



**MINUTES  
REGULAR VILLAGE BOARD MEETING  
Monday, August 8, 2016**

Present:

Mayor Brandt

~~Trustee Grujanac~~

Trustee McDonough

~~Trustee Leider~~

Village Attorney Simon

Acting Chief of Police Price

Village Treasurer/Finance Director Peterson

Economic Development Coordinator

Zozulya

~~Trustee Feldman~~

Trustee Hancock

Trustee Servi

Village Clerk Mastandrea

Village Manager Burke

Public Works Director Woodbury

Assistant Village Manager/Community &

Economic Development Director Letendre

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:05 p.m., and Village Clerk Mastandrea called the Roll.

**2.1 Approval of the July 25, 2016 Regular Village Board Meeting Minutes**

Trustee McDonough moved and Trustee Servi seconded the motion to approve the minutes of the Regular Village Board Meeting of July 25, 2016 as presented. The roll call vote was as follows: AYES: Trustees McDonough, Servi, and Mayor Brandt. NAYS: None. ABSENT: Trustees Grujanac, Leider, and Feldman. ABSTAIN: Trustee Hancock. Mayor Brandt declared the motion carried.

**3.0 REPORTS OF OFFICERS**

**3.1 Mayor's Report –**

**3.1 National Night Out**

Mayor Brandt thanked the Lincolnshire Police Department for an outstanding National Night Out Friday, August 5, 2016. Mayor Brandt stated she had video of Acting Chief of Police Price and Village Manger Burke in the dunk tank for anyone who would like to view it. Mayor Brandt thanked Boy Scout Troop 78 who worked at the fingerprinting and crime prevention booth. Mayor Brandt stated the bounce horse races were a big attraction for children of all ages. Mayor Brandt noted North Park looked phenomenal and hosting National Night Out on a Friday was a success.

**3.2 2016 Arts & Eats Fest**

Mayor Brandt invited all to the Arts & Eats Fest which is the next big special event coming up in the Village from August 12<sup>th</sup> – August 14<sup>th</sup> at Village

Green. This event is a combination of Lincolnshire Art Fair and Taste of Lincolnshire. There will be great restaurants, music, and vendors.

3.2 Village Clerk's Report - None

3.3 Village Treasurer's Report

**3.31 Revenues and Expenditures Summary for the Month of July, 2016**

Village Treasurer/Finance Director Peterson stated the Revenue and Expenditure Summary is included in the Board packet; and all revenues and expenditures have been properly recorded for the month of July 2016.

3.4 Village Manager's Report

**3.41 Introduction of new Assistant Village Manager/Community & Economic Development Director**

Village Manager Burke introduced and welcomed new Assistant Village Manager/Community & Economic Development (CED) Director Adam Letendre. Village Manager Burke noted a press release is being issued today regarding this position and highlighting Assistant Village Manager/CED Director Letendre's background and experience.

**3.42 Water Fountain Lead Testing**

Village Manager Burke noted all the public drinking fountains in Lincolnshire have been tested for lead as a result of current news reports of lead detection in other surrounding areas. Village Manager Burke reported there was no lead found in any of the Lincolnshire public drinking fountains.

**4.0 PAYMENT OF BILLS**

**4.1 Bills Presented for Payment on August 8, 2016 in the amount of \$861,366.04**

Village Treasurer/Finance Director Peterson provided a summary of the August 8, 2016 bills prelist presented for payment with the total being \$861,366.04. The total amount is based on \$138,900 for General Fund; \$5,000 for Water & Sewer Fund; \$175,000 for Motor Fuel Tax; \$145,700 for Water & Sewer Improvement Fund; \$20,100 for Vehicle Maintenance; \$24,100 for E911 Fund; \$100 for Park Development Fund; \$100 for Sedgebrook SSA; and \$352,300 for the General Capital Fund.

Trustee Hancock moved and Trustee McDonough seconded the motion to approve the bills prelist as presented. The roll call vote was as follows: AYES: Trustees McDonough, Servi, Hancock, and Mayor Brandt. NAYS: None. ABSENT: Trustee Feldman, Grujanac, and Leider. ABSTAIN: None. Mayor Brandt declared the motion carried.

