

**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Village Hall – Board Room**  
**Monday, August 8, 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 25, 2016 Committee of the Whole Meeting Minutes

**3.0 ITEMS OF GENERAL BUSINESS**

3.1 Planning, Zoning and Land Use

3.11 Continued Consideration of Branding Initiative (Village of Lincolnshire)

Finance and Administration

3.21 Consideration of an Ordinance Amending Title 1, Chapter 8 (Village Finances) of the Lincolnshire Village Code (Village of Lincolnshire)

3.22 Consideration of an Ordinance Authorizing the Disposal of Surplus Property (Village of Lincolnshire)

3.3 Public Works

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  
COMMITTEE OF THE WHOLE MEETING  
Monday, July 25, 2016**

Present:

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

**ROLL CALL**

Mayor Brandt called the meeting to order at 8:02 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the July 11, 2016 Special Committee of the Whole Meeting Minutes**

The minutes of the July 11, 2016 Special Committee of the Whole Meeting were approved as submitted.

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

The minutes of the July 11, 2016 Committee of the Whole Meeting were approved with the following changes: Item 3.12, paragraph 7, should include **“Trustee Servi noted the fee reduction request included amenities that would be for private use.”** And Item 3.12, paragraph 14, should be changed from “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.” to **“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 go down to \$3 million.”**

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

The minutes of the July 18, 2016 Special Committee of the Whole Meeting were approved as submitted.

**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)**

Economic Development Coordinator Zozulya provided background of the current code and a summary of the request for evaluation of a zoning code amendment request to eliminate 25% building area limit for medical uses in office/industrial zoning districts and obtain a special use for MedProperties Group – Advance Dermatology.

Trustee McDonough informed Economic Development Coordinator Zozulya that similar discussions took place in the past, and the Board decided to interpret the code as 25% of a full development/zoning district was acceptable for medical and not every building so if the 25% is applied to the whole O/I district, this one building would not exceed 25% of total square footage. Economic Development Coordinator Zozulya noted that approach cannot be applied here because it is a different property than when this issue was discussed in the past. Economic Development Coordinator Zozulya noted this area is not a Planned Unit Development but a separate development site. Trustee McDonough asked if the same limitations can be used for this site. Village Attorney Simon suggested applying a text amendment for the site. Trustee McDonough suggested keeping the 25% and apply it to the whole zoning district.

Trustee Feldman asked if the 25% limitation is just for medical or all non-sales tax generating. Economic Development Coordinator Zozulya noted the 25% limitation is per medical.

Mayor Brandt asked if Skinfo, the store which sells the dermatology recommended products is also moving to this site. Economic Development Coordinator Zozulya stated Skinfo would not be moving to this site.

Economic Development Coordinator Zozulya provided additional information regarding the request for evaluation of a zoning code amendment to eliminate 25% building area limit for medical uses in office/industrial zoning districts and obtain a special use for MedProperties Group – Advance Dermatology. If the Board approves the request it would go before the Zoning Board for a public hearing and the Architectural Review Board, then come back to the Village Board for final approval.

Mr. Rick Nelson representing MedProperties Group provided a presentation regarding MedProperties Group and their request for evaluation of a zoning code amendment request to eliminate 25% building area limit for medical uses in office/industrial zoning districts and obtain a special use for MedProperties Group – Advance

## Dermatology.

Mr. Cameron Trefry, Regional Director with Ware Malcomb Architects provided a presentation outlining the site plans and architectural plans for the proposed MedProperties Group - Advance Dermatology project.

A conversation regarding the approval process for additional tenant and uses for the property followed. Trustee McDonough asked if they could grant special use for the entire building, and if a proposed tenant came and did not fit the approved special use; they would have to come before the Board for approval. Village Attorney Simon noted zoning goes with the property so the Board would have to place conditions on the use of the entire building so the use of the entire building was compatible to what the proposed use is which would substantially narrow down potential co-tenants. Mr. Trefry stated since the building is only 60% leased, when they get the bank loan they will have to demonstrate they can lease this to complimentary medical office tenants. Village Attorney Simon asked why not make a building that is 60% of the size. Mr. Trefry explained that it is driven by economics. Village Attorney Simon noted they could grant a special use for the entire building; however, conditions would need to be placed on the approval that would limit the potential uses of the vacant portions of the building so the impacts of that type of use are potentially identical to the dermatology office; all the conditions that are measured under zoning are the same or less impactful.

Mr. Trefry noted they are confident the remaining units would be leased to medical offices very similar to Advanced Dermatology.

Economic Development Coordinator Zozulya noted staff is considering changing the code relative to parking and will research this prior to the project going to the Zoning Board.

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

### **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)**

Village Manager Burke provided a summary of the request by Lincolnshire-Prairie View School District #103 to waive permit fees for two school renovation projects.

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

### ~~**3.13 Continued Consideration of Branding Initiative (Village of Lincolnshire)**~~

Mayor Brandt deferred this item to the August 8, 2016 Committee of the Whole Meeting

3.2 Finance and Administration

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

Village Manager Burke noted since we have passed the mid-year mark in the Fiscal Year, information was provided in the packet to update the Board regarding year-to-date finances and compare to previous years. Village Manager Burke noted the water and sewer fee increase and the monthly billing is performing per the projections as discussed back at the initial budget process when discussing rate increases.

**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)**

Village Manager Burke provided a summary 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.

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

**3.31 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)**

Public Works Director Woodbury provided an overview of the current leaf pick-up program and highlighted the proposal from Waste Management for contractual leaf pick-up services contingent upon a renewal of the Village's current wastehauler contract.

Trustee Servi asked if the savings highlighted would include overtime savings. Public Works Director Woodbury stated the savings presented included the overtime savings.

Public Works Director Woodbury continued highlighting the proposal from Waste Management for contractual leaf pick-up services contingent upon a renewal of the Village's current wastehauler contract. Public Works Director Woodbury provided information regarding an At-Your-Door Service option which is a new service Waste Management is offering for electronic and household hazardous waste items. This new service would add \$1.15 per home per month for all residents. Trustee

Servi asked if the \$1.15 would be the only fee for the additional pickup for the new service. Village Manager Burke noted the fee would cover any pickup listed in the service.

A conversation regarding the added fee and possible benefits of the proposed At-Your-Door Service option followed. Mayor Brandt asked if there was a way to survey residents to see if they would be willing to pay the additional fee prior to adding this to the contract. Trustee Grujanac asked if they would be willing to offer the service if 50% of residents wanted this. Public Works Director Woodbury stated staff would research possible options with Waste Management. Trustee McDonough stated he was in favor of the At-Your-Door Service option.

Trustee Leider asked what extra resources would be available for Parks & Streets staff if the leaf program is contracted out. Public Works Director Woodbury noted approximately 1,500 man hours per year would be saved and redirected into needed infrastructure maintenance activities, extra time spent in the parks and open spaces.

Mayor Brandt asked if the proposed At-Your-Door Service option would include Sedgebrook. Public Works Director Woodbury stated all Homeowner Associations typically have their own waste removal contracts and would not be included. Mayor Brandt asked if all businesses would be included. Public Works Director Woodbury stated businesses/commercial contracts are separate.

Trustee Feldman asked if there are limitations in the collection of hazardous waste with the optional At-Your-Door Service. Public Works Director Woodbury noted there are details regarding the program in the information included in the packet.

Trustee Leider noted he has had some quality of service issues with Waste Management in the recent past and stated some concern with letting go of the current leaf pick up service. Trustee Leider suggested getting a quality of work statement /request of work in place to protect the Village relative to expectations. Public Works Director Woodbury noted he reached out to surrounding municipalities using Waste Management for leaf pick up programs and all have been satisfied with the service. Staff would work with the contractor during the pickup. Village Manager Burke suggested reaching out to Waste Management regarding performance standards so the quality the Village is used to would not be diminished.

Mayor Brandt asked what would happen to the equipment the Village owns for the current leaf pickup program. Public Works Director Woodbury stated most of the equipment would be auctioned off, but the newest machine would be kept in cases where Waste Management personnel may not be on hand and a collection need arises.

A conversation regarding staff overtime savings followed.

Trustee Feldman asked if Winnetka currently picks up their leaves. Village Manager Burke noted Winnetka has their own leaf program but they also have their own refuse pickup.

Trustee Leider noted this topic has been discussed before and suggested reviewing past conversations to see why this had not moved forward in the past.

Village Attorney Simon noted Waste Management is willing to take on the leaf program if the Village renews the contract for five years and asked if the leaf contract would be for the entire five years or could this portion of the contract be year-to-year. Village Manager Burke noted staff would look into this option.

A conversation regarding the need for leaf pickup in the Village followed. Public Works Director Woodbury noted the last time a public survey was done; the largest response was in favor of the leaf program.

Trustee Feldman asked what would happen if Waste Management keeps raising prices with the knowledge the Village no longer has the equipment for the program. Public Works Director Woodbury noted the contract has a 2% - 4% increase cap each year.

Mayor Brandt noted if the Board agreed to stop the program all together, it would be her opinion the Village Board would need to conduct a Public Hearing for the residents to provide input on such a decision.

Public Works Director Woodbury noted they only have three machines on hand. If the direction from the Board is for staff to continue with the current leaf pickup program, the Village will need to purchase replacement equipment.

Trustee Servi noted he did not think the residents would be in favor of canceling the leaf program. Trustees Grujanac and McDonough agreed with Trustee Servi. Trustee McDonough stated he was in favor of outsourcing the program. Trustee Grujanac stated she was in favor of outsourcing but did not want to jeopardize the quality of service. Trustee Feldman stated she was in favor of outsourcing.

There was a consensus of the Board to pull the 2009 meeting minutes and public comments, research options related to the At-Your-Door Service option in the contract and place this item on the Regular Agenda for further discussion and possible approval at the next Regular Village Board Meeting.

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

Assistant Public Works Director/Village Engineer Dittrich provided a summary of highlights for the Lincolnshire 10-year capital plan.

Village Manager Burke noted there have not been many changes since the last update. Staff works annually on a five-year forecast which will be emailed out to the Board in the coming week and will be part of budget discussions going forward.

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 Safety
- 3.4 Parks and Recreation
- 3.5 Judiciary and Personnel

#### **4.0 UNFINISHED BUSINESS**

#### **5.0 NEW BUSINESS**

##### **5.1 Upcoming Events**

Mayor Brandt noted Friday, July 29, 2016 is the next Food Truck Friday and Crusin' with Cops. Mayor Brandt noted Friday, August 5, 2016 is National Night Out at North Park.

#### **6.0 EXECUTIVE SESSION**

Trustee Grujanac moved and Trustee Servi seconded the motion to go into Executive Session for the purpose of discussing Personnel (5ILCS 120/2(c)(1)), Pending Litigation, and Real Estate. The roll call vote was as follows: AYES: Trustees McDonough, Servi, Leider, Feldman, and Grujanac. NAYS: None. ABSENT: Trustee Hancock. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 9:13 p.m. and came out of Executive Session at 9:41 p.m.

#### **7.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:42 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
August 8, 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 (with several different logo concepts) and its potential applications for the Village Board's consideration. She also provided an analysis of the current Lincolnshire logo and case studies of cities with successful branding efforts.
- 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.

<b>Meeting History</b>	
Special COW discussion	April 27, 2015
Continued COW discussion	September 15, 2015
Continued COW discussion (current)	August 8, 2016

# **VILLAGE OF LINCOLNSHIRE REBRANDING**

Presented by Erin Rice

# LINCOLNSHIRE ► INTRODUCTION

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.



# LOGO ► CURRENT LOGO ANALYSIS

## Three oak leaves

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.



Garamond Calisto

## The "L"

The "L" in the current Lincolnshire logo contains features of the typefaces Calisto and Garamond with a combination of the curved serif on the foot of the Garamond "L" and the angled serif on the Calisto "L". The use of a serif to create a letterform logo gives a historic and established feel, as many logos for old English towns, historic landmarks, bakeries and shoppes use this same style to create an authentic feel.

## Calisto Typeface

The Calisto face functions as both a text and display face. *Stroke contrast is minimal* and maintenance of even color, especially in smaller point sizes, contributes to *high legibility*. Roman and italic characters are animated by serifs and terminals cut on an angle to the baseline, and a concave indent at the terminals. Minuscule characters have a somewhat large x-height. (Friedlander)

## LOGO ► CURRENT LOGO ANALYSIS

### Points of tension

The form of the "L" within the circle is well designed, but the way in which the elements are arranged create points of tension that can distract from the overall message of the design.



LOGO ► TYPE FOR LOGO EXPLORATION

CALISTO

CASLON

CHAPARRAL

GARAMOND

MINION PRO

PALATINO

## LOGO ► WORDMARK TYPEFACE EXPLORATION

CALISTO LINCOLNSHIRE

CASLON LINCOLNSHIRE

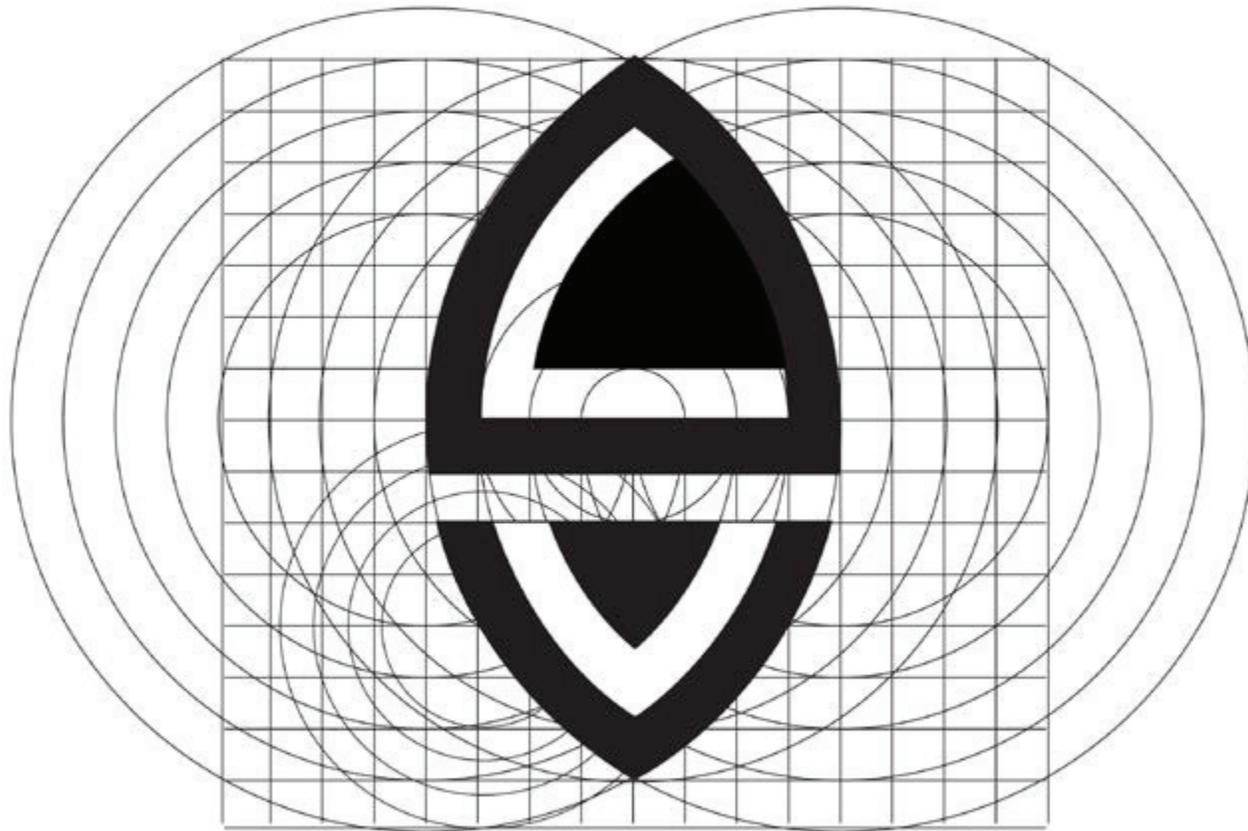
CHAPARRAL LINCOLNSHIRE

GARAMOND LINCOLNSHIRE

MINION PRO LINCOLNSHIRE

PALATINO LINCOLNSHIRE

# CONCEPT 1A ► SHIELD



# CONCEPT 1A ► SHIELD



LEAVES

+



"L"

