROVIDED SUPPORTS  
 PROPOSED PROGRAM OF:

AT 1 PARKING SPACE PER  
 EMPLOYEE (30 TOTAL) + 2 PARKING  
 SPACES PER EACH EXAMINATION  
 ROOM (45 TOTAL):

**REQUIRED:** 120 STALLS  
**PROVIDED:** 125 STALLS



SCHEME 02

Conceptual Site Plan

ADVANCED DERMATOLOGY  
 LINCOLNSHIRE, ILLINOIS

WARE MALCOMB

CHI16-0117-00  
 07.18.2016

SHEET  
 2

This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.





Conceptual Perspective

ADVANCED DERMATOLOGY  
LINCOLNSHIRE, ILLINOIS

WARE MALCOMB

CHI16-0117-00  
07.18.2016

SHEET  
3

This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.





Conceptual Perspective

ADVANCED DERMATOLOGY  
LINCOLNSHIRE, ILLINOIS

WARE MALCOMB

CHI16-0117-00  
07.18.2016

SHEET  
4

This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.





Conceptual Perspective

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5

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North Elevation



South Elevation



West Elevation

TOP OF PARAPET  
25'-0"

TOP OF PARAPET  
21'-0"

TOP OF PARAPET  
17'-6"

FINISH GRADE  
0'-0"



East Elevation

Elevations

ADVANCED DERMATOLOGY  
LINCOLNSHIRE, ILLINOIS

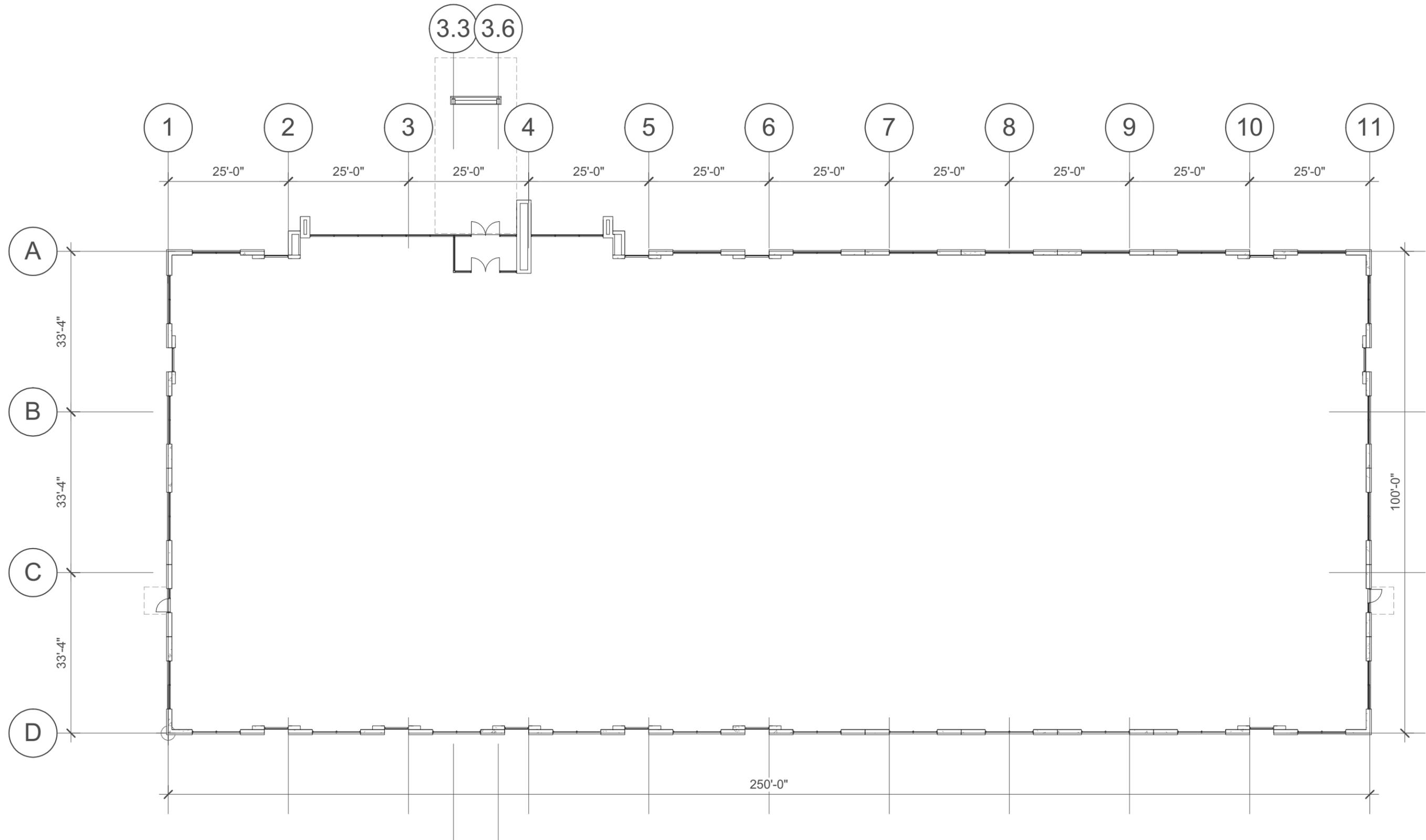
WARE MALCOMB

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07.18.2016

SHEET  
7

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Floor Plan

ADVANCED DERMATOLOGY  
LINCOLNSHIRE, ILLINOIS

**WARE MALCOMB**

CH16-0117-00  
07.18.2016

SHEET  
**6**

This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.



STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF LAKE )

CLERK'S CERTIFICATE

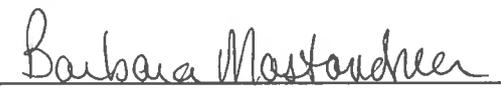
I, **BARBARA MASTANDREA**, do hereby certify that I am the duly appointed and qualified Village Clerk for the Village of Lincolnshire, Lake County, Illinois.

I do further certify that the above and attached is a true and correct copy of an Ordinance entitled:

**AN ORDINANCE AMENDING THE ZONING CODE  
OF THE VILLAGE OF LINCOLNSHIRE**

I do further certify that the aforesaid Ordinance was entrusted to my care and custody, that the same is duly spread upon the record of proceedings of said Village, and that I am the custodian of all Village records, including the journal of proceedings, ordinances, and resolutions of said Village.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 26th day of November, 2007.

  
\_\_\_\_\_  
**Village Clerk  
Village of Lincolnshire  
Lake County**

**Prepared by and Mail to:  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069**

**VILLAGE OF LINCOLNSHIRE**

**ORDINANCE NO. 07-3011-39**

**AN ORDINANCE AMENDING THE ZONING CODE  
OF THE VILLAGE OF LINCOLNSHIRE**

---

**WHEREAS**, the Village of Lincolnshire, County of Lake, State of Illinois has the authority to adopt ordinances, to promulgate rules and regulations that pertain to its government and affairs, including the coordination and operation of various activities and events within its boundaries, and to protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, the Village has been petitioned to amend the Zoning Code of the Village of Lincolnshire to facilitate the location of medical clinics in the O/I, Office/Industrial, Zoning District; and

**WHEREAS**, following due publication of notice, a public hearing concerning the proposed amendments to the Zoning Code of the Village was conducted by the Zoning Board on October 9, 2007; and

**WHEREAS**, the Zoning Board recommended that the Zoning Code of the Village be duly amended as proposed by Staff to further the location of medical clinics in the O/I, Office/Industrial, Zoning District; and

**WHEREAS**, the Village hereby finds that it is in the best interest of the Village and the public to amend its Municipal Code to promote the highest and best use of the land in the Village and to achieve various other goals promoting the economic health and welfare of the Village.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND VILLAGE BOARD OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, IN EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:**

SECTION ONE: The Village of Lincolnshire Zoning Code is hereby amended as follows:

A. Section 6-2-2. Definitions. The definition of “Clinic” is hereby amended and renamed as set forth below:

**CLINIC (MEDICAL)** A space designed and used for the **diagnosis examination and/or treatment of human patients; including but not limited to, offices of one or more physicians, dentists, clinical psychologists, and similar medical or chiropractic professionals** that does not include overnight care facilities.

B. Section 6-8-6. Add the following special uses:

D. Clinics (Medical), as defined in Section 6-2-2 of this Zoning Code, excluding urgent care facilities and/or surgical centers; provided that the cumulative off-street parking spaces for all uses operated on or from the premises, shall be provided in accordance with the minimum requirements listed in Section 6-11-3(B) of this Zoning Code, and subject to the following conditions:

1. In the O/Ia subdistrict, in any building on a zoning lot with frontage on an arterial highway (including but not limited to; Aptakisic Road, Half Day Road, and Milwaukee Avenue) there shall be no limitation on the proportion of clinic to non-clinic uses, irrespective of which floor the clinic(s) are located;
2. In the O/Ia subdistrict, in any building on a zoning lot without frontage on an arterial highway, no more than 25% of the gross floor area of a building shall be occupied by clinics, irrespective of which floor the clinics are located; and
3. In all other O/I subdistricts, no more than 25% of the gross floor area of a building shall be occupied by clinics, irrespective of which floor the clinics are located.

SECTION TWO: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION THREE: All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**SO ORDAINED** this 26<sup>th</sup> Day of November, 2007, at Lincolnshire, Lake County, Illinois.

**AYES:** Brandt, Saltiel, Servi, Walder, Walrath

**NAYS:** None

**ABSENT:** McDonough

**APPROVED:**

Brett Blomberg  
Mayor

DATE: November 26, 2007

**ATTEST:**

Barbara Mastandrea  
Village Clerk

REQUEST FOR BOARD ACTION  
COMMITTEE OF THE WHOLE  
July 25, 2016

Subject: Request for Fee Waiver for Permits for Lincolnshire-Prairie View School District 103

Action Requested: Consideration of a Permit Fee Waiver Request Pursuant to Section 5-3-2(A) of the Lincolnshire Village Code (Lincolnshire-Prairie View School District #103)

Originated By/Contact: Brad Burke, Village Manager

Referred To: Village Board

**Summary:**

The Village Code allows the waiver of fees related to development projects for certain not for profit entities with the approval of the Village Board. Lincolnshire-Prairie View School District 103 will be performing work on two development projects; renovation and expansion at both Sprague School and Half Day Schools in 2016 – 2017.

**Background:**

The Village Board in the past has waived permit fees under the provisions of Section 5-3-2(A) of the Village Code for The Vernon Area Library District, Vernon Township, Stevenson High School, as well as a 2014 request in the amount of \$1,069.60 for the Lincolnshire-Riverwoods Fire Protection District for building improvements to the Schelter Road station. Fees waived for other units of government varied from \$100 to approximately \$4,300.

**Recommendation:**

Approval of a request to waive Village fees in accordance with Section 5-3-2(A) of the Lincolnshire Village Code. Total amount of the waiver shall not exceed \$5,000 per each school project.

**Reports and Documents Attached:**

Appeal Letter to Village Board for Fee Waiver dated July 8, 2016

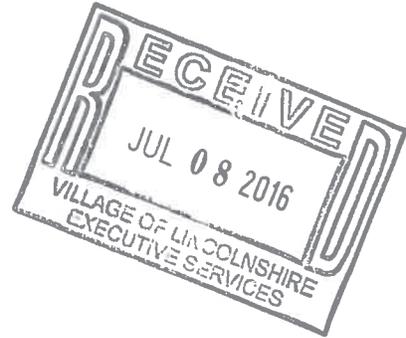
Meeting History	
Committee of the Whole Meeting	July 25, 2016
Regular Village Board Meeting:	August 8, 2016



**Lincolnshire-Prairie View School District 103**  
**Administration Offices**

1370 N. Riverwoods Road • Lincolnshire, IL 60069  
847/295-4030 • FAX 847/295-9196  
<http://www.d103.org>

**Scott H. Warren, Ed.D.**  
Superintendent



July 8, 2016

Mayor Elizabeth Brandt & the Board of Trustees  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

Dear Mayor Brandt and Board of Trustees:

Per Section 5-3-2(A) of the Village Code, I would like to request fee waivers as a not for profit organization. As a public school district serving the community of Lincolnshire, we are a not for profit organization.

We are requesting fee waivers regarding site plans, review fees, special use request fees, internal Village fees associated with staff review time or other fees that may be imposed by the Village regarding construction, assessment, zoning or other related service with two separate projects that will take place during the 2016-2017 school year with completion in the summer of 2017: (1) Sprague School addition and (2) Half Day School addition and renovation.

We thank you for your consideration.

Sincerely,

Scott Warren, Ed.D.  
Superintendent



**REQUEST FOR BOARD ACTION**  
**Committee of the Whole**  
**July 25, 2016**

<b>Subject:</b>	Presentation Regarding Lincolnshire Branding & Marketing Initiative
<b>Action Requested:</b>	Continued Consideration of Branding Initiative
<b>Originated By/Contact:</b>	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
<b>Referred To:</b>	Village Board

**Background:**

- At the November 24, 2014 meeting, the Village Board approved a professional services agreement with Chicago-based TeamWorks Media for Lincolnshire brand development and public relations campaign services. The goal was to develop a new Lincolnshire brand that furthers the Village's name recognition and desirability largely for economic development purposes.
- At an April 27, 2015 Special Committee of the Whole meeting, TeamWorks presented their report, including various brand design options for Board review and feedback. The Board provided comments regarding logo design options and color schemes, and requested the consultant return with refined logo options and their applications for the Village newsletter, etc. At the September 15, 2015 Committee of the Whole meeting, the consultant and staff presented revised logos as well as budget impacts for the phased implementation of various branding components. The Board provided feedback regarding that proposal summarized in the attached meeting minutes.
- Mayor Brandt recently reached out to the Lincolnshire resident Erin Rice who has background in graphic design and is familiar with the history of Lincolnshire. Ms. Rice developed a new branding platform for the Village Board's consideration.

**Current Proposal:**

- Ms. Erin Rice submitted the attached proposal for a new Lincolnshire brand and its potential applications for the Village Board's consideration. Her research, summarized in the attached cover letter, indicates the three leaves incorporated into the current "L" logo represent the "Council Tree" which is a group of trees located along the Des Plaines River near today's Lincolnshire Drive. The proposal is to update the "L" symbol by simplifying the shape of the leaves and typeface.
- Staff believes the new brand can be anchored in one of the Teamworks-proposed slogans which Mayor Brandt used in her recent State of the Villages presentation and which was well received – *"Find Your Space in Lincolnshire."*
- Ms. Rice will be in attendance at Monday's meeting to explain it in detail.

**Recommendation:**

Consideration & discussion of the new brand design options, with feedback and direction to Ms. Erin Rice and staff.

**Reports and Documents Attached:**

- Branding presentation, prepared by Ms. Erin Rice.
- TeamWorks story presentation, 2015.
- September 15, 2015 COW meeting minutes.

**Meeting History**

Special COW discussion	April 27, 2015
Continued COW discussion	September 15, 2015
Continued COW discussion (current)	July 25, 2015



**VILLAGE OF LINCOLNSHIRE**

ESTABLISHED 1957

Dear Mrs. Brandt

I am writing in regard to the redesign of the Village of Lincolnshire logo. Lincolnshire is a Chicago suburb located 30 miles north of the city. With a population of 8,000 residents and 25,000-30,000 day/work population. With so many people coming to Lincolnshire for business, the town should consider the branding to appeal to newer businesses and employers.

Although Lincolnshire was officially founded in 1956, there is a long history to the land dating from settlement of Native Americans in 1730 to the first white settler in 1834. The rich history is referenced throughout the community found in school names, businesses and street names. While designing a logo for the Village of Lincolnshire, it is important to keep in mind its history as a source of inspiration and guidance.

The current logo for the Village of Lincolnshire consists of an "L" with three oak leaves branching from the inward curve of the letter. These leaves represent the "Council Tree", a group of three trees located on the Des Plaines River bank near what is now Lincolnshire Drive. These trees were a natural landmark for Potawatomi Indians to gather meetings or ceremonial dances.

This symbol serves an important purpose in signifying the strong community Lincolnshire was founded on. In attempt to preserve this element, but update the logo, the shape of the leaves can be simplified and the typeface can be changed as well.

Yours Faithfully,

Erin Rice

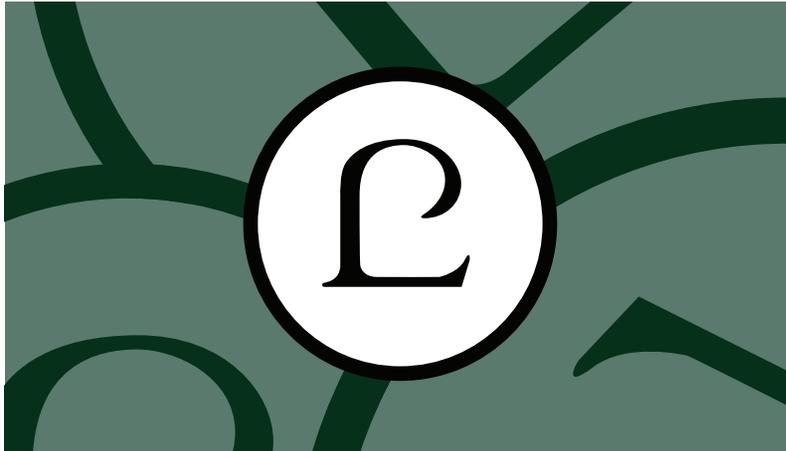
*erinricedesign.com*  
*erice4@nd.edu*  
 (847) 254 7432

*250 Dover Circle*  
*Lake Forest, IL*



# VILLAGE OF LINCOLNSHIRE

ESTABLISHED 1957



**BRANDON GROTESQUE BLACK**

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ

BRANDON GROTESQUE REGULAR

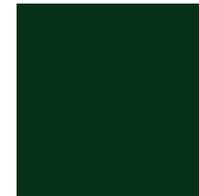
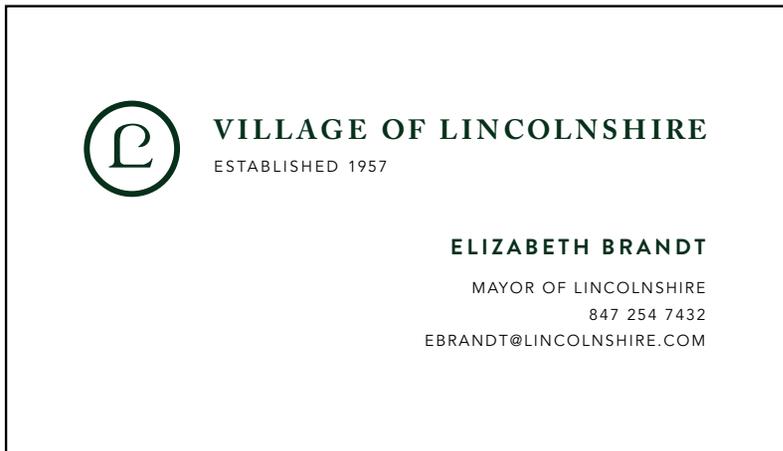
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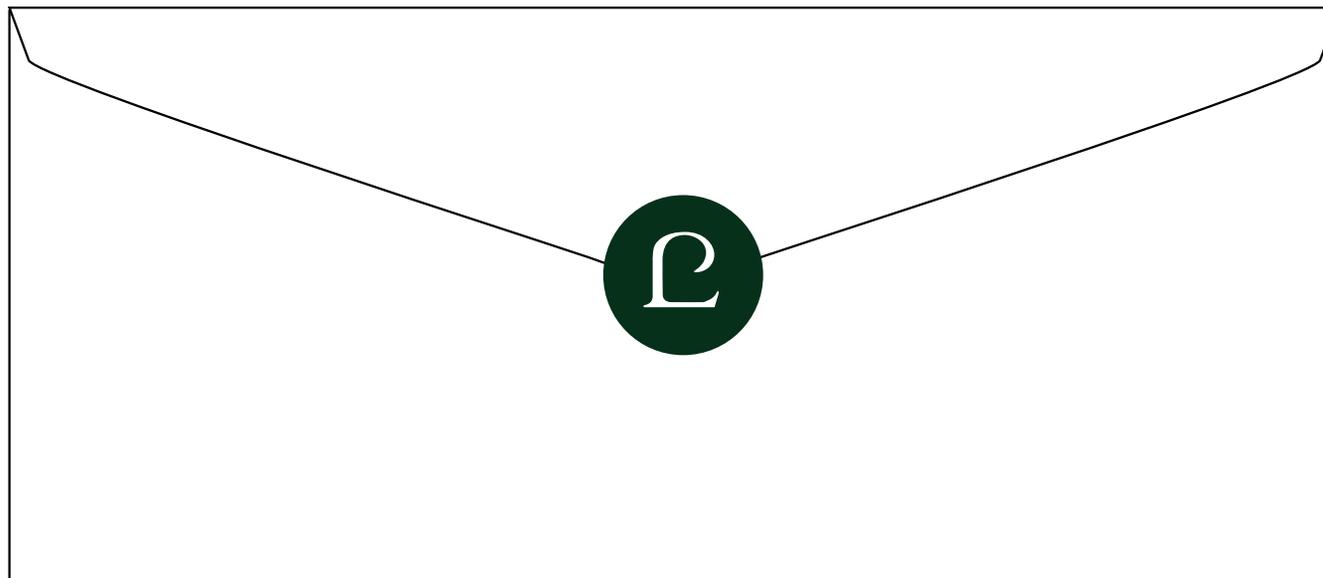
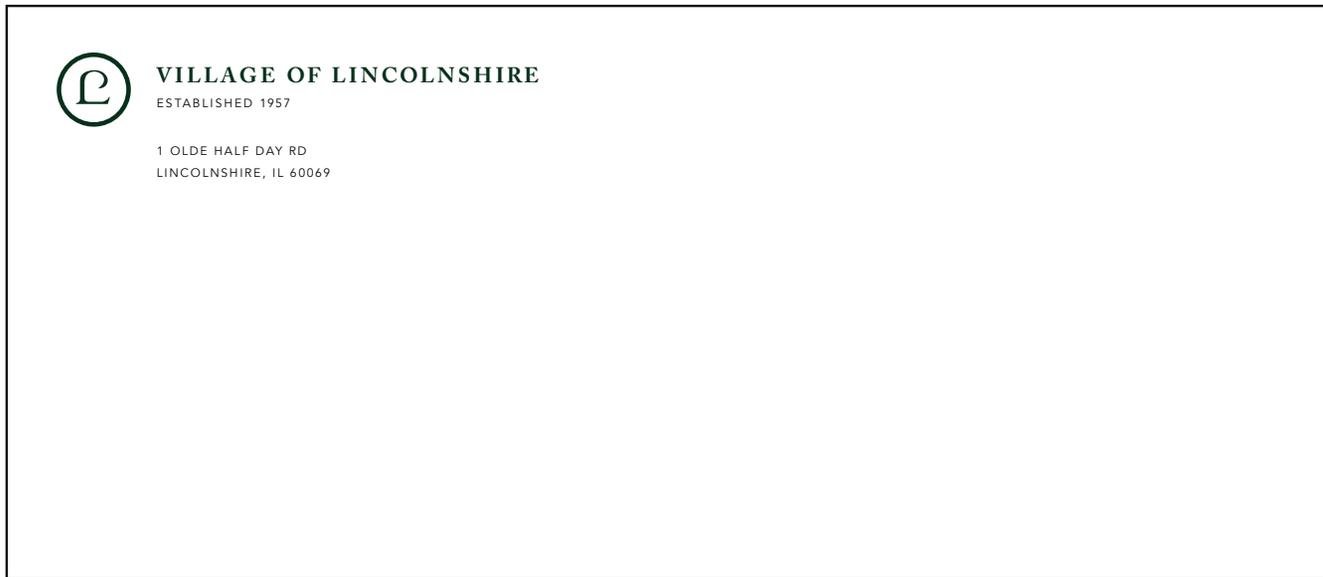
**ADOBE CASLON PRO**

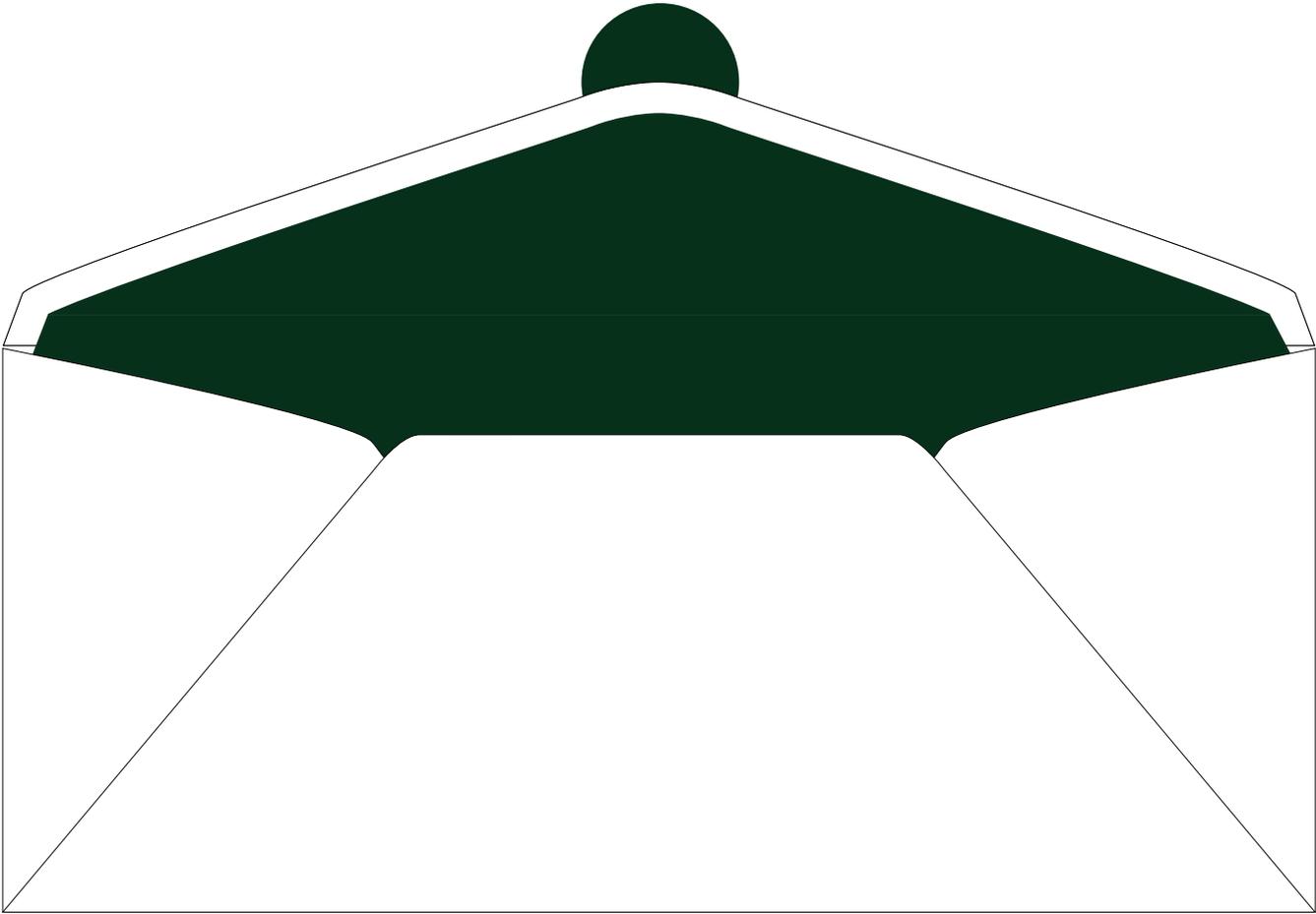
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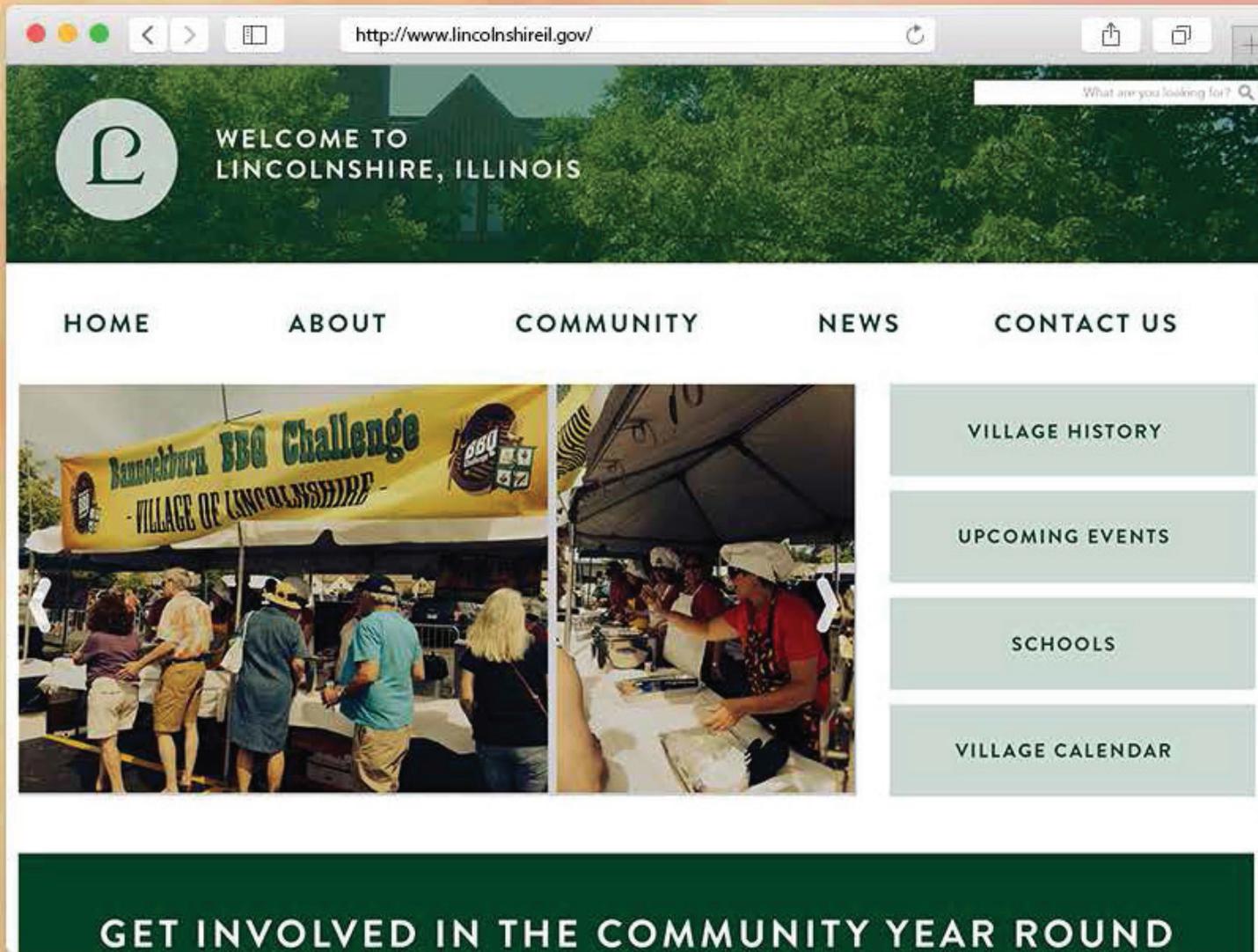
ADOBE CASLON PRO

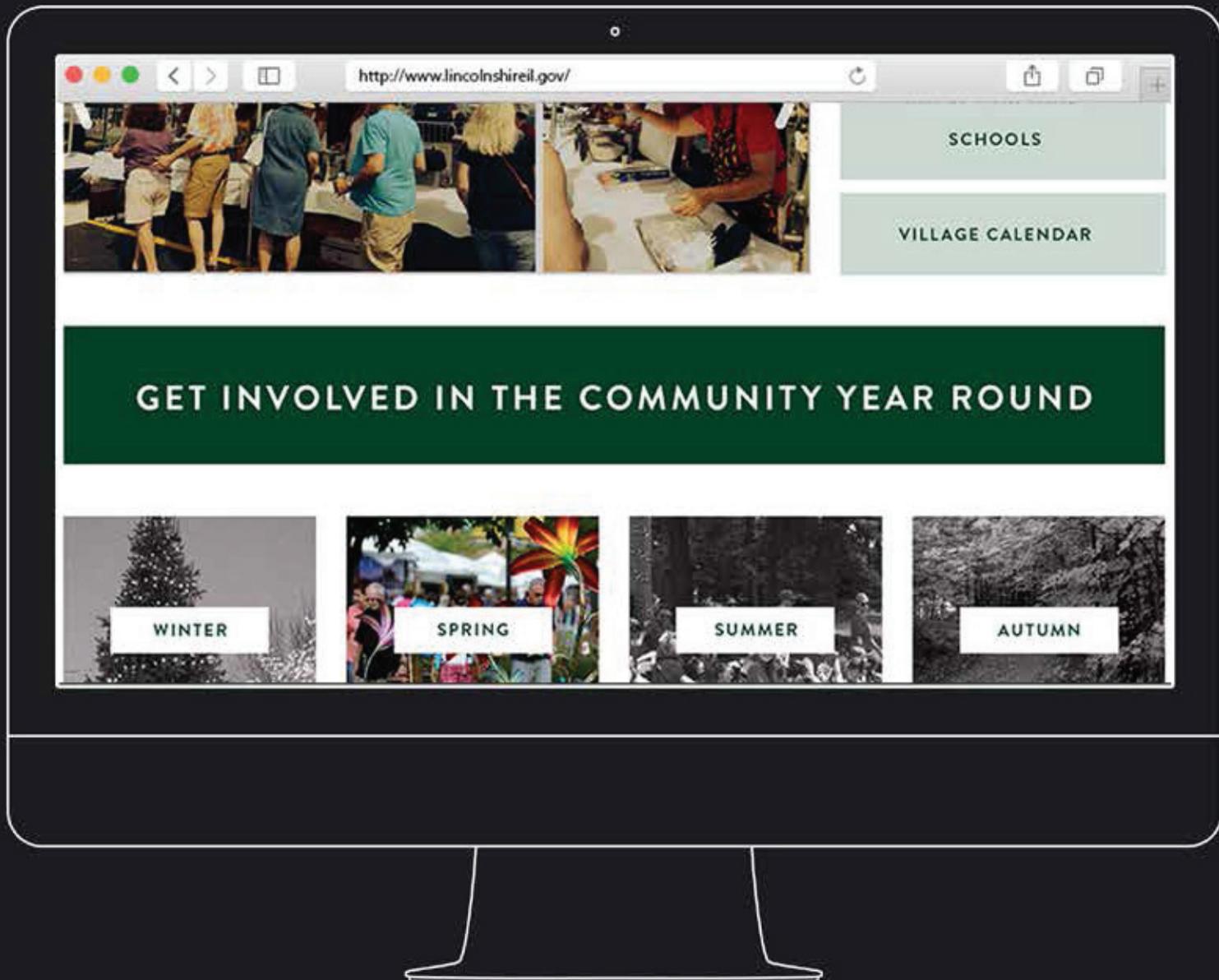
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abcdefghijklm**no**pqrstuvwxyz



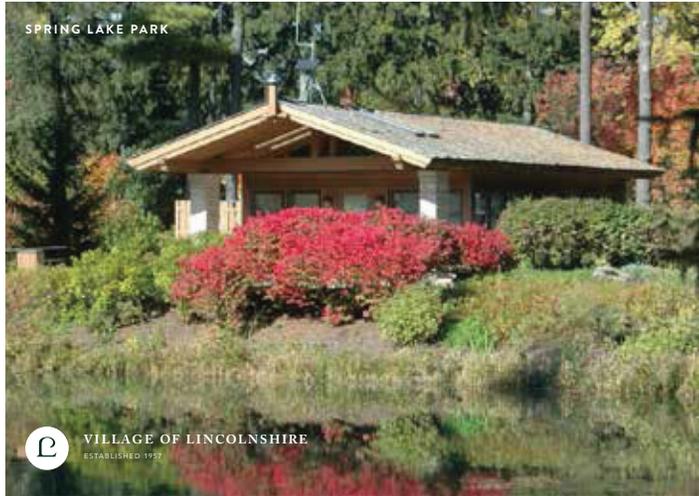


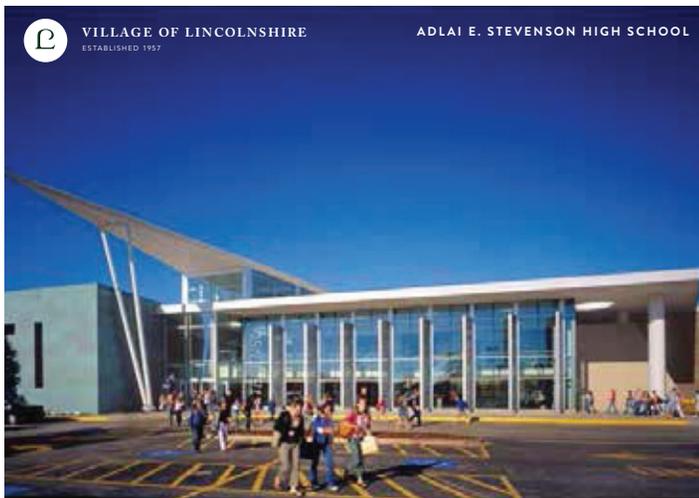
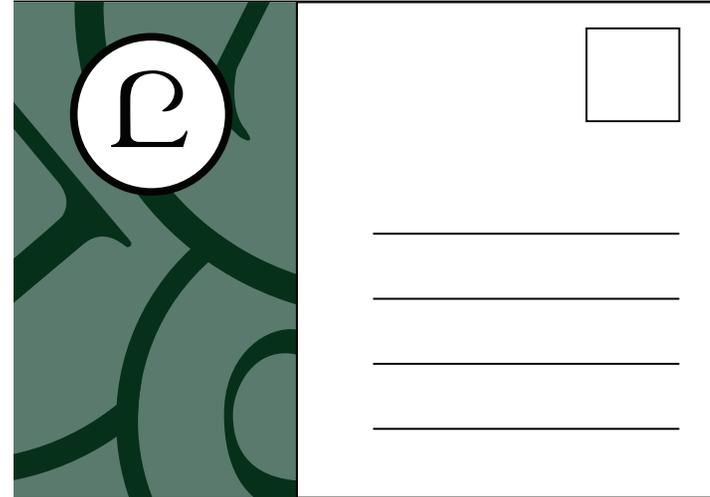
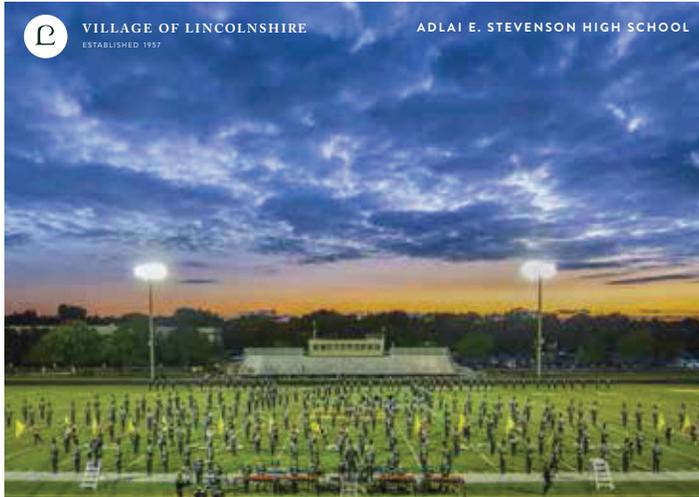


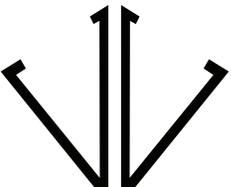
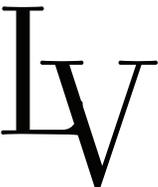










LOGOTYPE/ WORKMARK	MONOGRAM	SYMBOL	COMBINATION
			
<p>V   L VILLAGE OF LINCOLNSHIRE <i>EST. 1957</i></p>			
<p>LINCOLNSHIRE <i>EST. 1957</i></p>			

LOGOTYPE/ WORKMARK	MONOGRAM	SYMBOL	COMBINATION
<p>VILLAGE OF LINCOLNSHIRE EST. 1957</p>			
<p>EST.  1957 LINCOLNSHIRE</p>			
<p>VILLAGE OF LINCOLNSHIRE EST. 1957</p>			

## FIND YOUR SPACE

### SPACE (PLACE)

- PARKS-
- BOO-BASH
- SKATE NIGHT
- RED WHITE & BOOM
- LINCOLNSHIRE ARTS & EATS
- TREE LIGHTING

### WORK

- CDW
- QUILL
- ZEBRA TECH
- SYSMEX

### LEARN

- SCHOOLS
- LIBRARIES
- CHILDDAY CARE
- BRIGHTSTARS
- GARDNERS ???

### PLAY

- PAR KING
- GOLF COURSE AT THE MARRIOT
- PARKS....???
- REGAL CINEMAS
- HALF DAY BREWERY
- FIREWORKS??

### STAY

- HOTELS????
- MARRIOT RESORT
- HOMEWOOD SUITES
- STAY BRIDGE
- HAMPTON INNA



LINCOLNSHIRE PARK DISTRICT



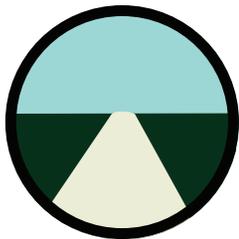
RED WHITE AND BOOM  
FOURTH OF JULY FESTIVAL



DES PLAINES RIVER



ANNUAL TREE LIGHTING  
HOLIDAY CELEBRATION



LINCOLNSHIRE BIKE PATHS



TASTE OF LINCOLNSHIRE



SECONDARY COLOR SCHEME

# Find your space in Lincolnshire

---

The makings of a great life are right outside the door. The thrum of the city has been replaced by the leaves of the trees rustling in the wind. The piercing lights of the streetlamps replaced by the glow of the stars in the night sky. Outside the door, there's a colorful mix of birds in the deep green of the trees: the red of the cardinal, the yellow of the warbler, the blue of a jay, calling out his territory.

This is where you live; this is where you work; this is where you thrive, in the serenity of Lincolnshire. Come find your space in Lincolnshire.

# Lincolnshire:

## Bridging Nature and Culture

---

It's hard to imagine that this life exists 10 minutes from Lake Michigan and 30 minutes from Chicago. Nowhere else matches the mix of great schools, open lands and the family-friendly feel of Lincolnshire.

There's theater, live music, street fairs and festivals. The bike paths lead from neighborhood to river and bring your family together; the conversations at the Village Green bring your neighbors together. The great schools, shopping and restaurants bring your community together.

From the moment you arrive, Lincolnshire makes you feel right at home. The openness cannot be matched. The community, the commerce, the culture... time spent in Lincolnshire is the perfect blend of so many things that make life great.

centers, different variances and the current sign code. It was suggested Trustee Hancock attend the next Business Roundtable event to get information and meet the businesses involved.

**3.23 Consideration and Discussion of an Ordinance Authorizing the Sale of Surplus Property (Village of Lincolnshire)**

Village Manager Burke provided a summary of the proposed ordinance authorizing sale of surplus property presented to the Board approximately every six months.

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

3.3 Public Works

3.4 Public Safety

**3.41 Consideration and Discussion of a Request to Approve the STARCOM21 User Agreement to Allow Police Department to Join Motorola's STARCOM21 Radio Network (Village of Lincolnshire)**

**3.42 Consideration and Discussion of a Request to Authorize Police Department Purchase of Twenty-Eight (28) Motorola APx6000 Portable Radios at a cost of \$93,438 (Village of Lincolnshire)**

Mayor Brandt opened items 3.41 and 3.42 together.

Chief of Police Kinsey provided an update from the August 10, 2015 Committee of the Whole meeting and summary of the proposed request for approval of the STARCOM21 User Agreement and Police Department purchase of twenty-eight Motorola portable radios. Chief of Police Kinsey stated since this is a state mandate funds were not budgeted in 2015 so Motorola has agreed to defer payment until May of 2016.

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

3.5 Parks and Recreation

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

**4.1 Continued Consideration of Lincolnshire Brand Design Options (Village of Lincolnshire)**

Village Manager Burke provided an update and summary of the Lincolnshire brand design process. It is the opinion of staff that the branding options have come a long way since the April 2015 meeting. Village Manager Burke

reiterated the Lincolnshire “L” is expected to co-exist with the new brand identity and not be abandoned entirely.

Mr. Jay Sharman, CEO and Founder of Teamworks Media provided a presentation regarding the proposed brand design options. Mr. Sharman noted a new brand would be rolled out over time.

Trustee Hancock asked if Teamworks Media reached out to residents and commercial for feedback. Mr. Sharman stated the residents’ response of what they felt Lincolnshire represented was green, green space, open space, and nature. Commercial feedback was that residents are not as supportive as they would like them to be; and there is not a downtown or central gathering place. Corporation feedback was that they like being in Lincolnshire but there is a want to improve relationships.

Mr. Sharman continued his presentation highlighting different proposed logos. Trustee Hancock asked if there was any consideration to include a picture of a school in the logos instead of commercial buildings. Mr. Sharman stated putting a school in the logo was not considered or incorporated in any of the proposed logos. Mr. Sharman stated that if the Village maintains the current logo, updates are recommended.

Trustee Hancock provided feedback related to each logo and stated his opinion was to attract younger families to Lincolnshire and feels this is being missed in the current design options. Trustee Hancock expressed concern that people do not get an idea for what Lincolnshire is from the logos presented.

Ms. Carol Summerfield provided some background into logo three/the multi-colored trees which evolved from the last meeting.

Trustee Hancock stated he did not think any of the logos communicated the full aspects of the Village. Ms. Summerfield noted it is difficult for a logo to communicate everything about the Village so Teamworks Media focused on who the intended audience is; what the outreach is and then they try to match this with the Communication Plan to help mirror the logo with the message. Trustee McDonough asked if the Communication Plan would be written by staff. Ms. Summerfield stated part of Teamworks Media’s contract is to write and implement the Communication Plan. Trustee McDonough asked if there was any logic in writing the Communication Plan first then coming back to match the logo to fit the plan. Ms. Summerfield noted the plan can be done first but the question remains, what is the primary communication point and what does the Village want the message to say about Lincolnshire since all of this comes with the message or story Teamworks Media would want to use in the creation of the plan.

Trustee Hancock noted the Board needs to determine the primary market out of four identified; retail, commercial, residents, and visitors.

Trustee Servi commented on the logos and stated he would like the current logo to be updated and pop. Trustee Servi noted he thought more work needed

to be done before a logo is decided and his opinion was none of the proposed logos are what the Village is looking for at this time.

Mayor Brandt asked if staff had any thoughts regarding the proposed logo designs.

Community & Economic Development Director McNellis stated this is a personal choice and his personal preference was logo three in different tones of green.

Economic Development Coordinator Zozulya noted her personal preference of what Teamworks Media presented was logo two or logo three and provided reasons for her preferences. Economic Development Coordinator Zozulya noted that during her business visits there has been a sense of excitement around the re-branding. Staff agrees with Teamworks Media that branding has to tell a story and the design of a logo is only part of the story.

Public Works Director Woodbury noted his personal preference was logo two.

Village Manager Burke noted the proposed branding was not taken on to bring change for change sake. Staff is working to get the vision of the Board and hopes the brand update can be executed to convey what the Board wants the Lincolnshire story to be. Village Manager Burke noted it was his opinion the current brand does not tell a story or a message of the Village. Village Manager Burke noted his opinion was that logo number one would be changing for change's sake.

Trustee Hancock noted his opinion would be to get a Marketing Plan prior to changing a logo. Trustee Hancock stated the branding is central to recent development discussions among the Village Board and finding out what the Board feels about the vision for the community will make it more apparent to whom we want to be as a Village.

Mayor Brandt noted several Trustees are absent from the meeting and suggested putting this on the next agenda under unfinished business. Mayor Brandt summarized noting proposed logs two and three are the desired logos with more greens from current discussions. Mayor Brandt suggested putting the Village Hall tower into proposed logo two rather than reflecting a commercial type building.

It was the consensus of the Board to place this item on the next agenda under unfinished business for further consideration and discussion.

## **5.0 NEW BUSINESS**

### **5.1 Budget Meeting Dates**

Mayor Brandt noted proposed budget meeting dates were submitted to the Board and asked if all the Board responded. Village Manager Burke stated he was still waiting for three responses but all three dates are available to all who did respond.

**REQUEST FOR BOARD ACTION**  
**COMMITTEE OF THE WHOLE MEETING**  
**July 25, 2016**

**Subject:** Update - Fiscal Year 2016 Budget & Village of Lincolnshire Goals

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**Action Requested:** None – Consideration of Fiscal Year 2016 Budget and Goals Status Report

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**Originated By/Contact:** Village Manager/Department Managers

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**Referred To:** Village Board

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**Summary / Background:**  
**MID-YEAR BUDGET STATUS**

June 30, 2016 represents the mid-year point in the Village of Lincolnshire fiscal year. The following provides a high-level review of the Village's financial status in progressing toward budgeted objectives for Fiscal Year 2016.

- **General Fund** – At the six month mark, General Fund revenues exceed expenditures by \$695,827. This is typical for this point in the Village's fiscal year, given many of the larger expenditures related to capital projects are not paid until after the summer construction season.
- **General Fund Revenues** – General Fund revenues are coming in slightly lower than budget at the mid-year point (43% of budget). Compared to mid-year 2015, revenues are roughly 10% lower. General Fund revenues of note due to their performing better than budget to date are as follows:
  - **Amusement Device Licenses** – The Amusement Device License line item is performing at 167% of the budgeted amount due to the opening of Emporium Bar and Arcade this year.
  - **Planner Fees** – This revenue line is currently at 541% more than budget for the current Fiscal Year. The increased revenue comes as a result of the recent developments in the Village. In comparison to mid-year 2015, this line item is 33 times higher.
- **General Fund Expenditures** – Total General Fund expenditures are just over 33% of total budgeted expenditures for the fiscal year as of June 30, 2016. The following is a review of each operating department's status at the six month mark in the year.

<b>Department</b>	<b>% Total Budgeted Expenditures as of June 30, 2015</b>
Administration	47%
Finance	50%
Police	39%
Community & Econ. Development	29%
Insurance & Common Expenditures	48%
Public Works – Administration	58%
Public Works – Streets	45%
Public Works – Parks and Open Space	43%
Buildings & Grounds	44%
Debt & Transfers	8%
<b>TOTAL GENERAL FUND</b>	<b>33%</b>

- **Water Fund** – Water Fund revenues are trending at approximately 44% of total budgeted revenues for the fund, while Water Fund expenses were at just over 51% of the total Water Fund budget as of June 30, 2016.
- **General Capital Fund** – This is the fund where the Village budgets for non-water & sewer capital projects. As of June 30, 2016, expenditures in this fund were only trending at just over 25% of total budgeted expenditures. This lower amount of expenditures is to be expected as many expenses related to the activities of this fund take place during the busy summer construction season.
- **Other Funds** – The Village’s other minor funds (Motor Fuel Tax, Retirement Fund, Vehicle Maintenance Fund, E911 Fund, Police Pension Fund) are trending in line with budgeted expectations at the midpoint in the fiscal year.

### **FISCAL YEAR 2016 GOALS**

As part of the Fiscal Year 2016 Budget process, the Village Board approved a number of short and long term goals for the Village of Lincolnshire. The following is a brief overview/update on the status of the progress in meeting these goals and objectives at the mid-point in the fiscal year.

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### **All Village Departments**

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- **Coordinate Final Phase of Downtown Development & Pocket Park Construction:**
  - *Earlier this year, staff solicited bids to construct the proposed Pocket Park. Bid responses came in higher than budget, and at that time, the Village Board decided to hold off on awarding a contract for the project to see*

*what may come of other development on the Downtown parcel. Staff maintains close contact with the contract purchaser for remaining Village-owned parcels in downtown. An application from a developer hoping to bring a Culver's restaurant to the downtown area is currently making its way through the approval process.*

- **Update Technology Strategic Plan:**
  - *All Village Departments have met with Interdev, the Village's IT vendor to discuss current and future IT needs. Interdev is currently compiling the results of the meetings and comparing Lincolnshire's needs and projects with those of the other municipalities in the GovITC consortium. Staff anticipates a completed plan to be presented to the Village Board in 4<sup>th</sup> quarter of this year.*
- **Pursue Opportunities for Municipal Partnering:** Continue to investigate and implement opportunities to partner with other governmental entities for the procurement of goods and services where appropriate.
  - *This activity is ongoing. Several infrastructure projects and equipment purchases pursued this year are a result of joint purchasing initiatives with other governmental entities.*
- **Central Area Plan:** Prepare a multi-faceted Master Plan for the Village's primary commercial artery; Milwaukee Avenue and immediate environs. Incorporate Sub Area plans for the Downtown/Civic Core and Aptakisic Commercial Core. Plan to include Design, Economic, Cultural/Educational, Open Space and Infrastructure components. Business Community, Village Board and Advisory Boards, and Community Leaders participation will be a key element of plan preparation.
  - *This activity is ongoing, however has been delayed due to staffing disruptions in the Community and Economic Development Department.*
- **Evaluate Annexation of Desirable Properties:** Continue the evaluation of properties identified by the Mayor and Board of Trustees as desirable for annexation.
  - *As a result of the previous work on this goal, the Village was able to annex the Park King and former Cubby Bear site into the Village in early 2016.*
- **National Incident Management (NIMS) Training:** Federal Emergency Management Agency requires minimum training levels for various municipal staff, supervisors, and managers for communities receiving federal aid. Each Department will research the requirements and complete required training.
  - *All Departments have been directed to work with staff to ensure minimum training requirements are met in each operating area. This activity is ongoing.*

- **Emergency Planning:** Conduct comprehensive review and update of Village Disaster Preparedness Plan. Evaluate best location for Emergency Operations Center and prepare site to fulfill function. Conduct staff training on utilization of plan as needed.
  - *The update plan was presented to the Village Board and approved in January this year.*

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## Administration

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- **Research and Recommend Approach for Developing Village of Lincolnshire Strategic Plan:**
  - *This project has been deferred slightly due to the departure of two department heads. Once recruitment efforts for the two vacant positions are complete, staff expects to move forward with this project. Project may take place in 2017 after new Police Chief and Assistant Village Manager/Community Development Director have been in place for a period of time.*
- **Continue to Explore Opportunities to Increase Use of Mobile Technologies for Field Personnel where Practical:** Explore opportunities and implement technologies to increase ways to connect field staff with data including GIS information, work order management system, inspection activities, etc.
  - *Ongoing. New capabilities of the Village's GIS and ERP systems present opportunities to leverage mobile technologies. Staff continues to discuss options, and will roll out devices as necessary. Several additional smart phones as well as laptops for senior management are planned for roll out this year.*
- **Complete Comprehensive Update Personnel Policies Manual:** Continued from FY2015.
  - *Ongoing.*
- **Update Village Brand Identity:** Pending Village Board approval of new brand identity, update print and electronic media as appropriate as part of initial roll out of new brand and marketing initiative.
  - *As no consensus was reached regarding the direction of the Village's new brand identity, Mayor Brandt reached out to resident with graphic design education for input/suggestions. This project is scheduled to be presented at the July 25, 2016 Committee of the Whole meeting. Staff will follow up as needed based upon feedback from the Village Board as a result of this presentation.*
- **Continue to Explore Options for Implementation of High-Deductible Health Insurance Plan While Meeting Regulations of Affordable Care Act (ACA):**

Continue to monitor rule-making related to ACA and explore possibility of implementing optional high-deductible health insurance plan via Village's health insurance pool where practicable.

- *Staff has begun initial research into a high deductible plan.*
- **Improve Customer Service Experience and Transparency of Information on Village Website:** As a result of new enterprise software solution for the Village's building permitting and development review processes, and financial system, implement browser based web features of this software to improve customer service experience by increasing availability to complete transactions online. Implement and promote enterprise software solution "Access My Government" features to take full advantage of all features.
  - *The online building permitting and request system features are now live and in use. The final step of this project is implementation of online payments for non-utility billing transactions. Staff plans to bring a recommendation to the Village Board regarding online payment vendors and practices in the 4<sup>th</sup> quarter of this year.*
- **Increase Use of Video:** Implement formal video initiative to promote Village meetings, programs, and services online to meet ever increasing expectation for video access.
  - *All Village Board Meetings are now available online for on demand viewing. Staff plans to implement weekly informational videos by the end of the year.*
- **Document Management:** Research, recommend and implement formal document management system which will integrate with new enterprise software system if cost effective.
  - *Staff and Interdev continue review of Village's needs and document management solutions in the market. Further research is necessary before making a recommendation. Staff has also implemented several procedures and controls utilizing existing systems to manage documents in the meantime.*
- **Regular Performance Management Reporting:** Implement routine reporting on department performance metrics.
  - *Staff is finalizing report format and plans to present to the Village Board 3<sup>rd</sup> quarter of this year.*
- **Coordinated Community Organization Planning Event:** Implement annual event to connect community groups and potential business community supporters to discuss/plan the next year's event and activities calendar. The event will also provide an opportunity for the business community to determine their donation/giving plan for the coming year.

- *No progress on this goal due to time spent on ongoing personnel recruitments.*

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## **Community & Economic Development Department**

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- **Revenue Enhancement:** Investigate opportunities to manage Building Permitting and property maintenance for surrounding smaller communities/unincorporated areas.
  - *Work ongoing.*
- **Review and Update Development-Related Codes:** Continue the comprehensive review of Development-related Codes. Targeted sections for 2016 include: Zoning Definitions, Cellular facilities, the Subdivision Code, and the Tree Preservation Ordinance.
  - *Work ongoing; however, work on this goal is delayed due to several staffing disruptions in the Community and Economic Development Department.*
- **Provide Planning and Support to Community Events:** Continue and build-upon Staff support of community-wide events, including a major re-branding of Taste of Lincolnshire and enhancement of Food Truck Friday's. Initiate new events; including a retail-focused special sale event, and a new community-wide seasonal event.
  - *Ongoing. Community & Economic Development Coordinator Zozulya provided staff leadership in planning for both Fourth of July and continues to coordinate successful regular Food Truck Friday's event in the corporate center. Re-branding of the Taste of Lincolnshire to Lincolnshire Arts and Eats Festival is complete. However, CED staff continue to be integrally involved in this newly combined event to be held in August 2016. Staff continues to work with the Buffalo Grove Lincolnshire Chamber of Commerce and commercial center property owners on a new retail sidewalk sale event.*
- **Implement Community-Wide Economic Development/Marketing Program:** Continue to focus on economic development efforts including: landlord/tenant/broker meetings, creation of economic development promotional materials, dedicated commercial website, evaluation of new commercial-centric informational kiosk signs on Milwaukee Avenue and Half Day Road, and implementation of Marketing Plan developed in conjunction with Branding Initiative.
  - *Work ongoing, however work on this goal is delayed due to the pending rebranding initiative and several staffing disruptions in the Community and Economic Development Departments.*
- **Village Identification Signage system program:** Evaluate and develop plan for modernizing Village entrance signage and adding new wayfinding signage throughout the community to assist in consistently identifying the Lincolnshire brand.

- *Limited progress to date due to lack of consensus on new Village brand. Staff plans to restart this project once the Village's re-branding efforts are complete.*
- **Comprehensive Pedestrian Plan:** Create a comprehensive pedestrian plan for the Village Downtown and commercial corridors including; lighting, landscaping, street furniture elements and thematic design (in conjunction with Public Works Dept.)
  - *Ongoing, however completion of this goal is contingent on the implementation of the ITEP grant (in progress), IDOT's plans for improvements to Milwaukee Avenue and Route 22 intersection as part of the Route 45 improvements, as well as recommendations of the Milwaukee Avenue Corridor Study scheduled for 2017.*
- **Research and Evaluate Village Impact Fees:** Research the methodology and applicability of existing utility connection fees, school and library impact fees, annexation impact fees and Park Fees to determine if current fees satisfy current needs and recommend fee revisions where necessary.
  - *Work ongoing, however work on this goal is delayed due to several staffing disruptions in the Community and Economic Development Departments.*
- **Review Zoning Regulations and Research Design-Oriented Regulations to insure Residential Character/Integrity of the Village is preserved:** Review bulk regulations of all Residential Zoning Districts to insure Village vision is met and analyze the necessity of varying degrees of design-standards/review to support preservation of residential character.
  - *Work ongoing, however work on this goal is delayed due to several staffing disruptions in the Community and Economic Development Departments.*
- **Solicit Feedback from Businesses:** Prepare a business-centric survey to gauge business concerns, comments and suggestions for improving the local economy. Evaluate formation of a Restaurant Association to provide additional feedback from this highly-important business sector. This goal addresses a priority found in the Economic Development Strategic Plan.
  - *Work ongoing, however work on this goal is delayed due to several staffing disruptions in the Community and Economic Development Departments.*

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## Finance Department Goals

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- **Accounts Payable- Vendor Payment via Auto Withdrawal:** A direct debit or direct withdrawal is a financial transaction in which one person or company withdraws funds from another person's or company's bank account. Finance will review Lincolnshire's active vendor list for opportunities to register for direct withdrawal to pay vendors. Propose further changes to Lincolnshire's "Authorized Signatures on Checks and Drafts" (Village Code 1-8A-1-4) related to this activity.

- *Staff continues work on this goal and plans to bring several finance related code updates to the Board at an upcoming Board meeting.*
- **Bank Services:** Prepare a Request for Proposal for various bank services and interest rates offered by local banks. Present findings to the Board and seek authorization for the Village Manager to enter into a bank services agreement.
  - *Ongoing, staff expects completion of this goal by 3<sup>rd</sup> quarter of this year.*
- **Credit Card Processing:** In 2015 credit card acceptance for utility payments was deployed. Credit card acceptance for rates, fees and customer charges for Community Economic Development, Police and Public Works will be implemented in 2016.
  - *Staff continues work to identify a payment processor and implement a transaction platform online and at Village Hall. Staff plans to bring a recommendation to the Village Board during 4<sup>th</sup> quarter this year.*
- **Financial Software Documentation:** With the 2015 fourth quarter software installation, documentation is needed for all newly installed modules.
  - *Completed/In process as new workflows are developed.*
- **Financial Reports:** Many Lincolnshire financial reports utilize third party software (Relativity) to import data from the MSI databases. Finance will make necessary modifications to all these reports to utilize BS&A databases.
  - *Completed/In process as new reports are developed.*
- **Government Accounting Standards Board (GASB) 34 Reporting:** Research the full capabilities of the BS&A software to determine the capability of GASB 34 infrastructure and capital asset tracking and reporting. This reporting is currently tracked with spreadsheets and it may be possible to find an efficient solution within BS&A software.
  - *In process.*
- **GASB 68 (Accounting and Financial Reporting for Pensions):** The 12/31/2014 audit required many hours of preparation for GASB 67. Lincolnshire's auditor predicts a similar number of preparation hours will be needed to implement GASB 68 for fiscal year end 12/31/2015. Finance will again work with the Lincolnshire Police Pension, Pension Actuary and Auditor in preparation of year end reporting changes.
  - *Completed.*
- **Positive Pay:** Positive pay is a service whereby the company electronically shares its check register of all written checks with the bank. The bank therefore will only pay checks listed in that register, with exactly the same specifications as listed in the register (amount, payee, serial number, etc.). This system dramatically reduces the

potential for check fraud. Research and review positive pay service and fees offered by local banks. Further coordinate efforts between BS&A and a local bank to implement this service.

- *Delay, and may be deferred due to associated costs.*
- **GIS & Utility Billing:** Work with MGP to determine the possibility of mapping water usage by parcel as a layer within the GIS software. The map will provide staff with a unique view to determine average usage within a specific area. It is common for residents experiencing high usage to ask for average water usage in their area. Residents and staff find this information helpful. This was not possible with the MSI software; however BS&A software and GIS software utilize the same programming language making this project a possibility.
  - *This project has been deferred as it is of low priority compared to other higher priority GIS projects.*

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## Police Department

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- **STARCOM21 Radio System Transition:** Coordinate purchase and deployment of new portable radios compatible with statewide STARCOM21 Radio System for all department personnel. Facilitate training for department personnel in the operation of new radios and conduct testing within Village buildings to ensure reliable two-way radio communication with the STARCOM21 system.
  - *Completed.*
- **ETSB Consolidation:** Develop plan to consolidate and dissolve Village of Lincolnshire Emergency Telephone System Board (ETSB) as mandated by Public Act 99-0006.
  - *The Village passed a resolution regarding the ETSB and is now awaiting clear direction from State lawmakers regarding the next steps.*
- **Village Hall Complex Security:** Explore opportunities to enhance security of Village Hall complex by increasing video monitoring outside of building, including parking areas, building entrances, and the driveway entrance from Olde Half Day Road.
  - *In process. Anticipate implementation of various security improvements by year end.*
- **Strategic Planning:** Formulate a planning committee to create a successor strategic plan for the Police Department consisting of projects and initiatives to be accomplished over the next five year period (2017-2021).
  - *On hold due to ongoing Police Chief recruitment.*
- **Succession Planning / Deputy Chief:** Plan for the mid-year departure of Deputy Chief of Police. Identify and develop police personnel with the potential to fill key

leadership positions within the department. Prepare and conduct promotional processes which assess the competencies and motivational profile required to undertake those leadership roles

- *Ongoing, but delayed due to ongoing Police Chief recruitment.*
- **Collaborative Relationships:** Continue to identify opportunities to collaborate with residents and community organizations to build and strengthen community relations, and accomplish the department's crime control mission.
  - *Ongoing, with several Lincolnshire specific as well as collaborative events already completed.*

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## Public Work Department Goals

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- **Employee Development and Training Initiatives:** Provide career path and succession planning. Adjust job descriptions and duties as needed. Offer Employee Training Provide Monthly Employee Training Opportunities. Ensure that every employee attends at least one training program each year.
  - *Completed and ongoing with the upcoming departure of the Operations Superintendent.*
- **Continue Automatic Water Metering System Conversion:** Implement the 4<sup>th</sup> year of this multi-year project.
  - *The Village has secured a contractor to assist with the project and anticipates completion by the end of November.*
- **Implement Sanitary Sewer Rehabilitation Program:** Rehabilitate 2,000 feet of Sanitary Sewer main for 2016.
  - *In process. Anticipate completion in third quarter.*
- **Develop Long Range Flood Mitigation Plan for Lincolnshire Drive Area:** Identify project needs, develop multi-year plan, incorporate capital improvements into CIP, investigate flood response improvements, and take active role in Des Plaines Watershed Workgroup.
  - *Berm analysis is complete, staff plans to meet with affected residents in September.*
- **Comprehensive Pedestrian Plan:** Create a comprehensive pedestrian plan for the Village Downtown and commercial corridors including; lighting, landscaping, street furniture elements and thematic design (in conjunction with Community & Economic Development Department)
  - *This project is awaiting completion of marketing plan related to branding project as well as corridor plan update.*

- **Emergency Response Plan Initiatives:** Develop an Emergency Response Plan for all Village facilities including: Village Hall, Public Works Facility, North Park, Rivershire and Spring Lake Park.
  - *Draft plan is nearly complete, staff anticipates a formal plan in place by 3<sup>rd</sup> quarter this year.*
  
- **Village Sign Replacement Initiatives:** Complete year one of a multi-year project on Village-wide repairs or replacement of damaged and worn street signs, parking lot signs and park entrance signs.
  - *Work is ongoing where possible, however substantial work is delayed pending outcome of Village branding initiative.*
  
- **Increase Visibility and Awareness of Lincolnshire Tree Planting Program:** In response to recent tree loss due to Emerald Ash Borer, increase community awareness of the Village's Tree Adoption Program and tree planting opportunities throughout the Village. Consider expanding and promoting tree adoption program to local business community to help respond to private property tree loss.
  - *Complete. Staff has promoted the program on the Village website, through weekly E-News blast, and through physical letters to homeowners.*

**Recommendation:** Village Board consideration is requested.

**Reports and Documents Attached:**

Revenue / Expense Budget Summary through June 30, 2016

<b>Meeting History</b>	
<b>Referral to Village Board (COW):</b>	<b>7/25/2016</b>



VILLAGE OF LINCOLNSHIRE PERIOD ENDING 6/30/2016  
 REVENUE / EXPENSE BUDGET SUMMARY FISCAL YEAR 2016

	2015 Year-To-Date			2016 Year-To-Date		
	Revenue	Expense	OVER/(UNDER)	REVENUE	EXPENSE	OVER/(UNDER)
<b>GENERAL FUND</b>						
Revenue	5,674,553			5,085,243		
Administration		140,665			140,452	
Finance		134,104			138,428	
Police		1,547,281			1,571,864	
Community & Economic Dev.		335,504			347,221	
Insurance & Common		624,529			675,365	
PW: Administration		83,179			119,467	
PW: Streets		432,684			490,240	
PW: Parks & Open Space		550,661			602,399	
Buildings & Grounds		58,076			63,189	
Debt & Transfers		598,941			240,791	
<b>TOTAL GENERAL FUND</b>	<b>\$ 5,674,553</b>	<b>\$ 4,505,625</b>	<b>\$ 1,168,928</b>	<b>\$ 5,085,243</b>	<b>\$ 4,389,416</b>	<b>\$ 695,827</b>
<b>ENTERPRISE FUNDS</b>						
Water & Sewer Revenue	1,722,502			1,997,722		
Water & Sewer Administration		329,527			683,999	
Public Works Operating		1,266,450			1,650,265	
Water & Sewer Improvements	399,526	553,686		680,079	210,672	
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 2,122,029</b>	<b>\$ 2,149,664</b>	<b>\$ (27,635)</b>	<b>\$ 2,677,801</b>	<b>\$ 2,544,936</b>	<b>\$ 132,865</b>
<b>NON-OPERATING FUNDS</b>						
Motor Fuel Tax	88,346	-	88,346	95,255	-	95,255
Retirement	431,110	331,295	99,815	348,814	281,621	67,194
Fraud Alcohol Drug Enforcement	8,270	2,397	5,873	4,200	4,177	24
Vehicle Maintenance	276,875	192,800	84,075	286,049	184,484	101,565
E-911	182,148	169,016	13,132	106,986	237,719	(130,734)
Park Development	115	-	115	132	12,494	(12,362)
Traffic Signals SSA	9	1,220	(1,211)	13	-	13
General Capital	-	393,565	(393,565)	11,657	686,589	(674,932)
<b>TOTAL NON-OPERATING FUNDS</b>	<b>\$ 986,872</b>	<b>\$ 1,090,292</b>	<b>\$ (103,420)</b>	<b>\$ 853,106</b>	<b>\$ 1,407,083</b>	<b>\$ (553,977)</b>
<b>TRUST FUNDS</b>						
Police Pension Fund**	872,196	517,596	354,599	568,550	440,258	128,292
Sedgebrook SSA	588,748	754,886	(166,139)	786,226	763,924	22,303
<b>TOTAL TRUST FUNDS</b>	<b>\$ 1,460,943</b>	<b>\$ 1,272,483</b>	<b>\$ 188,460</b>	<b>\$ 1,354,777</b>	<b>\$ 1,204,182</b>	<b>\$ 150,595</b>

\*\*The Police Pension Board contracts their accounting services resulting in a reporting delay. Amounts are as of 05/31/2016.

**VILLAGE OF LINCOLNSHIRE  
REVENUES AND EXPENSES BY FUND**

June 30, 2016

50.0% of Fiscal Year is Complete

	Annual Budget	Year-to-Date	% Used	Significant Facts
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**GENERAL FUND**

**REVENUES**

Taxes	10,549,550	4,397,772	41.7%	
				Room & Adm 50.2%
				Sales Tax 40.6%
				Real Estate Transfer 65.7%
Licenses & Fees	652,400	361,636	55.4%	Bldg Permits \$112,039
				Bldg Permits % of Licenses & Fees 31.0%
Fines & Forfeitures	285,000	120,086	42.1%	
Allotments, Grants & Reimbursements	207,060	98,547	47.6%	
Miscellaneous	24,000	58,646	244.4%	
Other Income	22,000	48,555	220.7%	
<b>TOTAL REVENUES</b>	<b>\$ 11,740,010</b>	<b>\$ 5,085,243</b>	<b>43.3%</b>	

**EXPENSES**

Personnel Expenses	260,000	123,142	47.4%	
Contractual Services	5,500	0	0.0%	
Other Charges	35,900	17,310	48.2%	
<b>Administration</b>	<b>301,400</b>	<b>140,452</b>	<b>46.6%</b>	
Personnel Expenses	245,700	121,529	49.5%	
Contractual Services	21,180	16,059	75.8%	
Other Charges	5,425	840	15.5%	
<b>Finance</b>	<b>272,305</b>	<b>138,428</b>	<b>50.8%</b>	
Personnel Expenses	3,534,550	1,343,632	38.0%	
Contractual Services	186,430	66,805	35.8%	
Commodities	17,200	8,893	51.7%	
Other Charges	95,950	52,393	54.6%	
Transfers Out	171,670	100,141	58.3%	
<b>Police</b>	<b>4,005,800</b>	<b>1,571,864</b>	<b>39.2%</b>	
Personnel Expenses	471,000	165,141	35.1%	
Contractual Services	171,200	50,135	29.3%	
Other Charges	550,250	129,086	23.5%	
Transfers Out	4,900	2,858	58.3%	
<b>Community &amp; Economic Dev.</b>	<b>1,197,350</b>	<b>347,221</b>	<b>29.0%</b>	
Contractual Services	1,288,590	650,194	50.5%	
Commodities	15,840	7,066	44.6%	
Other Charges	93,260	17,956	19.3%	
Other Expenses	0	149	100%	
<b>Insurance &amp; Common</b>	<b>1,397,690</b>	<b>675,365</b>	<b>48.3%</b>	
<b>Public Works</b>				
Personnel Expenses	152,000	76,140	50.1%	
Contractual Services	45,800	39,601	86.5%	
Other Charges	7,925	3,726	47.0%	
<b>Admin</b>	<b>205,725</b>	<b>119,467</b>	<b>58.1%</b>	
Personnel Expenses	463,000	227,620	49.2%	
Contractual Services	344,900	114,112	33.1%	
Commodities	109,400	54,599	49.9%	
Other Charges	15,525	8,101	52.2%	
Transfers Out	147,100	85,808	58.3%	
<b>Streets</b>	<b>1,079,925</b>	<b>490,240</b>	<b>45.4%</b>	

	Annual Budget	Year-to-Date	% Used	Significant Facts
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Personnel Expenses	516,700	224,740	43.5%	
Contractual Services	686,200	265,581	38.7%	Includes Insurance Covered Exp
Commodities	54,600	32,916	60.3%	
Other Charges	23,225	13,362	57.5%	
Transfers Out	112,800	65,800	58.3%	
<b>Parks &amp; Open Space</b>	<b>1,393,525</b>	<b>602,399</b>	<b>43.2%</b>	
Contractual Services	110,500	51,544	46.6%	
Commodities	19,500	7,472	38.3%	
Other Charges	4,500	1,315	29.2%	
Transfers Out	4,900	2,858	58.3%	
<b>Buildings &amp; Grounds</b>	<b>139,400</b>	<b>63,189</b>	<b>45.3%</b>	
Capital Outlay	481,582	240,791	50.0%	
Transfers Out	2,553,636	0	0.0%	
<b>Debt &amp; Transfers</b>	<b>3,035,218</b>	<b>240,791</b>	<b>7.9%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 13,028,338</b>	<b>\$ 4,389,416</b>	<b>33.7%</b>	

### WATER & SEWER FUND

#### REVENUES

Licenses & Fees	4,505,000	1,990,182	44.2%
Miscellaneous Revenue	6,000	6,125	102.1%
Other Income	1,500	1,415	94.3%
<b>TOTAL REVENUES</b>	<b>\$ 4,512,500</b>	<b>\$ 1,997,722</b>	<b>44.3%</b>

#### EXPENSES

Personnel Expenses	201,400	99,177	49.2%
Contractual Services	312,760	173,222	55.4%
Commodities	1,760	785	44.6%
Other Charges	49,765	23,845	47.9%
Other Expenses	0	2	100%
Transfers Out	549,665	386,968	70.4%
<b>Administration</b>	<b>1,115,350</b>	<b>683,999</b>	<b>61.3%</b>
Personnel Expenses	433,000	199,451	46.1%
Contractual Services	2,854,200	1,400,477	49.1%
Commodities	27,150	17,904	65.9%
Other Charges	33,800	3,850	11.4%
Transfers Out	49,000	28,583	58.3%
<b>Operating</b>	<b>3,397,150</b>	<b>1,650,265</b>	<b>48.6%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,512,500</b>	<b>\$ 2,334,264</b>	<b>51.7%</b>

### WATER & SEWER IMPROVEMENT FUND

#### REVENUES

Licenses & Fees	100,000	339,171	339.2%
Miscellaneous Revenue	0	0	100%
Other Income	2,000	899	45.0%
Transfers In	453,345	340,009	75.0%
<b>TOTAL REVENUES</b>	<b>\$ 555,345</b>	<b>\$ 680,079</b>	<b>122.5%</b>

#### EXPENSES

Capital Outlay	1,121,800	210,672	18.8%
<b>TOTAL EXPENSES</b>	<b>\$ 1,121,800</b>	<b>\$ 210,672</b>	<b>18.8%</b>

Annual Budget	Year-to-Date	% Used	Significant Facts
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**MOTOR FUEL TAX FUND**

**REVENUES**

Allotments, Grants & Reimbursements	173,000	95,006	54.9%
Other Income	200	249	124.7%
<b>TOTAL REVENUES</b>	<b>\$ 173,200</b>	<b>\$ 95,255</b>	<b>55.0%</b>

**EXPENSES**

Capital Projects	175,000	0	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>0.0%</b>

**RETIREMENT FUND**

**REVENUES**

Taxes	591,950	295,077	49.8% Property Taxes
Other Income	400	134	33.5%
Transfers In	118,680	53,603	45.2% Employer Contributions from other funds
<b>TOTAL REVENUES</b>	<b>\$ 711,030</b>	<b>\$ 348,814</b>	<b>49.1%</b>

**EXPENSES**

Other Charges	711,030	281,621	39.6%
<b>TOTAL EXPENSES</b>	<b>\$ 711,030</b>	<b>\$ 281,621</b>	<b>39.6%</b>

**FRAUD, ALCOHOL & DRUG ENFORCEMENT FUND**

**REVENUES**

Other Income	0	4,200	100%
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 4,200</b>	<b>100%</b>

**EXPENSES**

Other Charges	70,067	4,177	6.0%
<b>TOTAL EXPENSES</b>	<b>\$ 70,067</b>	<b>\$ 4,177</b>	<b>6.0%</b>

**VEHICLE MAINTENANCE FUND**

**REVENUES**

Transfers In	490,370	286,049	58.3%
<b>TOTAL REVENUES</b>	<b>\$ 490,370</b>	<b>\$ 286,049</b>	<b>58.3%</b>

**EXPENSES**

Personnel Expenses	144,000	69,705	48.4%
Contractual Services	125,060	60,457	48.3%
Commodities	175,800	38,779	22.1%
Other Charges	20,610	8,899	43.2%
Transfers Out	22,360	6,644	29.7%
<b>TOTAL EXPENSES</b>	<b>\$ 487,830</b>	<b>\$ 184,484</b>	<b>37.8%</b>

**E911 FUND**

**REVENUES**

Licenses & Fees	375,000	106,862	28.5%
Other Income	200	123	61.6%
<b>TOTAL REVENUES</b>	<b>\$ 375,200</b>	<b>\$ 106,986</b>	<b>28.5%</b>

**EXPENSES**

Contractual Services	310,900	144,282	46.4%
Other Charges	151,000	93,437	61.9%
<b>TOTAL EXPENSES</b>	<b>\$ 461,900</b>	<b>\$ 237,719</b>	<b>51.5%</b>

**PARK DEVELOPMENT FUND**

**REVENUES**

Other Income	236,100	132	0.1%
<b>TOTAL REVENUES</b>	<b>\$ 236,100</b>	<b>\$ 132</b>	<b>0.1%</b>

**EXPENSES**

Other Charges	188,500	12,494	6.6%
<b>TOTAL EXPENSES</b>	<b>\$ 188,500</b>	<b>\$ 12,494</b>	<b>6.6%</b>

Annual Budget	Year-to-Date	% Used	Significant Facts
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**TRAFFIC SIGNAL SSA**

**REVENUES**

Other Income	0	13	100%
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 13</b>	<b>100%</b>

**EXPENSES**

Contractual Services	4,880	0	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 4,880</b>	<b>\$ -</b>	<b>0.0%</b>

**GENERAL CAPITAL**

**REVENUES**

Grants	430,000	0	0.0%
Other Income	1,200,000	11,657	1.0%
Transfers In	2,553,636	0	0.0%
<b>TOTAL REVENUES</b>	<b>\$ 4,183,636</b>	<b>\$ 11,657</b>	<b>0.3%</b>

**EXPENSES**

Facilities	748,000	347,295	46.4%
Equipment	278,000	24,744	8.9%
Furniture & Fixtures	50,000	22,411	44.8%
Storm Sewer & Water	253,000	19,864	7.9%
Parks	807,020	151,577	18.8%
Roadways	260,005	6,901	2.7%
Vehicles	228,000	113,796	49.9%
Miscellaneous Capital	27,000	0	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 2,651,025</b>	<b>\$ 686,589</b>	<b>25.9%</b>

**POLICE PENSION FUND\*\***

**REVENUES**

Taxes	833,550	20,238	2.4%	Property Taxes
Employee Contributions	216,700	88,646	40.9%	
Other Income	105,450	459,666	435.9%	Investment Income
<b>TOTAL REVENUES</b>	<b>\$ 1,155,700</b>	<b>\$ 568,550</b>	<b>49.2%</b>	

**EXPENSES**

Contractual Services	107,600	36,001	33.5%
Other Charges	1,048,100	404,257	
<b>TOTAL EXPENSES</b>	<b>\$ 1,155,700</b>	<b>\$ 440,258</b>	<b>38.1%</b>

*\*\*The Police Pension Board contracts their accounting services resulting in a reporting delay. Amounts are as of 05/31/2016.*

**SEDGEBROOK SSA**

**REVENUES**

Taxes	1,159,700	777,113	67.0%	
Other Income	15,000	9,114	60.8%	Interest Income
<b>TOTAL REVENUES</b>	<b>\$ 1,174,700</b>	<b>\$ 786,226</b>	<b>66.9%</b>	

**EXPENSES**

Contractual Services	15,000	1,355	9.0%
Capital Outlay	1,159,700	762,569	65.8%
<b>TOTAL EXPENSES</b>	<b>\$ 1,174,700</b>	<b>\$ 763,924</b>	<b>65.0%</b>

**REQUEST FOR BOARD ACTION**  
**Committee of the Whole Meeting**  
**July 25, 2016**

**Subject:** Consideration, Discussion of a Proposal from Waste Management for contractual leaf pick-up service contingent upon a Renewal of the Village's current Wastehauler Contract (Village of Lincolnshire)

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**Action Requested:** Consideration, Discussion and Direction from the Village Board

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**Originated By:** Bradford H. Woodbury, Public Works Director

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**Referred To:** Village Board

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**Summary / Background:**

**Leaf Pick-Up Service Overview**

The Village has conducted leaf collection for its residents since the early 1970's. In the past, Village staff not only collected the leaves but then hauled them away for disposal. For at least the last fifteen years, the Village has contracted hauling and disposal services. Throughout the past several years the Public Works department has conducted leaf collection service at a significant cost to the Village.

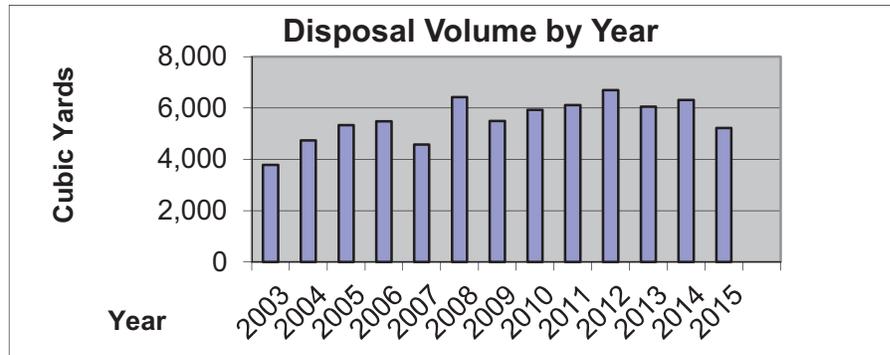
The leaf program commences the third Monday in October and concludes the last Friday in November for a total of six weeks. The Village collects leaves along all public residential streets. The Village does not service private subdivisions, condominium complexes, or commercial areas. Staff estimates 1,200 residential properties participate in the leaf program. Collections are made on alternating weeks for the neighborhoods situated east or west of Riverwoods Road. Properties west of Riverwoods Road are scheduled for five weeks, while properties east of Riverwoods Road are scheduled for four weeks. During week 6, personnel pick up leaves from residential areas on both sides of Riverwoods Road.

The volume of leaves picked-up varies by week. Atmospheric conditions, such as a hard freeze or heavy rain, can have a significant impact on the volume. Thus, the amount of equipment and manpower assigned to the program can vary day-to-day and week-to-week.

The Village's leaf collection program involves utilizing three trailer-mounted, self-contained leaf machines. Two of the machines have a 14 cubic yard capacity. These machines are pulled by pickup trucks. The third machine has a 25 cubic yard capacity and is pulled by a six-wheeled dump truck. At the peak of leaf season, all three machines are utilized. A driver and an operator are assigned to each machine. The Public Works Director inspects the streets and assigns crews to the appropriate streets. The Public Works Fleet Division has two employees which prep the machines prior to the start of the season and before each day's work. They also make repairs as necessary to maximize operational time of the machines. Village crews transport the collected leaves to a central transfer point at 45 Londonderry Lane. From there, a private contractor transports the leaves in semi-trailers to a farm for composting.

## **Volume**

In the last ten years, the volume of leaves disposed has steadily grown. This change in volume is due to the increase in numbers and sizes of trees throughout the Village; the expansion of the Village limits over the past decade; as well as the increase in residents taking advantage of the program in lieu of utilizing a private landscaper to remove the leaves. Village Public Works staff collected data by filling out log sheets during every shift to document a total annual volume of leaves collected by Staff during each particular year. This data is shown on the following graph. The difference between the volume collected and the volume disposed is explained by the fact that the leaves are continually decomposing and losing moisture while they are stockpiled at the Village's yard.



## **Resident Participation**

Based on data collected in 2011, staff estimates 70% of single family residences in the Village participate in the Leaf Pick-Up program. Staff interprets this data to mean that 70% of the eligible properties or 1,200 of the 1,707 homes participate in the program. The Village has a total number of 2,539 residential units in the Village, which includes single-family, townhome, and condominium residences. Based upon data collected previously, approximately 1,200 of the 2,539 residential properties in the Village, or 47 % of all residential units, participate in the program.

## **Manpower**

Each leaf machine is staffed by two employees. The Village deploys as many as three machines at any given time. Additionally, Village fleet mechanics provide maintenance and repairs to the equipment. The Public Works Director oversees the program and also responds to residential inquiries about the status of pick-up.

## **Program Expenditures:**

1. Man hours: Man hours required for program preparation, execution, and completion. This includes equipment set-up and maintenance, site preparation, leaf pick-up and disposal, and clean-up operations. Averages of approximately 1,568 man hours are spent annually with 171 hours being overtime. Total man hours vary depending on emergencies and other extenuating circumstances.
2. Equipment: For leaf pick-up: 1 two-ton dump truck, 1 one-ton pick-up, 1 one-ton dump trucks and 2 ODB SCL800TM14 leaf loaders and 1 ODB SCL800TM25 leaf loader at 1,485 hours each.

3. Leaf Disposal: 6,660 Cubic Yards collected.  
 2015 total of 5,510 cubic yards disposed of at \$8.00 per yard totaling \$44,080.00.

