



MINUTES
REGULAR VILLAGE BOARD MEETING
Monday, November 14, 2016

Present:

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

ROLL CALL

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

2.1 Approval of the October 24, 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 October 24, 2016 as presented. The roll call vote was as follows: AYES: Trustees Leider, McDonough, Servi and Mayor Brandt. NAYS: None. ABSENT: Trustee Feldman. ABSTAIN: Trustees Grujanac and Hancock. Mayor Brandt declared the motion carried.

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

Mayor Brandt thanked staff and community members who volunteered at Boo Bash on October 28, 2016. Mayor Brandt stated many hours were put in and attendance was higher than last year. Staff did an awesome job of getting the Cubs game on at the event at the last moment.

Mayor Brandt noted the annual Tree Lighting is taking place on December 3, 2016 and all are invited.

3.2 Village Clerk's Report - None

3.3 Village Treasurer's Report

3.31 Revenues and Expenditures Summary for the Month of October, 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 October 2016.

3.4 Village Manager's Report - None

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on November 14, 2016 in the amount of \$678,866.25

Village Treasurer/Finance Director Peterson provided a summary of the November 14, 2016 bills prelist presented for payment with the total being \$678,866.25. The total amount is based on \$208,700 for General Fund; \$212,800 for Water & Sewer Fund; \$47,100 for Retirement Fund; \$31,300 for Water & Sewer Improvement Fund; \$24,000 for Vehicle Maintenance; \$24,800 for E911 Fund; and \$130,200 for the General Capital Fund.

Trustee Grujanac moved and Trustee McDonough seconded the motion to approve the bills prelist dated November 14, 2016 as presented. The roll call vote was as follows: AYES: Trustees McDonough, Grujanac, Hancock, Leider and Servi. NAYS: None. ABSENT: Trustee Feldman. 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 a Supplemental Resolution for Maintenance of Streets and Highways by Municipalities under the Illinois Highway Code - January 1, 2009 to December 31, 2009 (Village of Lincolnshire)

7.2 Approval of a Contract with K.L.F. Enterprises Inc. of Markham, IL for Contractual Leaf Hauling and Disposal in an Amount not to Exceed \$50,000 (Village of Lincolnshire)

7.3 Approval of a Settlement Agreement Related to Case No. 16 MR 325 and Case No. 16 MR 858, Lake County, Illinois

7.4 Approval of Change to Public Comment Rules (Village of Lincolnshire)

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

8.0 ITEMS OF GENERAL BUSINESS

8.1 Planning, Zoning & Land Use

8.11 Approval of an Ordinance Amending a Special Use for a Planned Unit Development, for Retail Development, Including Grocery Store (Lincolnshire Marketplace LLC - Culver's Restaurant & Shopping

Center Ground Signs – Northeast Corner of Milwaukee Avenue and Route 22)

Economic Development Coordinator Zozulya provided a summary and update regarding a proposed Ordinance amending a Special Use for a Planned Unit Development, for Retail Development, including grocery store.

Mr. Mike Mallon, Senior Vice President with Draper and Kramer, project developer and contract purchaser provided a presentation regarding requests the Board made on October 10, 2016 related to proposed signs and color scheme for Culver's.

Mayor Brandt asked what the hours of operation would be for Culver's and when the signs would be turned off. Mr. Kevin Weasler, owner and operator of Culver's, stated typically Culver's opens at 10:00 or 10:30 a.m. and closes at 10:00 or 11:00 p.m.

Trustee Servi asked the petitioner why they believe the visibility would be impacted if the electronic board was recessed or flat versus sticking out. Mr. Mallon noted it is in terms of angle; when the sign projects out, it has a greater range in terms of the visibility.

Trustee Grujanac asked if the drive-thru umbrella would remain blue. Mr. Mallon stated the awnings would all remain blue including the umbrella in the drive-thru.

There was a discussion regarding the proposed monument sign that would include the flavor of the day/charitable events. The intention of the sign for charitable events would be for local events, and the sign would remain unchanged in any 24 hour period.

Trustee Leider moved and Trustee Servi seconded the motion to approve an Ordinance amendment to the Lincolnshire Marketplace/Fresh Market PUD to permit a Culver's restaurant with a drive-thru and center-wide ground signs; and a Special Use designation for Culver's, with the stipulations that the message board will only be lit during business hours; it will stay as a solid sign without change during the business day; if it goes outside the bounds of the "flavor of the day", it will be categorical approval for local charities and Village of Lincolnshire events. The roll call vote was as follows: AYES: Trustees Hancock, Grujanac, McDonough, Leider, and Servi. NAYS: None. ABSENT: Trustee Feldman. ABSTAIN: None. The Mayor declared the motion carried.

8.2 Finance and Administration

8.3 Public Works

8.31 Approval of an Intergovernmental Cooperative Purchasing Agreement for Joining the U.S. Communities National Cooperative Purchasing Program (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a

summary of an Intergovernmental Cooperative Purchasing Agreement for joining the U.S. Communities National Cooperative Purchasing Program.

Trustee Grujanac moved and Trustee Servi seconded the motion to approve an Intergovernmental Cooperative Purchasing Agreement for joining the U.S. Communities National Cooperative Purchasing Program. The roll call vote was as follows: AYES: Trustees Hancock, Grujanac, McDonough, Leider, and Servi. NAYS: None. ABSENT: Trustee Feldman. ABSTAIN: None. The Mayor declared the motion carried.