+



SHIELD



VILLAGE OF  
LINCOLNSHIRE

**CONCEPT 1B ▶ SHIELD**



V I L L A G E O F  
**L I N C O L N S H I R E**

**CONCEPT 1C ▶ SHIELD**



**CONCEPT 1C ► SHIELD**



V I L L A G E O F  
**L I N C O L N S H I R E**

**CONCEPT 1C ► SHIELD**



**CONCEPT 1C ► SHIELD**



**CONCEPT 1C ► SHIELD**

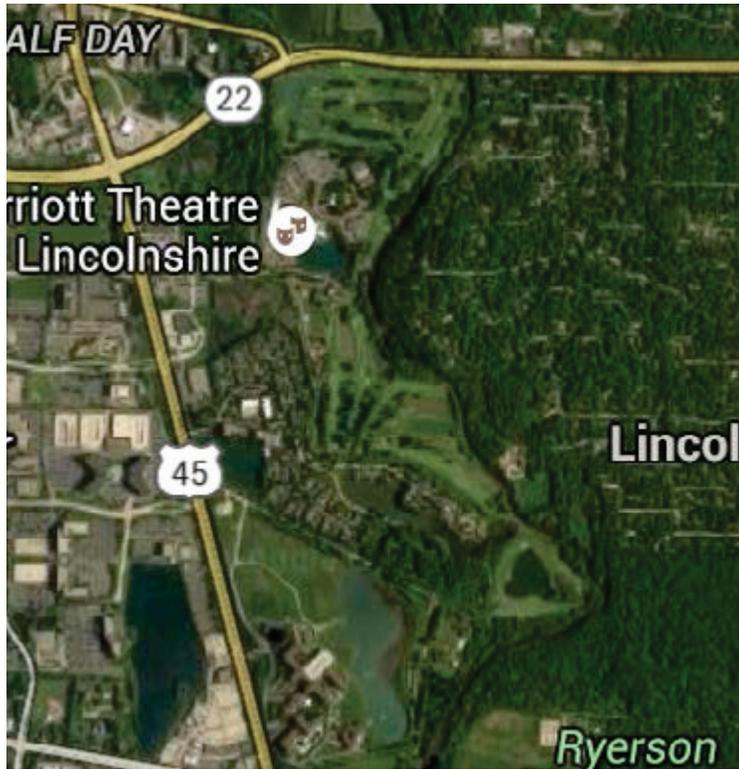


CONCEPT 1C ► SHIELD

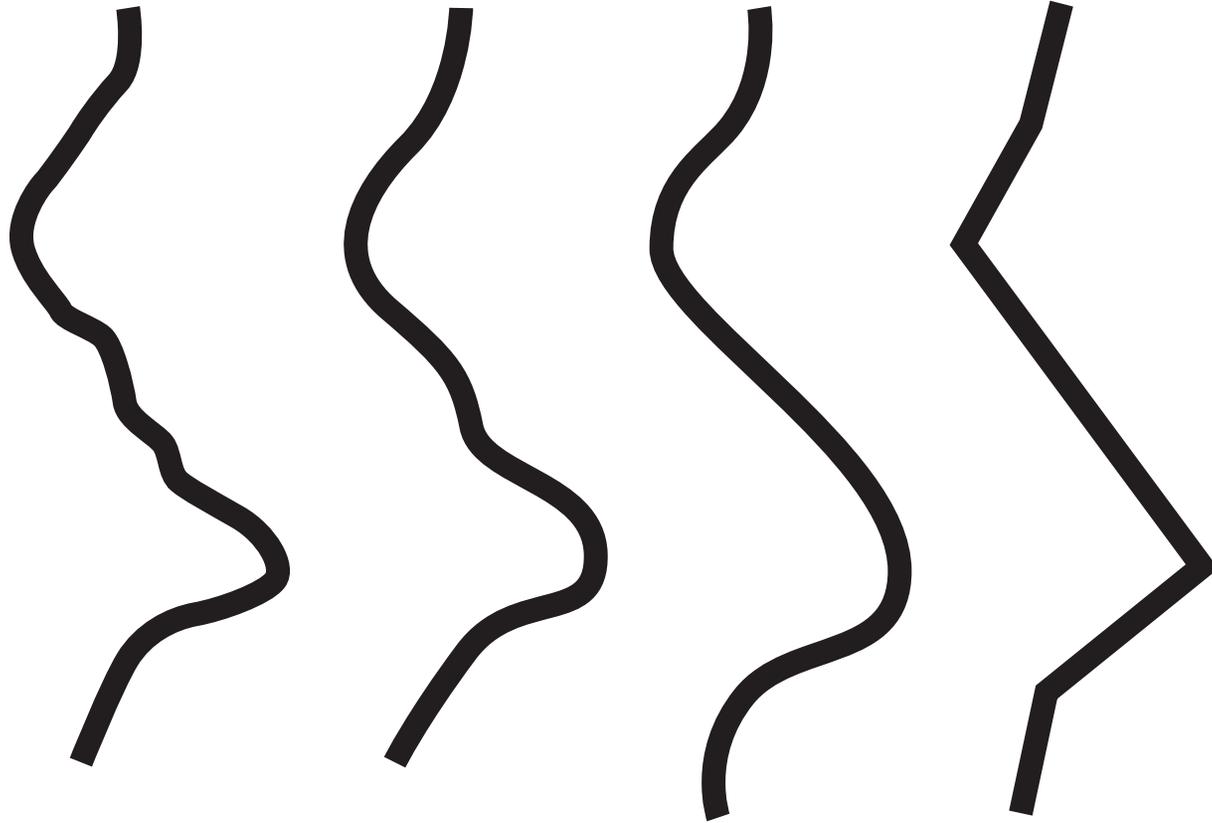


V I L L A G E O F  
**L I N C O L N S H I R E**

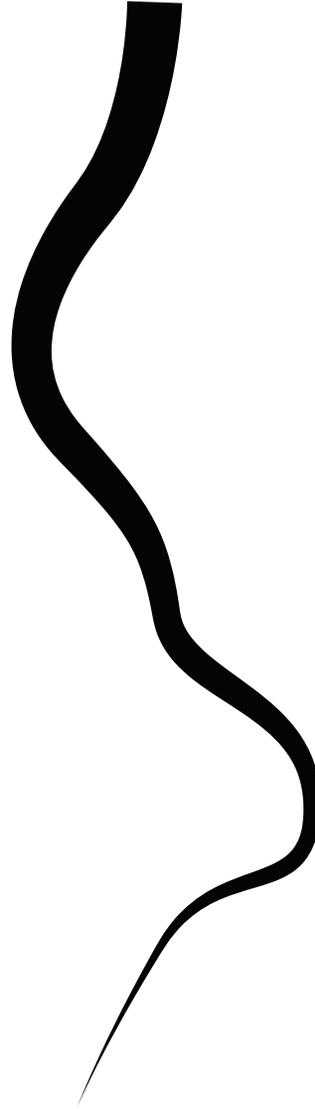
## CONCEPT 2 ► RIVER



## CONCEPT 2 ► RIVER



## CONCEPT 2 ► RIVER



## CONCEPT 2 ► RIVER



V I L L A G E O F  
**L I N C O L N S H I R E**

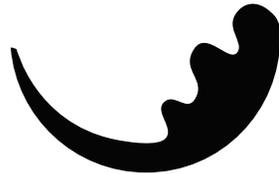
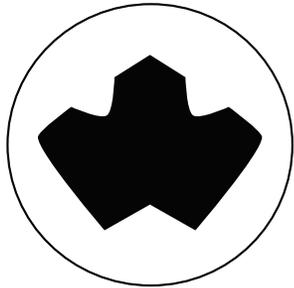
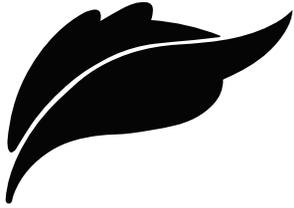
The intersection of nature and commercial displayed through the cross section of a shield and the simplified outline of the Des Plaines River which divides Lincolnshire east and west.

**CONCEPT 3** ▶ WORKMARK PICTORIAL

EST.  1957

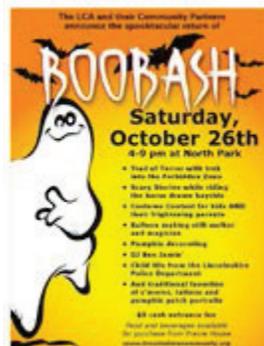
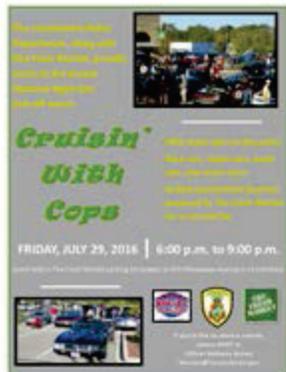
**LINCOLNSHIRE**

# LOGO ► LEAF EXPLORATION



Based on the original logo, the leaves used for the inside of the curve of the “L” resembles a sugar maple leaf, which is native to Illinois.

# GOAL ► MOVE TOWARDS CONSISTENT DESIGN



While all of these advertisements, bulletins, and logos work well individually, it is hard to read them together as a cohesive system because of the use of multiple colors, type faces, imagery and icons.

## CASE STUDY ► SHREWSBURY, ENGLAND



*“Shrewsbury doesn’t have one single, overriding thing it’s known for—like a music festival, or a market, for example. And that’s made it difficult to market the bustling, historic British village to potential business, homeowners and tourists.”*

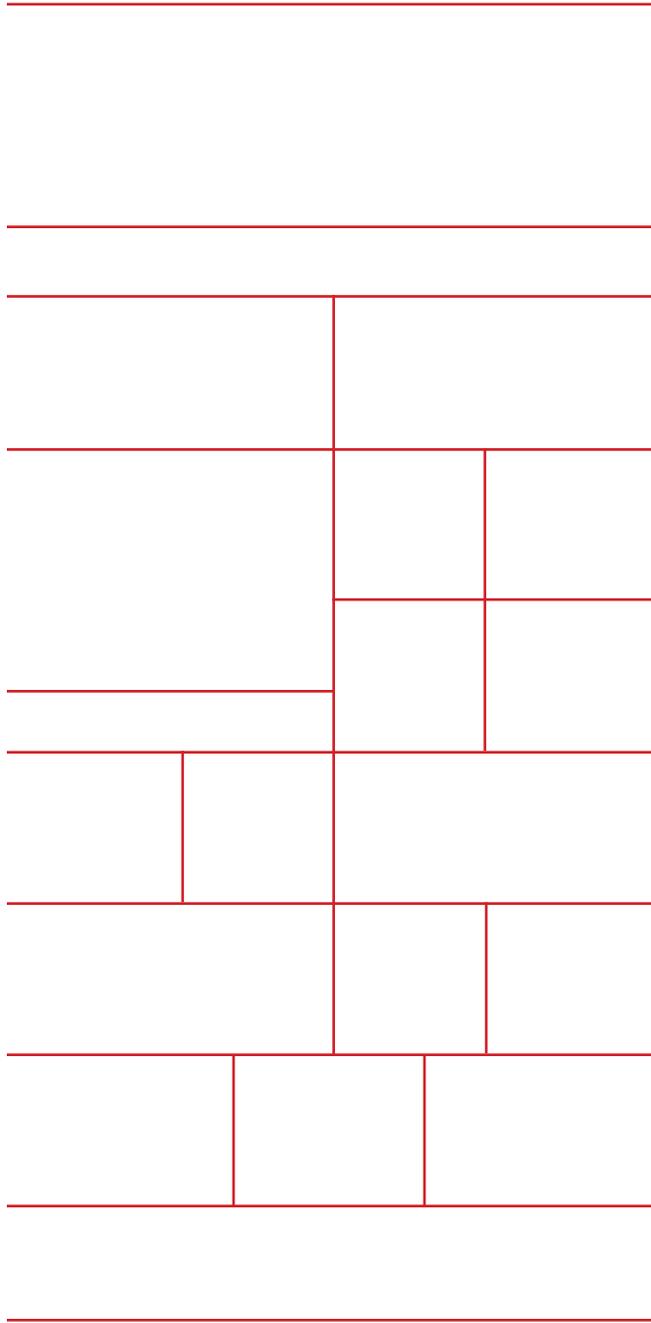


Shrewsbury is a quaint medieval town between Liverpool and Birmingham, bursting with history, shops and sites to visit. Despite this, the town still sought out a way to improve its brand.

# CASE STUDY ► SHREWSBURY, ENGLAND

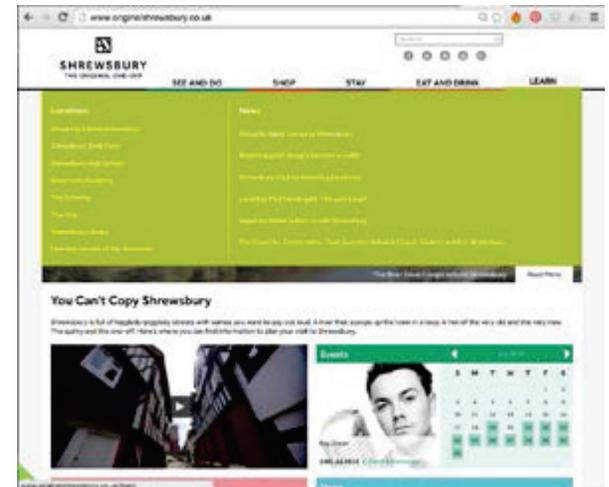
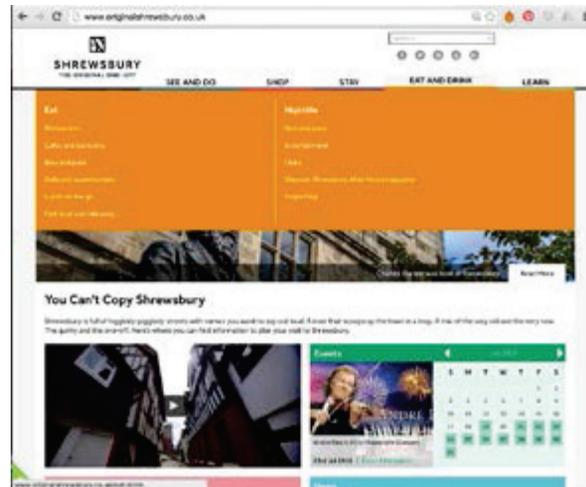
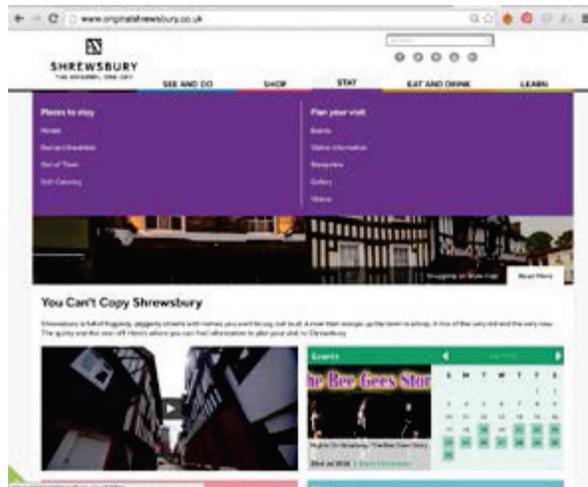
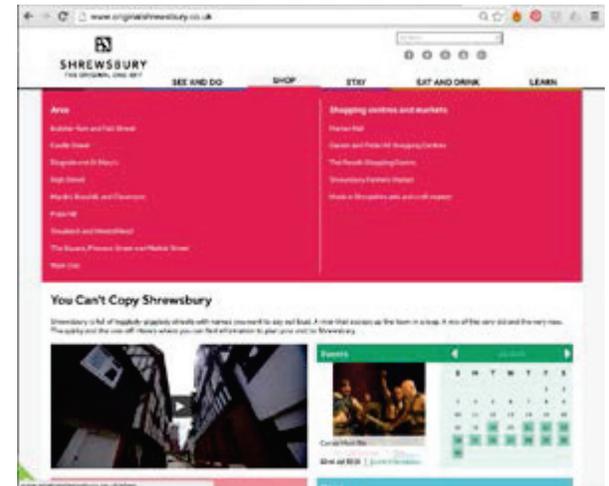
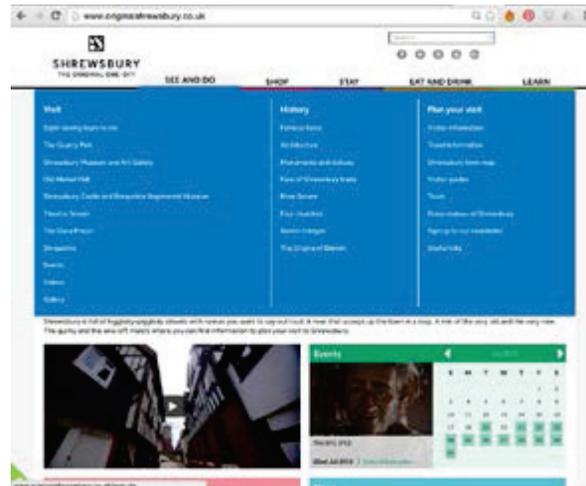
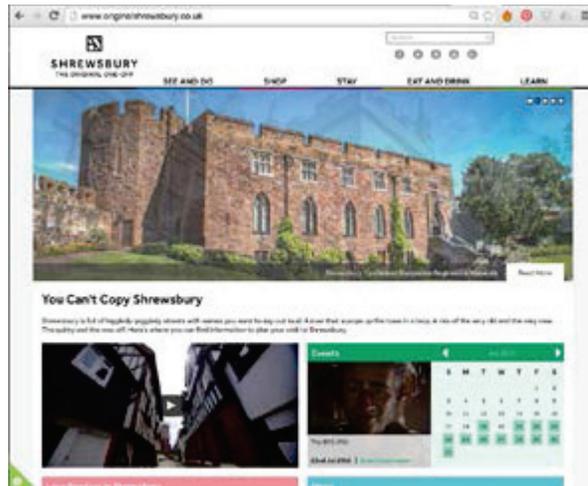


There is an uncanny similarity to Shrewsbury and Lincolnshire's online presence. Both use narrow columns to organize a lot of material into a small amount of space.



This is Shrewsbury's new website. In terms of readability and navigation, this layout is much more successful. They used colors to code the different areas of the website on the top menu bar and below in the different subsections. It also uses a four-column grid to present and organize information.

# CASE STUDY ► SHREWSBURY, ENGLAND



With further exploration of the website, I noticed a consistency with color, type, image sizes, and layout throughout the website.

# CASE STUDY ► SHREWSBURY, ENGLAND



Without abandoning its historic roots, the agency &Smith “devised an unusual visual identity that goes beyond the typical boilerplate logo-and-color-scheme branding package” for Shrewsbury. They achieved this by creating a brand that extended beyond an Online presence. The use of simple, clean type, a distinguished logo, simplified logo, color palette and strong photography ties all of the shops, events, website and feel of the town together.

# RESEARCH ► OTHER SUCCESSFUL BRANDED CITIES



**MELBOURNE, AUSTRALIA**

**AMSTERDAM, NETHERLANDS**

**BARCELONA, SPAIN**



## SO, WHAT'S THE POINT?

The point is that it is possible to combine modern, simple and functional with historic, symbolic and traditional. It's not only possible, it's very successful. This can be seen in a series of other well known, larger cities around the world that rely on strong branding to maintain and encourage tourism, business and day to day activities.

## **GOAL** ► **SUCCESSFUL CITY BRANDING**

While tourism should always be encouraged, for the Village of Lincolnshire, the branding should concentrate elsewhere. With

**8,000 RESIDENTS AND 25,000 TO 30,000  
DAY/WORK POPULATION,**

strong branding can help the Village compete with surrounding communities to present Lincolnshire as a

**PROGRESSIVE AND ENTICING LOCATION TO  
BASE NEW AND GROWING INVESTMENT AND  
ECONOMIC DEVELOPMENTS.**

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# GOAL ► SUCCESSFUL CITY BRANDING

## **SIMPLIFY THE CURRENT LOGO**

Preserve the essential look of the current Lincolnshire logo, but simplify it so it can be easily placed into multiple scenarios (ie. signage, bulletins, menus, shops, hotels, etc..), become easily recognizable, declutter the branding and .....

## **FIND YOUR PLACE CAMPAIGN**

By organizing different parts of Lincolnshire into subsets such as stay, play, eat, work, learn etc.. navigating the website and branding different aspects of the town will become more organized.

## **ESTABLISH A SIMPLIFIED BRANDING SYSTEM**

- color palette
  - type set
  - imagery
  - logos
- 
- improves recognition
  - creates trust
  - supports advertising
  - sparks interest in

# GOAL ► SUCCESSFUL CITY BRANDING

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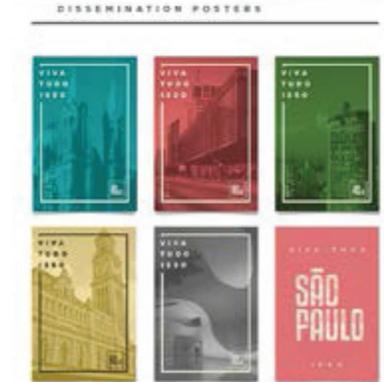
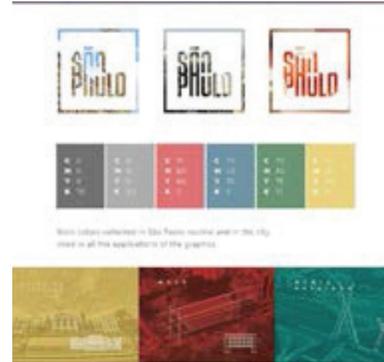
## **FIND YOUR PLACE CAMPAIGN**

By organizing different parts of Lincolnshire into subsets such as stay, play, eat, work, learn etc.. navigating the website and branding different aspects of the town will become more organized.

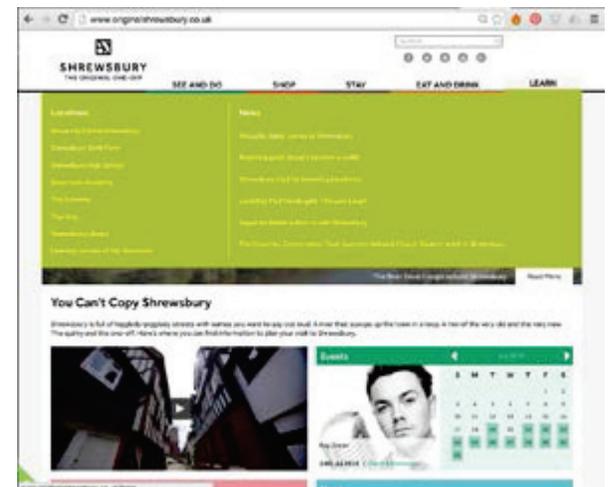
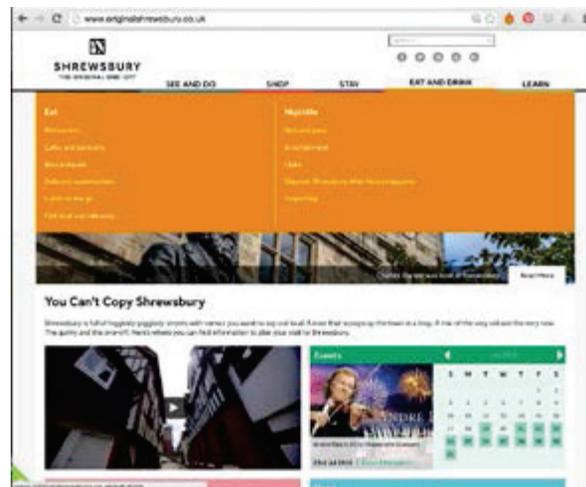
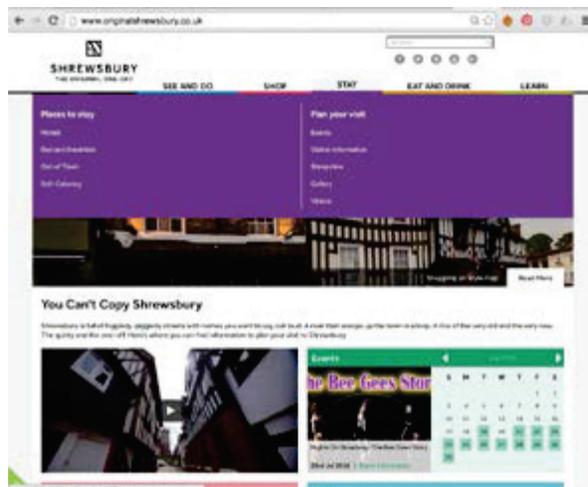
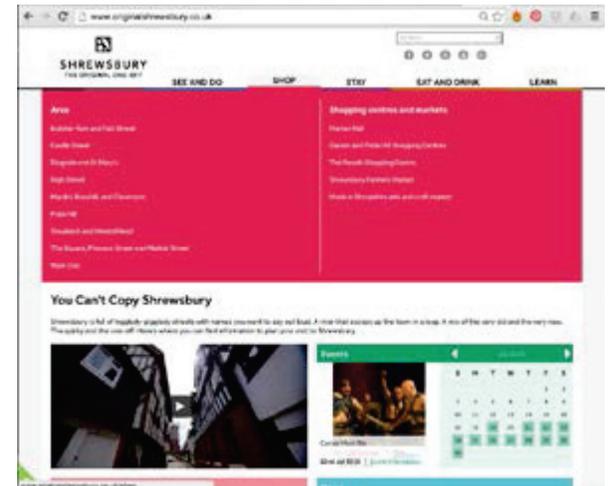
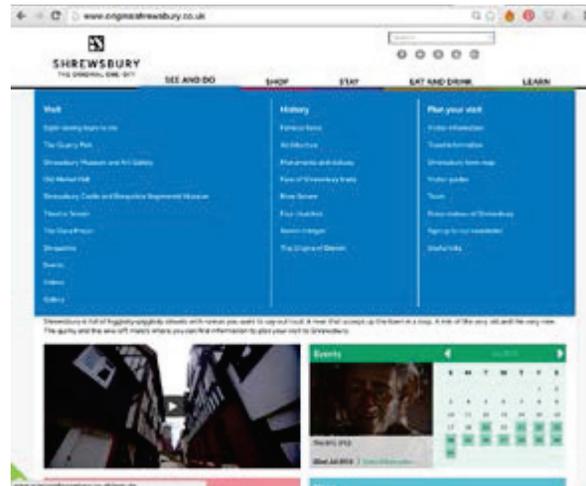
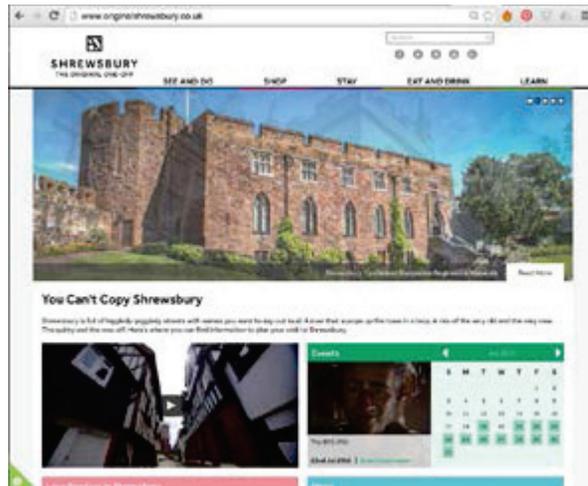
## **ESTABLISH A SIMPLIFIED BRANDING SYSTEM**

- color palette
  - type set
  - imagery
  - logos
- 
- improves recognition
  - creates trust
  - supports advertising
  - sparks interest in

# LOGO INSPIRATION ► CLEAN, TRADITIONAL, RECOGNIZABLE



# CASE STUDY ► SHREWSBURY, ENGLAND



With further exploration of the website, I noticed a consistency with color, type, image sizes, and layout throughout the website.

# CASE STUDY ► SHREWSBURY, ENGLAND



Without abandoning its historic roots, the agency &Smith “devised an unusual visual identity that goes beyond the typical boilerplate logo-and-color-scheme branding package” for Shrewsbury. They achieved this by creating a brand that extended beyond an Online presence. The use of simple, clean type, a distinguished logo, simplified logo, color palette and strong photography ties all of the shops, events, website and feel of the town together.

# RESEARCH ► OTHER SUCCESSFUL BRANDED CITIES



**MELBOURNE, AUSTRALIA**

**AMSTERDAM, NETHERLANDS**

**BARCELONA, SPAIN**



## SO, WHAT'S THE POINT?

The point is that it is possible to combine modern, simple and functional with historic, symbolic and traditional. It's not only possible, it's very successful. This can be seen in a series of other well known, larger cities around the world that rely on strong branding to maintain and encourage tourism, business and day to day activities.

## **GOAL** ► **SUCCESSFUL CITY BRANDING**

While tourism should always be encouraged, for the Village of Lincolnshire, the branding should concentrate elsewhere. With

**8,000 RESIDENTS AND 25,000 TO 30,000  
DAY/WORK POPULATION,**

strong branding can help the Village compete with surrounding communities to present Lincolnshire as a

**PROGRESSIVE AND ENTICING LOCATION TO  
BASE NEW AND GROWING INVESTMENT AND  
ECONOMIC DEVELOPMENTS.**

# GOAL ► SUCCESSFUL CITY BRANDING

## **SIMPLIFY THE CURRENT LOGO**

Preserve the essential look of the current Lincolnshire logo, but simplify it so it can be easily placed into multiple scenarios (ie. signage, bulletins, menus, shops, hotels, etc..), become easily recognizable, declutter the branding and .....

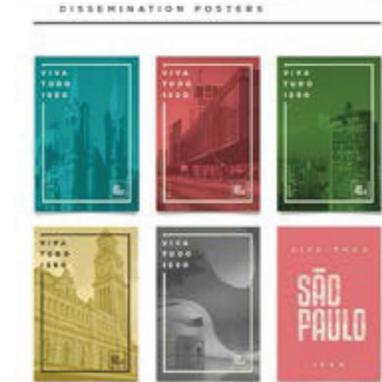
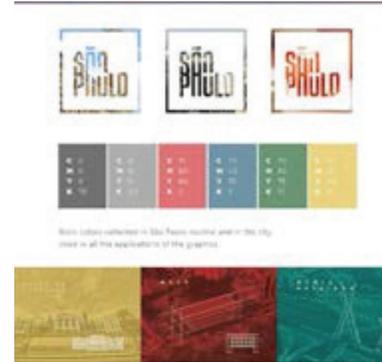
## **FIND YOUR PLACE CAMPAIGN**

By organizing different parts of Lincolnshire into subsets such as stay, play, eat, work, learn etc.. navigating the website and branding different aspects of the town will become more organized.

## **ESTABLISH A SIMPLIFIED BRANDING SYSTEM**

- color palette
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# LOGO INSPIRATION ► CLEAN, TRADITIONAL, RECOGNIZABLE



# BRANDING ► TYPOGRAPHY

**BRANDON GROTESQUE BLACK**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**BRANDON GROTESQUE** works well as a display typeface, used to draw attention to the title of the event or the main information on posters, banners or other large graphics. The geometric circular and pointed forms of the letters are cohesive with the use of the triangle as a symbol for the DuSable.

TRADE GOTHIC CONDENSED NO. 18  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz

Trade Gothic Condensed No. 18 works well as a secondary display typeface it has thin, tall features that provide a good amount of contrast with the bold round features of Brandon Grotesque.

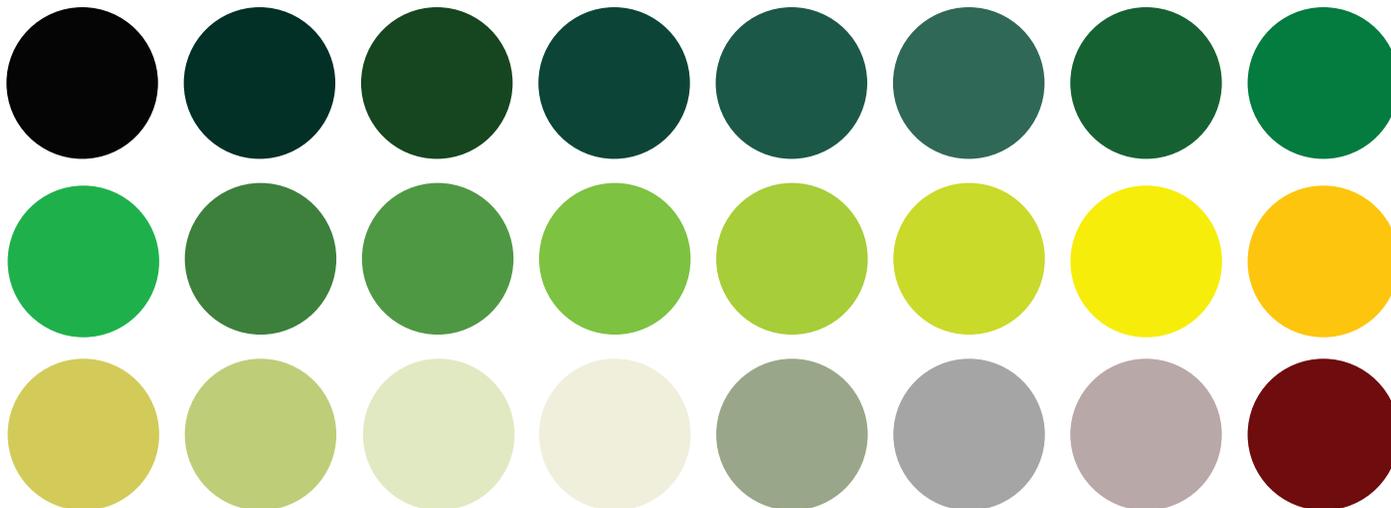
TRADE GOTHIC LIGHT  
ABCDEFGHIJKLMNOPQRSTUVWXYZCVVZ  
abcdefghijklmnopqrstuvwxyz

Trade Gothic light works for body copy because it is easy to read at a small size.