**Annual Lincolnshire Leaf Service Program Cost**

Labor (Avg. of employee hourly rate)	\$30.56
(Avg. of employee overtime rate)	\$45.84
Leaf Pick-up Straight Time (\$30.56 X 1,397 hrs.)	\$42,692.32
Leaf Pick-up Overtime (\$45.84X171 hrs.)	\$7,838.64
Equipment Repair Straight Time(\$30.56 X 76.5 hrs)	\$2,337.84
Equipment Repair Overtime (45.84 X 60 hrs.)	\$2,750.40
<b>TOTAL LABOR</b>	<b>\$55,619.20</b>
Equipment:	
Annual Amortized Expense (depreciation)	\$12,916.66
Parts and Materials	\$8,719.19
Fuel	\$7,090.80
Purchase of a leaf machines	\$43,700.00
<b>TOTAL EQUIPMENT</b>	<b>\$72,426.65</b>
Leaf Disposal:	
Contractual Leaf Removal	\$58,000 in 2016 Budget
Purchase of Leaf Bags Distributed	\$3,000
<b>TOTAL DISPOSAL</b>	<b>\$61,000.00</b>
<b>TOTAL ANNUAL PROGRAM EXPENSE</b>	<b>\$189,045.85</b>

**Waste Management Proposal Cost**

Waste Management has proposed a Leaf vacuum service to Village residents as currently serviced with three passes each side of town at an annual cost of \$90,000.00 per year billed to the Village, starting mid-October each year. This option is with the Village paying for disposal separately. Staff would currently budget to keep the disposal of leaves through a separate contract at the cost of \$58,000.

The total cost of Leaf Pick Up Service to the Village Entering into a contract with Waste Management is as follows:

<b>TOTAL ANNUAL OUTSOURCING COST</b>	<b>\$90,000.00</b>
<b><u>TOTAL ANNUAL DISPOSAL COST</u></b>	<b><u>\$58,000.00</u></b>
<b>TOTAL PROGRAM EXPENSE OUTSOURCED</b>	<b>\$148,000.00</b>

If Waste Management disposes of the leaves, the price is \$1,084.00 per load for disposal in addition to the charge to pick up the leaves. This would include the loading, transportation and disposal of the leaves. The Village has averaged close to 350 loads per year. Disposal of

leaves through Waste Management would cost well over \$400,000 and would be cost prohibitive to the Village. Currently the Village is under the final year of the leaf hauling disposal contract with Ramirez Trucking at an annual cost of \$58,000.00. Therefore Staff recommends continuing to outsource the disposal of leaves separately rather than through Waste Management.

**Waste Hauler Contract Renewal**

Waste Management has been under contract with the Village since 1996. Over the course of the past twenty years the contract was re-bid in 2009 and renewed once in 2012. The current contract is eligible for an additional renewal period of sixty (60) months in 2017. Over the past several years, Village staff has received favorable feedback from a majority of residents regarding Waste Management. Furthermore, the Waste Management team has been very cooperative in working with Staff to mitigate any waste hauling related issues. Village Staff met with Waste Management on several occasions over the past two (2) years to investigate the possibility of outsourcing the Village’s leaf pick-up program.

On June 8, 2016, Waste Management provided the Village a proposal agreeing to perform Leaf Pick-Up service for the Village contingent upon the Village renewing the current service agreement for a period of no less than sixty (60) months.

Waste Management has proposed the following:

**The Village agrees to a five (5) year contract extension/proposal which includes the following items:**

1. Continued waste, recycling and landscape service schedule as we do now, including a weekly bulk item collection as offered in the previous contract.
2. Continued services to Village facilities at no charge.
3. Waste, Recycling collection services for Village events such as the Taste of Lincolnshire and 4<sup>th</sup> of July Events at no charge.
4. Waste Management will agree to hold the current residential rate for all services for the first year of the extension period. The proposed year one pricing as follows:

Type of Service	Current Rate	1/1/2017 Rate
35g Limited Service	\$17.78	\$17.78
64g Limited Service	\$18.90	\$18.90
96g Limited Service	\$20.03	\$20.03
35g Unlimited Service	\$18.43	\$18.43
64g Unlimited Service	\$19.97	\$19.97
96g Unlimited Service	\$21.10	\$21.10
Trash/Yard waste Sticker	\$3.13	\$3.13
Seasonal Yard Waste	\$167.50	\$167.50
Senior Discount 10%	10%	10%

5. Annual adjustments for years 2-4 subject to the CPI with a floor of 2.0% and a ceiling of 4.0% per year which would apply to both the Leaf pick-up service and Wastehauling contract.
6. Leaf vacuum service to the Village residents as currently serviced with three passes each side of town in the amount of \$90,000.00. Disposal fees would be approximately \$1,084.00 per load should the Village elect this option.
7. Food scraps will be able to be mixed with the yard waste during yard waste season for no additional charge. We do require that residents use a rigid container and plastic/compostable bags are not allowed. This program is contingent on local processing and economics. WM is willing to discuss a program that would include year round service if the Village were interested.
8. Waste Management will collaborate with the Village on targeting local businesses to carry trash/yard waste sticker with the goal of having at least three outlets.

**Additional Services to Consider:**

An optional service Waste Management is offering a new program called the "At Your Door Service." This service was created to help off-set the loss of Electronics Recycling sites through SWALCO as well as offer a convenient way to dispose of household hazardous waste rather than take it to a drop off location. This special collection service provides residents with front-porch service to remove the difficult, sometimes hazardous and hard-to-recycle items almost every household accumulates. These items include pesticides, household chemicals, sharps, electronic waste, batteries, fluorescent lamps, automotive waste products (including oil), paints, thinners. Staff has traditionally received a high volume of annual calls from residents asking how to properly recycle these items. Waste Management would offer this service at an additional Village-wide charge of \$1.25 per home per month. This cost could be built into the regular monthly rate. Staff feels this would be an extremely beneficial service to residents; however, direction from the Village Board on whether or not to pursue such a program is requested.

**Budget Impact:**

The proposal received from Waste Management was to perform leaf pick-up service in the amount of \$90,000.00 for a 6-week pick-up program. Even when factoring in the cost of staff oversight of this contract, the proposal from Waste Management is significantly less than what the Village currently spends to provide this service. If the leaf pick-up program were to be contracted out, it would eliminate the need to replace a leaf machine every three years leading to a savings of approximately \$337,000.00 over the next 10 years; based upon the current 10-Year Capital Plan. In the near term, staff would advocate keeping one machine to use in the event a leaf pick-up issue arises in the field.

By not performing leaf collection in-house, approximately 1,568 maintenance hours will be freed for other higher level public works activities, and approximately 136.5 fleet service hours will be freed for other fleet maintenance activities. While the freeing up of staff resources is not a direct budget saving, eliminating the equipment and fuel expenses would save approximately \$73,000.00 per year.

**Service Delivery Impact:**

In order to maintain the high level of service our Village residents expect, Village Staff wanted assurance that Waste Management was qualified in that they possessed the proper equipment

and personnel necessary to provide this service. Currently, Waste Management performs leaf pick-up service in Lake Zurich, Grayslake and Gurnee. Staff contacted these municipalities and received extremely positive input with regards to the leaf pick-up service. Contracting leaf pick-up will free up approximately 1,600 man hours which would allow Staff to perform higher level maintenance activities. These activities include providing support at North Park for athletic field maintenance to assist with mowing, field set-up, field painting, building maintenance and other tasks. Additional Staff would also be freed up to assist with storm sewer infrastructure maintenance (catch basin repair, flushing and cleaning), engineering related field inspections, Boo Bash preparation, natural area and open space maintenance (brush mowing, invasive weed removal, buckthorn removal, prescribed burning, path restoration), in-house hazardous tree removals and extensive parks related maintenance.

**Recommendation:**

Staff recommends the Village considering entering into a Professional Service Agreement with Waste Management for contractual leaf pick-up service in the amount of \$90,000.00 and renewal of the current waste hauler contract with Waste Management for a period of sixty (60) months.

**Reports and Documents Attached:**

- Proposal from Waste Management – Including Leaf Pick-Up Service
- At-Your-Door Service Informational Brochure
- Current Waste hauler Contract

<b>Meeting History</b>	
<b>Committee of the Whole Meeting</b>	<b>July 25, 2016</b>



# Village of Lincolnshire

Solid Waste Removal, Yard Waste Removal, and Recycling Program

*Community and environmental stewardship at its best.*

June 8, 2016

Mike Brink, Public Sector Solutions Manager  
mbrink@wm.com | 630 816-9753

**WASTE MANAGEMENT**  
700 E. Butterfield Rd, 4<sup>th</sup> Floor  
Lombard, IL 60148  
(630) 652-9220 Phone

June 8, 2016

Mr. Brad Burke  
Village Manager  
Village of Lincolnshire  
One Ole Half Day Road  
Lincolnshire, IL 60069

**RE: Contract Agreement for Refuse, Recyclable and Yard waste Collection  
Proposal for Contract Extension**

Dear Mr. Burke:

Waste Management of Illinois, Inc. ("WM") sincerely appreciates the opportunity to offer the Village of Lincolnshire ("Village") the following proposal to extend our current contract for comprehensive waste, recycling and environmental services. Our proposal is backed by our commitment to provide the highest quality service to the Village of Lincolnshire.

As you know, Village and WM have been partners in waste and recycling for many years. In recognition of this long-standing partnership, WM would like to offer some enhancements to the services we currently provide. These additional services include leaf-vac service, a sharps kiosk for placement at the Village Hall, fluorescent light bulb recycling, and a convenient way for your residents to recycle electronics and HHW material. We are open to discuss these and any other services that would like to consider as you continue to enhance the services you provide to your residents.

WM proposes to provide for the Village's future refuse, and recycling, as follows:

## 5-Year Contract Extension Proposal

1. Continued waste, recycling and landscape service schedule as we do now, including a weekly bulk item.
2. Continued services to Village facilities at no charge.
3. Waste, Recycling for Village events such as the Taste of Lincolnshire and 4<sup>th</sup> of July Events at no charge.
4. No increase for the first year of the extension, next increase would occur 1/1/2018

Type of Service	Current Price	1/1/2017 New Rate
35g Limited Service	\$17.78	\$118.78
64g Limited Service	\$18.90	\$18.90
96g Limited Service	\$20.03	\$20.03
35g Unlimited Service	\$18.43	\$18.43
64g Unlimited Service	\$19.97	\$19.97
96g Unlimited Service	\$21.10	\$21.10
Trash/Yard waste Sticker	\$3.13	\$3.13
Seasonal Yard Waste	\$167.50	\$167.50
Senior Discount 10%		

5. Annual adjustments for years 2-4 subject to the CPI with a floor of 2.0% and a ceiling of 4.0% per year.
6. Leaf vac service to Village residents as currently serviced with three passes each side of town for \$90,000.00 per year billed to the Village, starting mid-October each year. This option is with the Village paying for disposal separately. If WM disposes of the leaves, the price is \$1,084.00 per load for disposal in addition to the charge to pick up the leaves. This would include the loading, transportation and disposal of the leaves. We are willing to talk about different billing options like hourly charges.
7. Food scraps will be able to be mixed with the yard waste during yard waste season for no additional charge. We do require that residents use a rigid container and plastic/compostable bags are not allowed. This program is contingent on local processing and economics. WM is willing to discuss a program that would include year round service if the Village were interested.
8. Waste Management will collaborate with the Village on targeting local businesses to carry trash/yard waste sticker with the goal of having at least three outlets.
9. Optional WM At Your Door service for an additional Village-wide charge of \$1.15 per home per month. Please see additional attached information on this exceptional program that allows for door-to-door pickup of HHW and electronics from residents.

10. Enhanced Services:

***Additional Services***

As detailed in Appendix A, the following additional services will be provided to the Village by WM at “No Charge”:

**(1) Sharps Kiosks**

**Fluorescent Bulb Recycling**

We sincerely appreciate your time and consideration of our proposal for continued service. We have enjoyed our long working relationship with the Village and we hope we can continue our partnership in future. Please contact me at (630) 816-9753 with any questions you may have.

Sincerely,

Michael Brink  
Public Sector Representative  
Waste Management of Illinois, Inc.

## Appendix A - Additional Services to be provided to Village of Lincolnshire

In conjunction with the contract for collection of refuse, recyclables, and yard waste from Antioch, Waste Management will provide the following value-added service:

### 1. Sharps Kiosk

Waste Management will supply one pharmaceutical return kiosk for sharps at “no cost”. We will also supply 7 cases of sharps containers per year for residential use and the service of the unit. Each case holds 36 boxes of sharps containers. We estimate that this will be the annual usage in the Village.



### 2. Fluorescent Bulb Recycling Kits

Waste Management will supply the Village with five Waste Management “Lamp Tracker” Recycling Kits, at “no cost”, for the Village to dispose of their light bulbs for proper recycling. Each box holds approximately 125 bulbs.

### 3. At Your Door Service of residential HHW and Electronics

Please see the attached information.

## APPENDIX A



# At Your Door Special Collection<sup>SM</sup>

A service of Waste Management

Proposal for Extension of your recycling program for

# Village of Lincolnshire, IL



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## Introduction

Waste Management is pleased to submit this proposal for the At Your Door Special Collection<sup>SM</sup> service. Waste Management’s At Your Door Special Collection<sup>SM</sup> is a service provided to residents to collect the difficult, sometimes hazardous and hard-to-recycle items that almost every household accumulates. We make it easy for residents to dispose of these items, by collecting the materials at their door– safely,

easily and responsibly. Experience is key- This program has served hundreds of thousands of homes since 1995<sup>1</sup> and currently manages programs for dozens of public agencies in many states.

Our mission is to provide quality and convenient special material management services to public agencies. Waste Management's At Your Door Special Collection<sup>SM</sup> service is focused on the collection and proper management of home generated special materials.

## Statement of Work

The program begins when the public is informed about how to participate. Following are the elements of the At Your Door Special Collection service and how it works.

### Resident Initiates Collection

To participate, residents call our toll free number 1-800-449-7857, e-mail [ATYOURDOOR@WM.COM](mailto:ATYOURDOOR@WM.COM) or go to [www.WMATYOURDOOR.COM](http://www.WMATYOURDOOR.COM) and request a collection at their home. A Customer Service Representative from our U.S. based call center answers the call or online request. The participant is asked for basic information: name, address, phone number, how they learned of the program, single or multi-family home and an inventory of the material. The representative discusses the program guidelines with the participant, including the placement of the material on collection day. The call center is available from 5 am- 5pm Pacific Time, Monday through Friday. Both English and Spanish speaking representatives are available. There is an automated call system available after hours and on holidays.

### Collection Is Scheduled

The participant is provided with a date when they must place their material at the entrance door or in front of their garage or if multi-family, in a safe location. That predetermined location is noted by the Customer Service Representative for use by the Service Technician.

The frequency of collection routes will vary depending upon demand. When programs first start and during seasonal peaks such as spring and fall cleaning times, there is usually a higher demand resulting in longer periods between the call and the collection.

### Packaging

A collection kit will be sent via U.S. mail (or other method) to the participant, who will package the materials and place it out on the designated collection date. The kit consists of a plastic bag, bag tie, survey card, labels (for use as needed by resident) and an instruction sheet. The instruction sheet reiterates the collection date and items discussed with the Call Center Customer Service Representatives. Residents collect their items and place them inside the kit bag per the instruction sheet.

Should the Customer Service Representative determine that the resident requires more than one bag, the resident will, depending upon the schedule, be offered the opportunity to have all items collected at the same time. In the event the schedule is too heavily booked at the time of the request, the resident will be offered alternative days for collection of their materials. After a resident receives their kit, they may contact our program again if they have more items than will fit inside a single bag. The Customer Service Representative will provide the resident with two options. The first option is to keep the collection date as scheduled for the single kit. Then, a second collection date will be scheduled and a second kit will be mailed to the resident. The second option is to cancel the first collection date and mail the resident another collection kit. Then schedule the collection at a later date when all of the materials can be collected at the same time. Participants will be discouraged from requesting a collection of very small

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<sup>1</sup> Includes when the company was under different ownership.

quantities, i.e., a single can of paint or only used motor oil. Residents with only used motor oil will be directed to local collection centers. Residents with very small quantities will be directed to combine their items with neighbors, if possible.

All containers must be labeled and they cannot leak. If a container leaks, participants are instructed to transfer it to a non-leaking container and label it. If a container is not labeled, participants are provided labels to place on the container. Additional instructions may apply based on applicable regulations. Leaking containers or containers without labels will not be collected.

## Collection

On the established pickup date, a Service Technician will arrive at the home during the day, inspect the material for eligible items, and package the material based upon hazard classification. All materials must be placed outside of the home. Waste Management employees will not enter the premises to gather or remove any material.

For multifamily dwellings, materials should be collected at a central, mutually agreed upon ground level location. Multi-family participants can designate a safe place at their building where the bags can be collected (never at the curb or on public property).

For single family homes, materials are to be placed near the front door area or garage area, but never on public property, at the curb, street or alleyway.

In the event the materials are ineligible, e.g., unlabeled, leaking, commercial material, or listed on the unacceptable list, the resident will be contacted and/or a door hanger will be left with instructions. Residents are not required to be present during the collection.

## Transport

Acceptable materials are transported to a transfer facility and then sent to various recycling and processing facilities. Once the items are collected, Service Technicians work to responsibly manage it and recycle as much as possible. Emphasis is placed on recycling, then treatment, followed by incineration, then secure landfills.

## Safety

At Waste Management, safety is a core value, a cornerstone of operational excellence. It is a philosophy that is embedded in the way we work, the decisions we make, and the actions we take. With thousands of trucks on the road every day, we recognize the responsibility to hold ourselves to the highest standards to protect our customers, our employees and our communities. Waste Management's goal is to maintain our world-class safety record. The program has been designed with safety in mind. Each aspect of this program has been reviewed for potential health and safety implications. This includes the materials we do not accept and the reason on why we cannot pick up unknown items and leaking containers.

## Eligible Items

In general, most ordinary household chemicals and many electronics are eligible for collection. Only items originating from households are eligible, no business materials are allowed. Console TV's and similar consumer electronics, in limited amounts, are eligible unless they originate from a business. This list is not all-inclusive and may vary depending on state and local regulations. We reserve the right to modify the list.

The quantity of material that can be collected at any one time is limited to the items that can be

placed inside the kit bag along with designated items that may be placed outside the bag. Materials that can be placed outside the kit bag include:

- Up to 1 television, 4 vehicle batteries, 5 fluorescent tubes and/or compact florescent lamps (CFL)
- One computer system consisting of one each: CPU/tower, laptop, monitor, keyboard, mouse, and desktop printer
- Up to 25 pounds of electronics with circuit boards such, as a CD ROM, VCR, DVD/CD/tape player, cell phone, MP3 player, desktop scanner, fax machine, microwave and related cords.

#### **Garden Chemicals**

- Insect sprays/Insecticides
- Weed killers
- Other poisons, rat poison
- Fertilizer
- Herbicides
- Pesticides

#### **Swimming Pool Chemicals**

- Pool acid
- Chlorine: tablets, liquid
- Stabilizer

#### **Automotive Material**

- Motor oil
- Antifreeze
- Waxes/Polishes
- Cleaners
- Brake fluid
- Used oil filters
- Transmission fluid
- Windshield washer fluid
- Hydraulic fluid
- Vehicle batteries
- Gasoline and Diesel fuel (must be placed in containers designed and sold for the containment and transportation of fuel. 10 gal. max.)

#### **Flammable & Combustible Materials**

- Kerosene
- Solvent

#### **Misc. Household**

- Household batteries
- Florescent tubes/ Compact florescent bulbs
- High intensity lamps
- Hobby glue

- Driveway sealer (max. 5 gal.)

#### **Mercury Containing Devices**

- Thermostats
- Thermometers
- Switches

#### **Paint Products**

- Oil based paint
- Latex paint
- Stripper and thinner
- Caulking
- Wood preservative and stain
- Sealer
- Spray paint
- Artist paint

#### **Household Cleaners**

- Ammonia
- Floor stripper
- Drain cleaner
- Floor cleaner
- Tile/shower cleaner
- Carpet/upholstery cleaner
- Rust remover
- Naval jelly

#### **Sharps**

(must be placed into a rigid, sealed, puncture resistant container)

- Needles
- Lancets

#### **Electronics with Circuit Boards**

- Televisions
- Computer monitors
- CPU/computer tower
- Laptop compute
- Tablet computer

- Keyboard
- Mouse
- Fax machine
- Desktop printer/scanner
- CD ROM
- Related cords
- DVD/CD/tape player
- VCR
- Cell phone
- MP3 player, iPod
- Microwave oven

## Ineligible Materials

Commercial material, material from businesses, and unusually large quantities of the same material are not eligible for this program. List is not all-inclusive and will vary depending on state and local regulations. We reserve the right to modify the list.

- Biological Waste
- Ammunition and Explosives
- Appliances
- Asbestos
- Commercial chemicals
- Construction related materials
- Containers over 5 gallons
- Fire Extinguishers
- Food Waste and cooking oil
- Gas cylinders/pressurized cylinders
- Items that are not hazardous
- Liquid mercury/Elemental mercury and broken items that contain mercury
- Materials improperly packaged for transportation
- Materials in leaking containers
- Medicines/pharmaceuticals
- Radioactive materials, including smoke detectors
- Tires
- Trash, including bulky items (example: washers, dryers, and refrigerators)
- Unknown or unlabeled materials



The At Your Door program reserves the right to refuse collection of additional items not listed here. The At Your Door service reserves the right to refuse acceptance of any items it deems excluded, a hazard or out of the scope of the program, which is designed for the collection of home generated special materials.

## Recycling of Collected Materials

Thanks to our company's vast infrastructure and affiliated entities, we are able to recycle most of the materials collected. Thus, reclaiming valuable resources for the benefit of your community and the environment. The following are some methods used to recycle or treat some of these materials.

- Lamps/CFL's are accepted and managed by WM LampTracker®
- Recyclables (bottles, empty containers) to WM MRF when available
- Used oil and Antifreeze – recycling into new products or used as fuel
- Household/vehicle batteries -- recycling
- Mercury to WM Mercury Solutions, Inc.'s mercury retort facility
- Flammables to fuel blending (paints, solvents)
- Electronics are managed by WM Recycle America and affiliates

## Public Education

The At Your Door team can provide a recommended public education strategy for your community. The purpose of providing this program is to insure an effective communication effort to achieve our mutual goals, which are to insure that every resident understands that they can use the program when it is convenient to them. While not every household will utilize the program, all residents should understand that they have the ability to contact us at anytime. Our public education program recommendations are designed to maintain a respectable level of participation and a high degree of participant satisfaction within the pricing provided for this program.

The At Your Door Special Collection service is committed to the successful implementation of the program proposed in this document. This is a service offered by Waste Management and should be referred to as Waste Management's At Your Door Special Collection<sup>SM</sup> service, the At Your Door Special Collection service or the At Your Door service. Please do not refer to it simply as "At Your Door" or "AYD".

## Natural Disaster

In the event of a natural disaster affecting the community e.g. a hurricane, the At Your Door Special Collection program will be suspended for a period of six months or other period upon mutual agreement. The At Your Door program is designed for the ordinary collection of home generated special materials, a natural disaster changes the nature of that need. A natural disaster is defined as a community wide event including but not limited to a tornado, hurricane, earthquake, fires and floods.

## Participant Surveys

A postage-paid card addressed to the sponsoring agency program manager will be included in the kit sent to participants. The card lists several questions and is considered a “report card” mailed directly to the public agency’s designee. In an effort to continually improve our service, we request copies of survey cards or consolidated reports be sent to Shannon Pollacchi, At Your Door Special Collection<sup>SM</sup> Marketing Manager at [hpollacc@wm.com](mailto:hpollacc@wm.com).

## Reports

Items collected are entered into our proprietary database management system (*AYDNet*) by our Service Technicians. This data assists with monitoring the program. You may request a report that provides a summary of the materials collected, then provide that to the public agency. Your customer can track the contents of the waste streams that are collected. Additional data can be provided in Microsoft Excel.

## Pricing

The pricing offer stated below in this proposal will remain for a period of 90 days from 3/15/2016 provided however, that **WM of Illinois** and **Village of Lincolnshire, IL** must enter into a written contract.

The program is as follows:

Single and Multi- family homes (including electronics collection) = \$1.15 per home, per month

CPI Annual Adjustment 2.0% min-4.05% max

At Your Door Special Collection<sup>SM</sup> is a service of Waste Management. Collection services will be provided by a properly licensed/permitted subsidiary of Waste Management.

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**THINK GREEN®**



## At Your Door

Special Collection

### Responsible solutions for your difficult-to-recycle household items.

Waste Management makes it easy for residents of your community to dispose of and recycle home-generated waste – including household hazardous waste – safely, easily, and responsibly.

Our At Your Door Special Collection provides your residents with front-porch service to remove the difficult, sometimes hazardous and hard-to-recycle items almost every household accumulates. We'll carry away the pesticides, household chemicals, sharps, electronic waste, batteries, fluorescent lamps, automotive waste products (including oil), paints, thinners, and dozens of other items that don't belong with other recyclables or regular curbside pickup – items that, if not handled properly, may be hazardous to people, pets and the environment. Waste Management can even work with your community to customize an At Your Door Special Collection program that best suits your residents' needs.

As North America's leading environmental solutions company, Waste Management makes it easy for residents to get these items out of the house, by collecting them at your door. Thanks to our company's vast infrastructure and partnerships, we are able to recycle as much as 75% of the items, reclaiming valuable resources for the benefit of your community and the environment.



\*Certain waste materials not accepted. Call Waste Management for more information.



#### MATERIALS ACCEPTED WITH WASTE MANAGEMENT AT YOUR DOOR\*:

##### Automotive Waste Products

Antifreeze, batteries, brake fluid, motor oil and filters, fuels, and more

##### Garden Chemicals

Fertilizers, herbicides, insect sprays, pesticides, weed killers

##### Household Cleansers

Ammonia, heavy-duty cleansers, naval jelly, strippers, tile remover

##### Paint Products

Caulk, glue, paint, stripper, stain, thinner, wood preservative

##### Swimming Pool Chemicals

Chlorine tablets and liquid, pool acid, stabilizer

##### Electronic Waste

PCs, MP3 players, iPods®, TVs, DVD players, cell phones

##### Miscellaneous Household Waste

Artists' paint, CFL bulbs, electronics, sharps, household batteries, thermometers, and more

**THINK GREEN.®**



## At Your Door

### Special Collection

### How the Program Works

At Your Door Special Collection is available all year long, so your residents can use the service following a renovation, home clean-up, or whenever it's most convenient for them. By eliminating trips to drop-off locations, it saves them time and lowers their carbon footprint. It's especially useful for seniors, the disabled – and anyone pressed for time. Arranging a pickup at your doorstep is as easy as making a toll-free phone call or visiting us online.

- A helpful Waste Management representative answers questions and verifies the caller's eligibility for the service.
- The caller is given a date when our customer service technicians will arrive to remove the waste. It is not necessary for the resident to be at home at that time.
- The participant is mailed a collection kit for the waste. It includes a bag, labels, simple instructions, and a zip tie for closing the bag.
- Home residents collect their household's hazardous waste in the bag and place it on the front porch or near the garage.
- Multi-family participants can designate a safe place at their building where the waste can be collected (never at the curb).
- On the established pickup date, our technicians arrive, remove the waste, safely contain it in our specially designed trucks and drive to the next location.
- Once the waste is collected Waste Management technicians work to responsibly manage the waste and recycle as much as possible, typically up to 75%.

### An important note regarding pharmaceuticals

At Your Door Special Collection does not accept drugs of any kind, including over-the-counter medicines or other pharmaceutical products. However, Waste Management can work with your municipality to set up secure kiosks at convenient drop-off locations where residents can discard used or unwanted items (non-controlled substances only).

**For further information,  
please contact your  
Waste Management  
representative or  
call the At Your Door  
Special Collection team  
at 1-800-449-7587.**



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**THINK GREEN.®**

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**EXCLUSIVE AGREEMENT FOR COLLECTION,  
DISPOSAL OR MANAGEMENT OF RESIDENTIALLY GENERATED MUNICIPAL  
WASTE, RECYCLABLES AND LANDSCAPE WASTE**

WHEREAS, the **VILLAGE OF LINCOLNSHIRE**, ("the **VILLAGE**") desires to enter into (or extend) an agreement for municipal waste, recyclables and landscape waste collection, disposal or management (the "**AGREEMENT**") from residences within the **VILLAGE** by a single waste hauler, **WASTE MANAGEMENT** (the "**CONTRACTOR**"); and

WHEREAS, the **VILLAGE** wishes to provide for the health and welfare of its residents while providing the best value in services and believes that the public interest will be best served by entering into an **AGREEMENT** which will provide a single waste collector with the exclusive right to collect, dispose or manage municipal waste, recyclables and landscape waste from residences; and

WHEREAS, the **VILLAGE** recognizes that a single waste collector will reduce the number of heavy vehicles in the **VILLAGE** and better preserve and protect the public streets within the **VILLAGE**; and

WHEREAS, the right of a municipality to enter into an exclusive **AGREEMENT** with a single residential waste collector is contemplated by both Illinois statutory law (65 ILCS 5/11-19-5) and the Illinois Supreme Court in Strub v. The Village of Deerfield, 19 Ill. 2d 401, 167 NE.2d 178 (1960); and

WHEREAS, the **CONTRACTOR** represents that it has the equipment and personnel necessary to perform its responsibilities under this **AGREEMENT** and is ready, willing and able to perform hereunder;

NOW, THEREFORE, it is hereby mutually understood and agreed by and between the **VILLAGE** and the **CONTRACTOR** as follows:

1. Scope of Work. The **CONTRACTOR** shall perform residential collection, disposal or management of Municipal Waste (as hereinafter defined), Recyclable Materials (as hereinafter defined) and Landscape Waste (as hereinafter defined) (hereinafter collectively referred to as "the Work") within the **VILLAGE** at all individual residential dwellings and Westminster Woods. The **CONTRACTOR** shall, at its sole cost and expense, furnish all labor, equipment, materials, supplies and the like to accomplish said collection and disposal services as described herein under the terms and conditions set forth herein.