8.32 Approval of Purchase of Office Equipment through the U. S. Communities National Cooperative Purchasing Program in Amounts not to Exceed \$45,000.00 (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the request to purchase office equipment through the U.S. Communities National Cooperative Purchasing Program. Staff requests to utilize 2016 Budget dollars to remodel the Public Works office space.

Trustee McDonough asked if it makes sense to remodel the office space at Public Works or move the office staff to the Village Hall. Assistant Public Works Director/Village Engineer Dittrich noted two new positions will benefit from the office space and these positions need to work out of the Public Works facility as this is the location of the personnel to be supervised. Public Works Director Woodbury added that having a conference room to meet with outside consultants and engineers would be a big benefit to Public Works operations.

Assistant Public Works Director/Village Engineer Dittrich provided a presentation highlighting the Public Works current space and proposed changes.

Mayor Brandt asked who staff meets with at the Public Works Facility. Assistant Public Works Director/Village Engineer Dittrich stated Public Works staff meets with vendors, consultants, contractors, and also hosts various project meetings. Public Works Director Woodbury added it would be a benefit for staff to have an area where meetings could be held without being interrupted. Village Manager Burke added the conference room could be used for bid openings and would save staff time traveling back and forth from the Public Works Facility to the Village Hall for meetings.

A conversation regarding meeting space and staff time followed.

Trustee Hancock asked if other options were looked at to possibly save money. Public Works Director Woodbury noted the proposed plan is approximately the fifth revision and has been scaled down to the basics of what is needed.

A conversation regarding the use of the lunch room for meetings followed.

Trustee McDonough asked if there was going to be another budget meeting or if the Board was going to base budget decisions on meetings that already occurred. Village Manager Burke stated there are a number of feedback items for the November 28th meeting and staff will bring back changes the Board has discussed to date with the expectation of the final budget approval on December 12th. Trustee McDonough noted concern regarding the 2017 budget and stated some things will have to be put off as a result.

Trustee McDonough asked if there was urgency to the proposed project. Assistant Public Works Director/Village Engineer Dittrich stated staff would like to get the work done since the new positions were taking place soon and there will be some lead time on getting the office equipment.

A conversation regarding the new positions followed.

Trustee McDonough suggested considering these improvements in the 2017 budget. Public Works Director Woodbury stated staff could add the proposed improvements to the Capital Plan. Trustees Leider and Hancock stated their opinion was the proposed project is not currently a necessity.

Trustee Servi asked where the cost of the project came from. Assistant Public Works Director/Village Engineer Dittrich stated U.S. Communities bid out all aspects of the proposed projects. Trustee Servi suggested getting other bids for the proposed project.

Trustee Grujanac stated she understood the need for staff in regards to productivity but would like to see if staff could get other bids for the project in order to save money.

It was the consensus of the Board for staff to get additional bids, budget information, staff travel times, and report back to the Board at a future meeting date for review and discussion.

8.33 Clarification and Approval of Joint Purchasing Agreements with Morton Salt, Inc. in the Amount of \$27,968.00 and Cargill Incorporated in the Amount of \$16,267.00 for the Purchase of Rock Salt for the 2016-2017 Winter Season (Village of Lincolnshire)

Public Works Director Woodbury provided clarification regarding the approval of joint purchasing agreements with Morton Salt, Inc. and Cargill Incorporated. This item was voted on and approved at the October 24th meeting with an error in the vendor identified.

Trustee McDonough moved and Trustee Servi seconded the motion to approve the clarification of a Joint Purchasing Agreements with Morton Salt, Inc. in the Amount of \$27,968.00 and Cargill Incorporated in the Amount of \$16,267.00 for the Purchase of Rock Salt for the 2016-2017 Winter Season. The roll call vote was as follows: AYES: Trustees Hancock, Grujanac, McDonough, Leider, and Servi. NAYS: None. ABSENT: Trustee

Feldman. ABSTAIN: None. The Mayor declared the motion carried.

8.4 Police

8.41 Resolution Approving the Intergovernmental Agreement between the Village of Vernon Hills, Countryside Fire Protection, Village of Libertyville, and the Village of Lincolnshire for the purpose of entering into a Joint Emergency Telephone System Board (JETSB) (Village of Lincolnshire)

Chief of Police Leonas provided a summary of the Resolution Approving the Intergovernmental Agreement between the Village of Vernon Hills, Countryside Fire Protection, Village of Libertyville, and the Village of Lincolnshire for the purpose of entering into a Joint Emergency Telephone System Board (JETSB) noting the only changes since the October 24th meeting is the language in Section 9.

Trustee McDonough moved and Trustee Servi seconded the motion to approve the Resolution Approving the Intergovernmental Agreement between the Village of Vernon Hills, Countryside Fire Protection, Village of Libertyville, and the Village of Lincolnshire for the purpose of entering into a Joint Emergency Telephone System Board (JETSB). The roll call vote was as follows: AYES: Trustees Hancock, Grujanac, McDonough, Leider, and Servi. NAYS: None. ABSENT: Trustee Feldman. ABSTAIN: None. The Mayor declared the motion carried.

8.5 Parks and Recreation

8.6 Judiciary and Personnel

9.0 REPORTS OF SPECIAL COMMITTEES

10.0 UNFINISHED BUSINESS

11.0 NEW BUSINESS

12.0 EXECUTIVE SESSION

13.0 ADJOURNMENT

Trustee McDonough moved and Trustee Hancock seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:49 p.m.

Respectfully submitted,
VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk