



One Olde Half Day Road  
Lincolnshire, IL 60069-3035  
847•883•8600  
847•883•8608 (FAX)



## 2.1

These minutes were corrected by the Board of Trustees at its Committee of the Whole Meeting of September 10, 2012 as follows: Item 3.21, paragraph one, fifth line should read “2011 budget request for LSA was \$20,000...” and Item 3.21, paragraph one, sixth line should read “for an additional \$2,100 for the tree lighting celebration. Village Manager”.

### MINUTES COMMITTEE OF THE WHOLE MEETING Monday, September 10, 2012

Present:

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

### 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 August 27, 2012 Committee of the Whole Meeting Minutes

2.11 The minutes of the August 27, 2012 Committee of the Whole Meeting were approved with the following changes: These minutes were corrected by the Board of Trustees at its Committee of the Whole Meeting of September 10, 2012 as follows: Item 3.51, paragraph three, fifth line from the top should read “Trustee Brandt said LSA is taking on the responsibilities the Village **used** to assume”.

### 3.0 ITEMS OF GENERAL BUSINESS

#### 3.1 Planning, Zoning and Land Use

3.2 Finance and Administration

**3.21 Consideration and discussion of requests from citizens and Village Organizations regarding the proposed FY 2013 Budget (Village of Lincolnshire)**

Village Manager Burke said letters were sent out in late summer to various clubs and organizations regarding budget requests. A memo was provided for clarification to the Mayor and Board giving background information in regards to FY 2011 contributions made to clubs and organizations. The 2011 budget request for LSA was 20,000, but a request came in mid-year for an additional \$2,100 for the tree lighting celebration. Village Manager Burke said last year budget requests were made from Visit Lake County and the Greater Lincolnshire Chamber of Commerce; grants were awarded in the amount of \$8,000 and \$7,500 respectively.

Hassan El Neklawy, Chairman of the Board for Visit Lake County gave a presentation with statistics in regards to what Visit Lake County has done for Lincolnshire. Ms. Maureen Riedy, President for Visit Lake County came before the Board and provided examples of what Visit Lake County has done in promoting hotel stays in Lincolnshire. Ms. Riedy said Visit Lake County has many outlets to promote Lincolnshire and requested the Village contribute \$15,000 in the coming year for tourism promotion activities. Trustee Saltiel asked if the list of events at the various hotels, mentioned in the presentation was directly the result of Visit Lake County efforts. Ms. Riedy said Visit Lake County is directly involved with the groups for the listed events. Trustee Brandt asked what determines the listings under each of the categories in the Lake County Visitors Guide. Ms. Riedy said there are community partners and industry partners who pay for listings in the guide. Mayor Blomberg asked about military reunions coming into the Village and wanted to know if the reunions have dropped off in the past few years. Ms. Riedy said there has not been significant success in bringing military groups to Lincolnshire; they are a price conscious group and go where they can get the best rate. Trustee Brandt asked what is being done to promote the Village in regards to the BMW event being held at Conway Farms golf course next year. Ms. Riedy said Lake County Visitors Guide is working directly with the tournament planners to ensure all Lake County hotel rooms are filled for this event. Mayor Blomberg informed Visit Lake County their request will be looked at during budget discussions.

Michael Stevens, President and CEO of Lake County Partners gave a presentation to the Board of what Lake County Partners does in relation to economic development throughout Lake County. Mr. Stevens indicated

Lake County Partners needs to be more engaged with officials from local communities and made the request for a \$1,455 contribution from the Village of Lincolnshire, based on .20 per capita. Trustee Saltiel asked about the staff size of Lake County Partners. Mr. Stevens said they have a full time equivalent of 4 ½ employees. Trustee Saltiel asked what is being done in regards to outreach. Mr. Stevens said one of the areas of focus is the International Council of Shopping Centers (ICSC) and site selection consultant forums to help connect and drive the demographics in regards to retail. Trustee Saltiel said many of the businesses are going out to the city and asked what Lake County Partners was doing to address this. Mr. Stevens said Lake County Partners is looking at and promoting what is available in Lake County. Mayor Blomberg thanked Mr. Stevens for his presentation and the request on behalf of Lake County Partners.

Stephen Territo, Board President of the Greater Lincolnshire Chamber of Commerce made an informal presentation regarding the Chamber of Commerce and highlighted the Taste of Lincolnshire as being a substantial part of their budget. Mr. Territo made a request for an \$8,000 contribution from the Village to support the Taste of Lincolnshire. Trustee Brandt asked what the revenue has been for current and previous years. Mr. Territo said the Taste of Lincolnshire is not a money-making event for the Chamber. In 2011 the revenues were \$5,431, and in 2012 revenues were \$349. Mr. Territo said the expanded children's area didn't pay dividends, but will encourage more families to come out in the future. Trustee Brandt asked if there was any feedback from the restaurants. Mr. Territo said the restaurants were pleased and like the change to accepting cash in place of tickets.

Trustee Saltiel asked what it would take to make it an all Lincolnshire event and to upgrade the event. Mr. Territo said one of the ideas explored was hiring an outside consultant to assist in managing the event for the Chamber. Mr. Territo said some of the Lincolnshire restaurants are not members and therefore do not participate. Trustee Saltiel recommended getting a plan to take this event to a different level and this could involve a different level of contribution from the Village. Trustees Brandt and Feldman both said advertising needed to be upgraded. Trustee Feldman said residents asked why the event was not serving lunch on Friday. Mr. Territo said the participating restaurants did not want to serve lunch on Friday due to staffing demands. Trustee Brandt suggested co-partnering with the Chamber and LCA for the Taste. Trustee McDonough asked how the Chamber makes money on the Taste. Mr. Territo said the money made for the current year was based on beer ticket sales. The Chamber is open to ideas and looks forward to working with the Village.

### **3.22 Adoption of the Annual 1,000 Hour Standard for IMRF Participation**

Director of Financial Systems Roelker said staff is recommending the Village raise its hour standard for participating in the Illinois Municipal Retirement Fund (IMRF) from the current 600 hours annual limitation to 1,000 hours annually. In doing this the supervisors have flexibility in scheduling and using part-time staff.

Trustee Saltiel asked if this is a cost savings to the Village. Village Manager Burke said the issue is not looking at the current pool of part-time employees and the potential savings, but to have the additional hours, the ability to staff the seasonal employees for a longer duration and in more flexible ways throughout the year. Director of Public Works Hughes said staff would like to be able to extend some of the seasonal labor and this will allow us to do so. Trustee Saltiel asked what percentage is the IRMF contribution. Director of Financial Systems Roelker said the rate is 12.11%.

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 Village Code Revisions: Cash Signature Authorization**

Director of Financial Systems Roelker said this is strictly a housekeeping item. There do not need to be specific names in the Village Code related to required signatures for cash authorization. In consulting with the Village Attorney, the position title is adequate.

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

3.4 Public Safety

3.5 Parks and Recreation

## **4.0 UNFINISHED BUSINESS**

## **5.0 NEW BUSINESS**

Director of Public Works Hughes said a memo was provided in the packets in regards to water and sewer connection fees and asked if there were questions. Mayor Blomberg said he would like to review the memo further and could possibly have questions at a later date. Trustee Saltiel asked if the memo was the result of a business owner complaint and if so was there any response made to the business owner. Director of Public Works Hughes said

the memo was a result of a complaint. Director of Community Development McNellis said the Village might wish to consider potentially reducing fees for businesses the Village would want to remain in town. Mayor Blomberg said one of the concerns was when a new business comes in and gets hit with a huge bill they did not know was coming.

Village Manager Burke said an inquiry was received late from Baceline Investments requesting to hold a special event at the Village Green on October 13, 2012. The event would be a pumpkin patch and decorating event. Baceline is not asking for Village contributions and staff can work with them to obtain the permits needed for the event.

Trustee Saltiel asked if there was a known opening date set for Eddie Merlots. Director of Community Development McNellis said he heard the opening date was set for October 2, 2012.

#### 7.0 **ADJOURNMENT**

Trustee Brandt moved and Trustee Grujanac seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 7:58 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

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