

**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, February 27, 2012**

Present:

<del>Trustee Brandt</del>	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Irvin	Director of Community Development McNellis
Director of Financial Systems Roelker	Director of Public Works Hughes
Police Chief Kinsey	Village Attorney Simon
<del>Village Treasurer Curtis</del>	

Location: Village Hall, Public Meeting Room, One Olde Half Day Road, Lincolnshire, Illinois 60069

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:06 p.m. and Village Clerk Mastandrea called the Roll.

**APPROVAL OF MINUTES**

**2.1 Acceptance of the minutes of the February 13, 2012 Committee of the Whole Meeting**

2.11 The minutes of the February 13, 2012 Committee of the Whole Meeting were approved with the following changes: The minutes were corrected by the Board of Trustees at its Committee of the Whole Meeting of February 27<sup>th</sup> as follows: Page 5, Item 3.16, second paragraph, fourth line from the top should read “replacement of the cedar shake shingle roof with a **faux** slate...”. Page 5, Item 3.16, second paragraph, second line from the bottom should read “**faux** slate roof be a midnight grey color as depicted on the sample board at the site.” Page 5, Item 3.16, fifth paragraph, fourth line from the top should read “Trustee Feldman thought the **faux** slate roof would be approximately half the cost of cedar...”. Page 5, Item 3.16, fifth paragraph, second line from the bottom should read “Trustee Saltiel said he thought the **faux** slate roof was acceptable for...”. Page 5, Item 3.16, sixth paragraph, second line from the top should read “said the **faux** slate roof will last forever and will...”.

2.2 Acceptance of the minutes of the February 13, 2012 Special Committee of the Whole Meeting were accepted as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.2 Finance and Administration**

**3.21 PUBLIC HEARING regarding Ordinance \_\_\_\_\_ Making Appropriations to Defray All Necessary Expenses and Liabilities of the Village of Lincolnshire, Lake County, Illinois, for the Fiscal Year Beginning the First day of January, 2012 and Ending the 31<sup>st</sup> day of December, 2012 (Village of Lincolnshire)**

Mayor Blomberg closed the Committee of the Whole Meeting and opened up Public Hearing 3.21 at 7:07 p.m.

Director of Financial Systems Roelker said this is the next step in the budget process that began in July of 2011. The Budget is required to be adopted no later than the first quarter of the new budget year.

Mayor Blomberg closed the Public Hearing portion of the meeting and opened up the Committee of the Whole Meeting.

**3.22 Consideration and Discussion of Ordinance \_\_\_\_\_ Making Appropriations to Defray All Necessary Expenses and Liabilities for the Village of Lincolnshire, Lake County, Illinois, for the Fiscal Year Beginning the First day of January, 2012 and Ending the 31<sup>st</sup> day of December 2012 (Village of Lincolnshire)**

Trustee Saltiel thanked staff for a great job with the budget process.

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

**3.23 Consideration and Discussion of the Village's Insurance Brokerage Services (Village of Lincolnshire)**

Director of Financial Systems Roelker said staff was directed to look for Brokerage Services and compare pricing. Staff sent out five RFP's and the following three responded: Arthur J. Gallagher, Mesirow Financial and Assurance. Director of Financial Systems Roelker said the two components to the cost in hiring a broker are flat fees and workers compensation premiums. Workers compensation premiums will increase the amount of commission that is paid to the broker. Arthur J. Gallagher and Mesirow Financial expect to get a commission for their work in lining up a workers compensation carrier. Assurance will look for a workers compensation carrier that does not charge commission and if one is not found, they will absorb the cost.

Trustee Saltiel asked if commission is broken out in a workers compensation quote, so the Village would know what is being absorbed. Director of Financial Systems Roelker said Arthur J. Gallagher has information in their proposal in regards to the commissions that are paid. Trustee McDonough suggested each broker bring in bids for workers compensation. Trustee McDonough said a carrier could submit the same quote to each broker, a carrier could submit a net quote which is then built into the quote from the broker or each broker could go with different carriers. Trustee Saltiel asked if the Village could dictate the coverage needed to the brokers. Trustee McDonough said the Village would inform the brokers of what coverage is needed, and then choose a broker and carrier; if the Village liked one broker and a quote from a different broker's carrier, the Village would give the broker of choice a broker of record letter to take from the carrier of choice. Village Manager Irvin said there was added value to what each broker could do and this could be a factor in making a choice. Trustee Saltiel asked what added values the Village is looking for. Village Manager Irvin said additional values are Risk Management and Claims Management.

The consensus of the Board was to get proposals from the brokers to include bids from workers compensation carriers.

### 3.3 Public Works

#### **3.31 Consideration and Discussion of a Resolution for Construction on State Highways for Calendar Years 2012 and 2013 (Village of Lincolnshire)**

Director of Public Works Hughes said this is a resolution the Village approves every two years, which allows us to do work in the state right-of-way without providing bonds for the work. The work would still require the Village to obtain permits but forego getting the bond requirement.

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

#### **3.32 Consideration and Discussion of an Award of a Contract for Tree Purchase and Planting for Fiscal Year 2012 to Mike Greco Landscaping, Inc. of Gurnee, IL (Village of Lincolnshire)**

Director of Public Works Hughes said this is a proposal for tree purchasing and includes unit prices for fiscal year 2012. Mike Greco Landscaping, Inc. was the only bidder for this project although staff did contact several other companies who indicated they could not provide a certified arborist for the planting or were unable to do the planting. Director of Public Works Hughes said the current prices are consistent with prices in past years.

Trustee Saltiel asked if Fiscal years 2013 and 2014 are optional years. Director of Public Works Hughes said the next two years are optional. Mayor Blomberg asked if sizes of the trees were provided and if Mike Greco Landscaping could provide the sizes required. Director of Public Works Hughes said Mike Greco Landscaping could provide the sizes required with a few exceptions which are noted.

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

### 3.5 Parks and Recreation

#### **3.51 Consideration and Discussion of a Park Board Recommendation Regarding the Lincolnshire Sports Association Request for the Slammers Baseball and Softball Training Academy to Obtain Field Usage Time as an Affiliate of LSA (Village of Lincolnshire)**

Director of Public Works Hughes said the Park Board recommended approval to Slammers, an affiliate of LSA, to obtain field use at North Park. Slammers would provide coaching opportunities to the Village and LSA in exchange for access to the fields.

Trustee Saltiel asked what the savings would be to an affiliate. Director of Public Works Hughes said staff did not have the exact amount of usage time being proposed to determine the savings. Trustee Saltiel said he would like to get an amount since the Village is providing funding for these requests. Director of Public Works Hughes said the Village receives \$35 per player instead of per team amount which is \$1,800. Trustee McDonough asked if Slammers would be willing to pay the per team amount for the use of North Park. Trustee Saltiel said he thought the clubs that went through LSA in exchange for services would not want to pay the per team amount. Director of Public Works Hughes said there is a challenge in dealing with this since three additional teams were originally on the Park Board Agenda and staff informed them they did not meet the requirement for an affiliation. Trustee Servi asked if LSA charged Slammers a fee. Director of Public Works said the only fee she is aware of is the \$35 per participant fee. Director of Public Works Hughes said the Code is somewhat vague in regards to the parameters and it is difficult at times to deny requests. Director of Public Works Hughes suggested bringing this back to the Park Board for discussion as to whether or not the Village would want to get a formal application, insurance information and more exact times and dates.

Trustee Saltiel asked how this is affecting the fields. Director of Public Works Hughes said baseball does not put as much wear and tear on the fields as soccer. The Village has the right to close the fields if they are wet or if they feel the fields are not usable. Trustee Grujanac said it would benefit to have a meeting with

LSA, since the Village no longer provides recreation programs and the residents look to LSA to provide these programs.

The Consensus of the Board was to place this item on the Regular Agenda for approval for the next regular Village Board Meeting and to schedule a meeting with LSA to discuss the use of the fields and have staff get additional information regarding extra costs involved with maintaining the fields.

**3.52 Consideration and Discussion of a Park Board Recommendation Regarding the Lincolnshire Sports Association Request for the Stevenson Feeder Program to Obtain Field Usage Time as an Affiliate of LSA (Village of Lincolnshire)**

Director of Public Works Hughes said this is a similar request to 3.51. The eighth grade Stevenson Feeder Program would like field usage at North Park. The coaches have agreed to provide some type of clinics to LSA, but are vague in the agreement.

Trustee Saltiel asked what percentage of the feeder program would be Lincolnshire residents. Director of Public Works Hughes said she was not sure what percentage would be residents of Lincolnshire. Mayor Blomberg said he thought this program was given property to use and wanted to know why they would need the use of North Park. Director of Public Works Hughes said the program wanted the ability to play night games. Trustee Feldman asked if there were nightly rates for the field usage. Director of Public Works Hughes said an additional \$15 is charged for the lights, but other than that, there is no additional fee to use the fields at night.

The Consensus of the Board was to place this item on the Regular Agenda for approval for the next regular Village Board Meeting subject to additional information in regards to what types of clinics the Stevenson Feeder Program will provide for the use of the fields.