2. Term. The **CONTRACTOR** shall commence work on January 1, 2012 (the "Start Date") for an initial sixty (60) month term with an option, if exercised by the **VILLAGE** in writing at least ninety (90) days prior to the expiration of the initial term or an extended term, to extend the **AGREEMENT** for one (1) additional sixty (60) month term, subject to the **VILLAGE'S** right to terminate this **AGREEMENT** as provided in Section 20 hereof.

3. Entire Agreement. This **AGREEMENT** constitutes the entire and only agreement between the parties relating to the Work and the compensation therefore and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral.

4. Reporting. The **CONTRACTOR** shall prepare and submit to the **VILLAGE** and to the Solid Waste Agency of Lake County, Illinois (Agency), reports detailing solid waste disposal, recycling materials and landscape waste for the previous month, including without limitation, recycling participation rate, the amount of solid waste, recyclables or landscape waste collected; and, the vendor purchasing or receiving the recyclables and the facilities receiving the waste materials. Reports shall be submitted quarterly, not later than thirty (3) days following the end of the quarter.

5. Services to be rendered in Workmanlike Manner. The services to be rendered by the **CONTRACTOR** herein shall be performed in an orderly, efficient and workmanlike manner, with a work force adequate to accomplish the same on a regular basis despite adverse conditions, equipment breakdowns or similar hindrances, all to the reasonable satisfaction of the **VILLAGE**. All property, which suffers damage caused by the **CONTRACTOR**, including, but not limited to sod, mailboxes, or gardens, shall be repaired or replaced as soon as possible to equivalent quality at the time of the damage. The costs of such repairs or replacement shall be borne solely by the **CONTRACTOR**. **CONTRACTOR** shall repair or replace, at its expense, containers damaged as a result of its handling thereof, reasonable wear and tear expected. The **CONTRACTOR** shall replace lids or covers on containers immediately after emptying. **CONTRACTOR'S** employees shall close all fence gates both upon entering and leaving premises and shall not cut across rear, front, or side yards, or flower beds to adjoining premises without permission of the owner.

6. Schedule. The starting time for the pick-up service described herein shall not commence earlier than 7:00 a.m. and end no later than 5:00 p.m. on the Wednesdays of each week. Pick up service on any other days or at any other times must be specifically approved by the **VILLAGE**, with the exception of individual missed collections which would be completed within 24 hours of notification. Non-collection due to agreed upon holidays shall be the following day. Holidays to be observed by the **CONTRACTOR** are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

7. Brochure. Upon execution of this **AGREEMENT**, the **CONTRACTOR**, at its expense, shall be required to develop, print and distribute to all single family residential customers, residents of Westminster Woods, and all new customers a brochure, approved by the Village, establishing regular service throughout the **AGREEMENT** period and explaining the refuse, recycling and landscape waste programs covered under this **AGREEMENT**. The brochure will include a method for residents to change their refuse, recycling and landscape waste services. The brochure shall be updated and distributed on an annual basis during the term of this **AGREEMENT** and any extensions.

8. Employees. In the event that any of the **CONTRACTOR'S** employees is deemed, in the reasonable discretion of the **VILLAGE**, to be unfit or unsuitable to perform the services required under the terms of this **AGREEMENT**, then, upon request of the **VILLAGE**, the **CONTRACTOR** shall take appropriate action to require such employee to properly discharge

his/her duties and, if that cannot be achieved, then remove such employee from work within the **VILLAGE** and replace him/her with a suitable and competent employee.

9. Minimum Customer Service Standards. The **CONTRACTOR** shall maintain an office and telephone toll free, for the receipt of service calls or complaints, and shall be available for such calls on all working days from 8:00 a.m. to 5:00 p.m. All complaints must be given prompt and courteous attention, and in case of a missed scheduled collection, the **CONTRACTOR** shall immediately investigate; and if verified, shall arrange for pick-up of said refuse within 24 hours after the complaint is received. The **CONTRACTOR** shall report monthly to the **VILLAGE** the status of service calls or complaints, and shall maintain a daily log of such calls or complaints received, which record shall be open to the **VILLAGE** for inspection at any reasonable time. Additional provisions relating to Minimum Customer Service Standards are contained in Exhibit A, a copy of which is attached hereto and made a part hereof.

10. Designated Agent. The **CONTRACTOR** shall designate in writing the person to serve as agent for the **CONTRACTOR** and liaison between the **CONTRACTOR** and the **VILLAGE**. The **CONTRACTOR** shall provide to the **Village** a direct line telephone number for this agent. The **CONTRACTOR** shall notify the **Village** of any changes to the agent within twenty-four (24) hours. The **CONTRACTOR** shall arrange for one of its representatives to stop at the **VILLAGE** Hall on a periodic basis, as determined by the **VILLAGE** and **CONTRACTOR**, to discuss any problems or missed collections called into the **VILLAGE**.

11. Compliance With Law. The **CONTRACTOR** shall comply with all applicable laws, ordinances, rules and regulations of any federal agency, the State of Illinois, County of Lake or the **VILLAGE** relating to the services required under the terms of this **AGREEMENT**.

The **CONTRACTOR** shall be required to obtain a permit from the **VILLAGE** under the **Village's** Ordinance(s) for the individual residential and Westminster Woods collection services which it performs hereunder. The **CONTRACTOR** shall comply with the provisions of this **AGREEMENT** regarding the collection services which it performs in the **VILLAGE** regardless of whether or not they are required by the **Village** Ordinance(s). In performing collection services, the **CONTRACTOR** shall be required to also comply with the provisions of the **Village** Ordinance(s) to the extent that they do not conflict with the **CONTRACTOR'S** obligations under this **AGREEMENT**.

12. Number of Residential Units Serviced. The **CONTRACTOR** shall maintain an accurate count by individual streets of all residential units to be serviced under the terms of this **AGREEMENT**. The **CONTRACTOR** must provide an annual accounting of the number of residential units receiving service. This number shall be provided within thirty (30) days of each anniversary date of this **AGREEMENT**.

13. Assignment. The **CONTRACTOR** agrees that neither this **AGREEMENT** nor any part thereof, may be sublet or assigned without the written approval of the **VILLAGE**. For purposes hereof, the transfer of 50% or more of the shares of stock in the **CONTRACTOR** corporation shall be deemed an assignment and be subject to the approval of the **VILLAGE**. Unless the **VILLAGE** has granted its written approval, neither the subletting nor assigning of this

**AGREEMENT**, or any part thereof, will relieve the **CONTRACTOR** of any of its liabilities under the terms of this **AGREEMENT**.

14. Program Descriptions

(A) Residential Waste Collection

(1) Definitions:

- (a) Municipal Waste: means garbage, general household and commercial waste, industrial lunchroom or office waste, and other material resulting from operation of residential, municipal, commercial or institutional establishments and from community activities, under 415 ILCS 5/3.290 which are not defined as Recyclable Materials or Landscape Waste.
- (b) Bulk Item: An item of Municipal Waste which one person can collect and weighs less than fifty (50) lbs. Appliances weighing over fifty (50) lbs are subject to special pick-up and optional service as provided herein.
- (c) Pay-Per-Bag/Tag System: The Pay-Per-Bag/Tag system may be used, as provided herein, by residential customers who do not wish Subscription Service for Landscape Waste Collection or who select to have “limited” waste collection. The **CONTRACTOR** shall provide such tags, at its cost, in sufficient numbers, as needed from time to time, to the **VILLAGE** for distribution at the **VILLAGE** Hall and shall make arrangements for the distribution of such tags with at least two (2) retail establishments within the **VILLAGE** or in close proximity to the **VILLAGE**, to be approved by the **VILLAGE**, such as grocery stores, hardware stores and home improvement stores.
- (d) Disposal: All Municipal Waste, as defined in this section, shall be removed from the **VILLAGE** at the close of each day of collection, and shall be disposed of at a Solid Waste Agency of Lake County – designated lawfully operated pollution control facility(ies) at the **CONTRACTOR’S** sole expense. The Agency-designated facilities in operation at the time of execution of this Contract are the Countryside Landfill in Grayslake, the Veolia/Zion Landfill in Zion and the Pheasant Run Landfill in Kenosha County, Wisconsin. Notwithstanding the foregoing, the **VILLAGE** reserves the right to direct the location of disposal to a pollution control facility that commences operations after the date of this

Agreement and utilized technology that results in a substantial increase in the beneficial reuse of such Municipal Waste when compared with the pollution control facility being used by the **CONTRACTOR**, provided that any increase or decrease in costs arising therefrom shall be negotiated to reflect the increase or decrease with the **CONTRACTOR**.

- (e) Equipment: The **CONTRACTOR** agrees to collect all **VILLAGE** waste in fully enclosed leak-proof modern packer-type trucks. Equipment used for special pick-up service may be open body trucks, dump trucks, and similar type equipment. When open body trucks are used, the **CONTRACTOR** will use care to see that no litter or scattering of waste material occurs by providing a suitable covering.
  
- (2) Frequency of Collection: Once-per-week.
  
- (3) Containers: Except as otherwise provided herein, residential customers shall select to use 93 gallon, 64 gallon or 35 gallon enclosed carts for Municipal Waste which are owned and maintained by the **CONTRACTOR**. The **CONTRACTOR** shall provide new residential customers with such carts prior to starting service.
  
- (4) Service Levels: Throughout the term of this **AGREEMENT** and any extensions hereof, the **CONTRACTOR** shall provide the following levels of services at the charges provided herein. No change in the level of service or charge shall be made by the **CONTRACTOR** unless approved by the **VILLAGE** in writing. Individual homeowner's have the right to refuse any level of waste collection services.
  - (a) Unlimited Service: Unlimited collection of Municipal Waste with existing 93 gallon carts, 64 gallon carts and 35 gallon carts and for Municipal Waste that cannot fit into those carts must be placed in a plastic or metal container or bag that does not exceed a weight limit of fifty (50) pounds. Unlimited collection also includes one bulk item and unlimited collection of Recyclable Materials in a 64 gallon or 96 gallon cart. The charge for this service is identified in Exhibit B.
  
  - (b) Limited Waste Collection: Limited collection shall mean, Municipal household waste to be placed at the curb shall be limited to the waste placed in subscribed existing 93 gallon

cart, 64 gallon cart or 35 gallon cart provided by Waste Management. Any additional waste shall require a Waste Management sticker be placed a plastic or metal container or bag that does not exceed a weight limit of fifty (50) pounds. Limited collection also includes one bulk item and unlimited collection of Recyclable Materials in a 64 gallon or 96 gallon cart. The charge for this service is identified in Exhibit B.

- (c) Senior Program: Residents 65 or older are eligible for a 10% discount for Municipal Waste based on the service level they select. The charge for this service is identified in Exhibit B.
- (d) Back Door Collection: Residents wishing to subscribe for back door collection may do so for an additional \$10 per week over their regular subscription level. All waste materials to be collected shall be easily accessible to the **CONTRACTOR**.
- (e) Special Pick-Up: All other solid waste materials not heretofore provided for shall be collected and disposed of in unlimited quantity as a special pick-up at a rate as identified in Exhibit C. Such items shall include auto parts, and large amounts of building materials (including lumber, structural steel, concrete, bricks and stones), pianos and such other bulky items that require more than one person to handle. A Special Pick-Up shall be accomplished within one week after a cost estimate is given or otherwise at such time as is agreed to by the Customer. No charge shall be made for Special Pick-Up during spring clean-up events.
- (e) White Goods/Large Appliances: The **CONTRACTOR** shall collect White Goods/large Appliances not containing freon at a rate as identified in Exhibit C. A White Goods/Large Appliance pick-up shall be accomplished within one week after a cost estimate is given or otherwise at such time as is agreed to by the Customer. White goods/Large Appliances shall be recycled for the scrap metal content of the item or recycled in such a manner, as technology shall allow.
- (f) Cost Estimates: The **CONTRACTOR** shall provide a residential customer with an estimate of the cost of a Special Pick-Up, and White Goods/Large Appliances services. The cost of such service shall be agreed to by the residential customer and the **CONTRACTOR** prior to rendering the service. Special pick-ups shall be accomplished within one week after a cost estimate is given or otherwise at such time

as is agreed to by the residential customer. Residential customers shall not be billed for extra charges unless a cost estimate has been agreed to by the residential customer in advance of the service being performed by the **CONTRACTOR**.

- (5) Special Clean-up Day: At a predetermined time during the year mutually agreed upon by the **CONTRACTOR** and the **VILLAGE**, there will be one day selected for a Special Clean-Up Day at no charge to the **VILLAGE** or its residents.
- (6) Time and Location of Service: All carts or containers shall be placed appropriately for collection by the resident on the day of scheduled collection by 7:00 a.m. Municipal Waste and Recyclable Material pickup shall be at the curbside or the edge of the public street in front of the residential unit to be served, or backdoor (if that service level is requested) on the collection day. Special arrangements shall be made by the **CONTRACTOR** to pick-up carts at another location for elderly or disabled residents and/or provide them with smaller carts or containers.
- (7) Public Building Collection: During the term of this **AGREEMENT**, the **CONTRACTOR** shall, at no cost to the **VILLAGE**, collect Municipal Waste and Recyclable Materials from containers in or about the public buildings which are owned or operated by the **VILLAGE** and at special events so designated by the **VILLAGE**. The locations, frequency and size of containers for the public buildings and the identity of special events, subject to revision by the **VILLAGE** from time to time, are set forth on Exhibit B attached hereto and made a part hereof.
- (8) Disposal: All Municipal Waste, as defined in this section, shall be removed from the **VILLAGE** at the close of each day of collection, and shall be disposed of at a Solid Waste Agency of Lake County-designated lawfully operated pollution control facility(ies) at the **CONTRACTOR'S** sole expense. The Agency-designated facilities, for which the Agency has entered into a "Host Agreement", and are in operation at the time of execution of this Contract are: the Countryside Landfill in Grayslake, the Veolia/Zion Landfill in Zion, the Pheasant Run Landfill in Kenosha County, Wisconsin, the Livingston Landfill in Livingston County, Illinois, the Lee County Landfill in Lee County, Illinois, The Mallard Ridge Landfill in Walworth County, Wisconsin and the Newton County Landfill in Newton County, Indiana. Notwithstanding the foregoing, the **VILLAGE** reserves the right to direct the location of disposal to another pollution control facility, provided that any increase or

decrease in costs arising therefrom shall be negotiated to reflect the increase or decrease with the **CONTRACTOR**.

- (9) Equipment to be used by **CONTRACTOR**: The **CONTRACTOR** agrees to collect all Municipal Waste in fully enclosed leak-proof modern packer-type trucks. Equipment used for special pick-up service may be open body trucks, dump trucks, and similar type equipment. When open body trucks are used, the **CONTRACTOR** shall use care to see that no litter or scattering of waste material occurs by providing a suitable covering. Prior to any renewal of this contract the **CONTRACTOR** will have converted all equipment, utilized in the **VILLAGE** to equipment which utilizes alternative fuel, i.e. compressed natural gas or other fuel. The **CONTRACTOR** is encouraged to make this conversion as soon as possible during the life of this contract.
- (10) Collection Schedule: **CONTRACTOR** shall be responsible for implementing the collection schedule for the **VILLAGE** as set forth herein. Any changes thereto shall be subject to approval by the **VILLAGE** of Mundelein Board of Trustees.

(B) Landscape Waste Collection

(1) Definitions:

- (a) Landscape Waste means all accumulations of grass or shrubbery cuttings, leaves, tree limbs (not to exceed 24 inches in diameter and 48 inches in length) and other materials accumulated as the result of the care of lawns, shrubbery, vines and trees, and as otherwise described at 415 ILCS 5/3.270.
- (b) Landscape Waste Disposal means all landscape waste shall be disposed of in a lawful manner. Disposal options include Illinois Environmental Protection Agency (IEPA) permitted landscape waste composting facilities or land application at legal agronomic rates. IEPA permitted landscape waste facilities may treat, compost, grind, or land apply said landscape waste. The **CONTRACTOR** must disclose the disposal site and notify the **VILLAGE** of any proposed change at least sixty (60) days in advance of any change. Notwithstanding the foregoing, the **VILLAGE** reserves the right to reject any proposed change, or to direct the location of disposal to a landscape waste facility that is more cost effective than the facility being use by the **CONTRACTO**, provided that any increase or decrease in costs arising

therefrom shall be negotiated to reflect the increase or decrease with the **CONTRACTOR**. No landscape waste may be disposed of at a landfill or solid waste incinerator unless otherwise authorized by the Illinois Environmental Protection Act (415 ILCS 5/1 et seq) and as agreed to by the **VILLAGE** in writing.

- (2) Frequency of Collection: Once each week from April 1<sup>st</sup> through November 30<sup>th</sup> of each year).
- (3) Service Levels: The resident may select one of the following two service levels.
  - (a) Pay-per-bag/tag system: One paid tag shall be required for each landscape container of waste placed out for collection. The charge for each tag shall be at a rate as identified in Exhibit B.
  - (b) Subscription Service: Between April 1<sup>st</sup> and November 30 unlimited containers per week may be placed out for collection. The charge for this service shall be at a rate as identified in Exhibit B.
- (4) Time and Location of Service: All containers shall be placed appropriately for collection by the resident on the day of scheduled collection by 7:00 a.m.. Collection shall take place between 7:00 a.m. and 5:00 p.m. on the day of scheduled collection. Landscape waste pick-up shall be at the curbside or the edge of the public street in front of the residential unit to be served, on collection day.
- (5) Containers:
  - (a) Biodegradable paper "Kraft"-type bags, up to thirty-three (33) gallons in capacity, not exceeding fifty (50) pounds each.
  - (b) Metal or plastic cans up to thirty-three (33) gallons in capacity, not exceeding fifty (50) pounds each.
- (6) Disposal: All landscape waste shall be disposed of in a lawful manner. Disposal options include Illinois Environmental Protection Agency (IEPA) permitted landscape waste composting facilities or IEPA approved land application sites (at legal agronomic rates). IEPA permitted landscape waste facilities may treat, compost, grind, or land-apply said landscape waste. If the **CONTRACTOR** desires to change the IEPA permitted site to be used, they shall provide notice of the proposed change at least sixty (60) days in

advance of any change. Notwithstanding the foregoing, the **VILLAGE** reserves the right to reject any proposed change, or to direct the location of disposal, provided that any increase or decrease in costs arising therefrom shall be negotiated to reflect the increase or decrease with the **CONTRACTOR**. No landscape waste may be disposed of at a landfill or solid waste incinerator unless otherwise authorized by the Illinois Environmental Protection Act (415 ILCS 5/1) and as agreed to by the **VILLAGE** in writing.

- (7) CHRISTMAS TREES: Residents may also place on the curbside, on their regularly scheduled collection day, from January 1 until January 31 of each year, their discarded Christmas trees to be picked-up by the **CONTRACTOR**. Said Christmas trees shall be treated as landscape waste when appropriate facilities to grind the trees into mulch are available to the **CONTRACTOR**.

(C) Recyclable Materials Collection:

(1) DEFINITIONS:

- (a) "Designated Facility" means a materials recovery facility designated by the Agency and the **VILLAGE**, as a facility to which Recyclable Materials are taken for processing.
- (b) "Recyclable Material" or "Recyclables" means source separated, commingled and/or pre-sorted materials delivered to a facility, or facilities for processing into marketable fractions that shall consist of ferrous metal, aluminum, glass and rigid plastic (#1 - #5) food and beverage containers, newsprint, corrugated paper, junk mail, magazines, office paper, box board or other materials which the **VILLAGE** and **CONTRACTOR** by mutual agreement may designate as Recyclable Material from time to time.
- (c) Commingled Recyclables means source separated, commingled and/or pre-sorted materials delivered to a facility, or facilities for processing into marketable fractions. Commingled Recyclables shall consist of paper, ferrous metal, aluminum, glass and rigid plastic food and beverage containers as per the Agency's Agreement with the Waste Management Recycle America, LLC Intermediate Processing Facility. Commingled recyclables may include other materials that the **VILLAGE** and **CONTRACTOR**, by mutual agreement may designate from time to time.

- (d) Paper Recyclables means source separated, commingled, and/or presorted paper delivered to a facility or facilities for processing into marketable fractions. Paper recyclables shall consist of newsprint, corrugated paper, junk mail, magazines, office paper, box board. Paper recyclables may include other materials that the **VILLAGE** and **CONTRACTOR**, by mutual agreement, may designate from time to time.

(2) CONTRACTOR OBLIGATIONS:

- (a) Disposal: All Recyclables shall be collected, separated and otherwise treated so as to facilitate the sale of said materials to end-use markets, or Recyclable Material brokers. No materials collected as Recyclable Materials may be deposited in a landfill or waste incinerator. All Recyclable Materials collected shall be recycled regardless of the income received or the cost to the **CONTRACTOR** resulting from the sale of said Recyclable Materials.
- (b) Delivery of Recyclable Materials: The **CONTRACTOR** shall deliver all collected Recyclable Materials to the Waste Management Intermediate Processing Facility (Facility) in Grayslake IL, or to such other SWALCO designated facility that is directed by the **VILLAGE**. If the **VILLAGE** elects to direct the **CONTRACTOR** to deliver its collected Recyclable Materials to an Agency-designated processing facility that provides greater financial benefits to the **VILLAGE** and the Agency than the Facility after the Agency's current agreement with the Facility expires. If the **VILLAGE** elects to direct a change in facilities, any increase or decrease in collection costs arising therefrom shall be negotiated to reflect the increase or decrease with the **CONTRACTOR**. The **VILLAGE** may terminate this Agreement if the **CONTRACTOR** fails to abide by the Rules and Regulations set forth by the facility used for the processing of collected Recyclable Materials.
- (c) Revenues: All proceeds or costs from the delivery of Recyclable Materials shall be retained/borne by the **CONTRACTOR**. The **CONTRACTOR** agrees to provide a quarterly accounting statement, pertaining to the **VILLAGE**, detailing the weight of Recyclable Materials collected and verifying compliance with all provisions of this section of the Contract. Notwithstanding the foregoing, **CONTRACTOR** acknowledges that the Agency has in

effect a rebate program whereby the Agency receives certain funds from the Facility, and distributes a portion of these funds to its members, including the **VILLAGE**, and **CONTRACTOR** waives any claim to any portion of the funds collected by the Agency through this program.

- (3) Frequency of Collection: Collection shall be once per week. The collection shall be on the same day and within the 7:00 a.m. to 5:00 p.m. timeframe as Municipal Waste collection and Landscape Waste collection.
- (4) Containers: The **CONTRACTOR** shall provide each customer with either a 64 gallon or 96 gallon cart for Recyclable Materials which shall be of a distinguishing color or design from the Municipal Waste cart and shall be owned and maintained by the **CONTRACTOR**. The **CONTRACTOR** shall determine what size cart the customer wants and provide new residential customers with such carts prior to starting service.
- (5) Time and Location of Service: All containers shall be placed appropriately for collection by the resident on the day of scheduled collection by 7:00 a.m. Recyclable Materials pick-up shall be at the curbside or the edge of the public street in front of the residential unit to be served (unless backdoor collection is requested), on collection day between the hours of 7:00 a.m. and 5:00 p.m.
- (6) Service Level: The charge for Recyclable Materials service is included in the monthly rates set forth in Exhibit C as attached hereto for Unlimited Service.
- (7) Public Buildings and Events Collection: The **CONTRACTOR** will furnish containers and shall provide collection service, for any Recyclables generated by any public building owned or operated by the **VILLAGE** or any public Recyclable container as the **VILLAGE** may request without cost to the **VILLAGE**. The public buildings, events, container size and frequency designated to receive this service are identified in Exhibit B attached hereto and made a part hereof or such other public buildings and/or events as the **VILLAGE** may designate, from time to time, in writing.

15. Payment and Billing of Accounts Right to Audit; Adjustment of Charges:

- (A) Payment and Billing of Accounts. **CONTRACTOR** shall bill the individual homeowners and Westminster Woods individually for collection of Municipal Waste, Recyclable Material and Landscape Waste. Billing shall be on a quarterly basis. The cost to individual homeowners and Westminster Woods customers for such collection services throughout

the term of this Agreement shall be as set forth herein. The **CONTRACTOR** shall offer subscription Landscape Waste Collection Services to residents and shall so notify them of such service prior to billing. Such Landscape Waste Collection services shall be billed to the residents who elect the subscription Landscape Waste Collection Service option on an annual basis during the first quarter billing.

- (B) Right to Audit. The **VILLAGE** reserves the right to audit the **CONTRACTOR'S** records as follows:
- (1) The **VILLAGE** shall have the authority to review and audit all records and receipts of the **CONTRACTOR** regarding this **AGREEMENT**. The **CONTRACTOR** shall be given ten (10) calendar days notice of the review or audit. The **CONTRACTOR** shall keep its books and records in such a manner as will readily facilitate the assessment of the **CONTRACTOR'S** billing, collecting, and recycling activities in the **VILLAGE**.
  - (2) All costs of the audit shall be borne by the **VILLAGE** except if, upon the completion of an audit of the **CONTRACTOR'S** books or records, it is established that the charges billed or collected by the **CONTRACTOR** have been overstated by five percent (5%) or more, then the **CONTRACTOR** shall pay the entire cost of the audit or review. Any such audit shall be conducted in accordance with the generally accepted accounting principles. An audit or review in accordance herewith may be conducted at any time within three (3) years after the end of an **AGREEMENT** year.
- (C) Adjustment of Charges. On January 1, 2013 and on each twelve month anniversary date thereafter, the **CONTRACTOR** may increase the charges as identified in Exhibit B by an amount not to exceed 3% of the previous twelve month period.

The **CONTRACTOR** shall notify the **VILLAGE** in writing at least ninety (90) days prior to the effective date of any proposed increase in charges and such increase shall not be effective until approved by the **VILLAGE** in writing as complying with the terms of this **AGREEMENT**.

16. Performance Bond. At the time of execution of this **AGREEMENT**, the **CONTRACTOR** shall furnish a Performance Bond with corporate surety acceptable to the **VILLAGE** in the sum of \$100,000 for the period of this **AGREEMENT**, including any extensions hereof, conditioned upon the faithful performance by the **CONTRACTOR** of its obligations under this **AGREEMENT** and upon its full compliance with all applicable laws, ordinances, rules and regulation of any Federal Agency or the State of Illinois, County of Lake and the **VILLAGE** and said bond shall indemnify the **VILLAGE** against any loss resulting from any breach or failure of performance by the **CONTRACTOR**.

The surety on said bond shall have at least an AAA financial rating in the most recent edition of Best's Insurance Reports. Said Performance Bond shall act in addition to and not in lieu of the Indemnification provision set forth in this **AGREEMENT**.

17. Insurance and Indemnification.

- (A) The **CONTRACTOR** shall furnish, at its sole cost, original certificates of insurance upon the execution of this **AGREEMENT**. The certificates shall contain an endorsement requiring that the **VILLAGE** shall be furnished with ten (10) days notice by registered mail prior to cancellation or any material change in policies. Each insurance company shall be acceptable to the **VILLAGE**, not less than AAA financial rating in the most recent edition of Best's Insurance Reports and a classification of "VIII" or better. Throughout the term of this **AGREEMENT** and all extensions hereof the **CONTRACTOR** agrees, at a minimum, to carry and maintain in effect insurance as follows:
- (1) Workman's Compensation: The **CONTRACTOR** shall carry in a company authorized under the laws of the State of Illinois a policy to protect itself against liability under the Workman's Compensation and Occupational Diseases statutes of the State of Illinois.
  - (2) Motor Vehicle Liability Insurance: The **CONTRACTOR** shall carry in its own name a policy under a comprehensive form to insure the entire motor vehicle liability for its operations with limits not less than \$3,000,000 each person and \$5,000,000 each accident bodily injury and death liability and \$2,000,000 each accident for property damage liability.
  - (3) General Liability: The **CONTRACTOR** shall carry in its own name a Commercial General Liability Insurance policy with the following limits of liability: \$3,000,000 combined single limit per occurrence for bodily injury, and property damage and \$5,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$6,000,000.
  - (4) Employer's Liability: Employer's Liability limits of \$2,000,000 per accident.
  - (5) Environmental Impairment Pollution Liability: \$2,000,000 combined single limit per occurrence for bodily injury, property damage, and remediation costs.
  - (6) The **VILLAGE** shall be named as an additional insured on each of the above insurance policies.