**5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only)**

**6.0 PETITIONS AND COMMUNICATIONS**

## **7.0 CONSENT AGENDA**

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

### **7.2 Approval of a Resolution Approving Certain Closed Session Meeting Minutes and Authorizing the Village Clerk to Make Certain Meeting Minutes Available for Public Inspection First Review 2016 and Authorizing the Destruction of Certain Audio Recordings (Village of Lincolnshire)**

### ~~**7.3 Approval of Village of Lincolnshire 10-Year Capital Plan (Village of Lincolnshire)**~~

Trustee McDonough pulled Item 7.3 from the Consent Agenda to be considered and discussed under Unfinished Business.

Trustee Servi moved and Trustee McDonough seconded the motion to approve the Consent Agenda with item 7.3 removed. The roll call vote was as follows: AYES: Trustees McDonough, Hancock, and Servi. NAYS: None. ABSENT: Trustees Feldman, Grujanac, and Leider. ABSTAIN: None. The Mayor declared the motion carried.

## **8.0 ITEMS OF GENERAL BUSINESS**

### 8.1 Planning, Zoning & Land Use

### 8.2 Finance and Administration

### 8.3 Public Works

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

Public Works Director Woodbury provided a summary of a professional service contract with WBK Engineering, LLC for drainage improvement design, permits, and bidding services. Public Works Director Woodbury noted staff reached out to affected residents in the area as directed by the Board to seek and obtained favorable support for the project.

Trustee Servi moved and Trustee Hancock seconded the motion to approve a Professional Service Contract with WBK Engineering, LLC for Drainage Improvement Design, Permits, and Bidding Services (Lincolnshire Creek from Riverwoods Road to Coventry Lane) at a Cost not to exceed \$49,817.11. The roll call vote was as follows: AYES: Trustees McDonough, Hancock, Servi, and Mayor Brandt. NAYS: None. ABSENT: Trustees Feldman, Grujanac, and Leider. ABSTAIN: None. The Mayor declared the motion carried.

#### **8.32 Approval of a Waiver of Competitive Bidding and an Amendment to the Existing Contract with Waste Management for Collection, Disposal or Management of Residentially Generated Municipal Waste, Recyclables and Landscape Waste to Include Leaf Collection Services (Village of Lincolnshire)**

**8.33 Approval of and Exercise the Renewal Option to Extend the Term of the Contract with Waste Management for Collection, Disposal or Management of Residentially Generated Municipal Waste, Recyclables and Landscape Waste as Modified (Village of Lincolnshire)**

Mayor Brandt opened up items 8.32 and 8.33 together and asked if these items could be voted on since three of the Trustees were absent from the meeting.

Village Manager Burke noted item 8.32 is a waiver of bids as it relates to Item 8.33. Village Manager Burke stated this would need a vote of 2/3 of the Village Board excluding the Mayor for a vote. The attendance at the meeting will not allow the Board to take action.

Mayor Brandt asked if there would be timing issues as a result of not voting.

Village Manager Burke stated approval would give Waste Management the ability to start mobilizing equipment and ensuring they have the manpower to be able to begin at the end of September/beginning of October.

Public Works Director Woodbury noted a leaf machine was not purchased last year in anticipation of the leaf program possibly being contracted out. Staff currently is preparing to have the three existing leaf machines taken out for additional service and repair if this item is not voted on at the August 22, 2016 Village Board meeting.

Mayor Brandt asked staff to verify a quorum for the next meeting and if there is not one, she suggested the possibility of holding a Special Committee of the Whole meeting if there is no quorum for the August 22, 2016 board meeting.

Trustee McDonough asked if it would be beneficial to give Waste Management a non-binding vote of approval at the meeting tonight so they would know the Village would have at least four Board members support so they can move forward. Village Manager Burke noted this would give staff direction to provide them so they could begin to make plans.

Trustee Servi stated the update noted final pickup would be at an hourly rate and asked what the hourly rate was and if it made sense to staff. Public Works Director Woodbury noted staff made the recommendation for the hourly rate since the last week typically takes only 1 – 2 days of the week and this would prevent the charge of a full 5 days. The hourly rate has not been determined. Staff will provide the rate at the next meeting.

Trustee Servi asked about what type of flexibility is provided since the seasons can change. Public Works Director Woodbury stated Waste Management would start the program once staff gives notice to them; this is when the six weeks would start.

Mayor Brandt updated Trustee Hancock on the July 25, 2016 Committee of the Whole meeting discussion.

Trustee Servi asked what the pricing of the proposed Waste Management leaf collection is and if there was a cap to the amount. Public Works Director Woodbury stated the initial six-weeks of pick-up would be \$90,000 per year with an opportunity for Waste Management to increase rates 2% - 4% each year after and up to five years. A brief conversation regarding the contract standards followed.

Trustee Hancock asked if there would be any penalties to the Village if we severed the contract after one year. Public Works Director Woodbury stated he did not currently have this information but would provide it at the August 22, 2016 Village Board Meeting.

Mayor Brandt asked what other municipalities are using Waste Management for their leaf program. Public Works Director Woodbury stated Lake Zurich, Grayslake, and Gurnee are some municipalities in the area currently using Waste Management for leaf collection. Mayor Brandt asked if the municipalities named were happy with the service Waste Management is providing for leaf collection. Public Works Director Woodbury stated he spoke with the Public Works Directors from each of these municipalities and they did not express any concerns.

Mayor Brandt asked if the additional \$1.15 per resident charge for the electronic and chemical waste pick program, discussed at the last meeting, could be optional for residents. Public Works Director Woodbury noted Waste Management was not amenable to having this be an optional program for some residents and not others. Mayor Brandt asked the Board if they would be in favor of mandating this charge to all residents. Trustee McDonough stated this did not have to be part of the contract. Trustees Hancock and Servi both stated that this has not been a need or requested in the past so did not see a reason to mandate it. Village Attorney Simon noted the County has been providing electronic recycling services that most likely will end at the end of the current year so fewer options will be available to residents. Trustee McDonough suggested picking up this option once the County program is eliminated.

Trustee Servi suggested getting the additional information requested prior to approving a non-binding vote of approval for the leaf program.

There was a consensus of the Board for staff to provide additional information and place this item under General Business on the next Regular Village Board agenda for discussion and possible approval.

#### 8.4 Police

#### 8.5 Parks and Recreation

##### **8.51 Approval of a Rejection of Bid from Standard Fence Co. Inc., Chicago, IL and Award of a Contract to Classic Fence Inc., Oswego, IL in the**

**amount of \$42,500.00 for Balzer Park Tennis Court Replacement (Village of Lincolnshire)**

Public Works Director Woodbury clarified this is for termination of a contract with Standard Fence Co., Inc. noting Standard Fence Co., Inc. was the approved contractor but has since been unresponsive and ultimately chose not to perform the work. Staff is recommending awarding the contract to the next lowest bidder, Classic Fence, Inc.

Trustee McDonough moved and Trustee Servi seconded the motion approving the rejection of bid from Standard Fence Co. Inc., Chicago, IL and awarding the contract to Classic Fence Inc., in the amount of \$42,500.00 for Balzer Park tennis court replacement. The roll call vote was as follows: AYES: Trustees McDonough, Hancock, Servi, and Mayor Brandt. NAYS: None. ABSENT: Trustees Feldman, Grujanac, and Leider. ABSTAIN: None. The Mayor declared the motion carried.

8.6 Judiciary and Personnel

**9.0 REPORTS OF SPECIAL COMMITTEES**

**10.0 UNFINISHED BUSINESS**

**7.3 Approval of Village of Lincolnshire 10-Year Capital Plan (Village of Lincolnshire)**

Trustee McDonough noted concern that the Capital Plan expenditures are being approved with a vote and would like to clarify that the Board is not voting to approve anything in the Capital Plan. Village Manager Burke stated the Board would be approving a planning document. Staff would bring back a budget document with recommended capital. Trustee McDonough asked if there was a reason to approve a document. Village Manager Burke noted just to have a formal approval of the plan document as a guide for staff to use as the reference document in planning for future years.

Trustee McDonough moved and Trustee Hancock seconded the motion to approve the Village of Lincolnshire 10-Year Capital Plan as an advisory document to staff; not as an approved appropriation. The roll call vote was as follows: AYES: Trustees McDonough, Hancock, and Servi. NAYS: None. ABSENT: Trustees Feldman, Grujanac, and Leider. ABSTAIN: None. The Mayor declared the motion carried.

**11.0 NEW BUSINESS**

**12.0 EXECUTIVE SESSION**

**13.0 ADJOURNMENT**

Trustee Servi moved and Trustee McDonough seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:29 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk