



**MINUTES
COMMITTEE OF THE WHOLE 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
Finance Director/Treasurer Peterson	Public Works Director Woodbury
Chief of Police Leonas	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 7:50 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the October 24, 2016 Committee of the Whole Meeting Minutes

The minutes of the October 24, 2016 Committee of the Whole Meeting were approved as submitted.

2.2 Acceptance of the October 26, 2016 Special Committee of the Whole Meeting Minutes

The minutes of the October 26, 2016 Special Committee of the Whole Meeting were approved as submitted.

2.3 Acceptance of the November 3, 2016 Special Committee of the Whole Meeting Minutes

The minutes of the November 3, 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 Consideration and Discussion of Site Design, Building Elevations, Signs, Landscaping and Lighting for Proposed Children's Daycare Center (The Gardner School/Viking Development, LLC)

Economic Development Coordinator Zozulya provided a summary and background of the proposed site design, building elevations, signs, landscaping and lighting for proposed Children’s Daycare Center. The Zoning Board unanimously recommended approval of the special use with a few conditions in which Children’s Daycare Center has agreed. The Architectural Review Board (ARB) had a split recommendation on a vote of 3 in favor and 1 abstention. The ARB vote constitutes a negative recommendation as a minimum of 4 positive votes required by Village Code. Should the Village Board decide to take action to approve the petitioner’s proposal, approval will require a supermajority vote of the Village Board.

Mr. Bryan Slonski with NORR Architects and Mr. Jay Joiner with the Gardner School provided a presentation regarding the proposed site design, building elevations, signs, landscaping and lighting for proposed Children’s Daycare Center.

A conversation regarding the elevation of the proposed building and the discussions at the ARB meetings followed. Economic Development Coordinator Zozulya provided information regarding feedback from the ARB as requested by Trustee McDonough. Mayor Brandt asked why Gardner School chose the design presented. Mr. Joiner stated the team took all the input provided by the ARB and came up with three choices, then the Gardner School team chose the elevation presented.

Trustee McDonough noted the area the school will be built in is industrial and had some concern regarding how the proposed building went from a design that could be converted to some other use to something, which due to the architecture, will always be used as a school. Economic Development Coordinator Zozulya noted zoning allows for this type of usage in the center, and there is another school in the area. The Gardner School is purchasing the lot the school will be on which will be incentive for them to stay and remain in operation. Mr. Joiner noted they are very selective in securing sites and have done research on this location. Mr. Joiner explained they have not had any other school go out of business or had to sell. Trustee Hancock asked if the petitioner would like to go back to the original plan or would like to go with what is currently being proposed. Mr. Joiner stated he is comfortable with the plan currently being presented but would like to see some architectural upgrades.

A conversation regarding possible desired changes followed.

There was a consensus of the Board to keep the brick elevation as presented and have the petitioner bring back proposed minor architectural changes for review and discussion at the next Regular Village Board meeting.

3.12 Consideration of a Site Work Fee Waiver Request, per Section 5-3-2(A) of the Lincolnshire Village Code (The Lutheran Church of the

Holy Spirit)

Assistant Village Manager/Community and Economic Development (CED) Director Letendre provided a summary of the request for a fee waiver from the Lutheran Church of the Holy Spirit for site work fees.

Trustee McDonough asked if the improvements are replacements of fixtures or an increase of lighting. Assistant Village Manager/CED Director Letendre stated the improvements are to get the existing lights working.

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

3.2 Finance and Administration

3.21 Public Comment Regarding the Proposed Fiscal Year 2016 Budget (Village of Lincolnshire)

Village Manager Burke stated staff has not received any emails or feedback from the public. This is typical in the timeline of the budget process to have this listed on the agenda.

3.22 Consideration and Discussion of the 2017 Village Calendar and Meeting Schedule (Village of Lincolnshire)

Village Manager Burke provided a summary of the 2017 Village Calendar and Meeting Schedule noting some date changes due to holidays.

Mayor Brandt asked the Board to review the March dates for spring break and report back with any changes.