- (B) Deductibles and/or Self-Insured Retentions. Any deductibles and/or self-insured retentions must be declared to and approved by the **VILLAGE**. At the request of the **VILLAGE**, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the **VILLAGE**, its elected or appointed officials, agents, employees and volunteers; or the **CONTRACTOR** shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses. Such bond shall be issued by a surety company acceptable to the **VILLAGE** and cover the term of this **AGREEMENT** and all extensions hereof.
- (C) Stipulations Regarding Insurance Coverage. All Commercial General Liability and Automobile Liability insurance policies shall incorporate the following stipulations:
- (1) The **VILLAGE** and its elected and appointed officials, agents, employees and volunteers are to be covered as additional insureds with respect to: liability arising out of the **CONTRACTOR'S** Work, including activities performed by or on behalf of the **CONTRACTOR**; products and completed operations of the **CONTRACTOR**; premises owned, leased or used by the **CONTRACTOR**; and automobiles owned, leased, hired or borrowed by the **CONTRACTOR**. The coverage shall contain no special limitations on the scope of protection afforded to the **VILLAGE**, its elected and appointed officials, agents, employees and volunteers.
  - (2) The **CONTRACTOR'S** insurance coverage shall be primary as respects the **VILLAGE** and its elected and appointed officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the **VILLAGE** its elected and appointed officials, agents, employees and volunteers shall be excess of **CONTRACTOR'S** insurance and shall not contribute with it.
  - (3) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the **VILLAGE** and its elected and appointed officials, agents, employees and volunteers.
  - (4) The **CONTRACTOR'S** insurance shall contain a Severability of Interests/Cross Liability clause or language stating that **CONTRACTOR'S** insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  - (5) If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the **CONTRACTOR** shall be required to name the

**VILLAGE** and its elected and appointed officials, agents, employees and volunteers as additional insureds.

- (6) All general liability coverage shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
- (D) Verification of Coverage. **CONTRACTOR** shall furnish the **VILLAGE** with certificates of insurance naming the **VILLAGE** and its elected and appointed officials, agents, employees and volunteers as additional insureds and with original endorsements affecting coverage required by this **AGREEMENT**. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the **VILLAGE** and are to be received and approved by the **VILLAGE** before any Work commences. The **VILLAGE** reserves the right to request full certified copies of the insurance policies and endorsements.
- (E) Subcontractor. The **CONTRACTOR** shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.
- (F) Assumption of Liability. The **CONTRACTOR** assumes liability for all injury to or death of any person or persons including employees of the **CONTRACTOR**, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this **AGREEMENT**.
- (G) The Insurance coverage requirements specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the **CONTRACTOR** under the terms of this **AGREEMENT**. **CONTRACTOR** shall procure and maintain, at its own cost and expense, any additional kinds and amounts of insurance, which, in the **CONTRACTOR'S** own judgment, may be necessary for its proper protection in the prosecution of the Work.
- (H) Indemnification. To the fullest extent permitted by law, the **CONTRACTOR** hereby agrees to defend, indemnify and hold harmless the **VILLAGE**, its elected and appointed officials, agents and employees and volunteers, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorneys fees which may accrue against the **VILLAGE**, its elected and appointed officials, agents, employees and volunteers arising in whole or in part or in consequence of the performance of this Work by the **CONTRACTOR**, its

employees, or subcontractors, or which may in anywise result therefrom, except those arising out of the sole negligence of the **VILLAGE**, its agents or employees. The **CONTRACTOR** shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the **VILLAGE**, its elected and appointed officials, agents, employees and volunteers, in any such action, the **CONTRACTOR** shall, at its own expense, satisfy and discharge the same. The **CONTRACTOR'S** insurance shall include contractual coverage of the foregoing "hold harmless" agreement. The **CONTRACTOR** expressly understands and agrees that any performance bond or insurance policies required by this **AGREEMENT**, or otherwise provided by the **CONTRACTOR**, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the **VILLAGE**, its officials, agents, employees and volunteers as herein provided.

18. Change in Law Adjustment: The **CONTRACTOR** and **VILLAGE** agree to negotiate a price adjustment for **CONTRACTOR'S** charges in the event that there is a change of whatever nature (by modification, addition or deletion of any language) in any Federal, State or local law and such change causes, or will cause, an increase in the **CONTRACTOR'S** costs of performing this **AGREEMENT** (such a change is hereinafter called a "Change in Law"). In the event of a Change in Law revision, the **CONTRACTOR** shall notify the **VILLAGE** in writing of its request to negotiate a price adjustment, and shall submit documentation of the cost increases it anticipates as a result of a Change in Law revision. The parties shall have a ninety (90) day period to reach agreement on such a price adjustment. If at the end of said period, a negotiated agreement is not reached, the price adjustment hereunder shall be submitted to mediation with the American Arbitration Association in Chicago, Illinois, and the costs of mediation shall be paid equally by the parties.

19. Excused Non Performance Force Majeure:

(A) Except as otherwise provided herein, the obligations of the **CONTRACTOR** hereunder shall be suspended in the event the collection, transportation or disposal of Municipal Waste is prevented by a cause or causes beyond the reasonable control of the **CONTRACTOR**. Such causes shall include, but not be limited to acts of God, acts of war, riot, fire, explosion, accident, flood or sabotage; lack of adequate fuel, power, raw materials, transportation facilities; governmental laws, regulations, requirements, orders or actions; breakage or failure of machinery or apparatus; national defense requirements; injunctions or restraining orders. In the event the **CONTRACTOR** asserts a right to suspend performance under this Section, the **CONTRACTOR** shall (i) within a twenty-four (24) hours after it has knowledge of the effective cause, notify the **VILLAGE** of the cause for suspension, the performance suspended and the anticipated duration of suspension and (ii) advise the **VILLAGE** when the suspending event has ended and when performance will be resumed. Once the

suspending event ends, the **CONTRACTOR** shall promptly resume performance.

- (B) Notwithstanding anything to the contrary herein, it is further mutually agreed that in the event, for any reason including but not limited to strikes, job slow downs or any other labor action, the **CONTRACTOR** shall fail to collect and dispose of Municipal Waste for any one week period or more during the term of this **AGREEMENT** and any extensions hereof, the **VILLAGE** may proceed with such Work and recover any and all reasonable costs from the **CONTRACTOR** or on the Performance Bond herein specified to be furnished by the **CONTRACTOR**. At the option of the **VILLAGE**, the **CONTRACTOR** shall instead pay as liquidated damages to the **VILLAGE** an amount equal to \$10.00 per week for each residential unit missed during such period.

20. Termination. If at any time during the term of this **AGREEMENT**, and all or any extensions hereof, the **VILLAGE**, in its sole discretion, determines that the **CONTRACTOR** has materially breached any term of this **AGREEMENT** and has failed to correct such breach to the satisfaction of the **VILLAGE** within seven (7) days after written notice delivered to the **CONTRACTOR** by the **VILLAGE**, the **VILLAGE** may, in its sole discretion, give written notice to the **CONTRACTOR** that the **VILLAGE** has elected to place the question of the material breach of this **AGREEMENT** on the **VILLAGE** Board of Trustee's agenda for review at a regular or special public meeting. The written notice shall state the date, time and place of the public meeting, the nature of the breach, and the proposed action which the **VILLAGE** Board of Trustees may take. Such action may include all or some of the following:

- (A) termination of this **AGREEMENT** effective on the last day of the current month or such other date as the **VILLAGE** Board of Trustees shall determine; and/or
- (B) the payment of liquated damages to the **VILLAGE** in the amount of \$5,000.00 per day for each day that the material breach of this **AGREEMENT** has remained uncorrected after the date of the original written notice thereof.

Upon such termination, the **CONTRACTOR** shall cease the collection of residential Municipal Waste, Recyclable Materials, and Landscape Waste within the **VILLAGE**.

21. Payment to Agency. The **VILLAGE** is a member of the Solid Waste Agency of Lake County (Agency). In the event that the **VILLAGE** enters into one or more agreements with the Agency which necessitates additional payments by the **CONTRACTOR** to the Agency, the **CONTRACTOR** may be authorized to increase the charges for Municipal Waste and/or Recyclable Materials services. Prior to implementing the increased charges, the **CONTRACTOR** shall calculate the additional monthly cost and present it to the **VILLAGE**. Upon approval by the **VILLAGE**, which shall not be unreasonably withheld, the **CONTRACTOR** may be allowed to increase the charges for Municipal Waste and/or Recyclable Material services to recover the cost of the additional payments to the Agency.

22. This **AGREEMENT** shall be governed by and interpreted under the laws of the State of Illinois. Any action brought seeking enforcement of the terms of this **AGREEMENT** shall be commenced in the Circuit Court of Lake County, Illinois, except as otherwise identified in Paragraph 18 above. Each party hereby consents to the jurisdiction of said court.

23. If any portion of this **AGREEMENT** shall be deemed unenforceable by a court of competent jurisdiction, the remaining provisions of this **AGREEMENT** shall remain in full force and effect.

24. Each party herein warrants and represents to the other that execution of this **AGREEMENT** has been duly authorized by the governing body of such party and the person signing on behalf of such party is authorized to execute this **AGREEMENT**.

25. Notices. All notices and other communications in connection with this **AGREEMENT** shall be in writing and shall be deemed delivered to the addressee thereof (1) when delivered in person on a business day at the address set forth below or (2) upon receipt delivery by properly addressed, postage prepaid, certified or registered mail, return receipt requested, at the address set forth below.

Notices and communications to the **CONTRACTOR** shall be addressed to, and delivered at, the following address:

\_\_\_\_\_  
\_\_\_\_\_

**Attention:** \_\_\_\_\_

With a copy to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notices and communications to the **VILLAGE** shall be addressed to, and delivered at, the following address:

Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

Attention: Lydia Scott, Environmental Services

With a copy to:

Jennifer Hughes, Director of Public Works  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

IN WITNESS WHEREOF, the parties have entered into this Agreement by action as of this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Attest:

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title \_\_\_\_\_

Attest:

VILLAGE OF LINCOLNSHIRE

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Brett Blomberg, Mayor

## EXHIBIT A

### MINIMUM CUSTOMER SERVICE STANDARDS

1. **COMPLAINTS GENERALLY.** The CONTRACTOR shall cooperate with the VILLAGE in minimizing complaints from the Customers. A failure of the CONTRACTOR to address a failure, with a specific resident, for more than four weeks, will result in a refund of the quarterly fee for waste, recycling and/or landscape collection – whichever collection(s) failed to occur. A consistent pattern of failure to address complaints, or violations shall entitle the VILLAGE to exercise the remedies provided in this AGREEMENT.
  
2. **INITIAL RESPONSE.** The CONTRACTOR shall give all complaints received prompt and courteous attention. The CONTRACTOR shall respond personally to every Customer from whom a complaint is received within twenty-four (24) hours or next business day after receipt of such complaint; except that, if the CONTRACTOR receives a complaint about a missed scheduled collection, then the CONTRACTOR shall immediately investigate such complaint and, if such scheduled collection was not made in accordance with the terms of this AGREEMENT, then the CONTRACTOR shall cause such collection to be made within twenty-four (24) hours after receipt of such complaint. Where any dispute arises between a Customer and the CONTRACTOR as to the manner of placing waste or the nature of the contents or the like, the CONTRACTOR agrees in the specific instance to remove the waste even though, in its opinion, it is improperly placed or contained. Thereafter, the CONTRACTOR shall immediately report the controversy to the Customer and the VILLAGE for settlement before additional collection becomes necessary in order to avoid further disputes or disagreements between Customer and the CONTRACTOR's employees.
  
3. **REFERRAL TO VILLAGE.** If the CONTRACTOR is unable to resolve a complaint in a manner satisfactory to both the CONTRACTOR and the Customer, then the CONTRACTOR, shall deliver, within forty-eight (48) hours after receipt of such complaint, notice of such complaint to the VILLAGE; said notice shall include the name and address of the Customer, the date and hour the complaint was received, the nature of the complaint, and the CONTRACTOR's response to the complaint. The VILLAGE or its designee shall arbitrate each such complaint, and the VILLAGE or its designee's decision concerning each such complaint shall be final and binding on the CONTRACTOR and the Customer.
  
4. **ANSWERING CALLS.** During normal business hours and under normal operating conditions a customer service representative shall answer the telephone access line. Except during unusually heavy call periods due to pick-up delays caused by weather or other events beyond the CONTRACTOR's control, ninety percent (90%) of the calls made to the customer service center shall be answered within forty-five (45) seconds. The forty-five (45) second standard includes wait time or time spent "holding" for a customer service representative. The CONTRACTOR shall notify the VILLAGE when the unusual call period occurs.

5. **BUSY SIGNALS.** Callers placing calls to the customer service center shall receive a busy signal no more than five percent (5%) of the time.
6. **TRANSFERRING CALLS.** During normal business hours, if after initially addressing a caller's concern, the customer service representative determines that the call should be transferred to another representative of the CONTRACTOR, the caller shall be connected with such other customer service representative within forty-five (45) seconds thereof.
7. **HANG-UPS.** Incoming telephone calls from Customers shall not exceed an abandonment rate of five percent (5%).
8. **COMPLIANCE RATE.** During normal business hours except during unusually heavy call periods due to pick-up delays caused by weather or other events beyond the CONTRACTOR's control, the minimum standards set forth in this AGREEMENT shall be met no less than ninety percent (90%) of the time, measured on a monthly basis. Reports shall be provided to the VILLAGE on a quarterly basis providing a log of the inquiries received and action taken to address the inquiry. If the VILLAGE, in its sole discretion, feels it is necessary, a log providing data which tracks the customer service representatives adherence to the standards set forth in this AGREEMENT will be required to be distributed to the VILLAGE on a monthly basis; provided; however, the VILLAGE acknowledges that the CONTRACTOR currently does not have the technical ability to generate such a detailed tracking log and the CONTRACTOR will be allowed a reasonable period of time to upgrade its telephone system as necessary to comply with this requirement. If a review of the records indicates a clear failure of the CONTRACTOR to comply with the minimum standards set forth in this AGREEMENT, then the VILLAGE reserves the right to require the CONTRACTOR to implement modifications to its customer service center to bring it into compliance. Repeated failure of the CONTRACTOR to gain compliance with the Minimum Customer Service Standards shall be deemed a material breach of this AGREEMENT pursuant to Section 20 hereof.
9. **CUSTOMER SERVICE QUALITY.** The CONTRACTOR is expected to provide excellent customer service in response to a customer telephone call. The CONTRACTOR shall provide accurate information to the customer. Each quarter the VILLAGE may contact the customer service department as designated by the CONTRACTOR. The VILLAGE may make a minimum of five (5) calls to CONTRACTOR's customer service center. The VILLAGE shall provide the customer service center with a name and address of a residential account. CONTRACTOR's customer service representative will be asked to respond to the following questions:
  1. Provide the correct service rates.
    - A. Municipal Waste Service
    - B. Recyclable Materials Service
    - C. Landscape Waste Service
      - a. Subscription
      - b. Tag Price
  2. Municipal Waste, Recycle Materials and Landscape Waste collection day

3. Landscape Waste collection season start and end date
4. Special pick-ups
  - A. Price
  - B. Eligibility
5. Schedule a collection
6. Know collection day
7. White goods pick-up
8. Cart set-out time
9. Annual clean-up start and end date.
10. Knowledge that individual residents are not required to have waste, recyclable and/or landscape waste collection.

9. **CUSTOMER SURVEY RESULTS.** The VILLAGE shall provide a copy of the customer survey to the CONTRACTOR. The survey shall include the date, time and name of customer service representative contacted. If the customer service representative fails to correctly answer ninety (90) percent of the customer service questions, then the VILLAGE shall provide an Unsatisfactory Customer Service Notice to the CONTRACTOR.

10. **UNSATISFACTORY CUSTOMER SERVICE NOTICE.** Upon receipt of the Unsatisfactory Customer Service Notice, the CONTRACTOR shall prepare and submit a plan to correct and improve customer service within fifteen (15) days. The VILLAGE shall survey the CONTRACTOR again within the next thirty (30) days. If the customer service representative fails to correctly answer ninety (90) percent of the questions, then the VILLAGE shall provide a Second Unsatisfactory Customer Service Notice.

12. **FAILURE TO TAKE CORRECTIVE ACTION.** If the CONTRACTOR fails to take corrective action, to the satisfaction of the VILLAGE, after a Second Unsatisfactory Customer Service Notice within each quarterly period of this AGREEMENT and any extensions hereof, it may be deemed a material breach of this AGREEMENT pursuant to Section 20 hereof.

**EXHIBIT B**

**PUBLIC BUILDINGS AND EVENTS COLLECTION**

<b>SITE</b>	<b>DUMPSTER SIZE</b>	<b>FREQUENCY OF COLLECTION</b>
Village Hall One Olde Half Day Rd.	2, 3 cubic yd. dumpsters – waste 1, 3 cubic yd. dumpster - recycling	1 x per week 1 x per week
North Park 1025 Riverwoods Road	1, 3 cubic yd. dumpster - waste 2, 96 gal. recycling toter carts	2 x per week 2 x per week
Public Works Facility 205 Schelter Road	3, 3 cubic yd. dumpsters - waste 2, 96 gal. recycling toter carts	1 x per week 1 x per week
Rivershire Nature Center 45 Londonderry Lane	1, 20 cubic yd. roll off box 1, 3 cubic yd. Dumpster 2, 96 gal. recycling toter carts	2 x per week 1 x per week 1 x per week
Spring Lake Park 49 Oxford Drive	1, 3 cubic yd. dumpster 2, 96 gal. recycling toter carts	1 x per week 1 x per week
North Park 1025 Riverwoods Road	1, Solar Compactor	2 x per week
Florouscent Light Bulb Recycling	2 compact containers 3, 48" tube containers	1 x per contract 1 x per contract
Household Battery Recycling	5 containers	1 x per contract

**EVENT: 4<sup>th</sup> of July**

Location: 49 Oxford Drive – parking lot  
 Dumpster Size: 1, 20 cubic yd. roll off box  
 Dropped Off: July 2<sup>nd</sup>  
 Picked Up: July 5<sup>th</sup>

## EXHIBIT C

### FEEES AND CHARGES

#### **Individual Residential and Westminster Woods Waste Collection:**

	<b>Monthly Fee</b>
Limited household waste – one 35 gal. toter cart	\$15.80
Limited household waste – one 64 gal. toter cart	\$16.80
Limited household waste – one 93 gal. toter cart	\$17.80
Sticker for any household waste over the “limited” service level (Sold in quantities of 5 for \$13.95)	\$2.79
Unlimited household waste - one 35 gal. toter cart	\$16.37
Unlimited household waste - one 64 gal. toter cart	\$17.75
Unlimited household waste – one 93 gal. toter cart	\$18.75
Senior Citizen discount from above rate	10%
Backdoor collection service (addition to fee above)	\$10.00

#### **Individual Residential and Westminster Woods Recycling Collection:**

Unlimited recycling - one 64 gal. toter cart	None
Unlimited recycling – one 96 gal. toter cart	None

#### **Individual Residential and Westminster Woods Landscape Waste Collection:**

Subscription, unlimited, per household, per year	\$144.49
Sticker based collection – per sticker, per container (Sold in quantities of 5 for \$13.95)	\$2.79

Christmas Tree Collection – Curbside – first two weeks in January annually  
Special Clean Up Service – one Village wide collection event for the individual homeowner  
1 time per year

#### **Change in Service Level:**

Individual residential and Westminster Woods customers shall be able to change their level of service in the month of January of each year, at no additional charge. All other times, for which a request in service level change is made, the charge shall be **\$25.00** per address.





**REQUEST FOR BOARD ACTION  
Committee of the Whole Meeting  
July 25, 2016**

**Subject:** Update to Village of Lincolnshire 10-Year Capital Plan

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**Action Requested:** Consideration and Discussion of the 2017-2026 10-Year Capital Plan (Village of Lincolnshire)

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**Originated  
By/Contact:** Wally Dittrich, P.E., Assistant Public Works Director/Village Engineer

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**Referred To:** Mayor and Village Board

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**Summary:**

In 2014, the Village Board adopted a 10-Year Capital Plan for Lincolnshire. This long-term program provides a comprehensive review of long-term capital and equipment needs, and the financial resources needed to support them. The 10-Year Capital Plan details expenditures for all Village owned facilities as well as major vehicles and equipment purchases. Throughout the year, staff constantly evaluates, reviews, and revises the Village's 10-Year Capital Plan. A copy of the plan is included with the approved budget for reference to spending on projects in outlying years.

Attached is a copy of the 10-Year Capital Plan update. Staff has provided a summary review of planned projects for Fiscal Year 2017. Details regarding the 2017 projects will be included in the draft budget document to be distributed in October, and staff will be prepared to discuss with the Village Board as part of the budget approval process.

Below are the highlights of the changes made to the Capital Program for Public Works from last year along with a listing of new projects being added to the Capital Plan for the year 2026.

**Facilities Fund**

Significant Changes: Costs for various interior and exterior painting projects at Public Works and Village Hall have been updated and included for the year 2017 and beyond. The aeration system for the pond at Village Hall (\$10,000) has been moved from the Stormwater project list to the Facilities project list.

All work associated with drainage, site and parking lot improvements to Public Works have been included in the Facilities project list with an item added for design/bid package assistance prep in 2019.

New 2026 Projects:

- Village Hall Parking Lot, Sidewalk, Curb Improvements - \$300,000
- Board Room and Media Room Upgrades - \$75,000
- Security Gate for 45 Londonderry - \$25,000

**Equipment Fund**

Significant Changes: \$100,000 for replacement of the 25-yard leaf machine (originally scheduled for 2015 but not purchased) has been included for 2017 in the event that leaf pickup services are not outsourced. The replacement of utility cart #417 has been deferred to 2018 and the purchase of a replacement message board has been moved up to 2017 from 2018. A new chipper cap for \$7,000 has been added for 2017. \$20,000 for Ice Rink Maintenance Equipment that was in the 2016 Capital Program was deleted in favor of adding \$5,000 to parks minor equipment in the General Fund for a walk behind snow blower to assist with ice rink maintenance.

**New 2026 Projects:**

Sewer Flusher Replacement - \$185,000  
Trailer mounted generator - \$20,000  
600 Gallon Water Wagon replacement - \$7,500  
Core Cut Concrete Saw replacement - \$7,500

**Furniture & Fixtures**

Significant Changes: The line item in 2017 with \$15,000 for a new storage system at Public Works has been reallocated to include \$5,000 for new PW space layout assistance and the remainder of funds being added back in to the Public Works Office Furniture line item. Window replacements in the amount of \$50,000 for Village Hall in 2025 were also added.

**New 2026 Projects:**

Furniture Replacement – Village Hall - \$20,000  
Window Treatments – Public Works - \$15,000  
Window Replacements – Public Works - \$75,000

**Infrastructure - Storm Sewer Improvements**

Significant Changes: \$210,000 for repairs to the Cumberland Storm Sewer have been added for 2022 because budgeted amount for 2016 was severely under estimated and the priority for this project needs to be evaluated with the pending decisions on the Des Plaines River Berm situation. All work related to the Des Plaines River Berm Improvements have been moved out to 2019/2020 and purchase of \$160,000 in water inflated property protectors have been moved to 2023 pending final direction from the Village Board on Village participation of flood protection in this area. The line items for drainage improvements at 135 Surrey have been removed as they were mislabeled (it should have read 235 Surrey) and these improvements have been determined not to be a Village responsibility. Rain garden installation projects scheduled for 2018 and 2020 has been removed. A line item for a Village wide storm sewer capacity analysis in the amount of \$120,000 has been added for 2020. A line item for \$10,000 in annual detention basin maintenance has been added.

**New 2026 Projects:**

Lincolnshire Creek - Londonderry North - Construction and Construction Engineering- \$300,000

**Infrastructure - Water Improvements**

Significant Changes: \$40,000 for a study of alternative water sources for the Village that was not included in the 2016 budget has been included for 2017. The implementations of the results of this study have been pushed back accordingly to 2018 and 2019. The Pembroke Drive water main replacement construction cost estimates will be updated in August after the consultant has had a chance to provide staff with a detailed preliminary estimate.

New 2026 Projects:

Oxford/Yorkshire Watermain Replace Const. Eng. - \$93,000  
Oxford/Yorkshire Watermain Replace Construction - \$2,035,000

**Infrastructure - Sanitary Improvements**

Significant Changes: None

New 2026 Projects: None

**Infrastructure - Roadways**

Significant Changes: The line item for the Village wide pavement survey has been increased to \$40,000 to allow for the inclusion of parking lot pavements. Pembroke Drive Reconstruction cost estimates will be updated in August after the consultant has provided staff with a preliminary estimate. Repairs to Carlisle Ct. and Whytegate Ct. will also be included. Items for soils investigation and street light painting at South Village Green have been included for 2017 as the Village looks to better define the maintenance responsibilities and levels of service desired for this area.

New 2026 Projects:

Knightsbridge Parkway Reconstruction - \$500,000

**Infrastructure – Parks & Paths**

Significant Changes: The line item for replacing the North Park covered storage area has been increased to \$60,000 from \$20,000. The annual \$10,000 item for electrical upgrades at North Park has been combined into a one-time \$100,000 project in 2020. The Village Kiosk Sign Replacement has been deferred to 2018 pending additional direction from the Village Board on branding. The line item for the Route 22 pedestrian bridge repairs has been increased to \$170,000 from \$90,000 to cover additional repair items and design and construction engineering costs. New programs have been added for Village owned outlot maintenance (\$10,000 annually) and bike path repairs (\$20,000 annually). No funds have been carried over for the Pocket Park given the current status of the development, if that should be added back into the Capital Program it can be.

New 2026 Projects:

North Park Exterior Fence Replacement - \$110,000

**Vehicle Replacement**

Significant Changes: The replacement of the front end loader for \$200,000 has been moved up from 2018 to 2017 and as a result, the replacement of the utility backhoe for \$150,000 has been deferred to 2018 from 2017.

New 2026 Projects:

One Ton Dump Truck #249 - \$102,000

Utility ¾ Ton Truck #243 - \$90,000

Utility One-Ton Truck #237 - \$80,000

**Recommendation:** Approval of the updates to the current 10-Year Capital Plan.

**Reports and Documents Attached:**

- 2017-2026 10-Year CIP
- Current Guiding Principles

<b>Meeting History</b>	
<b>Initial Referral to Village Board (COW):</b>	<b>July 25, 2016</b>

**Facilities Fund-Capital**

Project Location	Acct. #	Project Name	Brief Description	Year End Projection	Fiscal Year 2016
PWF	07	07-01-80-2009	Facilities Improvement - W/S	Roof Replacement- East Side Reservoir	
PWF	07	07-01-80-2105	Facilities Improvement - PWF	Roof Replacement PW	
Village Hall	51	51-05-61-9040	Facilities Improvement - VH	Cont Srv- Painting Interior Garage VH	\$9,965
PWF	51	51-25-61-9040b	Facilities Improvement - PWF	Cont Srv- Painting Interior PW Office	
Village Hall	51	51-25-61-9040c	Facilities Improvement - VH	Cont Srv- Painting Exterior Village Hall	
PWF	51	51-25-61-9040d	Facilities Improvement - PWF	Cont Srv- Painting Interior PW Garage	
PWF	51	51-25-61-9040e	Facilities Improvement - PWF	Cont Srv- Painting Exterior PWF	
PWF	51	51-25-61-9041	Facilities Improvement - PWF	Cont Srv- Painting Diesel Tank	
Village Hall	51	51-25-61-9042	Facilities Improvement - VH	Cont Srv- Interior Painting- VH	
Village Hall	51	51-25-61-9042	Facilities Improvement - VH	Cont Srv- Interior Painting- Police Department Offices	
Village Hall	51	51-21-84-5xx0	Facilities Improvement - VH	Aeration System Installation	
Rivershire	51	51-25-61-9206	Facilities Improvement - Rivershire	Building Repairs - School District #103	\$10,000
PWF	51	51-25-61-9208	Facilities Improvement - PWF	Cont Srv- HVAC Assessment- PWF	
Village Hall	51	51-25-80-2103	Facilities Improvement - VH	Shake Roof Replacement	\$560,000
Village Hall	51	51-25-80-2112	Facilities Improvement - VH	Carpet Replace Village Hall	
Village Hall	51	51-25-80-2117	Facilities Improvement - VH	Front Reception Area VH	
PWF	51	51-25-80-2206	Facilities Improvement - PWF	HVAC Improvements PWF	
PWF	51	51-25-80-2207	Facilities Improvement - PWF	Exterior Airline Installation- PWF	\$0
PWF	51	51-25-80-2208	Facilities Improvement - PWF	Overhead Door Replacement	\$15,420
Village Hall	51	51-25-80-2380	Facilities Improvement - VH	HVAC A/C & Controller Replacement- VH	
Village Hall	51	51-25-80-2382	Facilities Improvement - VH	HVAC Boiler Replacement- VH	
Village Hall	51	51-25-80-2437	Facilities Improvement - VH	Kitchen Area Refinish- VH	
Village Hall	51	51-25-80-2721	Facilities Improvement - VH	Security Improvements- VH	
PWF	51	51-25-80-4009	Facilities Improvement - PWF	Security System- PWF	
Village Hall	51	51-25-80-4016	Facilities Improvement - VH	Garage Door Opener Motors Replacement PD	\$7,925
Village Hall	51	51-25-80-4018	Facilities Improvement - VH	Faucet & Flush Valves- Village Hall	
PWF	51	51-25-80-4020	Facilities Improvement - PWF	Garage Door Opener Motors Replace- PWF	
PWF	51	51-25-80-4026	Facilities Improvement - PWF	PWF Building Lighting Upgrades	
Village Hall	51	51-25-80-40xx	Facilities Improvement - VH	Handicap accessible upgrades	
PWF	51	51-25-80-6010	Site Improvements - PWF	Site Improvements- PWF	
PWF	51	51-25-80-6015	Facilities Improvement - PWF	Public Works Parking Lot Resurface	
Village Hall	51	51-25-80-6016	Facilities Improvement - VH	Village Hall Parking Lot, Sidewalk, Curb Improvements	
Village Hall	51	51-25-80-6017	Facilities Improvement - VH	Board Room and Media Room Upgrades	
45 Londonderry	51	51-25-80-6017	Facilities Improvement - 45 Londonderry	Security Gate	
<b>Grand Total</b>				<b>\$603,310</b>	<b>\$708,000</b>

Motor Fuel Tax Fund	03	\$0	\$0
Water and Sewer Fund	07	\$0	\$0
General Capital Fund	51	\$603,310	\$708,000
<b>GRAND TOTAL</b>		<b>\$603,310</b>	<b>\$708,000</b>

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total
		\$75,000								\$75,000
\$225,000	\$275,000									\$500,000
										\$0
\$4,000										\$4,000
\$18,000										\$18,000
	\$27,000									\$27,000
		\$12,000								\$12,000
				\$10,000						\$10,000
\$10,000		\$50,000		\$10,000						\$70,000
\$7,500										\$7,500
\$10,000										\$10,000
	\$8,000									\$8,000
										\$0
			\$55,000							\$55,000
\$40,000										\$40,000
		\$100,000								\$100,000
										\$0
							\$25,000	\$30,000		\$55,000
								\$130,000		\$130,000
							\$150,000			\$150,000
	\$15,000									\$15,000
				\$25,000						\$25,000
			\$30,000							\$30,000
			\$20,000							\$20,000
\$18,000										\$18,000
						\$50,000				\$50,000
					\$25,000					\$25,000
		\$10,000			\$150,000	\$250,000				\$410,000
			\$215,000							\$215,000
								\$300,000		\$300,000
								\$75,000		\$75,000
								\$25,000		\$25,000
<b>\$332,500</b>	<b>\$325,000</b>	<b>\$247,000</b>	<b>\$320,000</b>	<b>\$45,000</b>	<b>\$175,000</b>	<b>\$300,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$400,000</b>	<b>\$2,479,500</b>

\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$225,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
\$107,500	\$325,000	\$172,000	\$320,000	\$45,000	\$175,000	\$300,000	\$175,000	\$160,000	\$400,000	\$2,179,500
<b>\$332,500</b>	<b>\$325,000</b>	<b>\$247,000</b>	<b>\$320,000</b>	<b>\$45,000</b>	<b>\$175,000</b>	<b>\$300,000</b>	<b>\$175,000</b>	<b>\$160,000</b>	<b>\$400,000</b>	<b>\$2,479,500</b>

**Equipment Fund-Capital**

Replacement Schedule	Acct. #	Project Name	Brief Description	Equip #	Year End Projection	Fiscal Year 2016
	07	07-01-80-7007	Small Equipment Replacement	Misc. Wheel Balancer		
51	51-05-80-3008	Police	Equip- Veh Retrofits		\$11,000	\$15,000
51	51-05-80-3010	Police	Equip- Radar Units			\$5,000
51	51-05-80-3011	Police	Equip- AED			\$0
51	51-05-80-3013	Police	Livescan Electronic Fingerprint System			
51	51-21-80-3261	Medium Equipment Replacement	Trailer (blue) # 261	261		
51	51-21-80-3262	Medium Equipment Replacement	Trailer (Wells Cargo) # 262	262		
51	51-21-80-3263	Medium Equipment Replacement	Trailer (Dynaweld) # 263	263		
51	51-21-80-3264	Medium Equipment Replacement	Trailer (Wells Cargo) # 264	264		
51	51-21-80-3265	Medium Equipment Replacement	Trailer (Conkhrite 4000) # 265	265	\$6,655	\$10,000
51	51-21-80-3316	Large Equipment Replacement	Tractor (Kubota mini-excavator) # 316	316		
51	51-21-80-3320	Large Equipment Replacement	Tractor JCB Highbred skidsteer # 320	320		
51	51-21-80-3325	Large Equipment Replacement	Fork Lift Nissan # 325	325		
51	51-21-80-3404	Large Equipment Replacement	Leaf Machine (25 Yard ) # 404	404		
51	51-21-80-3405	Large Equipment Replacement	Leaf Machine (14 Yard ) # 405	405		
51	51-21-80-3406	Large Equipment Replacement	Leaf Machine (14 Yard) # 406	406		
51	51-21-80-3415	Medium Equipment Replacement	Utility Cart (Arctic Cat) # 415	415		
51	51-21-80-3417	Medium Equipment Replacement	Utility Cart (Bobcat) # 417	417		
51	51-21-80-3418	Medium Equipment Replacement	Utility Cart (Club Car) # 418	418		
51	51-21-80-3502	Large Equipment Replacement	Sewer Flusher # 502	502	\$144,796	\$170,000
51	51-21-80-3509	Large Equipment Replacement	Mower w/ Conversion (Toro 7210) # 509	509		
51	51-21-80-3600	Large Equipment Replacement	Chipper # 600	600		
51	51-21-80-3700	Medium Equipment Replacement	Utility Cart (Kubota RTV 1100) # 700	700		
51	51-21-80-3701	Medium Equipment Replacement	Turf Maint. Topdresser (TURFCO 85460) # 701	701		
51	51-21-80-3704	Large Equipment Replacement	Tractor (Kubota L5740) # 704	704		
51	51-21-80-3705	Medium Equipment Replacement	Misc. Portable Message Board (Ver-mac) # 705	705		
51	51-21-80-3706	Medium Equipment Replacement	Utility Cart (Workman MDX) # 706	706	\$10,420	\$17,000
51	51-21-80-3707	Medium Equipment Replacement	Turf Maint. Riding Mower (Toro 3505D) # 707	707		
51	51-21-80-3708	Medium Equipment Replacement	Turf Maint. Infield Machine (Toro Sandpro 540) # 708	708		
51	51-21-80-3709	Large Equipment Replacement	Tractor (Kubota Mini-loader) # 709	709		
51	51-21-80-3710	Medium Equipment Replacement	Turf Maint. Spreader (Lely L1250) # 710	710	\$4,285	\$15,000
51	51-21-80-3711	Medium Equipment Replacement	Turf Maint. Slit Seeder (Befco) # 711	711		
51	51-21-80-3712	Large Equipment Replacement	Turf Maint. Aerator (Wiedenmann) # 712	712		
51	51-21-80-3713	Medium Equipment Replacement	Turf Maint. Aerator (Ryan 544317) # 713	713		
51	51-21-80-3736	Small Equipment Replacement	Misc. Concrete Saw # 736	736		
51	51-21-80-3790	Large Equipment Replacement	Hydraulic Truck Lift # 790	790	\$48,670	\$50,000
51	51-21-80-37jcb	Small Equipment Replacement	JCB Forklift Attachment	New		
51	51-21-80-37mes	Medium Equipment Replacement	Misc. Messag Board (new)	New		
51	51-21-80-37mpw	Small Equipment Replacement	Misc. Pressure Washer	1		
51	51-21-80-37tir	Small Equipment Replacement	Misc. Tire Changer			
51	51-21-80-38cc	Small Equipment Replacement	Chipper cap	New		
51	51-22-80-3667	Small Equipment Replacement	Ryan Lawnaire Sod Cutter Replacement # 667	667		
51	51-22-80-3702	Medium Equipment Replacement	Pioneer Line Painter/Rider # 702	702		
51	51-22-80-37sn	Medium Equipment Replacement	Toro 7210 Snowplow Attachment	New		
51	51-25-80-3014	Village Hall	Equip- Workout Room		\$5,000	\$5,000
51	51-25-80-????	Trailer mounted generator	Trailer mounted generator	New		
51	51-25-80-????	Medium Equipment Replacement	600 Gallon Water Wagon	501		
51	51-25-80-????	Small Equipment Replacement	Core Cut Concrete Saw	736		

<b>GRAND TOTAL</b>		<b>\$230,826</b>	<b>\$287,000</b>
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Motor Fuel Tax Fund	03	\$0	\$0
Water and Sewer Fund	07	\$0	\$0
General Capital Fund	51	\$230,826	\$287,000
<b>GRAND TOTAL</b>		<b>\$230,826</b>	<b>\$287,000</b>

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total
								\$10,000		\$10,000
\$13,000	\$13,000	\$13,000	\$19,500	13000						\$71,500
										\$0
\$11,474	\$11,818	\$12,172								\$35,464
\$28,000										\$28,000
		\$7,000								\$7,000
					\$20,000					\$20,000
						\$20,000				\$20,000
							\$15,000			\$15,000
										\$0
							\$77,000			\$77,000
					\$90,000					\$90,000
						\$15,000				\$15,000
\$85,000								\$115,000		\$200,000
	\$70,000					\$92,000				\$162,000
		\$80,000					\$95,000			\$175,000
								\$18,500		\$18,500
	\$25,000							\$28,000		\$53,000
	\$12,000						\$15,000			\$27,000
									\$185,000	\$185,000
	\$50,000									\$50,000
				\$40,000						\$40,000
				\$25,000						\$25,000
					\$20,000					\$20,000
		\$46,000								\$46,000
\$25,000										\$25,000
\$30,000						\$20,000				\$20,000
	\$25,000									\$25,000
\$88,000										\$88,000
										\$0
								\$20,000		\$20,000
					\$35,000					\$35,000
						\$15,000				\$15,000
								\$10,000		\$10,000
										\$0
		\$8,000								\$8,000
	\$28,000									\$28,000
							\$10,000			\$10,000
\$7,000						\$10,000				\$10,000
										\$7,000
		\$5,500								\$5,500
			\$15,000							\$15,000
	\$20,000									\$20,000
										\$0
									\$20,000	\$20,000
									\$7,500	\$7,500
									\$7,500	\$7,500

<b>\$287,474</b>	<b>\$254,818</b>	<b>\$171,672</b>	<b>\$34,500</b>	<b>\$78,000</b>	<b>\$165,000</b>	<b>\$152,000</b>	<b>\$217,000</b>	<b>\$216,500</b>	<b>\$220,000</b>	<b>\$1,796,964</b>
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\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
\$287,474	\$254,818	\$171,672	\$34,500	\$78,000	\$165,000	\$152,000	\$217,000	\$206,500	\$220,000	\$1,786,964
<b>\$287,474</b>	<b>\$254,818</b>	<b>\$171,672</b>	<b>\$34,500</b>	<b>\$78,000</b>	<b>\$165,000</b>	<b>\$152,000</b>	<b>\$217,000</b>	<b>\$216,500</b>	<b>\$220,000</b>	<b>\$1,796,964</b>

**Furniture & Fixtures**

Project Location	Acct. #	Project Name	Brief Description	Year End Projection	Fiscal Year 2016
Village Hall	51-25-80-4019	Facilities Improvement - VH	Furniture Replacement- Village Hall		
PWF	51-25-80-4021	Facilities Improvement - PWF	PW Office Layout Changes		
PWF	51-25-80-4022	Facilities Improvement - PWF	Office Furniture PWF		
Village Hall	51-25-80-4023	Facilities Improvement - VH	Window Treatments		
Various	51-25-80-4024	Facilities Improvement - VH & PWF	Office Light Fixture Replacement	\$31,115	\$50,000
PWF	51-25-80-4023	Facilities Improvement - PWF	Window Treatments		
Village Hall	51-25-80-40XX	Facilities Improvement - VH	Window Replacements		
PWF	51-25-80-40XX	Facilities Improvement - PWF	Window Replacements		
Village Hall	51-25-80-4025	Facilities Improvement - VH	Furniture- Outside VH Replacement		
<b>Grand Total</b>				<b>\$31,115</b>	<b>\$50,000</b>

Motor Fuel Tax Fund	03	\$0	\$0
Water and Sewer Fund	07	\$0	\$0
General Capital Fund	51	\$31,115	\$50,000
<b>GRAND TOTAL</b>		<b>\$31,115</b>	<b>\$50,000</b>

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total
										\$0
			\$10,000						\$20,000	\$30,000
\$5,000										\$5,000
\$20,000					\$12,000					\$32,000
							\$20,000			\$20,000
										\$0
									\$15,000	\$15,000
							\$50,000			\$50,000
									\$75,000	\$75,000
					\$12,000					\$12,000
<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$110,000</b>	<b>\$239,000</b>

\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$25,000	\$0	\$0	\$10,000	\$0	\$24,000	\$0	\$0	\$70,000	\$110,000	\$239,000
<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$110,000</b>	<b>\$239,000</b>

**Infrastructure: Storm Sewer Improvements - Capital**

Project Location	Acct. #	Project Name	Brief Description	Year End Projection	Fiscal Year 2016	
	51	51-21-84-5110	Infrastructure - Storm Sewer	Infra- Storm Sewer Lining	\$20,000	\$20,000
	51	51-21-84-5111	Storm Sewer Improvement	77 Cumberland to 90 Lincolnshire (New Repair)	\$15,000	\$63,000
54-78 Lincolnshire	51	51-21-84-5112	Storm Water Engineering	DPR Bank Stabalization Project - Phase II, Surveying, Easements		
54-78 Lincolnshire	51	51-21-84-5113	Storm Sewer Improvement	DPR Bank Stabalization Project - Phase I, Construction		
Lincolnshire Creek and Coventry South	51	51-21-84-5114	Storm Water Engineering	Lincolnshire Creek - Coventry / South - Phase I & II	50000	\$35,000
Various Locations	51	51-21-84-6501	Detention Basin Engineering	Detention Basin Engineering Study	\$10,000	\$10,000
Various Locations	51	51-21-84-5xx01	Detention Basin Construction	Detention Basin Construction		
12 Queensway	51	51-21-84-5xx02	Storm Sewer Improvement	Storm Line Replacement - (above ditchline)		
54-78 Lincolnshire	51	51-21-84-5xx03	Storm Sewer Improvement	DPR Bank Stabalization Project - Phase II, Construction		
Lincolnshire Creek and Coventry South	51	51-21-84-5xx04	Storm Sewer Improvement	Lincolnshire Creek - Coventry / South - Phase III		
Lincolnshire Creek and Coventry South	51	51-21-84-5xx05	Storm Sewer Improvement	Lincolnshire Creek - Coventry / South - Construction		

53-95 Lincolnshire Drive West Side	51	51-21-84-5xx10	Stream Bank Improvement	Water Inflated Property Protectors		
4 Queensway to ESR	51	51-21-84-5xx12	Storm Water Engineering	Ditchline/Detention Phase I&II		
Kings Cross from Brunswick to Canterbury	51	51-21-84-5xx13	Storm Sewer Lining Project	Pipe Lining - 570 Feet of 42"		
4 Queensway to ESR	51	51-21-84-5xx14	Stream Bank Improvement	Ditchline/Detention Construction		
4 Queensway to ESR	51	51-21-84-5xx15	Stream Bank Improvement	Ditchline/Detention Phase III		
15 Grendier Ct to 18 Portshire	51	51-21-84-5xx16	Storm Sewer Improvements	Grenadier/Portshire - Replace Existing Line		
Rear yard 17, 19, 21 Mayfair	51	51-21-84-5xx17	Storm Water Engineering	Mayfair Detention and Storm Line Phase I & II		
Rear yard 17, 19, 21 Mayfair	51	51-21-84-5xx19	Storm Water Engineering	Mayfair Detention and Storm Line Construction		
Rear yard 17, 19, 21 Mayfair	51	51-21-84-5xx20	Storm Sewer Improvements	Mayfair Detention and Storm Line Phase III		
Rear yard 74 Hickory Lane to Cedar	51	51-21-84-5xx21	Storm Water Engineering	Hickory Phase I,II, and III for storm line		
Rear yard 74 Hickory Lane to Cedar	51	51-21-84-5xx22	Storm Water Engineering	Hickory Storm Line - Construction		
Dukes area	51	51-21-84-5xx23	Storm Water Engineering	Storm Sewers Investigation - Dukes Area		
41 KC to Cant.	51	51-21-84-5xx24	Storm Water Improvement	Kings Cross - Drainage Ditch Construction (rear yard)		
PWF	51	51-21-84-5xx25	Facilities Improvement - PWF	Storm Pipe Installation		
128 Surrey Lane	51	51-21-84-5xx26	Storm Water Engineering	128 Surrey Lane - Pipe, ditch, det. Phase I & II		
128 Surrey Lane	51	51-21-84-5xx27	Storm Sewer Improvement	128 Surrey Lane - Pipe, ditch, det.Construction		
128 Surrey Lane	51	51-21-84-5xx28	Storm Sewer Improvement	128 Surrey Lane - Pipe, ditch,det.Phase III		
Lincolnshire Creek and Coventry North	51	51-21-84-5xx29	Storm Water Engineering	Lincolnshire Creek - Londonderry North - Phase I & II		
Lincolnshire Creek and Coventry North	51	51-21-84-5xx30	Storm Water Engineering	Lincolnshire Creek - Londonderry North - Construction and Construction Engineering		
Villagewide	51	51-21-84-5xx31	Storm Sewer Study	Study of capacity of storm sewer capcity		
Villagewide	51	51-21-84-5xx32	Detention Basin Maitenance	Maitenance of Village owned detention basins		

Grand Total		\$95,000	\$128,000
Motor Fuel Tax Fund	03	\$0	\$0
Water and Sewer Fund	07	\$0	\$0
General Capital Fund	51	\$95,000	\$128,000
<b>GRAND TOTAL</b>		<b>\$95,000</b>	<b>\$128,000</b>

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total
\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$200,000
		\$25,000			\$210,000					\$210,000
		\$100,000								\$100,000
										\$0
\$15,000	\$15,000	\$15,000				\$10,000	\$10,000			\$65,000
\$40,000	\$35,000	\$35,000			\$75,000					\$185,000
\$35,000										\$35,000
			\$100,000							\$100,000
\$35,000										\$35,000
\$300,000										\$300,000

						\$160,000				\$160,000
	\$35,000									\$35,000
	\$20,000									\$20,000
		\$350,000								\$350,000
		\$47,000								\$47,000
			\$40,000							\$40,000
			\$15,000							\$15,000
				\$150,000						\$150,000
				\$15,000						\$15,000
				\$12,000						\$12,000
				\$15,000						\$15,000
				\$10,000						\$10,000
						\$75,000				\$75,000
										\$0
						\$10,000				\$10,000
							\$125,000			\$125,000
							\$25,000			\$25,000
								\$75,000		\$75,000
									\$350,000	\$350,000
			\$120,000							\$120,000
\$10,000	\$10,000	\$50,000	\$10,000	\$10,000	\$50,000	\$10,000	\$10,000	\$50,000	\$10,000	\$220,000

Grand Total	\$455,000	\$135,000	\$642,000	\$305,000	\$232,000	\$355,000	\$285,000	\$190,000	\$145,000	\$380,000	\$3,124,000
Motor Fuel Tax Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water and Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Capital Fund	\$455,000	\$135,000	\$642,000	\$305,000	\$232,000	\$355,000	\$285,000	\$190,000	\$145,000	\$380,000	\$3,124,000
<b>GRAND TOTAL</b>	<b>\$455,000</b>	<b>\$135,000</b>	<b>\$642,000</b>	<b>\$305,000</b>	<b>\$232,000</b>	<b>\$355,000</b>	<b>\$285,000</b>	<b>\$190,000</b>	<b>\$145,000</b>	<b>\$380,000</b>	<b>\$3,124,000</b>

**Infrastructure: Water Improvements-Capital**

Project Location	Acct. #	Project Name	Brief Description	Year End Projection	Fiscal Year 2016
	07 07-01-61-4502	Water System Engineering	Prof Serv- Corrosion Survey Transmission Main 30"		
Various Locations	07 07-01-61-4503	Engineering	Prof Serv Eng- Water Alternative Wat Source & Dist Sys Analysis		
	07 07-01-61-9122	Water Station Improvement	Cont Serv- Reservoir Clean & Inspect Reservoir Cleaning and Inspections - Eastside and Westside	\$20,000	\$20,000
	07 07-01-80-9900		Loan Payments	\$187,300	\$187,300
ESR	07-01-81-3001a	Water Facility Improvement	Generator Replacement		
WSR	07-01-81-3001b	Water Facility Improvement	Generator Replacement		
	07 07-01-81-5001	Water Meter Improvement	Automated Meter Reading System	\$360,000	\$360,000
	07 07-01-81-5008	Water System Engineering	Hydraulic Water Modeling (Software and Calibration)		
70 Jamestown Ln to 100 Village Green	07 07-01-81-5022	Water Infrastructure Improvement	Jamestown Loop Water Phase I,II,III & Construct		\$149,000
Pembroke from Riverwoods to Astor	07 07-01-81-5023	Engineering	Pembroke Watermain Replace Design & Bid	\$58,000	\$58,000
Pembroke from Riverwoods to Astor	07 07-01-81-b002	Engineering	Pembroke Watermain Replace Const. Eng.		
Pembroke from Riverwoods to Astor	07 07-01-81-b003	Water Infrastructure Improvement	Pembroke Watermain Replace Construction		
TBD	07 07-01-81-c001	Engineering	Inter-connection Water Design & Bid		
TBD	07 07-01-81-c002	Engineering	Inter-connection Water Const. Eng.		
TBD	07 07-01-81-c003	Water Infrastructure Improvement	Inter-connection Water Construction		
Westminster Way from ESR to Canterbury and	07 07-01-81-d001	Engineering	Westminster Watermain Replace Design & Bid		
Westminster Way from ESR to Canterbury and	07 07-01-81-d002	Engineering	Westminster Watermain Replace Const. Eng.		
Westminster Way from ESR to Canterbury and	07 07-01-81-d003	Water Infrastructure Improvement	Westminster Watermain Replace Construction		
Canterbury, Regent, Kings Cross, Buckingham	07 07-01-81-e001	Engineering	Crosstown Watermain Design & Bid		
Canterbury, Regent, Kings Cross, Buckingham	07 07-01-81-e002	Engineering	Crosstown Watermain Const. Eng.		
Canterbury, Regent, Kings Cross, Buckingham	07 07-01-81-e003	Water Infrastructure Improvement	Crosstown Watermain Construction		
Riverwoods Road - Duffy Lane to Half Day Road	07 07-01-81-f001	Engineering	Riverwoods S. Watermain Replace Design & Bid		
Riverwoods Road - Duffy Lane to Half Day Road	07 07-01-81-g001	Water Infrastructure Improvement	Riverwoods S. Watermain Replace Construction		
Riverwoods Road - Duffy Lane to Half Day Road	07 07-01-81-g002	Engineering	Riverwoods S. Watermain Replace Const. Eng.		
Riverwoods Road - Half Day Road to Brampton	07 07-01-81-h001	Engineering	Riverwoods N. Watermain Replace - Design & Bid		
Riverwoods Road - Half Day Road to Brampton	07 07-01-81-xx01	Water Infrastructure Improvement	Riverwoods N Watermain Replace Construction		
Riverwoods Road - Half Day Road to Brampton	07 07-01-81-xx02	Engineering	Riverwoods N. Watermain Replace Constr. Eng.		
Rte. 21 from Olde Half Day Road to Marriott Drive	07 07-01-81-xx03	Water System Engineering	Rte. 21 Watermain Replacement Design & Bid		
Rte. 21 from Olde Half Day Road to Marriott Drive	07 07-01-81-xx04	Water Infrastructure Improvement	Rte. 21 Watermain Replace Const. Eng.		
Rte. 21 from Olde Half Day Road to Marriott Drive	07 07-01-81-xx05	Water Infrastructure Improvement	Rte. 21 Watermain Replace Construction		
ESR	07 07-01-81-xx06	Water Facility Improvement	Variable Speed Motor Drive - Replacement		
WSR	07 07-01-81-xx07	Water Facility Improvement	Variable Speed Motor Drive- New		
ESR	07 07-01-81-xx08	Water Facility Improvement	Variable Speed Motor Drive - Replacement		
Whitmore to Brampton and Northampton	07 07-01-81-xx09	Watermain System Engineering	Whitmore Watermain loop Design & Bid		
Whitmore to Brampton and Northampton	07 07-01-81-xx10	Engineering	Whitmore Watermain loop- Const. Eng.		
Whitmore to Brampton and Northampton	07 07-01-81-xx11	Water Infrastructure Improvement	Whitmore Watermain loop Construction		
NA	07 07-01-81-xx12	Water Infrastructure Improvement	SCADA System Replacement		
Prairie from Brockman to Port Clinton	07 07-01-81-xx13	Engineering	Prairie Watermain loop Design & Bid		
Prairie from Brockman to Port Clinton	07 07-01-81-xx14	Water Infrastructure Improvement	Prairie Watermain loop - Construction		
Windsor to Suffield Square	07 07-01-81-xx15	Engineering	Windsor Watermain loop Design & Bid		
Windsor to Suffield Square	07 07-01-81-xx16	Engineering	Windsor Watermain loop - Const. Eng.		
Windsor to Suffield Square	07 07-01-81-xx17	Water Infrastructure Improvement	Windsor Watermain loop Construction		
Oxford Drive, Yorkshire Drive - Halfday to River	07 07-01-81-xx18	Engineering	Oxford/Yorkshire Watermain Replace Design & Bid		
Oxford Drive, Yorkshire Drive - Halfday to River	07 07-01-81-xx18	Engineering	Oxford/Yorkshire Watermain Replace Const. Eng.		
Oxford Drive, Yorkshire Drive - Halfday to River	07 07-01-81-xx18	Water Infrastructure Improvement	Oxford/Yorkshire Watermain Replace Construction		

<b>Grand Total</b>		<b>\$625,300</b>	<b>\$774,300</b>
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Motor Fuel Tax Fund	03	\$0	\$0
Water and Sewer Fund	07	\$625,300	\$774,300
General Capital Fund	51	\$0	\$0
<b>GRAND TOTAL</b>		<b>\$625,300</b>	<b>\$774,300</b>

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total
\$9,500			\$10,500			\$11,500				\$31,500
\$40,000										\$40,000
				\$23,000						\$23,000
\$187,300	\$90,926						\$157,500			\$278,226
\$130,000										\$130,000
			\$23,000				\$26,000			\$49,000
										\$0
										\$149,000
			\$58,000							\$58,000
										\$0
\$95,000										\$95,000
\$781,500										\$781,500
	\$50,000									\$50,000
		\$82,500								\$82,500
		\$436,000								\$436,000
\$59,000										\$59,000
	\$90,000									\$90,000
	\$762,000									\$762,000
	\$62,000									\$62,000
		\$84,000								\$84,000
		\$1,380,000								\$1,380,000
		\$63,000								\$63,000
			\$1,416,000							\$1,416,000
			\$86,500							\$86,500
			\$65,000							\$65,000
				\$1,343,000						\$1,343,000
				\$90,000						\$90,000
				\$66,500						\$66,500
					\$93,000					\$93,000
					\$781,000					\$781,000
				\$26,000						\$26,000
					\$60,000					\$60,000
						\$28,000				\$28,000
						\$68,500				\$68,500
						\$90,000				\$90,000
						\$762,000				\$762,000
							\$260,000			\$260,000
							\$72,000			\$72,000
								\$758,000		\$758,000
							\$70,000			\$70,000
								\$90,000		\$90,000
								\$331,500		\$331,500
									\$73,000	\$73,000
									\$93,000	\$93,000
									\$2,035,000	\$2,035,000

<b>\$1,302,300</b>	<b>\$1,054,926</b>	<b>\$2,068,500</b>	<b>\$1,578,000</b>	<b>\$1,548,500</b>	<b>\$1,002,500</b>	<b>\$961,500</b>	<b>\$937,000</b>	<b>\$831,000</b>	<b>\$2,128,000</b>	<b>\$13,412,226</b>
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\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$1,302,300	\$1,054,926	\$2,068,500	\$1,578,000	\$1,548,500	\$1,002,500	\$961,500	\$937,000	\$831,000	\$2,128,000	\$13,412,226
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>\$1,302,300</b>	<b>\$1,054,926</b>	<b>\$2,068,500</b>	<b>\$1,578,000</b>	<b>\$1,548,500</b>	<b>\$1,002,500</b>	<b>\$961,500</b>	<b>\$937,000</b>	<b>\$831,000</b>	<b>\$2,128,000</b>	<b>\$13,412,226</b>

**Infrastructure: Sanitary Sewer Improvements-Capital**

Project Location		Acct. #	Project Name	Brief Description		Year End Projection	Fiscal Year 2016
Various	07	07-01-82-5010	Infrastructure - Sanitary Sewer	Miscellaneous Repairs		\$120,500	\$120,500
Various	07	07-01-82-5101	Sanitary Sewer Engineering	Engineering-Sanitary Sewer Rehabilitation		\$27,500	\$27,500
Various	07	07-01-82-5102	Infrastructure - Sanitary Sewer	Sanitary Sewer Lining Repairs		\$79,500	\$79,500
Various	07	07-01-82-5200	Sanitary Sewer Engineering	Sanitary Inflow & Infiltration Study		\$50,000	\$50,000
Milwaukee Avenue	07	07-01-82-xx01	Infrastructure Improvement	Sanitary Sewer Modifications - Milwaukee Ave.			
Old Mill C. Station	07	07-01-82-xx02	Lift Station Improvement	Pump Control System			
Northampton Station	07	07-01-82-xx03	Lift Station Improvement	Pump Control System			

<b>Grand Total</b>						<b>\$277,500</b>	<b>\$277,500</b>
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Motor Fuel Tax Fund	03		\$0	\$0
Water and Sewer Fund	07		\$277,500	\$277,500
General Capital Fund	51		\$0	\$0
<b>GRAND TOTAL</b>			<b>\$277,500</b>	<b>\$277,500</b>

	1	2	3	4	5	6	7	8	9	10	
Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total	
\$124,000	\$127,500	\$132,000	\$135,500	\$140,000	\$144,000	\$148,000	\$152,000	\$156,500	\$160,000	<b>\$1,419,500</b>	
\$28,500	\$29,500	\$30,500	\$31,500	\$32,500	\$33,500	\$34,500	\$35,500	\$36,500	\$37,500	<b>\$330,000</b>	
\$82,000	\$84,500	\$87,000	\$89,500	\$92,000	\$95,000	\$98,000	\$101,000	\$104,000	\$107,000	<b>\$940,000</b>	
										<b>\$0</b>	
					\$242,000					<b>\$242,000</b>	
					\$80,000					<b>\$80,000</b>	
						\$82,500				<b>\$82,500</b>	