**3.53 Consideration and Discussion of a Park Board Recommendation Regarding the Bicentennial Park Toy Renovation Project (Village of Lincolnshire)**

Director of Public Works Hughes said the budget for Bicentennial Park is approximately \$20,000 and the actual cost will be approximately \$18,500. During last years tour of the parks, staff pointed out to the Park Board some deficiencies in the toys. The total cost of two new toys is approximately \$4,000 and is included in the budget. This renovation will include two new toys, the replacement of three toys, replacement of decks and changing out component parts. The two new proposed toys are a spinner and an infinity quad climber or modern day monkey bars. Director of Public Works Hughes said the repair of the existing equipment will need to be done by the original vendor.

During last year's discussion of the budget, staff was directed to contact the Boy Scouts for projects and there is a Scout interested in working on this project. The Scout will assist in creating the concrete ribbon around the infinity climber, help install the safety surface throughout the play area and assist with replacement parts.

Trustee Feldman asked how old the equipment was and why the original vendor was required to do the work. Director of Public Works Hughes said the current equipment is approximately ten years old and is in need of repair due to hard play. The original vendor is the only one who is able to make these repairs and obtain the parts needed. If repairs are not made, the toys will need to be replaced. Trustee Feldman asked why Bicentennial Park is taking precedence, since many of the parks need repairs and replacement parts. Village Manager Irvin said the Park Board made this park a priority.

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

**3.54 Consideration and Discussion of a Park Board Recommendation Regarding the Use of North Park by the Lincolnshire Police Department for National Night Out Activities August 7, 2012 (Village of Lincolnshire)**

Director of Public Works Hughes said the Police would like to use North Park to bring the community out and see all the different services the Police Department has. There will be a Flight for Life helicopter, police dogs, Record Services, Fire Department and Public Works to support this National program. This event will not conflict with any LSA programs.

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

**3.55 Consideration and Discussion of a Park Board Recommendation Regarding Revisions to the Life Guard Hiring Policy (Village of Lincolnshire)**

Director of Public Works Hughes said the revisions to the policy include removing the reference of the base salary and the current bonus pay. Current bonus pay involves the lifeguards passing three tests and the revisions would add testing and would involve some of them to be random. The bonus pay would change to \$25 for each test that was passed. The revisions affect compensation and this is the reason for Board approval.

Mayor Blomberg asked what organization is used for training. Director of Public Works Hughes said Red Cross trains the Head Life Guard and the Head Life Guard, in turn, trains all other Life Guards. Mayor Blomberg asked if Red Cross

would be doing some of the testing. Director of Public Works Hughes said Red Cross would be involved in some of the random testing.

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

#### 4.0 UNFINISHED BUSINESS

##### 4.1 Continuing Consideration and Discussion of the Environmental Services Division (Village of Lincolnshire)

Director of Public Works Hughes said she met with Village Manager Irvin and Director of Community Development McNellis and some of the responsibilities of Environmental Services have shifted back to Community Development, some of the responsibilities have been divided throughout Public Works and a job description was provided for an Assistant position. The new Assistant position is based loosely on the Environmental Services Supervisor position with more emphasis on Management.

Trustee Saltiel asked if the proposed changes will adequately cover the duties and provide appropriate services to the residents going forward. Director of Public Works Hughes said there would still be a strong influence on the tree program but the requirement that this position be an arborist is no longer mandatory. It was determined that the Planners have the capability to enforce plan reviews for residential and commercial projects. Trustee Saltiel asked what the salary range of the new position was compared to that of the Environmental Services Supervisor. Director of Public Works Hughes said the Assistant position would make approximately 10% less than that of the Environmental Services Supervisor.

Trustee McDonough stated that the liaison for Solid Waste should not be a part of the job description and that this should be the duty of an elected official. Director of Public Works Hughes said if an elected official would like to volunteer to take over this responsibility, they would need to pass a resolution for this. Trustee McDonough offered to take on the position of the liaison for Solid Waste. Trustee McDonough asked what the remaining duties of the Assistant would be and would the duties require a full-time position. Director of Public Works Hughes said one of the main duties of the Assistant position would be to manage many contracts. Trustee Feldman asked if there was a possibility to bring back some recreation programs with this position. Village Manager Irvin said the Assistant position could possibly administer contracts for recreation programs but thought it was unlikely the programs could be taken on as was done in the past.

The Consensus of the Board was to place this item on the Regular Agenda for approval for the next regular Village Board Meeting.

**5.0 NEW BUSINESS**

Director of Community Development McNellis submitted a memo regarding the fence located on 5 Fox Trail. The resident of 5 Fox Trail was asking the Board to change their position and allow her to keep her fence.

It was the consensus of the Board not to change their position on this matter.

**7.0 ADJOURNMENT**

Trustee Saltiel moved and Trustee Grujanac seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Barbara Mastandrea  
Village Clerk