



**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