<b>\$234,500</b>	<b>\$241,500</b>	<b>\$249,500</b>	<b>\$256,500</b>	<b>\$264,500</b>	<b>\$594,500</b>	<b>\$363,000</b>	<b>\$288,500</b>	<b>\$297,000</b>	<b>\$304,500</b>	<b>\$3,094,000</b>
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\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$234,500	\$241,500	\$249,500	\$256,500	\$264,500	\$594,500	\$363,000	\$288,500	\$297,000	\$304,500	\$3,094,000
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>\$234,500</b>	<b>\$241,500</b>	<b>\$249,500</b>	<b>\$256,500</b>	<b>\$264,500</b>	<b>\$594,500</b>	<b>\$363,000</b>	<b>\$288,500</b>	<b>\$297,000</b>	<b>\$304,500</b>	<b>\$3,094,000</b>

**Infrastructure: Roadways-Capital**

Project Location	Acct. #	Project Name	Brief Description	Year End Projection	Fiscal Year 2016
Various Locations	03	03-01-88-5009	MFT	MFT Funding	\$175,000
	51	51-21-88-5019	Pavement Engineering	IMS Data - Village Wide Survey (5 Years)	\$0
	51	51-21-88-4005	Roadway Signage	Street Name Sign / Post Replacement	\$7,500
Berkshire (KC to 22), Robinhood, Friar, Tuck, Sherwood (Berk to May)	51	51-21-88-5020	Infrastructure	Road Resurfacing Project	\$178,500
	51	51-21-88-5021	Roadway Engineering	Phase 1 & 2 Engineering - Pembroke Project	\$51,000
Pembroke (Rvrwds to Astor)	51	51-21-88-5022	Infrastructure	Road Reconstruction Project	
	51	51-21-88-5023	Roadway Engineering	Phase 3 Engineering - Pembroke Project	
Storybook Lane, Westminster Way (24') from Tri-state to Rte. 22)	51	51-21-88-5024	Infrastructure	Road Resurfacing Project	
Fox Trail, Bulb, Culdesac, Pheasant Row	51	51-21-88-5025	Roadway Engineering	Phase 1 & 2 Engineering - Fox Trail Project	
South Village Green	51	51-21-88-5026	Roadway Engineering	Phase 1 Engineering - Soil Investigation	
South Village Green	51	51-21-88-5027	Construction	Phase 2 and 3 - Construction	
Fox Trail, Bulb, Culdesac, Pheasant Row	51	51-21-88-5028	Infrastructure	Road Reconstruction Project	
	51	51-21-88-5029	Roadway Engineering	Phase 3 Engineering - Fox Trail Project	
Brampton E, Stafford, Brampton Courts, Abbey Road	51	51-21-88-5030	Infrastructure	Road Resurfacing Project	
	51	51-21-88-5031	Roadway Amenities	LED Streetlight Upgrades (1 of 3) - Corporate Center	
	51	51-21-88-5032	Roadway Engineering	Phase 1 and 2, Barclay Projects 2022/2023	
Marriott E (26'), Oxford N of Lancaster	51	51-21-88-5033	Infrastructure	Road Resurfacing Project	
	51	51-21-88-5034	Roadway Amenities	LED Streetlight Upgrades (2 of 3) - Corporate Center	
	51	51-21-88-5035	Roadway Amenities	Cul-De-Sac Enhancement Program (1 of 3)	
Barclay (40') (WT) (22 to Knights), Heathrow (36')	51	51-21-88-5036	Infrastructure	Road Resurfacing Project	
	51	51-21-88-5037	Roadway Engineering	Phase 3 Engineering - Barclay Project	
	51	51-21-88-5038	Roadway Amenities	LED Streetlight Upgrades (3 of 3) - Residential	
	51	51-21-88-5039	Roadway Amenities	Cul-De-Sac Enhancement Program (2 of 3)	
Barclay (40') (WT) (Aptak to Knights)	51	51-21-88-5040	Infrastructure	Road Resurfacing Project	
	51	51-21-88-5041	Roadway Engineering	Phase 3 Engineering - Barclay Project	
Rte. 21 OHD Rd to Marriott	51	51-21-88-5042	Roadway Amenities	Decorative Street Lighting (Part of Milwaukee Reconstruction)	
	51	51-21-88-5043	Roadway Amenities	Cul-De-Sac Enhancement Program (3 of 3)	
Farrinton Dr, CL, CT	51	51-21-88-5044	Infrastructure	Road Resurfacing Project	
Oakwood, Cedar, Hickory, Elmwood	51	51-21-88-5045	Infrastructure	Road Resurfacing Project	
Knightsbridge Reconstruct	51	51-21-88-50XX	Infrastructure	Road Resurfacing Project	
<b>Grand Total</b>				<b>\$412,000</b>	<b>\$490,000</b>

Motor Fuel Tax Fund	03	\$175,000	\$175,000
Water and Sewer Fund	07	\$0	\$0
General Capital Fund	51	\$237,000	\$315,000
<b>GRAND TOTAL</b>		<b>\$412,000</b>	<b>\$490,000</b>

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total
\$335,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$1,910,000
\$40,000	\$0	\$0	\$0	\$0	\$43,400	\$0	\$0	\$0	\$0	\$83,400
\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$75,000
										\$0
										\$0
\$340,400										\$340,400
\$95,000										\$95,000
	\$140,250									\$140,250
	\$75,500									\$75,500
\$25,000										\$25,000
	\$75,000									\$75,000
		\$1,050,000								\$1,050,000
		\$75,000								\$75,000
			\$129,342							\$129,342
			\$59,000							\$59,000
			\$150,000							\$150,000
				\$420,942						\$420,942
				\$60,500						\$60,500
				\$14,520						\$14,520
					\$420,342					\$420,342
					\$77,000					\$77,000
					\$62,000					\$62,000
					\$14,880					\$14,880
						\$502,342				\$502,342
						\$85,000				\$85,000
						\$201,250				\$201,250
						\$15,240				\$15,240
							\$237,342			\$237,342
								\$248,750		\$248,750
									\$325,000	\$325,000
<b>\$842,900</b>	<b>\$473,250</b>	<b>\$1,307,500</b>	<b>\$520,842</b>	<b>\$678,462</b>	<b>\$800,122</b>	<b>\$986,332</b>	<b>\$419,842</b>	<b>\$431,250</b>	<b>\$507,500</b>	<b>\$6,968,000</b>

\$335,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$1,910,000
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$507,900	\$298,250	\$1,132,500	\$345,842	\$503,462	\$625,122	\$811,332	\$244,842	\$256,250	\$332,500	\$5,058,000
<b>\$842,900</b>	<b>\$473,250</b>	<b>\$1,307,500</b>	<b>\$520,842</b>	<b>\$678,462</b>	<b>\$800,122</b>	<b>\$986,332</b>	<b>\$419,842</b>	<b>\$431,250</b>	<b>\$507,500</b>	<b>\$6,968,000</b>

**Infrastructure: Parks & Paths-Capital**

Project Location	Acct. #	Project Name	Brief Description	Year End Projection	Fiscal Year 2016	
Various	51	51-22-61-9088	Park Site Improvement	Tree Bank- Forestry	\$50,000	\$50,000
Various	51	51-22-80-5023	Grant Corridor Project	Corridor Enhancement Program-Rt 22 Medians	\$267,000	
Balzer Park	51	51-22-86-1101	Park Amenity Improvement	Balzer Tennis Court Resurface		
Balzer Park	51	51-22-86-1102	Park Amenity Improvement	Balzer Basketball Court Resurface		
Bicentennial Park	51	51-22-86-1201	Park Amenity Improvement	Bicentennial Playground Upgrades		
North Park	51	51-22-86-1401	Park Amenity Improvement	North Park - Baseball Foul Ball Netting		
North Park	51	51-22-86-1402	Park Amenity Improvement	North Park Tennis Court Resurface		
North Park	51	51-22-86-1403	Park Amenity Improvement	North Park Playground Upgrades		
Olde Mill Park	51	51-22-86-1503	Park Amenity Improvement	Olde Mill Playground Upgrades		
Spring Lake Park	51	51-22-86-1701	Park Amenity Replacement	Spring Lake Park - Water Toy Replacement		
Spring Lake Park	51	51-22-86-1702	Park Amenity Improvement	Spring Lake Basketball Court Resurface	\$8,000	\$8,000
Spring Lake Park	51	51-22-86-1703	Park Amenity Improvement	Spring Lake Playground Upgrades		
Spring Lake Park	51	51-22-86-1704	Park Amenity Improvement	Spring Lake Park Tennis Court Resurface		
Whytegate Park	51	51-22-86-1802	Park Amenity Improvement	Whytegate Basketball Court Resurface		
Whytegate Park	51	51-22-86-1803	Park Amenity Improvement	Whytegate Tennis Court Resurface		
Whytegate Park	51	51-22-86-1805	Park Amenity Improvement	Whytegate Park Playground Upgrades		
Downtown Area	51	51-22-86-1901	Land & Improvements	Pocket Park (Const & Eng)	\$0	\$188,500
North Park	51	51-22-86-2401	Park Site Improvement	North Park Covered Equipment Storage Replacement (Design and Construction)		
North Park	51	51-22-86-2402	Park Site Improvement	Cont Srv- Painting Exterior North Park		
North Park	51	51-22-86-2403	Park Site Improvement	Roof Replacement- North Park		
North Park	51	51-22-86-2404	Park Site Improvement	HVAC Replacements- North Park		
Spring Lake	51	51-22-86-2701	Park Site Improvement	Spring Lake Park HVAC Upgrades (Replace Heater, Add A/C)		
Spring Lake	51	51-22-86-2702	Park Site Improvement	Pavillion - Floors (Bathrooms) Spring Lake		
Spring Lake	51	51-22-86-2703	Park Site Improvement	Cont Srv- Painting Exterior Spring Lake		
North Park	51	51-22-86-4401	Park Site Improvement	North Park Electrical Upgrades	\$13,530	
North Park	51	51-22-86-4402	Park Site Improvement	North Park Athletic Field Lighting Upgrades		
Rivershire Park	51	51-22-86-4601	Park Site Improvement	Rivershire Fence Replacement		
Rivershire Park	51	51-22-86-4603	Facilities Improvement	Garage Door Opener Motors Replace- Rivershire		
Spring Lake Park	51	51-22-86-4701	Park Amenity Replacement	Spring Lake Park Tennis Court - Fence Fabric	\$10,000	\$10,000
Spring Lake Park	51	51-22-86-4702	Park Site Improvement	Spring Lake Parking Lot Light Replacement		
Whytegate Park	51	51-22-86-4801	Park Site Improvement	Whytegate Park Fence Relocation-Clearing		
Various	51	51-22-86-4902	Land & Improvements	Jamestown Lane Pedestrian Signal	\$0	\$70,000
Various	51	51-22-86-5024	Grant Corridor Project	Corridor Enhancement Program-Entrance Signs	\$375,000	\$250,000
North Park	51	51-22-86-5401	Park Site Improvement	North Park Granite Path Resurfacing		
Various	51	51-22-86-5902	Path System Improvement	Bike Path Extension - Milwaukee Ave. (Riverside to Rte. 22)		
Various	51	51-22-86-5903	Path System Improvement	Bike Path Extension - Milwaukee Ave. (Route 22 to Aptakisic)		
Various	51	51-22-86-5904	Path System Improvement	Bike Path Extension - Whitmore to Daniel Wright School		
Various	51	51-22-86-5905	Path System Improvement	Natural Area Boardwalk Replacements		
Balzer Park	51	51-22-86-6101	Park Amenity Improvement	Balzer Tennis Court Fence Replacement	\$50,000	\$50,000
Balzer Park	51	51-22-86-6102	Park Site Improvement	Balzer Parking Lot Resurface		
North Park	51	51-22-86-6402	Park Site Improvement	North Park Parking Lot Resurface		
North Park	51	51-22-86-6404	Park Site Improvement	North Park Drainage Culvert Replacement (Constructio	\$79,425	\$50,000
North Park	51	51-22-86-6405	Path System Improvement	North Park - Bridge Refurbishment		
North Park	51	51-22-86-6406	Park Site Improvement	North Park Hardscape Repairs		
Olde Mill Park	51	51-22-86-6501	Park Site Improvement	Olde Mill Parking Lot Resurface		
Rivershire Park	51	51-22-86-6601	Park Site Improvement	Rivershire Parking Lot Resurface		
Rivershire Park	51	51-22-86-6602	Path System Improvement	Rivershire Park Bridge Refurbishing		
Spring Lake Park	51	51-22-86-6702	Park Site Improvement	Spring Lake Parking Lot Resurface		
Whytegate Park	51	51-22-86-6801	Park Site Improvement	Whytegate Park Historic Fence Repairs		
Whytegate Park	51	51-22-86-6802	Park Site Improvement	Whytegate Parking Lot Resurface		
Various	51	51-22-86-9902	Infrastructure Improvement	Rt. 22 Pedestrian Bridge Improvements		
Various	51	51-22-86-9903	Park Signage Replacement	Parks Entrance Sign Replacements		
Various	51	51-22-86-9904	Park Signage Replacement	Parks Sign/Post Replacements		
Village Hall	51	51-22-86-9905	Park Signage Replacement	Village Kiosk Replacement- VH		
North Park	??	?????	Park Site Improvement	North Park Exterior Fence Replacement		
<b>Grand Total</b>					<b>\$852,955</b>	<b>\$676,500</b>

Motor Fuel Tax Fund	03	\$0	\$0
Water and Sewer Fund	07	\$0	\$0
General Capital Fund	51	\$852,955	\$676,500
<b>GRAND TOTAL</b>		<b>\$852,955</b>	<b>\$676,500</b>

Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10 Year Total
\$50,000	\$50,000	\$50,000	\$50,000							\$200,000
\$203,000	\$203,000									\$406,000
						\$50,000				\$50,000
				\$7,000						\$7,000
					\$55,000					\$55,000
		\$10,000						\$10,000		\$20,000
	\$15,000						\$26,000			\$41,000
		\$60,000								\$60,000
							\$75,000			\$75,000
						\$24,000				\$24,000
					\$10,000					\$10,000
						\$80,000				\$80,000
					\$12,000					\$12,000
						\$10,000				\$10,000
			\$25,000							\$25,000
					\$65,000					\$65,000
										\$0
\$60,000										\$60,000
\$15,000										\$15,000
					\$80,000					\$80,000
							\$35,000			\$35,000
					\$15,000					\$15,000
			\$5,000							\$5,000
		\$15,000								\$15,000
					\$100,000					\$100,000
								\$250,000		\$250,000
			\$17,000							\$17,000
	\$6,000									\$6,000
										\$0
\$40,000										\$40,000
							\$90,000			\$90,000
\$70,000										\$70,000
										\$0
\$15,000										\$15,000
			\$200,000							\$200,000
		\$350,000								\$350,000
	\$160,000									\$160,000
				\$35,000	\$37,000	\$30,000	\$30,000			\$132,000
										\$0
					\$18,000					\$18,000
	\$150,000									\$150,000
										\$0
			\$17,000							\$17,000
					\$25,000					\$25,000
					\$17,000					\$17,000
				\$160,000						\$160,000
			\$15,000							\$15,000
							\$55,000			\$55,000
\$25,000										\$25,000
			\$15,000							\$15,000
\$170,000										\$170,000
							\$20,000			\$20,000
	\$15,000						\$15,000			\$30,000
	\$50,000									\$50,000
									\$110,000	\$110,000
<b>\$648,000</b>	<b>\$649,000</b>	<b>\$502,000</b>	<b>\$327,000</b>	<b>\$202,000</b>	<b>\$434,000</b>	<b>\$214,000</b>	<b>\$326,000</b>	<b>\$260,000</b>	<b>\$110,000</b>	<b>\$3,672,000</b>

\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$648,000	\$649,000	\$502,000	\$327,000	\$202,000	\$434,000	\$214,000	\$326,000	\$260,000	\$0	\$3,562,000
<b>\$648,000</b>	<b>\$649,000</b>	<b>\$502,000</b>	<b>\$327,000</b>	<b>\$202,000</b>	<b>\$434,000</b>	<b>\$214,000</b>	<b>\$326,000</b>	<b>\$260,000</b>	<b>\$0</b>	<b>\$3,562,000</b>



**Summary of Capital Funds**

Fund	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	10-Year Total
Facilities	\$708,000	\$332,500	\$325,000	\$247,000	\$320,000	\$45,000	\$175,000	\$300,000	\$175,000	\$160,000	\$400,000	\$2,479,500
Equipment	\$287,000	\$287,474	\$254,818	\$171,672	\$34,500	\$78,000	\$165,000	\$152,000	\$217,000	\$216,500	\$220,000	\$1,796,964
Furniture & Fixtures	\$50,000	\$25,000	\$0	\$0	\$10,000	\$0	\$24,000	\$0	\$0	\$70,000	\$110,000	\$239,000
Infrastructure-Storm Sewer	\$128,000	\$455,000	\$135,000	\$642,000	\$305,000	\$232,000	\$355,000	\$285,000	\$190,000	\$145,000	\$380,000	\$3,124,000
Infrastructure-Water	\$774,300	\$1,302,300	\$1,054,926	\$2,068,500	\$1,578,000	\$1,548,500	\$1,002,500	\$961,500	\$937,000	\$831,000	\$2,128,000	\$13,412,226
Infrastructure-Sanitary	\$277,500	\$234,500	\$241,500	\$249,500	\$256,500	\$264,500	\$594,500	\$363,000	\$288,500	\$297,000	\$304,500	\$3,094,000
Infrastructure-Roadways	\$490,000	\$842,900	\$473,250	\$1,307,500	\$520,842	\$678,462	\$800,122	\$986,332	\$419,842	\$431,250	\$507,500	\$6,968,000
Infrastructure-Parks & Paths	\$676,500	\$648,000	\$649,000	\$502,000	\$327,000	\$202,000	\$434,000	\$214,000	\$326,000	\$260,000	\$110,000	\$3,672,000
Vehicle Replacement	\$312,000	\$418,000	\$287,000	\$399,000	\$396,300	\$339,000	\$213,000	\$225,500	\$375,000	\$233,000	\$272,000	\$3,157,800
<b>Total</b>	<b>\$3,703,300</b>	<b>\$4,545,674</b>	<b>\$3,420,494</b>	<b>\$5,587,172</b>	<b>\$3,748,142</b>	<b>\$3,387,462</b>	<b>\$3,763,122</b>	<b>\$3,487,332</b>	<b>\$2,928,342</b>	<b>\$2,643,750</b>	<b>\$4,432,000</b>	<b>\$37,943,490</b>



## **GUIDING PRINCIPLES**

The Village of Lincolnshire 10-Year Capital Improvement Plan is based on several guiding principles. Simply put, these guiding principles should serve as the foundation of the contents of this document and the day-to-day decisions made by local officials throughout the planning horizon. This document should be utilized as a tool to assist Staff in the preparation of the short and long term capital goals.

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### **ROADWAYS**

#### **Rating Criteria:**

A scientific survey of all roads within the community will be performed every 5 years. The approximate cost of this survey is \$40,000.

Roadways within the Village of Lincolnshire Roads that reflect a surface rating of fair or worse, based on the information obtained during the 2012 IMS Roadway survey will be added to the 10 Year Capital Plan.

Roads that reflect an overall rating of less than 70, based on the information obtained during the 2012 IMS Roadway survey will be added to the 10 Year Capital Plan.

Roads that reflect 50% or more of required curb and gutter replacement and/or 10% or more of surface area patching will be added to the 10 Year Capital Plan.

#### **Preservation methods utilized:**

Asphalt sealcoating – The Village will explore alternative ways to extend the life of asphalt pavements by using maltene based sealants that are designed to fill in small cracks/voids in pavements with the goal of extending the life of a pavement 5-10 years.

Crack sealing – preservation method utilized on roadways in commercial area that show cracking, but not to the extent that requires resurfacing

Surface & Full-Depth Patching – preservation method utilized on roadways throughout the Village that show pavement failures, but not to the extent that requires resurfacing

Minor Resurfacing – preservation method utilized on roadways throughout the Village that show surface wear only, but are structurally sound and do not show signs of base or sub-base failure.

Full-Depth Resurfacing – The reconstruction method of full-depth reconstruction will be utilized on roadways throughout the Village that reflect substantial base and sub-base failure in over 35% of the roadway area, as defined in the independent assessment.

Full Road Reconstruction – This reconstruction method will be utilized on roadways throughout the Village that reflect substantial base and sub-base failure in over 40% of the roadway area, and also requires significant curb & gutter, and/or utility improvements within the roadway limits.

## **VEHICLES**

Staff maintains a comprehensive list of all Village vehicles and equipment, their purchase date, specifications, expected service life, etc. This document will be utilized annually as the main tool for determining when specific vehicles and/or equipment will be added to the capital program. However, for the purposes of general guidance, the following parameters are established.

### **Large Equipment:**

The large equipment includes items such as 12 yard, 5 yard, 2&3 yard dump trucks, loader, backhoe, etc. This equipment is on our replacement schedule of approximately 8 to 15 years or 11,000 hours, based on need. Staff will evaluate this equipment annually as part of the regular maintenance program. The equipment will further be evaluated after 5- 7 years and the appropriate equipment will be added to the 10 year capital plan based on this criteria and equipment. Alternative purchasing (ie. leasing, performing duties contractually, etc.) of equipment that does not receive heavy routine use or is specialized equipment will be considered before any purchase.

### **Medium Equipment:**

The medium equipment includes items such as the jet rodder, chipper, mini excavator, equipment trailers etc. This equipment is on a replacement schedule of approximately 10 years to 15 years or 8,000 hours, based on need. Staff will evaluate this equipment annually as part of the regular maintenance program. The equipment will further be evaluated after 5- 7 years and the appropriate equipment will be added to the 10 year capital plan based on this criteria and equipment. Alternative purchasing (ie. leasing, performing duties contractually, etc.) of equipment that does not receive heavy routine use or is specialized equipment will be considered before any purchase.

### **Small Equipment:**

The small equipment includes items such as walk behind, riding mowers, forklift, floor scrubber, etc. This equipment is on a replacement schedule of approximately 4 years to 15 years, or 10,000 hours based on need. Staff will evaluate this equipment annually as part of the regular maintenance program. The equipment will further be evaluated after 5- 7 years and the appropriate equipment will be added to the 10 year capital plan based on this criteria and equipment.

## **WATER SYSTEM**

### **Water Main Replacement and Distribution System Looping:**

1. Replace failing water main with a history of at least three documented main breaks resulting from corrosion within 1000 feet of pipe.
2. Install new or replace existing water mains with larger diameter mains throughout the Village where applicable. Water mains shall be identified by the Village water model analysis and will improve flow rates, system pressure, eliminate dead end water supply and improve pressures during periods of peak water demands (fire flows, warm weather, etc.).
3. Replace 4" water mains with larger diameter mains to improve system performance during water main breaks and new main construction. These mains shall be prioritized during review of the Village water model analysis and engineering recommendations.

### **Operation and Maintenance:**

1. Replace up to five defective hydrants identified in the hydrant flushing program annually.
2. Replace three water valves annually to improve system performance during water main breaks or water main construction.
3. Perform a corrosion protection survey and evaluation of the thirty inch transmission main every three years. (Engineering Recommendation)
4. Update the Village hydraulic water model every five years in accordance with industry standards. (Engineering Recommendation)

### **Water Storage:**

1. Clean and inspect the concrete water storage reservoirs every five years.
2. Perform necessary repairs identified during the cleaning and tank inspections. Repairs shall be performed in accordance with professional recommendations and industry standards.

### **Water Supply:**

1. Perform a water model study of the Village flow requirements and evaluate the feasibility of an emergency water interconnection.

## **SANITARY SYSTEM**

### **Operation and Maintenance:**

1. Clean, televise and inspect 5 miles of sanitary main annually. This will provide a full evaluation of the sanitary infrastructure every 10 years.

### **Sanitary Sewer Rehabilitation:**

1. Rehabilitate approximately 4,000 feet of sanitary main annually to extend the life of the utility and prevent future sewer replacement projects. Two thousand feet of sewer main is initially planned in 2015 in order to synchronize the televising and repair process.

Rehabilitation shall include excavation and replacement of pipe identified from televising to restore pipe integrity and utilization of Trenchless technologies. The most effective technologies shall be utilized for rehabilitation which may include installation of cured-in-place piping (CIPP) and pressure grouting of pipe joints, service connections or sewer structures.

## **STORMWATER SYSTEM**

The following guiding principles provide a framework for developing and maintaining and improving the Villages storm sewer system:

Provide Regular Maintenance and inspection of 10% of existing storm sewers within the Village limits which includes cleaning and televising to help incorporate future utility repairs into the road resurfacing project.

### **Storm Sewer Replacement and Maintenance:**

1. Televising and Inspect 3,000 –4,000 linear feet of Storm Sewers annually in conjunction with future road replacement projects.
2. Rehabilitate approximately 1,000 ft. of the storm sewer system annually to extend the useful lives of “fair” condition storm sewers in order to save money on future sewer replacement projects while also coordinating with future road improvement programs.

### **Operations and Maintenance:**

1. Clean and inspect approximately 100-130 (10%) catch basins annually within the Village for a period of 10 years. Upon completion, annually recommend improvements to be placed into the in the storm sewer re-lining program.

### **Private Property Programs:**

1. Implement annual storm water Best Management Practices (BMPs) to improve local private property drainage issues. The Storm water BMP program would allow the Village to assist residents in improving minor drainage and flooding problems by implementing relatively cost solutions.

### **Drainage Improvements:**

Implement key storm sewer improvements that will minimize the depth, duration and extent of street flooding as much as practical, provided the Village’s budgetary constraints.

Phase Drainage improvements for installation with road and water main improvements.

Implement alternatives to storm sewer installation that would reduce the cost of drainage improvements. These alternatives may include storm water detention and/or small-scale distributed BMP’s that would reduce the amount of runoff.

### **Additional Storm Sewer System Goals:**

Additionally, the following is a list of goals which will be implemented in order to provide a more functional and efficient storm sewer system:

Establish and recognize areas of infrastructure that need improvement.  
Perform a village wide storm sewer study every 10 years to determine the existing capacity of the villages storm sewer system for a variety of events and identify any desired improvements.

Establish a prioritization system of upgrading deficient infrastructure.

Program long term needs into existing Capital Improvement Plan.

Detect and eliminate unauthorized discharges to the storm system.

Detect and control Construction Site Runoff. Enforce a program to address discharges of post-construction storm water runoff from new development and redevelopment areas.

Develop strategies to enhance water quality and create a quality living environment

Develop “public education and outreach” including distributing educational materials and performing outreach to inform citizens about the impacts polluted storm water can have on water quality.

Participate in local watershed groups to help the region develop and implement policies and projects that protect and enhance the Villages drainage system and natural resources.

Maintain the integrity of ecosystem health, green infrastructure measures and low impact development should be pursued on these parcels. Green infrastructure measures include such things as permeable pavers, filter strips, bio swales, depressed landscape islands, rainwater harvesting, etc.

Promote “good housekeeping” for Public Works operations. This includes training municipal staff on pollution prevention measures and techniques, such as regular street sweeping, reduction in the use of pesticides and street salt, and frequent catch-basin cleaning.

## **FACILITIES**

Village buildings will be evaluated annually for maintenance and repair needs and items found needing attention will be added to the appropriate budget line item.

Facility uses will be considered in planning all capital improvements.

Roofs will be evaluated every 10 years for maintenance and repair needs, and recommendations will be appropriated in future years.

Mechanical systems will be evaluated every 5 years, and recommendations will be appropriated in future years.

Exteriors of buildings will be painted every 20 years.

Interiors of buildings will be painted every 20 years.

## **PARKS AND PATHS**

The following guiding principles provide a framework for developing and enhancing Lincolnshire's parks and paths system:

### **Parks:**

Annually inspect all of the Village parks with the Park Board. Upon inspections, gather input for future Amenities.

Inspect and evaluate all existing Playground equipment annually with a goal of making all needed immediate repairs and scheduling future playground replacement plans.

Inspect and repair all existing hardscape in Village parks annually.

Affirm the community's commitment to responsible land use and stewardship of the natural environment.

Manage Village owned lands within existing parks.

Develop a tree care plan to ensure that the investments made in planting parkways trees is balanced with a plan for long-term care of trees. This is particularly important as it relates to controlling pest infestations such as the Emerald Ash Borer that has eliminated entire tree canopies in some communities.

Develop and adopt a Park and Paths Plan that will guide the development and enhancement of the Village's parks and trails and ensures the elements are continually assessed, maintained, and upgraded to sustain Lincolnshire's image as an attractive small town and walkable community.

Ensure that parks within the Village are accessible and provide balanced recreation opportunities for all residents of all ages.

Protect and preserve open spaces, natural areas, and other elements of "green infrastructure", while also protecting critical environmental areas, and enhancing natural beauty.

Prohibit the removal of mature, healthy trees on a development site wherever possible, and require replacement of trees to achieve equivalent canopy cover.

### **Paths:**

Inspect all Village bike paths annually. Upon completion of inspections, recommend improvements as needed.

Inspect all Village bike path signs annually. Upon completion of inspections, recommend improvements as needed.

Develop and maintain a safe, efficient, and comprehensive trail system that meets the human and social service needs of our most important resource...our residents.

Develop a high quality, interconnected trail system that create walkable, interconnected neighborhoods while providing recreation and transportation as a means to link parks and open space together.

Develop priorities for a system of parks and trails within the Village including location, development, and connectivity.

Identify a possible need for additional study on alternative trail uses.

Provide and maintain directional and way finding signs to community facilities and local places of interest including the downtown area.

Recognize the potential to partner with other agencies, including local schools, Lake County Forest Preserve District and IDOT to ultimately identify opportunities and achieve greater efficiency.