Adobe Caslon Pro  
abcdefghijklmnopqrstuvwxyz

Adobe Caslon Pro can be used in various situations as caption typeface, or to add a serif typeface in contrast to the modern sans-serifs.

# BRANDING ► CURRENT COLOR SCHEME



After pulling colors used on the website, various logos, advertisements and branding, I couldn't find a consistent color scheme. The use of too many colors distracts from the over all brand and makes it seem less consistent.



THANK YOU.

Questions? Contact me at [emrice75@gmail.com](mailto:emrice75@gmail.com)

## Find your space in Lincolnshire

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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

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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  
August 08, 2016 Committee of the Whole**

**Subject:** Consideration of an Ordinance Amending Title 1, Chapter 8 (Village Finances) of the Lincolnshire Village Code

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**Action Requested:** Advance proposed Village Code update to August 22, 2016  
Regular Village Board Meeting Consent Agenda

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**Originated  
By/Contact:** Michael R. Peterson, Finance Director/ Village Treasurer

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**Referred To:** Mayor Brandt and Board of Trustees

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**Summary/ Background:**

Lincolnshire Finance staff has reviewed said Village Code and proposes several minor language updates. The attached document highlights proposed changes to the Code. Changes recommended for deletion are identified via ~~striketrough~~ and new language is identified with **bold and double underline**. A summary of noteworthy changes are listed below.

**1-8-4 Submission and Payment of Bills**

The practice of paying specific critical operating expenditures **prior** to Village Board approval has existed for years under the authorization provided in 1-8A-3 Imprest Checking Account. Staff streamlined check issuance procedures and eliminated the Imprest Checking Bank Account and references within the Lincolnshire Village Code. In lieu of 1-8A-3 Imprest Checking Account language, staff proposes the inclusion of a complete listing of expenditures (ie: utilities, debt payments, insurance premiums, fuel invoices...) which can be paid **prior** to Village Board approval.

**1-8-5 Audit**

Staff proposes changing the timing of auditor selection to “no later than three months prior to the end of each fiscal year.”

**1-8A-1-4 Authorized Signatures on Checks and Drafts**

With ongoing advancements in technology, banks continually seek to improve banking services. To insure people have the proper authorization and specific authority to sign agreements for said services, banks request a certified copy of the Village Codes outlining the Village Board’s direction. The proposed code change identifies the specific authority granted to the Mayor, Village Manager, and Finance Director/Village Treasurer. Additionally, language has been added to clarify the electronic payment procedures currently in practice.

**1-8B-2**

**Post-Issuance Compliance Procedures**

Attorney Adam Simon advises “It is necessary and in the best interest of the Village of Lincolnshire to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for bonds or debt obligations of the Village of Lincolnshire.”

**Recommendation:**

Staff recommends approval of the updated ordinance regarding Village Finances



**Agenda Item  
3.21 COW**

**Reports and Documents Attached:**

- Blackline Version of Title 1, Chapter 8 Village Finances Section of Lincolnshire Village Code Tracking Changes Proposed
- Draft Ordinance Amending Title 1, Chapter 8 Village Finances of the Lincolnshire Village Code.
- Bond Post-Issuance Compliance Procedures

<b>Meeting History</b>	
<b>Regular Village Board Meeting:</b>	<b>August 22, 2016</b>

**CHAPTER 8  
VILLAGE FINANCES**

**SECTION:**

- 1-8-1: Appropriations**
- 1-8-2: Tax Levy**
- 1-8-3: Village Indebtedness**
- 1-8-4: Submission and Payment of Bills**
- 1-8-5: Audit**

- 1-8-1: APPROPRIATIONS:** ~~During the first quarter of each fiscal year, as~~ required by Statute,<sup>1</sup> the Village Board shall enact an appropriation ordinance in which shall be itemized all anticipated expenditures to be met during the coming year, other than those payable from bond issues. This ordinance shall be published as required by law within ten (10) days after its enactment. (1971 Code §15-1)
- 1-8-2: TAX LEVY:** Not sooner than ten (10) days after the publication of the appropriation ordinance, a tax levy ordinance shall be enacted as required by law,<sup>2</sup> levying such taxes as may be needed to meet the current year appropriation ~~anticipated expenses of the coming year~~, together with such taxes as may be required to meet outstanding bond issues, or for purposes payable from special taxes properly authorized. A certified copy of the tax levy ordinance shall be filed with the County Clerk of Lake County ~~not later than the second Tuesday in September~~. Such ordinance shall show the total appropriated for each item, and the amount of tax levied. (1971 Code §15-2)
- 1-8-3: VILLAGE INDEBTEDNESS:** It is the intent and covenant of the Village Board not to exceed any limitation placed, now or hereafter, on the powers of non-home rule municipalities to levy general real estate taxes. Specifically, the Village Board shall not exceed the rate of twenty five hundredths percent (.25%) of the Village's assessed valuation for corporate fund real estate taxes (exclusive of those separate levies permitted to be levied by non-home rule municipalities.)

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<sup>1</sup>65 ILCS 5/8-2-9

<sup>2</sup>65 ILCS 5/8-3-1

**1-8-4 SUBMISSION AND PAYMENT OF BILLS:** All bills payable by the Village shall be submitted to the Village Board for approval before payment **except as listed below**. (1971 Code §15-5) If the wage or salary of an employee has been previously approved by the Village Board, then each periodic payment of that wage or salary need not be approved.

Except for payment on bonds, notes and tax anticipation warrants, the **Finance Director/Treasurer** ~~Director of Financial Systems~~ shall pay all bills and salaries only upon written authorization signed by any two of the following: 1) Mayor; 2) Village Manager; 3) **Finance Director/Village Treasurer**. Such authorization shall state the items to be paid and the fund from which payment is to be made.

**Upon review and reconciliation of invoices received, the Finance Director/Treasurer is authorized to pay the following bills upon receipt of invoice prior to formal Village Board approval:**

- a.) **Utilities (Natural Gas, Electricity, Internet/Network Services, Telephone)**
- b.) **Postmaster for Postage**
- c.) **Governmental Agencies**
- d.) **Long-Term Debt (Previously Approved by Village Board)**
- e.) **Refunds**
- f.) **Insurance Premiums**
- g.) **Fuel Invoices**
- h.) **Payroll Processing Services**
- i.) **Credit Card Payment/Processing Services**
- j.) **Illinois Municipal Retirement Fund/Social Security**

**1-8-5: AUDIT:** ~~As soon as practicable at the close of each fiscal year, and no later than six (6) months thereafter, t~~The Village Board shall designate an auditor to audit all accounts of the Village **no later than three (3) months prior to the end of each fiscal year**. Copies of such audit report shall be filed with the Village Clerk and with the Director of the State Department of Revenue and in such other places as may be required by law.<sup>3</sup> (1971 Code §15-7)

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<sup>3</sup>65 ILCS 5/8-8-1

**CHAPTER 8  
VILLAGE FINANCES  
ARTICLE A. DEPOSIT AND INVESTMENT OF VILLAGE FUNDS**

**SECTION:**

- 1-8A-1: Deposit of Village Funds**
- 1-8A-1-1: Designation of Depositories**
- 1-8A-1-2: Qualifications of Depositories**
- 1-8A-1-3: Maximum Deposit Restrictions**
- 1-8A-1-4: Authorized Signatures on Checks and Drafts**
- 1-8A-1-5: Disqualification; Notice Given**
- 1-8A-2: Investment of Village Funds**
- ~~**1-8A-3: Imprest Checking Account**~~

**1-8A-1: DEPOSIT OF VILLAGE FUNDS:**

- 1-8A-1-1: DESIGNATION OF DEPOSITORIES:** The Village Board shall, from time to time by ordinance, designate certain banks and financial institutions as depositories for the funds and money of the Village, and the **Finance Director**/Village Treasurer shall be required to keep all Village funds and money in his custody in such places of deposit, subject to the provisions set forth below.

The Village Clerk shall file with each said depository a certified copy of the ordinance so designating such bank or financial institution as a depository, and shall also file with any such depository a certified statement of the persons from time to time holding the offices of Mayor, **Finance Director**/Treasurer, Clerk of the Village, and the two (2) members of the Village Board of the Village designated by the Mayor of the Village pursuant to the provisions of Section 1-8A-1-4. Ord. 81-673-26)

- 1-8A-1-2: QUALIFICATIONS OF DEPOSITORIES:** No bank or financial institution shall be qualified as a depository for Village funds and money unless the following conditions are met:

- A. That the corporate authorities of the Village so designate it as a place of deposit by ordinance, and that prior to the time of passage of said ordinance the corporate authorities shall have received copies of the last two (2) sworn statements of resources and liabilities which the said bank or financial institution is required to furnish the Commissioner of Banks and Trust companies or the Comptroller of Currency.

- B. That said bank or financial institution shall, while acting as such depository, agree to and actually furnish the corporate authorities of the Village with copies of all sworn statements of the resources and liabilities which such bank or financial institution is required to furnish to the Commissioner of Banks and Trust Companies or to the Comptroller of Currency.
- C. That prior to actual deposit of any funds in any such bank or financial institution, the corporate authorities of the Village shall cause the sureties of the **Finance Director**/Village Treasurer to be notified in writing at least five (5) days prior thereto that such bank or financial institution has been so designated as a place of deposit. (Ord. 74-330-6)

**1-8A-1-3: MAXIMUM DEPOSIT RESTRICTIONS:** In no event shall any Village funds or monies deposited in any bank or financial institution exceed seventy five percent (75%) of the capital stock and surplus of such bank or financial institution. The **Finance Director**/Village Treasurer shall not be discharged from responsibility for any such funds or monies deposited in said bank or financial institution in excess of such limitation. Notwithstanding the foregoing, such deposits may exceed seventy five percent (75%) of the capital stock and surplus, provided that such bank or financial institution makes an unrestricted and unencumbered pledge of Federal securities in an amount equal to such excess, which securities shall be general obligations of the United States government and which will be unencumbered, and which securities shall be pledged to the Village and deposited in escrow with the Federal Reserve Board with instructions to deliver said securities to the Village in the event the bank or financial institution becomes bankrupt or is in any way unable to deliver Village funds or monies upon demand. In the event that such deposits are made in excess of seventy five percent (75%) and are so secured, then in that event the **Finance Director**/Village Treasurer shall be discharged from responsibility for such funds or monies so deposited and secured. (Ord. 76-460-90)

**1-8A-1-4: AUTHORIZED SIGNATURES ON CHECKS AND DRAFTS:** ~~Each of the banks and financial institutions designated by the Village Board as depositories from time to time are hereby authorized to pay out the funds of this Village on deposit with it from time to time upon checks or other appropriate withdrawal documents drawn upon the depositories and signed in the name of the Village by:~~

~~the Treasurer of the Village;  
or The Finance Director; and countersigned by one of the following officers of the Village~~

~~The Mayor of the Village; or  
any one of two (2) members of the Village Board of Trustees designated  
from time to time in writing by the Mayor of the Village. (Ord. 79-568-15)~~

**The Finance Director/Village Treasurer; along with either the Mayor  
or Village Manager of the Village, shall have signatory authority to  
sign in the name and on behalf of the Village of Lincolnshire the  
following:**

**Checks;**

**Automated Clearing House (ACH) payments;**

**Wire Transfers;**

**Direct Debit Agreements;**

**and other appropriate financial documents required to pay  
Village of Lincolnshire obligations approved by the  
corporate authorities.**

**The Finance Director/Village Treasurer shall prepare detailed Wire  
Instructions and initiate electronic transfers and payments only  
after obtaining verbal approval by either the Mayor or Village  
Manager; followed by signed affirmation to said instructions.**

**Additionally, the Finance Director/Village Treasurer shall sign and  
obtain counter signature from either the Mayor or the Village  
Manager affirming payment.**

- 1-8A-1-5: DISQUALIFICATION; NOTICE GIVEN:** Any bank or financial institution designated as a depository in accordance with the provisions of this Section shall automatically cease to be an authorized depository if it becomes disqualified under the provisions of this Code or the laws of the State of Illinois, or at such time as the Village Board repeals such designation and the depository receives written notice that it is no longer designated as a depository for Village funds or money.
- 1-8A-2: INVESTMENT OF VILLAGE FUNDS:** The **Finance Director/Village Treasurer** of Financial Systems shall make such investments of Village funds and monies **in accordance with the Village of Lincolnshire Investment Policy approved by the Village Board**. Such investments shall be made in accordance with State law. All funds so invested will be solely in securities or other investments which will mature or be redeemable on a date or dates prior to the time when the funds will be required for expenditure. All payments received as to principal, interest or otherwise, derived from any investment authorized by this Section, shall be credited by the **Finance Director/Village Treasurer** to the particular fund of this Village **for which such investment was made.** (Ord. 74-330-6)

**~~1-8A-3: IMPREST CHECKING ACCOUNT:~~**

~~A. There is hereby established the Imprest Checking Account of the Village under the following terms and conditions:~~

- ~~1. No monies in said account shall be expended for any item or object unless an appropriation therefore had previously been made;~~
- ~~2. No monies in said account shall be expended for any item or object in excess of the amount appropriated therefore;~~
- ~~3. The balance in said account shall in no event exceed four thousand dollars (\$4,000.00);(Amd. Ord. 08-3071-54, eff. 12/8/08)~~
- ~~4. The balance in said account when combined with other funds of the Village from time to time deposited with the banking institution designated as depository for said account shall not exceed any limitations provided by law;~~
- ~~5. No monies in said account shall be expended for any item or object in excess of five hundred dollars (\$500.00) except in emergencies as identified by the Village Manager, when the amount can be to a maximum of one thousand dollars (\$1,000.00);~~
- ~~6. No single expenditure from said account shall exceed five hundred dollars (\$500.00) except in emergencies as identified by the Village Manager when the amount can be to a maximum of one thousand dollars (\$1,000.00);~~
- ~~7. No expenditure will be made from the account except upon the issuance of a payment request approved by the Village Manager, and receipts shall be obtained for each expenditure and submitted with the monthly report provided for below;(Amd. Ord. 08-3071-54, eff. 12/8/08)~~
- ~~8. In no event shall the expenditures from said account exceed the sum of four thousand dollars (\$4,000.00) during any one month period, said period, for the purposes of this Section, being the period between the regular monthly meetings of the Village Board of the Village; (Amd. Ord. 08-3071-54, eff. 12/8/08)~~
- ~~9. Expenditures from this account shall be only for such items or objects necessary to be processed on a more current basis than on the present monthly system;~~

~~10. A monthly report of the expenditures from said account will be submitted to the Village Board, the Village Treasurer, at least five (5) days prior to the regular monthly meeting of the Village Board, such report to completely itemize the expenditures from said account as to whom paid, for what purpose, and against what appropriation each item or object expended for is chargeable; account as to whom paid, for what purpose, and against what appropriation each item or object expended for is chargeable;~~

~~11. The four thousand dollars (\$4,000.00) maximum balance in said account shall be reimbursed only once each month based upon a submission of the bills paid from the account to the Village Board and approval with the normal monthly approved bills at the regular monthly Village Board meeting; (Amd. Ord. 08-3071-54, eff. 12/8/08)~~

~~12. The monthly reimbursement to said account shall be made by a check or checks drawn upon the appropriate general checking accounts for the appropriate funds of the Village after due authorization.~~

~~B. The Village Board will designate a depository for the said Imprest Checking Account.~~

~~C. The depository designated by the Village Board funds of this Village on deposit in said Imprest Checking Account as aforesaid with it from time to time upon checks drawn upon said depository and signed in the name of the Village Manager or **Finance Director/Village Treasurer** of Financial Systems. (amd. Ord. 93-1287-17 eff. 6/17/93) (amd. Ord. 93-1300-30 eff. 10/25/93) (amd. 94-1339-23 eff. 6/13/94)~~

~~D. Any bank herein or hereafter designated as a depository shall, while acting as such depository, furnish the corporate authorities of the Village with copies of all sworn statements of the resources and liabilities which such bank is required to furnish to the Commissioner of Banks and Trust Companies or to the Comptroller of Currency.~~

~~E. The **individuals** below indicated individuals are the persons holding the offices of Village Manager and Finance Director/**Village Treasurer** as of the date of the passage of this Section and the signatures appearing below are the genuine signatures of said Village Manager and Finance Director. (Ord. 93-1287-17 eff. 6/17/93) amd. Ord. 93-1300-30 eff. 10/25/93) (amd. 94-1339-23 eff. 6/13/94) Village Manager and Finance Director (amd. Ord. 93-1287-17 eff. 6/17/93) (amd. Ord. 93-1300-30 eff. 10/25/93) (amd. 94-1339-23 eff. 6/13/94) Revised 12/94 (amd. 12-3260-30A)~~

F. ~~The Clerk of the Village shall file with the said bank a certified copy of this Section under the Seal of this Village and shall also file with the aforesaid bank a certified statement of the person from time to time holding the offices of Village Manager and Finance Director/Village Treasurer of Financial Systems in the event that there is a change of persons holding such offices. (Ord. 88-1008-40) (amd. Ord.93-1287-17) (amd. Ord. 93-1300-30 eff. 10/25/93) (amd. 94-1339-23 eff.6/13/94)~~

**CHAPTER 8  
VILLAGE FINANCES  
ARTICLE B. GENERAL OBLIGATION REVENUE BONDS**

**SECTION:**

- 1-8B-1: Authority to Borrow**
- 1-8B-2: Bond Ordinance Procedures**
- 1-8B-3: Payment of Bonds, Tax Levy**
- 1-8B-4: Use of Bond Revenues**
- 1-8B-5: Refunding Bonds**
- 1-8B-6: Compliance Required**
- 1-8B-7: Post-Issuance Compliance Procedures**

**1-8B-1: AUTHORITY TO BORROW:** The Village, acting by its Village Board, may from time to time borrow money for proper public purposes and in evidence of such borrowing issue its full bonds as provided by law. Such bonds may be issued without the submission of the question of their issuance to the electors of the Village for their approval. This shall in no way be deemed to limit the village with respect to the use of any other form of borrowing or the execution or issuance of any other instruments evidencing debt.

The Village Board shall not issue general obligation bonds of the Village in excess of the debt limit established for such bonds for non-home rule municipalities.

**1-8B-2: BOND ORDINANCE PROCEDURES:**

- A. The Village shall adopt an ordinance (hereinafter designated as the "Bond Ordinance") describing the public purpose or proposes to be accomplished by such borrowing and in such Bond Ordinance shall make a finding and determination that such borrowing of money is necessary for the welfare of the government and affairs of the Village, is for a proper public purpose or purposes and is in the public interest, which finding and determination shall be deemed conclusive.
- B. The Bond Ordinance shall indicate the amount of money necessary to be borrowed, the amount of bonds to be issued in evidence thereof, shall fix the details of such bonds, including the date, number, denomination and maturity, which shall not exceed forty (40) years from the date of said bonds, and the maximum rate of interest shall not exceed eight percent (8%) per annum payable semiannually. The bonds shall be sold in such

manner and at such time as may be determined by the President and Board of Trustees. If the bonds are sold to bear interest at the maximum rate, they shall be sold at a price of not less than par. If the bonds are sold to bear interest at a rate less than the maximum interest rate, they may be sold at a price of less than par, provided the price shall be such that the interest cost to the Village of the money received as proceeds of the sale of said bonds shall not exceed the maximum interest rate per annum, based on the average maturity of all bonds sold as a single issue, computed according to standard tables of bond values.

A contract for the sale of such bonds may be entered into prior to the adoption of the Bond Ordinance or the Bond Ordinance may provide for the subsequent sale of the bonds therein authorized. In the event of such subsequent sale and bonds are sold bearing interest at a rate or rates less than that authorized in the Bond Ordinance, prior to the delivery of such bonds the taxes levied in the Bond Ordinance shall be abated by that amount representing the savings resulting from the sale of said bonds at a lower rate of interest than authorized in the Bond Ordinance.

- C. The Bond Ordinance shall direct the execution of the bonds therein authorized on behalf of the Village by the signatures of the Mayor and the Village Clerk, shall require the Seal of the Village to be affixed to such bonds, shall determine whether such bonds to be issued shall be registered in the name of the owner as to principal only or whether the same shall be fully registered as to both principal and interest, shall indicate the place or places of payment of the principal and interest maturing on said bonds and shall set forth the form of bonds.
  - D. Upon the adoption of any Bond Ordinance by the Village and its approval by the Mayor, the same shall, within ten (10) days after passage, be published in a newspaper published and of general circulation in the Village if there be one and if there is no such newspaper then in a newspaper with a general circulation within the Village, and said ordinance shall become effective ten (10) days after the date of such publication.
- 1-8B-3: PAYMENT OF BONDS, TAX LEVY:** The Bond Ordinance shall make provisions for the payment of such bonds, both principal thereof and interest thereon until maturity, by the levy of a direct annual tax upon all the taxable property within the Village sufficient for such purpose. A copy of such Bond Ordinance, as adopted, certified to by the Village Clerk, shall be filed in the offices of the County Clerk of the county or counties within which any part of the Village may be situated. Such Bond Ordinance, as so filed, shall constitute the authority for the County Clerk or County Clerks in and for

each of the years for which taxes are levied in said Bond Ordinance, to extend such taxes for collection against all the taxable property situated within the Village. The taxes so levied for the payment of principal of and interest on the bonds shall be extended annually by the several County Clerks without limitation as to rate or amount and such taxes shall be in addition to and in excess of all other taxes levied or authorized to be levied by the Village. Except as provided herein, such taxes so levied shall not be subject to repeal or abatement in any manner whatsoever until such time as all the bonds authorized and issued under the terms of said Bond Ordinance shall have been paid in full, both principal thereof and interest thereon up to and including the date of maturity: provided, however, that if the Village of Lincolnshire has other funds available, the Village Board may appropriate such funds and deposit them in trust with the paying agent for the purpose of the payment of any of the maturities of bonds or interest thereon, in which event the taxes so levied to pay such principal or interest may be abated by the amount so deposited, such abatement to be directed by ordinance of the Village of Lincolnshire, duly adopted and placed on file with the respective County Clerks at any time prior to the extension of such taxes for collection.

- 1-8B-4: USE OF BOND REVENUES:** The provision of any Bond Ordinance shall constitute an appropriation of the amounts required as therein referred to and described, and upon the delivery of the bonds therein authorized the proceeds thereof shall be used solely and only for the purpose or purposes for which the bonds were authorized.
- 1-8B-5: REFUNDING BONDS:** Any bonds authorized and issued pursuant to the provisions of any Bond Ordinance adopted pursuant to the provisions hereof, and also any bonds heretofore issued and outstanding, which by their terms are payable from taxes unlimited as to rate or amount and levied against all the taxable property within the Village, may be refunded prior to their maturity or at their maturity, and including the refunding of matured interest coupons evidencing interest upon such unpaid bonds. The issuance of refunding bonds shall be authorized by a Refunding Bond Ordinance, which shall be adopted in the manner and subject to the terms, conditions and provisions as herein required for the issuance of bonds for public purposes. Any such refunding shall be authorized on the basis of an exchange of par for par for bonds and matured interest coupons to be refunded, or such refunding bonds shall be sold at not less than par and the proceeds thereof used for the purpose of paying maturing principal of such outstanding bonds and matured interest coupons thereon.
- 1-8B-6: COMPLIANCE REQUIRED:** Pursuant to the authority granted by section 6 of Article VII of the Constitution of Illinois, 1970, the procedures herein set

forth for the issuance of full faith and credit bonds (general obligation) shall be controlling and shall be complied with by the Village in the borrowing of money through the issuance of general obligation bonds of the Village, notwithstanding any provisions to the contrary contained in the Illinois Municipal Code and all acts amendatory thereof and supplementary thereto and in any other law or laws of the State of Illinois. (Ord. 76-432-62)

**1-8B-7:** **POST-ISSUANCE COMPLIANCE PROCEDURES:** The Village Board from time to time shall designate a Village officer to serve as the Compliance Officer to implement the terms and conditions of the Bond Post-Issuance Compliance Policy adopted by the Village Board. The Bond Post-Issuance Compliance Policy is designed to help ensure the Village remains in compliance with the laws and regulations enforced by the IRS and the SEC related to the issuance of tax exempt securities.

**CHAPTER 8**  
**ARTICLE C.**  
**RESERVED (repealed by Ordinance No. 99-1654-38)**

**CHAPTER 8  
VILLAGE FINANCE  
ARTICLE D. REIMBURSEMENT OF VILLAGE EXPENSES**

**SECTION:**

**1-8D-1: Developers Fees and Charges**

**1-8D-2: Late Payments**

**1-8D-1: DEVELOPERS FEES AND CHARGES:** In connection with all petitions and applications for building permits, annexation, rezoning, special use permits, variations and plats of subdivision, the owner and developer shall reimburse the Village for all actual expenses incurred by the Village, including expenses incurred for legal, engineering, planning and forestry reviews. The Village Manager or his designee may require each Village consultant to submit a budget estimate in advance indicating projected review costs. The Village Manager or his designee shall invoice the owner and developer for an estimated amount prior to directing that work proceed on such reviews. If the actual cost for such reviews exceeds the budgeted amounts, the owner and developer shall reimburse the Village for such excess, and if the actual cost is less than such budget estimates, the Village will reimburse the owner and developer for the difference. In the event the actual costs for such reviews exceeds the budgeted amounts and a good faith estimate of the remaining costs exceeds Five Hundred Dollars (\$500), the Village Manager or his designee may require an additional deposit equal to the additional estimate of remaining costs.(Amd. Ord. 07-2981-09, eff. 4/23/07)

**1-8D-2: LATE PAYMENTS:** Whenever under any of the codes or ordinances of this Village, or otherwise, any person becomes indebted to this Village and the Village has rendered an invoice or bill to such person for such indebtedness or the person has been required to pay a fine and the same has not been paid within thirty (30) days after rendition of such invoice, bill or judgment, such indebtedness due shall be deemed and is hereby declared to be delinquent and simple interest equal to two percent (2%) per month of the principal amount due shall be added to such indebtedness. Such additional amount shall continue to accrue and accumulate until the full indebtedness (both the original indebtedness and such simple interest) is paid in full. The final amount of such interest shall be computed to and including the date of

payment in full. Provided, however, the provisions of this Section shall not apply to delinquent water and sewer use bills which shall continue to be governed by the separate code provisions regarding late payment of such bills. (Amd. Ord. 07-3004-32, eff. 10/8/07)

In the event an individual or entity is in default to the Village for the reimbursement of any or all of the fees and charges provided for in this Chapter 8, any such developer shall not be entitled to the issuance of any building permits, real estate transfer tax stamps, certificates of occupancy, permits or licenses of any kind whatsoever by the Village while any such default remains. (Ord. 81-634-37, Amd. Ord. 92-1260-38 eff. 8/10/92)

**CHAPTER 8  
VILLAGE FINANCES  
ARTICLE E. BIDDING PROCEDURES AND  
AWARDING CONTRACTS**

**SECTION:**

- 1-8E-1: Competitive Bidding Required**
- 1-8E-2: Formal Contract**
- 1-8E 3: Notice Inviting Bids**
- 1-8E-4: Bid Deposits**
- 1-8E-5: Bid Opening Procedure**
- 1-8E-6: Rejection of Bids**
- 1-8E-7: Bidders In Default to Village**
- 1-8E 8: Award of Contract**
- 1-8E-9: Open Market Procedure**
- 1-8E-10: Professional Services Exempt From Building Requirements**
- 1-8E-11: Emergency Purchases**
- 1-8E-12: Cooperative Purchasing**

**1-8E-1: COMPETITIVE BIDDING REQUIRED:** Any work or other public improvement which is not to be paid for in whole or in part by special assessment and all purchases of, and contracts for supplies, materials and services shall, except as specifically provided herein, be based whenever possible on competitive bids. (Ord. 84-799-13)

**1-8E-2: FORMAL CONTRACT<sup>4</sup>:** All work or other public improvement which is not to be paid for in whole or in part by special assessment, except as otherwise provided herein, when the estimated cost thereof shall exceed twenty thousand dollars (\$20,000.00), shall be purchased by formal, written contract from the lowest responsible bidder, after due notice inviting bids, unless competitive bidding is waived by a vote of two-thirds (2/3) of all Trustees then holding office.

All purchases of, and contracts for supplies, materials and services, except as otherwise provided herein, when the estimated cost thereof shall exceed twenty thousand dollars (\$20,000.00) shall be purchased by formal written contract from the lowest responsible bidder, after due notice inviting bids, unless competitive bidding is waived by a vote of two-thirds (2/3) of the

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<sup>4</sup>See also Section 1-8-4 of this Village Code.

Trustees then holding office. (Ord. 84-799-13; and Ord. 86-895-32; Ord. 89-1112-79)(Amd. Ord. 08-3071-54, eff. 12/8/08)

**1-8E-3: NOTICE INVITING BIDS:**

- A. Notice Published: Notice inviting bids shall be published at least once in a newspaper with a general circulation within the Village.
- B. Scope of Notice: The newspaper notice required herein shall include a general description of the work to be performed or the articles to be purchased, shall state where specifications may be secured, and the time and place for opening bids.
- C. Bulletin Board: The Village shall also advertise all pending work or purchases by posting a notice on the Village of Lincolnshire website [www.lincolnshireil.gov](http://www.lincolnshireil.gov) and public bulletin board in the Village Hall.

**1-8E-4: BID DEPOSITS:** When deemed necessary by the Village Board, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of their bid deposits upon the award of the contract by the Village Board. A successful bidder shall forfeit any bid deposit required by the Village Board upon failure on his part to enter into a contract within ten (10) days after the award.

**1-8E-5 BID OPENING PROCEDURE:**

- A. Sealed: Bids shall be submitted sealed to the Village and shall be identified as bids on the envelope.
- B. Opening: Bids shall be opened in public at the time and place stated in the public notices.
- C. Tabulation: A tabulation of all bids received shall be made by the Village Board or by a Village employee, in which event, a tabulation of the bids shall be furnished to the Village Board at its next regular meeting.

**1-8E-6: REJECTION OF BIDS:** The Village shall have the authority to reject all bids or parts of all bids when the public interest to do so.

**1-8E-7: BIDDERS IN DEFAULT TO VILLAGE:** The Village shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other monies due the Village.

**1-8E-8: AWARD OF CONTRACT:**

- A. Authority In Village: The Village Board shall have the authority to award contracts within the purview of this Section.
- B. Lowest Responsible Bidder: Contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interest of the Village to accept. In awarding the contract, in addition to price, the Village Board shall consider:
1. The ability, capacity and skill of the bidder to perform the contract to provide the service required;
  2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  4. The quality of performance of previous contracts or services;
  5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  7. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
  8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
  9. The number and scope of conditions attached to the bid;
  10. Whether the bidder has a place of business in the Village.
- C. Performance Bonds: The Village Board shall have the authority to require a performance bond, before entering into a contract, in such amount as it shall find reasonably necessary to protect the best interests of the Village. (Ord. 84-799-1 3)

**1-8E-9: OPEN MARKET PROCEDURE:** All work and purchases of supplies, materials and services of less than the estimated value of twenty thousand dollars (\$20,000.00) shall be made in the open market, without newspaper advertisement and without observing the procedure prescribed by this Chapter for the award of formal contracts. When making such open market purchases, and where practicable, the Village must solicit the advertised prices of at least ~~three~~ two (32) vendors of work, supplies, materials or services, as the case may be, before entering into a purchase agreement. The Village Board must consider all offers solicited before entering into a purchase agreement. The following factors may be considered in deciding among the offers: (1) the price of the goods or services offered, (2) the quality of the goods or services offered, (3) the degree to which the goods or services specifically satisfy Village needs, (4) any experience the Village has with the specified vendor, (5) any applicable warranties, and (6) any other factors the Village Board considers beneficial or detrimental to the Village. (Ord. 89-1112-79) (Amd. Ord. 08-3071-54, eff. 12/8/08)

All bulk purchases of gasoline required for the Village gasoline storage tank located at the public works facility shall be made using the open market procedure without newspaper advertisement and without observing the procedure prescribed by this Chapter for the award of formal contracts, provided that each purchase does not exceed ten thousand (10,000) gallons and provided that competitive price quotations are obtained for each purchase. These purchases shall be made by the Director of Public Works with the prior approval of the Village Manager. (Ord. 65-643-27)

**1-8E-10: PROFESSIONAL SERVICES EXEMPT FROM BIDDING REQUIREMENTS:** All contracts for professional services including, but not limited to, attorneys, engineers, real estate appraisers, auditors, architects and Village planners may be entered into by the Village without observing the bidding procedures prescribed by this Chapter for the award of formal contracts.

**1-8E-11: EMERGENCY PURCHASES:** In case of an apparent emergency which requires immediate work or purchase of supplies materials or services, the Village Board shall be empowered to secure by open market procedure as herein set forth, at the lowest obtainable price, any work, supplies, materials or services regardless of the amount of the expenditure.

**1-8E-12: COOPERATIVE PURCHASING:** The Village shall have the authority to join with other units of government in cooperative purchasing plans when to do so would serve the best interests of the Village. (Ord. 84-799-13)

**CHAPTER 8  
VILLAGE FINANCE  
ARTICLE F. PAYMENT OF FEES, FINES, FORFEITURES AND TAXES**

**SECTION:**

**1-8F-1: Payment of All Village Obligations Prior to Any Village Action.**

**1-8F-1: PAYMENT OF ALL VILLAGE OBLIGATIONS PRIOR TO ANY VILLAGE ACTION.**

The Village shall not enter into any contract, neither shall the Village take any action on any request for a license, permit, real estate transfer stamps, annexation, rezoning or development if the person seeking the contract or action owes any fees, fines, forfeitures or taxes to the Village of Lincolnshire, or is in violation of any laws or regulations of the Village of Lincolnshire, or that the Village is authorized to enforce.

**CHAPTER 8  
VILLAGE FINANCE  
ARTICLE G. ACCEPTANCE OF CREDIT CARDS**

**SECTION:**

- 1-8G-1: Acceptance of Credit Cards**
- 1-8G-2: Convenience Fees**
- 1-8G-3: Eligible Payments**
- 1-8G-4: Relief From Underlying Indebtedness**

**1-8G-1: ACCEPTANCE OF CREDIT CARDS:** The Village Board elects to accept credit card payments for the forms of indebtedness described in this Chapter. The term “credit card” shall include an instrument or device, used to obtain credit, money, goods or services, issued to the holder of the card, including major credit cards, bank cards, charge cards, debit cards, secured credit cards, or smart cards.

**1-8G-2: CONVENIENCE FEES:**

A. The Village is authorized to collect, in addition to the amount owed to the Village, a convenience fee to wholly or partly offset the amount of any processing fee incurred by the Village from the credit card financial institution or service provider, provided that no such fee shall be imposed unless allowed under the operating rules and regulations of the credit card involved. The amount of the fee shall not exceed any discount or processing fee incurred the Village, shall be established from time to time by the Village Manager in accordance with the limitations described in paragraph B and recorded in Title 1, Chapter 15, Comprehensive Fee Schedule.

B. Said fees will also be subject to the following limitations set forth in the Local Government Acceptance of Credit Cards Act:

1. **the fee imposed by the Village is no greater than a fee charged by the financial institution or service provider accepting and processing credit card payments on behalf of the Village; and**
2. **the Village shall fully disclose the amount of the fee to the cardholder by placing a schedule of fees on the Village website.** ~~The fee may not exceed the lesser of Twenty Dollars (\$20.00) or Five Percent (5%) of the principal amount charged for any license, sticker, or permit.~~

~~2. The fee may not exceed the lesser of Five Dollars (\$5.00) or Five Percent (5%) for the payment of any fine.~~

3. ~~The fee may not exceed the lesser of Forty Dollars (\$40.00) or Three Percent (3%) for the payment of any real estate transfer tax stamp or other tax.~~
4. ~~The fee may not exceed the actual discount or processing fee incurred by the Village for the payment of any water and/or sewer charge, provided charges below \$100 will be assessed an additional \$.50 per transaction.~~

**1-8G-3: ELIGIBLE PAYMENTS:** The Village shall accept payment by credit card for the following forms of indebtedness:

<u>Village Account</u>	<u>Form of Indebtedness</u>
<del>01-00-70-4050</del>	Real Estate Transfer Tax
<del>01-00-75-4120</del>	Liquor Licenses
<del>01-00-75-4125</del>	Beach Tags
<del>01-00-75-4126</del>	Park User Fees
<del>01-00-75-4130</del>	Amusement Devices
<del>01-00-75-4135</del>	Application Fees
<del>01-00-75-4140</del>	Engineering Fees
<del>01-00-75-4145</del>	Planner Fees
<del>01-00-75-4150</del>	Plan Review Fees
<del>01-00-75-4155</del>	Annexation Fees
<del>01-00-75-4160</del>	Building Permit Fees
<del>01-00-75-4165</del>	Acreage Impact Fees
<del>01-00-75-4166</del>	Forester Fees
<del>01-00-75-4170</del>	Misc. Licenses & Fees
<del>01-00-75-4192</del>	Yard Waste Refuse Stickers
<del>01-00-80-4230</del>	Alarm Fines & Fees
<del>01-00-80-4240</del>	Administrative Tow Fees
<del>01-00-90-4420</del>	Tree Revenue
<del>02-00-75-4180</del>	Water User Fees
<del>02-00-75-4181</del>	Sewer User Fees
<del>02-00-75-4189</del>	New Water Meter
<del>07-00-75-4186</del>	Connection Fees
<del>18-00-90-4420</del>	Park Donations
	<b><u>Donations</u></b>
	<b><u>Miscellaneous Fines</u></b>
	<b><u>Garage Sale Permit</u></b>

1-8G-4: RELIEF FROM UNDERLYING INDEBTEDNESS: A person who makes a payment by credit card to the Village shall not be relieved from liability for the underlying obligation except to the extent that the Village realizes final payment of the underlying obligation in cash or the equivalent. If final payment is not made by the credit card issuer or other guarantor of payment in the credit card transaction, then the underlying obligation shall survive and the Village shall retain all remedies for enforcement that would have applied if the credit card transaction had not occurred.

**VILLAGE OF LINCOLNSHIRE**

**ORDINANCE NO. 16-\_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 1, CHAPTER 8  
(VILLAGE FINANCES) OF THE LINCOLNSHIRE VILLAGE CODE**

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**WHEREAS**, the Village of Lincolnshire (hereinafter, the “Village”), is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970; and

**WHEREAS**, the Village of Lincolnshire has adopted certain regulations designed to control the manner by which the Village (a) invests and expends its financial resources, (b) collects payments, (c) borrows money, and (d) treats parties who are delinquent on debts owed to the Village, which regulations are codified at Title 1, Chapter 8 of the Lincolnshire Village Code (the “Finance Code”); and

**WHEREAS**, the Mayor and Board of Trustees desire to update and revise the Village’s Finance Code to modernize the Village’s regulations.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Lincolnshire, in exercise of its home rule authority, as follows:

**SECTION 1. RECITALS.** The foregoing recitals represent the purpose and intent of this Ordinance and as such shall be incorporated as though fully set forth herein. In the event of any ambiguity or invalidity regarding the enforcement of this ordinance it is the intent of the corporate authorities that this ordinance be liberally construed or reformed to accomplish the purpose and intent so described.

**SECTION 2. AMENDMENTS.** Title 1, Chapter 8 of the Village Code is hereby repealed and replaced in its entirety with the new regulations described in Exhibit A, attached hereto and incorporated by reference.

**SECTION 3. EFFECTIVE DATE.** This Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVED** This \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Elizabeth Brandt, Mayor

**ATTEST:**

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Barbara Mastandrea, Village Clerk

Published in pamphlet form this \_\_\_\_\_ Day of \_\_\_\_\_, 2016 by the authority of the Village Board of the Village of Lincolnshire, Lake County, Illinois.

**EXHIBIT A**

**TITLE 1, CHAPTER 8**

**VILLAGE FINANCES**

## CHAPTER 8 VILLAGE FINANCES

### SECTION:

- 1-8-1:     **Appropriations**
- 1-8-2:     **Tax Levy**
- 1-8-3:     **Village Indebtedness**
- 1-8-4:     **Submission and Payment of Bills**
- 1-8-5:     **Audit**

**1-8-1:**     **APPROPRIATIONS:** As required by Statute,<sup>1</sup> the Village Board shall enact an appropriation ordinance which shall itemize all anticipated expenditures to be met during the coming year, other than those payable from bond issues. This ordinance shall be published as required by law within ten (10) days after its enactment. (1971 Code §15-1)

**1-8-2:**     **TAX LEVY:** Not sooner than ten (10) days after the publication of the appropriation ordinance, a tax levy ordinance shall be enacted as required by law,<sup>2</sup> levying such taxes as may be needed to meet the current year appropriation, together with such taxes as may be required to meet outstanding bond issues, or for purposes payable from special taxes properly authorized. A certified copy of the tax levy ordinance shall be filed with the County Clerk of Lake County . Such ordinance shall show the total appropriated for each item, and the amount of tax levied. (1971 Code §15-2)

**1-8-3:**     **VILLAGE INDEBTEDNESS:** It is the intent and covenant of the Village Board not to exceed any limitation placed, now or hereafter, on the powers of non-home rule municipalities to levy general real estate taxes. Specifically, the Village Board shall not exceed the rate of twenty five hundredths percent (.25%) of the Village's assessed valuation for corporate fund real estate taxes (exclusive of those separate levies permitted to be levied by non-home rule municipalities.)

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<sup>1</sup>65 ILCS 5/8-2-9

<sup>2</sup>65 ILCS 5/8-3-1

**1-8-4 SUBMISSION AND PAYMENT OF BILLS:** All bills payable by the Village shall be submitted to the Village Board for approval before payment except as listed below. (1971Code §15-5) If the wage or salary of an employee has been previously approved by the Village Board, then each periodic payment of that wage or salary need not be approved.

Except for payment on bonds, notes and tax anticipation warrants, the Finance Director/Treasurer shall pay all bills and salaries only upon written authorization signed by any two of the following: 1) Mayor; 2) Village Manager; 3) Finance Director/Village Treasurer. Such authorization shall state the items to be paid and the fund from which payment is to be made.

Upon review and reconciliation of invoices received, the Finance Director/Treasurer is authorized to pay the following bills upon receipt of invoice prior to formal Village Board approval:

- a.) Utilities (Natural Gas, Electricity, Internet/Network Services, Telephone)
- b.) Postmaster for Postage
- c.) Governmental Agencies
- d.) Long-Term Debt (Previously Approved by Village Board)
- e.) Refunds
- f.) Insurance Premiums
- g.) Fuel Invoices
- h.) Payroll Processing Services
- i.) Credit Card Payment/Processing Services
- j.) Illinois Municipal Retirement Fund/Social Security

**1-8-5: AUDIT:** The Village Board shall designate an auditor to audit all accounts of the Village no later than three (3) months prior to the end of each fiscal year. Copies of such audit report shall be filed with the Village Clerk and with the Director of the State Department of Revenue and in such other places as may be required by law.<sup>3</sup> (1971 Code§15-7)

**CHAPTER 8  
VILLAGE FINANCES  
ARTICLE A. DEPOSIT AND INVESTMENT OF VILLAGE FUNDS**

**SECTION:**

- 1-8A-1: Deposit of Village Funds**
- 1-8A-1-1: Designation of Depositories**
- 1-8A-1-2: Qualifications of Depositories**
- 1-8A-1-3: Maximum Deposit Restrictions**
- 1-8A-1-4: Authorized Signatures on Checks and Drafts**
- 1-8A-1-5: Disqualification; Notice Given**
- 1-8A-2: Investment of Village Funds**

**1-8A-1: DEPOSIT OF VILLAGE FUNDS:**

- 1-8A-1-1: DESIGNATION OF DEPOSITORIES:** The Village Board shall, from time to time by ordinance, designate certain banks and financial institutions as depositories for the funds and money of the Village, and the Finance Director/Village Treasurer shall be required to keep all Village funds and money in his custody in such places of deposit, subject to the provisions set forth below.

The Village Clerk shall file with each said depository a certified copy of the ordinance so designating such bank or financial institution as a depository, and shall also file with any such depository a certified statement of the persons from time to time holding the offices of Mayor, Finance Director/Treasurer, Clerk of the Village, and the two (2) members of the Village Board of the Village designated by the Mayor of the Village pursuant to the provisions of Section 1-8A-1-4. Ord. 81-673-26)

- 1-8A-1-2: QUALIFICATIONS OF DEPOSITORIES:** No bank or financial institution shall be qualified as a depository for Village funds and money unless the following conditions are met:

- A. That the corporate authorities of the Village so designate it as a place of deposit by ordinance, and that prior to the time of passage of said ordinance the corporate authorities shall have received copies of the last two (2) sworn statements of resources and liabilities which said bank or financial institution is required to furnish the Commissioner of Banks and Trust companies or the Comptroller of Currency.

- B. That said bank or financial institution shall, while acting as such depository, agree to and actually furnish the corporate authorities of the Village with copies of all sworn statements of the resources and liabilities which such bank or financial institution is required to furnish to the Commissioner of Banks and Trust Companies or to the Comptroller of Currency.
- C. That prior to actual deposit of any funds in any such bank or financial institution, the corporate authorities of the Village shall cause the sureties of the Finance Director/Village Treasurer to be notified in writing at least five (5) days prior thereto that such bank or financial institution has been so designated as a place of deposit. (Ord. 74-330-6)

**1-8A-1-3: MAXIMUM DEPOSIT RESTRICTIONS:** In no event shall any Village funds or monies deposited in any bank or financial institution exceed seventy five percent (75%) of the capital stock and surplus of such bank or financial institution. The Finance Director/Village Treasurer shall not be discharged from responsibility for any such funds or monies deposited in said bank or financial institution in excess of such limitation. Notwithstanding the foregoing, such deposits may exceed seventy five percent (75%) of the capital stock and surplus, provided that such bank or financial institution makes an unrestricted and unencumbered pledge of Federal securities in an amount equal to such excess, which securities shall be general obligations of the United States government and which will be unencumbered, and which securities shall be pledged to the Village and deposited in escrow with the Federal Reserve Board with instructions to deliver said securities to the Village in the event the bank or financial institution becomes bankrupt or is in any way unable to deliver Village funds or monies upon demand. In the event that such deposits are made in excess of seventy five percent (75%) and are so secured, then in that event the Finance Director/Village Treasurer shall be discharged from responsibility for such funds or monies so deposited and secured. (Ord. 76-460-90)

**1-8A-1-4: AUTHORIZED SIGNATURES ON CHECKS AND DRAFTS:** The Finance Director/Village Treasurer; along with either the Mayor or Village Manager of the Village, shall have signatory authority to sign in the name and on behalf of the Village of Lincolnshire the following:

Checks;  
Automated Clearing House (ACH) payments;  
Wire Transfers;  
Direct Debit Agreements;

and other appropriate financial documents required to pay Village of Lincolnshire obligations approved by the corporate authorities.

The Finance Director/Village Treasurer shall prepare detailed Wire Instructions and initiate electronic transfers and payments only after obtaining verbal approval by either the Mayor or Village Manager; followed by signed affirmation to said instructions.

Additionally, the Finance Director/Village Treasurer shall sign and obtain counter signature from either the Mayor or the Village Manager affirming payment.

**1-8A-1-5: DISQUALIFICATION; NOTICE GIVEN:** Any bank or financial institution designated as a depository in accordance with the provisions of this Section shall automatically cease to be an authorized depository if it becomes disqualified under the provisions of this Code or the laws of the State of Illinois, or at such time as the Village Board repeals such designation and the depository receives written notice that it is no longer designated as a depository for Village funds or money.

**1-8A-2: INVESTMENT OF VILLAGE FUNDS:** The Finance Director/Village Treasurer shall make such investments of Village funds and monies in accordance with the Village of Lincolnshire Investment Policy approved by the Village Board. Such investments shall be made in accordance with State law. All funds so invested will be solely in securities or other investments which will mature or be redeemable on a date or dates prior to the time when the funds will be required for expenditure. All payments received as to principal, interest or otherwise, derived from any investment authorized by this Section, shall be credited by the Finance Director/Village Treasurer to the particular fund of this Village for which such investment was made. (Ord. 74-330-6)

**CHAPTER 8  
VILLAGE FINANCES  
ARTICLE B. GENERAL OBLIGATION REVENUE BONDS**

**SECTION:**

- 1-8B-1: Authority to Borrow**
- 1-8B-2: Bond Ordinance Procedures**
- 1-8B-3: Payment of Bonds, Tax Levy**
- 1-8B-4: Use of Bond Revenues**
- 1-8B-5: Refunding Bonds**
- 1-8B-6: Compliance Required**
- 1-8B-7: Post-Issuance Compliance Procedures**

- 1-8B-1: AUTHORITY TO BORROW:** The Village, acting by its Village Board, may from time to time borrow money for proper public purposes and in evidence of such borrowing issue its full bonds as provided by law. Such bonds may be issued without the submission of the question of their issuance to the electors of the Village for their approval. This shall in no way be deemed to limit the village with respect to the use of any other form of borrowing or the execution or issuance of any other instruments evidencing debt.

The Village Board shall not issue general obligation bonds of the Village in excess of the debt limit established for such bonds for non-home rule municipalities.

**1-8B-2: BOND ORDINANCE PROCEDURES:**

- A. The Village shall adopt an ordinance (hereinafter designated as the "Bond Ordinance") describing the public purpose or proposes to be accomplished by such borrowing and in such Bond Ordinance shall make a finding and determination that such borrowing of money is necessary for the welfare of the government and affairs of the Village, is for a proper public purpose or purposes and is in the public interest, which finding and determination shall be deemed conclusive.
- B. The Bond Ordinance shall indicate the amount of money necessary to be borrowed, the amount of bonds to be issued in evidence thereof, shall fix the details of such bonds, including the date, number, denomination and maturity, which shall not exceed forty (40) years from the date of said bonds, and the maximum rate of interest shall not exceed eight percent (8%) per annum payable semiannually. The bonds shall be sold in such

manner and at such time as may be determined by the President and Board of Trustees. If the bonds are sold to bear interest at the maximum rate, they shall be sold at a price of not less than par. If the bonds are sold to bear interest at a rate less than the maximum interest rate, they may be sold at a price of less than par, provided the price shall be such that the interest cost to the Village of the money received as proceeds of the sale of said bonds shall not exceed the maximum interest rate per annum, based on the average maturity of all bonds sold as a single issue, computed according to standard tables of bond values.

A contract for the sale of such bonds may be entered into prior to the adoption of the Bond Ordinance or the Bond Ordinance may provide for the subsequent sale of the bonds therein authorized. In the event of such subsequent sale and bonds are sold bearing interest at a rate or rates less than that authorized in the Bond Ordinance, prior to the delivery of such bonds the taxes levied in the Bond Ordinance shall be abated by that amount representing the savings resulting from the sale of said bonds at a lower rate of interest than authorized in the Bond Ordinance.

- C. The Bond Ordinance shall direct the execution of the bonds therein authorized on behalf of the Village by the signatures of the Mayor and the Village Clerk, shall require the Seal of the Village to be affixed to such bonds, shall determine whether such bonds to be issued shall be registered in the name of the owner as to principal only or whether the same shall be fully registered as to both principal and interest, shall indicate the place or places of payment of the principal and interest maturing on said bonds and shall set forth the form of bonds.
  - D. Upon the adoption of any Bond Ordinance by the Village and its approval by the Mayor, the same shall, within ten (10) days after passage, be published in a newspaper published and of general circulation in the Village if there be one and if there is no such newspaper then in a newspaper with a general circulation within the Village, and said ordinance shall become effective ten (10) days after the date of such publication.
- 1-8B-3: PAYMENT OF BONDS, TAX LEVY:** The Bond Ordinance shall make provisions for the payment of such bonds, both principal thereof and interest thereon until maturity, by the levy of a direct annual tax upon all the taxable property within the Village sufficient for such purpose. A copy of such Bond Ordinance, as adopted, certified to by the Village Clerk, shall be filed in the offices of the County Clerk of the county or counties within which any part of the Village may be situated. Such Bond Ordinance, as so filed, shall constitute the authority for the County Clerk or County Clerks in and for

each of the years for which taxes are levied in said Bond Ordinance, to extend such taxes for collection against all the taxable property situated within the Village. The taxes so levied for the payment of principal of and interest on the bonds shall be extended annually by the several County Clerks without limitation as to rate or amount and such taxes shall be in addition to and in excess of all other taxes levied or authorized to be levied by the Village. Except as provided herein, such taxes so levied shall not be subject to repeal or abatement in any manner whatsoever until such time as all the bonds authorized and issued under the terms of said Bond Ordinance shall have been paid in full, both principal thereof and interest thereon up to and including the date of maturity: provided, however, that if the Village of Lincolnshire has other funds available, the Village Board may appropriate such funds and deposit them in trust with the paying agent for the purpose of the payment of any of the maturities of bonds or interest thereon, in which event the taxes so levied to pay such principal or interest may be abated by the amount so deposited, such abatement to be directed by ordinance of the Village of Lincolnshire, duly adopted and placed on file with the respective County Clerks at any time prior to the extension of such taxes for collection.

- 1-8B-4: USE OF BOND REVENUES:** The provision of any Bond Ordinance shall constitute an appropriation of the amounts required as therein referred to and described, and upon the delivery of the bonds therein authorized the proceeds thereof shall be used solely and only for the purpose or purposes for which the bonds were authorized.
- 1-8B-5: REFUNDING BONDS:** Any bonds authorized and issued pursuant to the provisions of any Bond Ordinance adopted pursuant to the provisions hereof, and also any bonds heretofore issued and outstanding, which by their terms are payable from taxes unlimited as to rate or amount and levied against all the taxable property within the Village, may be refunded prior to their maturity or at their maturity, and including the refunding of matured interest coupons evidencing interest upon such unpaid bonds. The issuance of refunding bonds shall be authorized by a Refunding Bond Ordinance, which shall be adopted in the manner and subject to the terms, conditions and provisions as herein required for the issuance of bonds for public purposes. Any such refunding shall be authorized on the basis of an exchange of par for par for bonds and matured interest coupons to be refunded, or such refunding bonds shall be sold at not less than par and the proceeds thereof used for the purpose of paying maturing principal of such outstanding bonds and matured interest coupons thereon.
- 1-8B-6: COMPLIANCE REQUIRED:** Pursuant to the authority granted by section 6 of Article VII of the Constitution of Illinois, 1970, the procedures herein set

forth for the issuance of full faith and credit bonds (general obligation) shall be controlling and shall be complied with by the Village in the borrowing of money through the issuance of general obligation bonds of the Village, notwithstanding any provisions to the contrary contained in the Illinois Municipal Code and all acts amendatory thereof and supplementary thereto and in any other law or laws of the State of Illinois. (Ord. 76-432-62)

**1-8B-7:** **POST-ISSUANCE COMPLIANCE PROCEDURES:** The Village Board from time to time shall designate a Village officer to serve as the Compliance Officer to implement the terms and conditions of the Bond Post-Issuance Compliance Policy adopted by the Village Board. The Bond Post-Issuance Compliance Policy is designed to help ensure the Village remains in compliance with the laws and regulations enforced by the IRS and the SEC related to the issuance of tax exempt securities.

**CHAPTER 8**  
**ARTICLE C.**  
**RESERVED (repealed by Ordinance No. 99-1654-38)**

**CHAPTER 8**  
**VILLAGE FINANCE**  
**ARTICLE D. REIMBURSEMENT OF VILLAGE EXPENSES**

**SECTION:**

**1-8D-1: Developers Fees and Charges**

**1-8D-2: Late Payments**

**1-8D-1: DEVELOPERS FEES AND CHARGES:** In connection with all petitions and applications for building permits, annexation, rezoning, special use permits, variations and plats of subdivision, the owner and developer shall reimburse the Village for all actual expenses incurred by the Village, including expenses incurred for legal, engineering, planning and forestry reviews. The Village Manager or his designee may require each Village consultant to submit a budget estimate in advance indicating projected review costs. The Village Manager or his designee shall invoice the owner and developer for an estimated amount prior to directing that work proceed on such reviews. If the actual cost for such reviews exceeds the budgeted amounts, the owner and developer shall reimburse the Village for such excess, and if the actual cost is less than such budget estimates, the Village will reimburse the owner and developer for the difference. In the event the actual costs for such reviews exceeds the budgeted amounts and a good faith estimate of the remaining costs exceeds Five Hundred Dollars (\$500), the Village Manager or his designee may require an additional deposit equal to the additional estimate of remaining costs.(Amd. Ord. 07-2981-09, eff. 4/23/07)

**1-8D-2: LATE PAYMENTS:** Whenever under any of the codes or ordinances of this Village, or otherwise, any person becomes indebted to this Village and the Village has rendered an invoice or bill to such person for such indebtedness or the person has been required to pay a fine and the same has not been paid within thirty (30) days after rendition of such invoice, bill or judgment, such indebtedness due shall be deemed and is hereby declared to be delinquent and simple interest equal to two percent (2%) per month of the principal amount due shall be added to such indebtedness. Such additional amount shall continue to accrue and accumulate until the full indebtedness (both the original indebtedness and such simple interest) is paid in full. The final amount of such interest shall be computed to and including the date of

payment in full. Provided, however, the provisions of this Section shall not apply to delinquent water and sewer use bills which shall continue to be governed by the separate code provisions regarding late payment of such bills. (Amd. Ord. 07-3004-32, eff. 10/8/07)

In the event an individual or entity is in default to the Village for the reimbursement of any or all of the fees and charges provided for in this Chapter 8, any such developer shall not be entitled to the issuance of any building permits, real estate transfer tax stamps, certificates of occupancy, permits or licenses of any kind whatsoever by the Village while any such default remains. (Ord. 81-634-37, Amd. Ord. 92-1260-38 eff. 8/10/92)

**CHAPTER 8**  
**VILLAGE FINANCES**  
**ARTICLE E. BIDDING PROCEDURES AND AWARDING CONTRACTS**

**SECTION:**

- 1-8E-1: Competitive Bidding Required**
- 1-8E-2: Formal Contract**
- 1-8E 3: Notice Inviting Bids**
- 1-8E-4: Bid Deposits**
- 1-8E-5: Bid Opening Procedure**
- 1-8E-6: Rejection of Bids**
- 1-8E-7: Bidders In Default to Village**
- 1-8E 8: Award of Contract**
- 1-8E-9: Open Market Procedure**
- 1-8E-10: Professional Services Exempt From Building Requirements**
- 1-8E-11: Emergency Purchases**
- 1-8E-12: Cooperative Purchasing**

**1-8E-1: COMPETITIVE BIDDING REQUIRED:** Any work or other public improvement which is not to be paid for in whole or in part by special assessment and all purchases of, and contracts for supplies, materials and services shall, except as specifically provided herein, be based whenever possible on competitive bids. (Ord. 84-799-13)

**1-8E-2: FORMAL CONTRACT<sup>4</sup>:** All work or other public improvement which is not to be paid for in whole or in part by special assessment, except as otherwise provided herein, when the estimated cost thereof shall exceed twenty thousand dollars (\$20,000.00), shall be purchased by formal, written contract from the lowest responsible bidder, after due notice inviting bids, unless competitive bidding is waived by a vote of two-thirds (2/3) of all Trustees then holding office.

All purchases of, and contracts for supplies, materials and services, except as otherwise provided herein, when the estimated cost thereof shall exceed twenty thousand dollars (\$20,000.00) shall be purchased by formal written contract from the lowest responsible bidder, after due notice inviting bids, unless competitive bidding is waived by a vote of two-thirds (2/3) of the

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<sup>4</sup>See also Section 1-8-4 of this Village Code.

Trustees then holding office. (Ord. 84-799-13; and Ord. 86-895-32; Ord. 89-1112-79)(Amd. Ord. 08-3071-54, eff. 12/8/08)

**1-8E-3: NOTICE INVITING BIDS:**

- A. Notice Published: Notice inviting bids shall be published at least once in a newspaper with a general circulation within the Village.
- B. Scope of Notice: The newspaper notice required herein shall include a general description of the work to be performed or the articles to be purchased, shall state where specifications may be secured, and the time and place for opening bids.
- C. Bulletin Board: The Village shall also advertise all pending work or purchases by posting a notice on the Village of Lincolnshire website [www.lincolnshireil.gov](http://www.lincolnshireil.gov) and public bulletin board in the Village Hall.

**1-8E-4: BID DEPOSITS:** When deemed necessary by the Village Board, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of their bid deposits upon the award of the contract by the Village Board. A successful bidder shall forfeit any bid deposit required by the Village Board upon failure on his part to enter into a contract within ten (10) days after the award.

**1-8E-5 BID OPENING PROCEDURE:**

- A. Sealed: Bids shall be submitted sealed to the Village and shall be identified as bids on the envelope.
- B. Opening: Bids shall be opened in public at the time and place stated in the public notices.
- C. Tabulation: A tabulation of all bids received shall be made by the Village Board or by a Village employee, in which event, a tabulation of the bids shall be furnished to the Village Board at its next regular meeting.

**1-8E-6: REJECTION OF BIDS:** The Village shall have the authority to reject all bids or parts of all bids when the public interest to do so.

**1-8E-7: BIDDERS IN DEFAULT TO VILLAGE:** The Village shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other monies due the Village.

**1-8E-8: AWARD OF CONTRACT:**

- A. Authority In Village: The Village Board shall have the authority to award contracts within the purview of this Section.
- B. Lowest Responsible Bidder: Contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interest of the Village to accept. In awarding the contract, in addition to price, the Village Board shall consider:
1. The ability, capacity and skill of the bidder to perform the contract to provide the service required;
  2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  4. The quality of performance of previous contracts or services;
  5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  7. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
  8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
  9. The number and scope of conditions attached to the bid;
  10. Whether the bidder has a place of business in the Village.
- C. Performance Bonds: The Village Board shall have the authority to require a performance bond, before entering into a contract, in such amount as it shall find reasonably necessary to protect the best interests of the Village. (Ord. 84-799-1 3)

**1-8E-9: OPEN MARKET PROCEDURE:** All work and purchases of supplies, materials and services of less than the estimated value of twenty thousand dollars (\$20,000.00) shall be made in the open market, without newspaper advertisement and without observing the procedure prescribed by this Chapter for the award of formal contracts. When making such open market purchases, and where practicable, the Village must solicit the advertised prices of at least three (3) vendors of work, supplies, materials or services, as the case may be, before entering into a purchase agreement. The Village Board must consider all offers solicited before entering into a purchase agreement. The following factors may be considered in deciding among the offers: (1) the price of the goods or services offered, (2) the quality of the goods or services offered, (3) the degree to which the goods or services specifically satisfy Village needs, (4) any experience the Village has with the specified vendor, (5) any applicable warranties, and (6) any other factors the Village Board considers beneficial or detrimental to the Village. (Ord. 89-1112-79) (Amd. Ord. 08-3071-54, eff. 12/8/08)

All bulk purchases of gasoline required for the Village gasoline storage tank located at the public works facility shall be made using the open market procedure without newspaper advertisement and without observing the procedure prescribed by this Chapter for the award of formal contracts, provided that each purchase does not exceed ten thousand (10,000) gallons and provided that competitive price quotations are obtained for each purchase. These purchases shall be made by the Director of Public Works with the prior approval of the Village Manager. (Ord. 65-643-27)

**1-8E-10: PROFESSIONAL SERVICES EXEMPT FROM BIDDING REQUIREMENTS:** All contracts for professional services including, but not limited to, attorneys, engineers, real estate appraisers, auditors, architects and Village planners may be entered into by the Village without observing the bidding procedures prescribed by this Chapter for the award of formal contracts.

**1-8E-11: EMERGENCY PURCHASES:** In case of an apparent emergency which requires immediate work or purchase of supplies materials or services, the Village Board shall be empowered to secure by open market procedure as herein set forth, at the lowest obtainable price, any work, supplies, materials or services regardless of the amount of the expenditure.

**1-8E-12: COOPERATIVE PURCHASING:** The Village shall have the authority to join with other units of government in cooperative purchasing plans when to do so would serve the best interests of the Village. (Ord. 84-799-13)

**CHAPTER 8  
VILLAGE FINANCE  
ARTICLE F. PAYMENT OF FEES, FINES, FORFEITURES AND TAXES**

**SECTION:**

**1-8F-1: Payment of All Village Obligations Prior to Any Village Action.**

**1-8F-1: PAYMENT OF ALL VILLAGE OBLIGATIONS PRIOR TO ANY VILLAGE ACTION.**

The Village shall not enter into any contract, neither shall the Village take any action on any request for a license, permit, real estate transfer stamps, annexation, rezoning or development if the person seeking the contract or action owes any fees, fines, forfeitures or taxes to the Village of Lincolnshire, or is in violation of any laws or regulations of the Village of Lincolnshire, or that the Village is authorized to enforce.

**CHAPTER 8  
VILLAGE FINANCE  
ARTICLE G. ACCEPTANCE OF CREDIT CARDS**

**SECTION:**

- 1-8G-1: Acceptance of Credit Cards**
- 1-8G-2: Convenience Fees**
- 1-8G-3: Eligible Payments**
- 1-8G-4: Relief From Underlying Indebtedness**

**1-8G-1: ACCEPTANCE OF CREDIT CARDS:** The Village Board elects to accept credit card payments for the forms of indebtedness described in this Chapter. The term “credit card” shall include an instrument or device, used to obtain credit, money, goods or services, issued to the holder of the card, including major credit cards, bank cards, charge cards, debit cards, secured credit cards, or smart cards.

**1-8G-2: CONVENIENCE FEES:**

A. The Village is authorized to collect, in addition to the amount owed to the Village, a convenience fee to wholly or partly offset the amount of any processing fee incurred by the Village from the credit card financial institution or service provider, provided that no such fee shall be imposed unless allowed under the operating rules and regulations of the credit card involved. The amount of the fee shall not exceed any discount or processing fee incurred the Village, shall be established from time to time by the Village Manager in accordance with the limitations described in paragraph B and recorded in Title 1, Chapter 15, Comprehensive Fee Schedule.

B. Said fees will also be subject to the following limitations set forth in the Local Government Acceptance of Credit Cards Act:

1. the fee imposed by the Village is no greater than a fee charged by the financial institution or service provider accepting and processing credit card payments on behalf of the Village; and
2. the Village shall fully disclose the amount of the fee to the cardholder by placing a schedule of fees on the Village website.

**1-8G-3: ELIGIBLE PAYMENTS:** The Village shall accept payment by credit card for the following forms of indebtedness:

<u>Village Account</u>	<u>Form of Indebtedness</u>
01-00-70-4050	Real Estate Transfer Tax
01-00-75-4120	Liquor Licenses
01-00-75-4125	Beach Tags
01-00-75-4126	Park User Fees
01-00-75-4130	Amusement Devices
01-00-75-4135	Application Fees
01-00-75-4140	Engineering Fees
01-00-75-4145	Planner Fees
01-00-75-4150	Plan Review Fees
01-00-75-4155	Annexation Fees
01-00-75-4160	Building Permit Fees
01-00-75-4165	Acreage Impact Fees
01-00-75-4166	Forester Fees
01-00-75-4170	Misc. Licenses & Fees
01-00-75-4192	Yard Waste Refuse Stickers
01-00-80-4230	Alarm Fines & Fees
01-00-80-4240	Administrative Tow Fees
01-00-90-4420	Tree Revenue
02-00-75-4180	Water User Fees
02-00-75-4181	Sewer User Fees
02-00-75-4189	New Water Meter
07-00-75-4186	Connection Fees
18-00-90-4420	Park Donations
	Donations
	Miscellaneous Fines
	Garage Sale Permit

**1-8G-4: RELIEF FROM UNDERLYING INDEBTEDNESS:** A person who makes a payment by credit card to the Village shall not be relieved from liability for the underlying obligation except to the extent that the Village realizes final payment of the underlying obligation in cash or the equivalent. If final payment is not made by the credit card issuer or other guarantor of payment in the credit card transaction, then the underlying obligation shall survive and the Village shall retain all remedies for enforcement that would have applied if the credit card transaction had not occurred.

## **BOND POST-ISSUANCE COMPLIANCE PROCEDURES**

It is necessary and in the best interest of the Village of Lincolnshire to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for bonds or debt obligations of the Village of Lincolnshire (each a "Bond" and, collectively, the "Bonds"), certain of which the interest on which is excludable from "gross income" for federal income tax purposes. Further, the issuance of certain Bonds triggers an on-going obligation to make financial disclosures to the securities market to ensure market participants are informed about the financial condition of the Village and changes in the risks affecting the security for the Bonds. For the foregoing reasons, it is necessary and in the best interest of the Village of Lincolnshire that (i) the Board adopt policies with respect to record-keeping and continuing disclosure and (ii) the Compliance Officer (as hereinafter defined) shall at least semi-annually review the Village of Lincolnshire's Contracts (as hereinafter defined) to determine whether the Bonds comply with the federal tax requirements applicable to each issue of the Bonds.

The following procedure relates, in part, to the expenditure of funds and use of facilities or property resulting from the issuance of Bonds, and is required by the IRS, which indicates that issuers of tax-exempt bonds should adopt written post-issuance compliance procedures. The continuing disclosure procedures described below address the Village's compliance with SEC regulations and will promote the marketability of future bond issues.

### **1. Due diligence review at regular intervals**

A review of the expenditure of proceeds from the issuance of bonds shall be conducted semiannually from the date of issue and until such time as the proceeds are spent. The Board of Trustees may elect to use a shorter time interval for reviews.

### **2. Identifying the official or employee responsible for review**

The Village of Lincolnshire's due diligence and continuing disclosure review shall be the responsibility of the [OFFICER] and/or designee appointed for such tasks (the "Compliance Officer").

### **3. Training of the responsible official/employee**

Recognizing that the Compliance Officer may not be fully knowledgeable in this area, the Compliance Officer may consult with and engage outside counsel, consultants and experts to assist with performing such duties. Training may consist of conferences and trade group presentations, written materials, Internet web sites, including the web site of the Tax-Exempt Bond division of the Internal Revenue Service ("IRS"), and other means to maintain a reasonable level of knowledge. The Compliance Officer shall promote and inform the Village of Lincolnshire's staff of the need for continuing compliance.

**4. Retention of adequate records to substantiate compliance (e.g., records relating to expenditure of proceeds)**

The Village of Lincolnshire shall retain bond documents in paper and/or electronic media formats, as well as the reconciliation of General Ledger accounts used to expend bond funds. The records are to be retained for as long as the obligations (and any obligations issued to refund the obligations) are outstanding plus three years and, at a minimum shall consist of:

- Complete copies of the bond transcript prepared for any obligation issued and sold, including but not limited to any offering document with respect to the offer and sale of the Bonds and all written representations of any person delivered in connection with the issuance and initial sale of the Bonds.
- Copies of account statements that show the disbursements of all tax-exempt bond proceeds, the purpose of such disbursements and the supporting detailed vouchers and check stubs;
- Copies of account statements showing all investment activity/investment earnings pertaining to the proceeds of any tax-exempt obligation issued by the Village of Lincolnshire;
- Copies of all bid requests and bid responses used to acquire any special investments from the proceeds of tax-exempt obligations, including swaps, swaptions, or other financial derivatives entered into with respect to any tax-exempt obligations, to support that such instruments were purchased at fair market value;
- Copies of any subscriptions to the U.S. Treasury for the purchase of State and Local Government Series (SLGS) obligations;
- Calculations/reports pertaining to arbitrage rebate that is or may become due with respect to any issue of tax-exempt obligations, or prepared to show that no arbitrage rebate is due, and, if applicable, account statements/cancelled checks showing the payment of any rebate amounts to the U.S. Treasury together with any applicable IRS Form 8038-T; and
- Copies of all contracts of the Village of Lincolnshire, including any leases and management or operating agreements, with respect to the use of property owned by the Village of Lincolnshire that was acquired or financed with the proceeds of tax-exempt obligations, if any part of said property is/was used by a private person/entity while such bonds are/were outstanding (the "Contracts").

The Compliance Officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

## **5. Continuing Disclosure**

The Compliance Officer, no less frequently than annually, shall file or cause to be filed with the Municipal Securities Rulemaking Board a word-searchable, .pdf copy of its certified annual financial report and/or audit by uploading the same to the Electronic Municipal Market Access website: [www.emma.msrb.org](http://www.emma.msrb.org). The Compliance Officer shall cause such filing to apply to all outstanding Bonds for which the Village of Lincolnshire has undertaken continuing disclosure obligations in accordance with applicable law and regulations. Such report shall also be made available on the Village of Lincolnshire's website.

At least semi-annually, the Compliance Officer shall ascertain whether any material event or change has occurred in relation to any Bonds and determine which such event or change requires supplemental disclosures in accordance with its continuing disclosure undertaking.

A limited, but incomplete, list of required disclosures include:

- Certified Annual Financial Report (CAFR), including annual financial information and operating data;
- Principal or Interest payment delinquency;
- Nonpayment related default;
- Change in underlying rating of the Village or bond insurer (if applicable);
- Substitution of security; and
- Early Redemption.

The Compliance Officer may consult with counsel to determine if any material event adverse to the credit of the Village or the security of a Bond requires disclosure.

## **6. Procedures reasonably expected to timely identify noncompliance**

Through the monitoring of expenditures as they relate to tax-exempt obligations and the Contracts as they related to the proceeds of tax-exempt obligations, one could reasonably expect to determine if the obligation complies with the federal tax requirements applicable to such issues. In addition, through the assistance of bond counsel, bond advisors or internal methods, an arbitrage rebate calculation may be made to determine if the Village of Lincolnshire is within investment earnings guidelines.

The Compliance Officer shall conduct an annual review of the Contracts and other records to determine for each issue of Bonds then outstanding whether each such issue complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

## **7. Procedures ensuring that the issuer will take steps to timely correct noncompliance**

In the event that a noncompliance issue is discovered, or that the IRS or SEC commences an examination of any issue of obligation, the Compliance Officer will notify the Village Manager whom will then notify the Board. The Compliance Officer, in consultation with the Village Manager and the Board, is authorized to respond to inquiries of the IRS and SEC, and to hire outside, independent professional counsel to assist in the response to the examination. The Board shall pursue those actions which are recommended by the advice of counsel for the purpose of correcting any event of noncompliance through remedial actions, including but not limited to those described in the United States Treasury Regulations, or the Tax Exempt Bonds Voluntary Closing Agreement Program described in Treasury Notice 2008-31 or similar program instituted by the IRS.

**REQUEST FOR BOARD ACTION  
Committee of the Whole  
August 8, 2016**

**Subject:** Consideration of an Ordinance Authorizing the Disposal of Surplus Property

**Action Requested:** Consideration and Direct Placement on the August 22, 2016 Consent Agenda for Approval

**Originated By/Contact:** Youssef Shoukry, Management Analyst

**Referred To:** Village Board

**Summary / Background:**

Several departments are in possession of surplus or non-operational equipment requiring sale or disposal. This includes vehicles and surplus police, office, and park equipment. Equipment will be traded-in, auctioned, or recycled. An ordinance is required by Chapter 65, Section 5/11-76-4 of the Illinois Compiled Statutes authorizing the disposal of surplus equipment.

**Budget Impact:**

To be determined as a result of sale of surplus property.

**Service Delivery Impact:**

All equipment in question has been replaced or become obsolete; staff does not foresee any issues of service delivery impact.

**Recommendation:**

Staff recommends direct placement of the draft ordinance on the August 22, 2016 meeting agenda for approval.

**Reports and Documents Attached:**

- Draft Ordinance
- Exhibit A containing all equipment to be disposed

<b>Meeting History</b>	
<b>Initial Referral to Village Board (COW):</b>	<b>August 8, 2016</b>
<b>Regular Village Board Meeting:</b>	

**ORDINANCE NO:**

**AN ORDINANCE  
AUTHORIZING THE SALE  
OF SURPLUS PROPERTY**

**WHEREAS**, the President and Board of Trustees may designate property no longer needed by the Village of Lincolnshire to provide services or that does not otherwise benefit the Village as surplus property; and

**WHEREAS**, pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the President and Board of Trustees may authorize the sale and disposal of surplus property; and

**WHEREAS**, the President and Board of Trustees have determined it is no longer necessary or useful, or in the best interests of the Village of Lincolnshire, to retain items listed on Exhibit A attached to this ordinance, currently owned by the Village ("Surplus Property"); and

**WHEREAS**, the President and Village Board of Trustees have determined it is in the best interest of the Village of Lincolnshire to dispose of the Surplus Property;

**NOW, THEREFORE, BE IT ORDAINED** BY THE MAYOR BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNSHIRE, LAKE COUNTY, ILLINOIS, as follows:

**SECTION ONE:** The foregoing recitals are incorporated in this Ordinance as the findings of the President and Board of Trustees.

**SECTION TWO:** Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Mayor and Board of Trustees of the Village of Lincolnshire find that the Surplus Property described in the attached Exhibit A, now owned by said jurisdiction, is no longer necessary or useful to the jurisdiction and the best interests of the jurisdiction would be best served by its disposal.

**SECTION THREE:** The Village Manager is hereby authorized and directed to dispose of the aforementioned Surplus Property. Surplus Property identified on Exhibit A as to be auctioned shall be sold to the highest bidder following a public auction. Surplus Property identified on Exhibit A as having no value shall be disposed of in such a manner deemed appropriate.

**SECTION FOUR:** The Village Manager is hereby authorized to and may direct North West Municipal Conference (“NWMC”) to advertise the sale of the aforementioned Surplus Property prior to said public auction.

**SECTION FIVE:** The Village Manager is hereby authorized to direct NWMC to enter into an agreement for the sale of said Surplus Property whereby said property may be sold at a public auction.

**SECTION SIX:** Upon payment of the full auction price for the aforesaid items of Surplus Property, the Village Manager is authorized to direct NWMC to convey and transfer the title and ownership of said Surplus Property, to the successful bidder.

**SECTION SEVEN:** This Ordinance shall be in full force and effect from and after its passage, by a vote of at least three-fourths of the corporate authorities, and approval in the manner provided by law.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, by the Corporate Authorities of the village of Lincolnshire, on a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

**APPROVED**

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Elizabeth Brandt, Mayor

**ATTEST:**

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Barbara Mastandrea, Village Clerk

**EXHIBIT A****Disposal Inventory Form**

Your Name: Youssef Shoukry, Management Analyst  
 Agency Name: Village of Lincolnshire  
 Agency Address: One Olde Half Day Road  
 Lincolnshire, IL 60069  
 Agency Phone: (847) 913-2332

<b>VIN # OR S/N</b>	<b>Type</b>	<b>Year</b>	<b>Make and Model</b>	<b>Unit Number</b>	<b>Comments</b>
<b>Vehicles</b>					
1362	Sewer Flusher	1998	Trailer Jet 747FR2000	502	To be auctioned
<b>Police Equipment</b>					
UX003827	Radar	N/A	Laser Technology Ultra Lite LTI 20-20	N/A	To be auctioned
UL000217	Radar	N/A	PRO1000 DSR Radar	N/A	To be auctioned
N/A	Light control box	N/A	Unitrol 480	N/A	To be auctioned
3227	Push Bar	N/A	GoRhino push bar	N/A	To be auctioned
<b>Office Equipment</b>					
N/A	Printer	N/A	HP Laserjet 3200	N/A	Non-functioning, to be recycled
N/A	Printer	N/A	HP Laserjet 4250/4350N	N/A	Non-functioning, to be recycled
N/A	Printer	N/A	HP Laserjet 4200N	N/A	Non-functioning, to be recycled
<b>Other</b>					
A1D124	Truck Lift	2000	Mohawk TP - 15	N/A	To be scrapped
N/A	Computer Monitors	N/A	Planar/NEC/Viewsonic/Compaq	N/A	Multiple, non-operational, to be recycled.
01289C	E911 Telephone Dispatching System	N/A	MTU911	N/A	To be auctioned or recycled
T100900064	Switch	N/A	SMC EZ1024DT	N/A	To be auctioned or recycled
01736	Netclock/GPS	N/A	Spectracom 9283	N/A	To be auctioned or recycled
01743	Time Server	N/A	Spectracom 9288	N/A	To be auctioned or recycled
NCMCCHA4RA	T1 Switch	N/A	DataSMART 761	N/A	To be auctioned or recycled
44357501	Phone Recorder	N/A	NiceCall Focus III	N/A	To be auctioned or recycled
B10915011010	DVR		DS2A	N/A	To be auctioned or recycled