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

3.23 Consideration and Discussion of Supplemental Appropriation Ordinance of the Village of Lincolnshire, Illinois for the Fiscal Year Beginning January 1, 2016 and Ending, December 31, 2016 (Village of Lincolnshire)

Finance Director/Village Treasurer Peterson provided a summary of the proposed Supplemental Appropriation Ordinance for the Fiscal Year beginning January 1, 2016 and ending, December 31, 2016.

Village Manager Burke noted other than Police Protection, no other area of the Appropriation Ordinance of expenditures has exceeded the original appropriation adopted by the Board last February.

Trustee Hancock expressed concern with putting an additional line item into an existing tax structure that will give future Boards and staff the

ability to add more expenditures to the line item. Trustee Hancock asked if the costs administered in 2017 would hit the Lincolnshire Village taxing body as opposed to the Police Pension line item. Finance Director/Village Treasurer Peterson stated with this proposed change to the supplemental appropriation, the Village will be able to levy a property tax for Police Protection. Finance Director/Village Treasurer Peterson noted the additional property tax dollars are available from the \$40.5 million in assessed valuation growth that the County Clerk's office is projecting. Finance Director/Village Treasurer Peterson stated the proposed Police Protection line item opens up an opportunity for the Village if the state freezes property taxes. Finance Director/Village Treasurer Peterson noted there is talk the state would not freeze taxes for Police Protection so the Village would be able to increase revenues next year if there were ongoing fiscal challenges. Village Attorney Simon stated the Police Pension Board does not levy a tax to pay for operations of the Police Department. Trustee Hancock noted there is \$116,000 proposed in the Fiscal Year 2016 levy and asked if this was Police salaries. Finance Director/Village Treasurer Peterson stated the Village has to identify the appropriation line item the tax levy is supporting. The Village needs to adopt the Supplemental Appropriation to show the appropriated Police regular salaries to allow the Village to levy against that line item. Finance Director/Village Treasurer Peterson explained you cannot levy against the Departmental total. Trustee Hancock asked where those dollars were in the Lincolnshire budget previously. Finance Director/Village Treasurer Peterson stated the dollars were in the Police Department. Trustee Hancock stated if future Boards are not diligent, could staff start putting more and more Police salaries into the proposed tax levy. Finance Director/Village Treasurer Peterson stated staff is not changing the budget or the appropriation total but defining a line item within the total of the Police Department. Staff is taking the specific item out of the General Fund Police Department total and calling it out as Police Protection so the Village can levy against this item. Village Attorney Simon stated there is no increase or decrease to the budget or appropriation totals, just more detail. Village Attorney Simon stated the Finance Director is requesting to add additional detail in the 2016 budget so when Lincolnshire levies a tax for Police salaries, there is history to look back on to justify the amount the Board might levy for that purpose to be collected next year.

Village Manager Burke noted the Village is expected to receive additional tax revenue and maintain the same tax rate for the coming year because of the growth in the equalized assessed value the Village has seen either through appreciation of property values or new construction that has happened over the past year.

A conversation regarding tax rate and how this could affect revenues followed. Finance Director/Village Treasurer Peterson stated this levy could increase revenues with little impact to the residents.

Trustee McDonough asked if this item is being confused with Item 3.24

and is in agreement with Trustee Hancock regarding not wanting to break out a line item. Trustee McDonough asked if this appropriation would have the Village in compliance and enable us later to protect those revenues if something were to happen with the budget in Springfield. Finance Director/Village Treasurer Peterson stated we could not approve item 3.24 without approving item 3.23.

Village Attorney Simon stated Police Pension levy cannot go to pay salaries. The Police Pension levy only goes to pay the Village's share of the retirement obligations; salaries come out of the General Fund. Because there is fear the general assembly will freeze property taxes with a carve out for expenses for Police and Fire retirement obligations or Police and Fire salary obligations, the Village wants to get a foot in the door for the salary obligations by levying the Police Protection tax separate from the retirement obligation levies. Mayor Brandt stated this is something that needs to be managed with the budget from year to year.

The Consensus of the Board was to have further discussion at an upcoming meeting.

3.24 Consideration and Discussion of an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for Fiscal Year January 1, 2016 and Ending December 31, 2016 (Village of Lincolnshire)

Finance Director/Village Treasurer Peterson provided a summary of the proposed Ordinance levying taxes for corporate purposes of the Village of Lincolnshire for Fiscal Year January 1, 2016 and ending December 31, 2016 which is intended to raise the required funds to contribute to the Village's Police Pension Fund, Retirement Fund, as well as partially funding Police Protection.

The Consensus of the Board was to have further discussion at an upcoming meeting.

3.25 Consideration and Discussion of an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on Special Service Area (SSA) Bonds of the Village of Lincolnshire, Lake County, Illinois (Sedgebrook Special Service Area Number 1 Special Tax Bonds)

3.26 Consideration and Discussion of an Ordinance Abating Certain Taxes Heretofore Levied for the Westminster Way Transportation Special Service Area Number 1A (Village of Lincolnshire)

3.27 Consideration and Discussion of an Ordinance Abating the Tax Heretofore Levied for the Year 2016 to Pay Debt Service on Several Notes of the Village of Lincolnshire, Lake County, Illinois (Village of Lincolnshire)

Mayor Brandt opened up items 3.25 – 3.27 together.

Village Manager Burke provided a summary of the proposed Ordinances abating and reducing certain taxes heretofore levied to pay debt service on Special Service Area (SSA) Bonds, abating certain taxes heretofore levied for the Westminster Way Transportation Special Service Area Number 1A, and abating the tax heretofore levied for the Year 2016 to pay debt service on several notes.

Trustee McDonough asked if the Camberley property owners are being made aware of the Special Service. Village Manager Burke confirmed the Camberley property owners are being made aware of the Special Service and staff has had discussions with Pulte leadership team in terms of making sure their sales officials understand the Special Service Area. Trustee McDonough asked if there is anything the Village can do so potential buyers can be informed before they purchase property, that they have this liability. Village Attorney Simon stated the Village is allowed to inform the potential buyers of the subdivision, the fact that there is a special service area lien on the property would be disclosed to them when they receive title. Mayor Brandt suggested a letter be sent to Pulte to be included in the Camberley Club sales packets.

There was a consensus of the Board to place items 3.25 – 3.27 on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.3 Public Works

- 3.31 Consideration of Award of Bid to Chicagoland Paving, Lake Zurich, Illinois in the Amount of \$249,000.00 for Infrastructure Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements (Village of Lincolnshire)**
- 3.32 Consideration of an Amendment to the Easement Agreement with Lake County Forest Preserve District for Infrastructure Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements (Village of Lincolnshire)**

Mayor Brandt opened up items 3.31 and 3.32 together.

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the bid to Chicagoland Paving for the Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements and an Amendment to the Easement Agreement with Lake County Forest Preserve District for Infrastructure Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements.

Trustee McDonough asked how long before the Village receives the 80% reimbursement from ITEP. Assistant Public Works Director/Village

Engineer Dittrich stated staff will submit for the reimbursement once the Village is done paying out the funds and typically IDOT reimburses within 60 – 90 days. Village Manager Burke noted the 2017 Budget reflects the reimbursement of the median project and staff anticipates reimbursement for both Stage1 & Stage 2 in 2017.

Trustee Hancock asked if the tree clearing is included in this portion of the project. Mayor Brandt confirmed the tree clearing is in Stage 2. Trustee Hancock stated he would like to keep the greenery remaining and recommended doing the clearing in portions while obtaining Board approval. A conversation regarding landscaping and clearing proposed followed.

Mayor Brandt asked staff to bring back the proposed landscape plans for discussion at the next Regular Village Board Meeting.

There was a consensus of the Board to place items 3.31 and 3.32 on the Regular Village Board Agenda for discussion at the next Regular Village Board Meeting.

- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

4.1 2017 Budget Considerations

Village Manager Burke passed out information to the Board regarding proposed budget revenue considerations discussed at previous Special Committee of the Whole meetings. Mayor Brandt recommended the Board review the information and bring any questions or comments to upcoming meetings.

5.0 NEW BUSINESS

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:50 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk