



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:30 PM, JANUARY 17, 2023**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - 1. Minutes of the January 3, 2023 Committee of the Whole Meeting
- IV. Regular Business**
 - 1. Biennial Report of the Board of Trustees of Police Pension Fund (Travis Raypole)
 - 2. Discussion Concerning Chase Avenue Parking Follow-Up (Jay Parrott)
- V. Adjournment**

DATE POSTED: January 10, 2023

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
JANUARY 3, 2023**

DRAFT

Call to Order

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:00 P.M., Tuesday, January 3, 2023, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Village Clerk Beryl Herman, the following were:

PRESENT: President Patel, Trustees Klatzco, Sargon, Saleem, Halevi, Martel

ABSENT: Diaz-Herrera

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Charles Meyer, Finance Director Denise Joseph, Community Development Director Scott Magnum, Police Chief Jason Parrott, Public Works Director Nadim Badran, Assistant to the Public Works Director Brendon Mendoza, Assistant to the Village Manager Lamar Jones, Management Analyst Jake Litz, Management Analyst Matthew Pasquini.

Approval of Minutes

The December 20, 2022, Committee of the Whole meeting minutes were presented for approval. Trustee Sargon moved to approve the minutes of the December 20, 2022, Committee of the Whole meeting minutes as presented. Trustee Klatzco seconded the motion.

Upon Roll Call, the results were:

AYES: Trustees Klatzco, Sargon, Saleem, Halevi, Martel

NAYS: None

ABSENT: Diaz-Herrera

The motion passed.

Regular Business

1. Biennial Report of the Board of Fire and Police Commissioners

Chair of the Board of Fire and Police Commissioners Sheri Doniger provided a background on the responsibilities of the Board of Fire and Police Commissioners, as well as names of Commission members.

She recognized Police Officers who retired, were newly hired and resigned/separated from the Police Department. Chair Doniger outlined the Police Officer Examination process and provided demographics for sworn personnel, retired personnel, and Police candidates. She informed the Village Board of the goals and objectives of 2023-2024, which include the

hiring of two additional Police Officers from the eligibility list, and starting a new eligibility list.

Chief Parrott stated that it is an unprecedented time when there isn't a large pool of Police Candidates. He noted that the Police Department is being as aggressive as possible in attracting candidates. He stated that every Police Department he has communicated with is having similar difficulties recruiting Police candidates. He stated that even though the pool of candidates is small, the Village is getting good candidates.

Trustee Sargon noted that the Village Board had taken steps to keep the Village competitive by evaluating compensation packages and vacation accrual to be more competitive in the labor market. She noted that the Village Board is open to hearing any suggestions on how the Village can be more competitive.

Trustee Martel stated that the percent female to male is outstanding to him. He asked Chief Parrott about the turnover rate in the Police Department.

Chief Parrott stated that there isn't an issue with the turnover rate. He noted that the Department is making an effort to recruit a diverse Police Department. Chief Parrott noted that the pension system in Illinois and legislative changes in policing may have contributed to the recent number of retirements.

Trustee Halevi stated that the Police Department works together very well. She noted that the mission and functions of the Board of Fire and Police Commission are very important to the community.

Mayor Patel thanked the Board of Fire and Police Commission and the Police Department for their work.

The consensus from the Village Board was to accept the Biennial Report.

2. Strategic Plan Quarterly Update

Management Analyst Jake Litz provided an overview of the Strategic Plan.

He provided an update to the Village Board on several strategic plan objectives. He stated that there are 34 Goals with a total of 148 Action Plans. In the 4th quarter of 2022, 9 Goals with a total of 18 Action Plans were worked on or completed. Mr. Litz further stated that as of today, 31% of all strategic action plans had been completed. He updated the Village Board on the status of several strategic plan goals such as defining a promoting a service-first culture, Community Development Department improvements, financial forecast plan, enhancing and improving communications, and hosting more community building and cultural events.

Mr. Litz informed the Village Board of the HR Green Action Plan. He stated that HR Green Action Plan consists of 21 goals with a total of 53 action plans. He stated that in the 4th

quarter of 2022, 5 goals with 7 Action Plans were worked on or completed. Furthermore, he stated that 57% of all HR Green Action Plans had been completed. Mr. Litz provided an overview of the goals, which include improving efficiency in operations, office operations, and the Building Division's functionality.

Trustee Sargon asked if the Village Board can view the documents related to the goals outlined in the Strategic Plan and what changes and progress have been made.

Mayor Patel stated that the Community Development Department has several things to be accomplished regarding obtaining permits and other information the public needs.

The consensus of the Village Board was to accept the Strategic Plan quarterly update.

3. Discussion Concerning Advanced Vehicle Purchasing

Assistant to the Public Works Director Brendon Mendoza informed the Village Board of issues and delays the Village is experiencing with the ordering of vehicles.

He stated that the issues experienced range from delayed production of vehicles, large lead times for orders to be delivered, cost increases, and vehicle ordering limits. Mr. Mendoza stated that due to difficulties with lead times in vehicle orders, staff is recommending the Village Board provide direction to move forward with ordering the vehicles in the current fiscal year with the goal of receiving them in their scheduled replacement year. Furthermore, he noted if the Village Board provides direction to place an advance order for the vehicles, staff will return to the Village Board at the January 17, 2023, Village Board Meeting to request approval to purchase the vehicles.

Mayor Patel asked if, in a typical year, four Police Department squad cars are replaced.

Mr. Mendoza stated that the Village is trying to maximize the American Rescue Plan Act Funds (ARPA). In doing so, the Village will be purchasing four squad cars.

Trustee Sargon asked what happens to the phased-out vehicles and the average mileage per year.

Police Chief Parrott stated that vehicles are either repurposed for use by another Village Department or sold at an auction. He noted that the average Police patrol vehicle mileage is around 30,000 to 35,000 a year.

Trustee Sargon asked, with the long lead times for vehicles, if the village would receive vehicles with the latest technology.

Mr. Mendoza stated that the Village receives the latest technology from vehicles purchased and that the technology doesn't change a lot from year to year.

The consensus of the Village Board was to provide direction to staff to bring the vehicle purchase order to the Village Board for consideration and approval at the January 17, 2023, Village Board meeting.

4. Discussion Concerning Electric Vehicle Charging Station at Proesel Park

Management Analyst Matthew Pasquini stated that the Village secured a \$7,500 grant from ComEd for the purchase and installation of an electric vehicle charging station to be installed at Proesel Park.

He provided an overview of the proposed charging station and its features, such as compatibility with all-electric vehicles and the ability to charge up to 7.2 kilowatts per charging port. He informed the Village Board of the pricing options, which include a fixed session rate, an hourly rate, an energy rate, a length of stay rate, charge complete pricing, time of day pricing, a minimum or maximum fee per session, and driver groups. He noted that ChargePoint would manage billing and payment processing for a 10% processing fee.

Mr. Pasquini stated that the Village Board has pricing options to consider. The first is to make the charging station free or charge to cover the costs of supplying electricity to the charging station and the 10% processing fee assessed by the vendor. Furthermore, he stated that there are also enforcement considerations, such as preventing non-electric vehicles from parking in charging station parking spots.

Trustee Sargon asked why Tesla electric vehicles are not listed as compatible electric vehicles.

Mr. Pasquini stated that Tesla has a separate adapter that allows a Tesla owner to plug their vehicle into the charging station.

Trustee Saleem asked why the electric vehicle station is being installed at Proesel Park.

Public Works Director Nadim Badran stated that Proesel Park is a high traffic area, so it is an optimal location to install the electric vehicle station.

Trustee Halevi asked what happens if multiple drivers want to use the electric charging station.

Mr. Pasquini stated that there are mobile phone applications that notify customers when there is a spot available.

Trustee Klatzco asked if the 10% fee is taken from our fee or if the fee is charged separately to the customer.

Mr. Pasquini stated that the fee would be part of the payment.

Trustee Martel stated that the Village should place additional charging stations next to the original unit to save on installation costs. He noted that he would like to see an Ordinance which specifies a time limit for how long vehicles can be parked in the charging area.

Mr. Pasquini stated that staff recommends setting the price for charging at \$0.15 per kilowatt hour to cover the cost of supplying electricity to users and the 10% processing fee assessed by ChargePoint for billing and payment handling. Additionally, staff recommends a charge fee of \$30 per hour to prevent vehicles from remaining plugged in and parked after they have been fully charged. Finally, staff recommends that the Village Board adopt an ordinance to restrict non-EV vehicles from parking in stalls where EV charging is available.

The consensus of the Village Board was to set the price for charging at \$ 0.15 per kilowatt hour for the first 3 hours and \$20 an hour after that. The Village Board also agreed to revisit the parking restrictions in the vicinity of the electric vehicle charging station at a later date.

Adjournment

Trustee Sargon moved to adjourn the Committee of the Whole at 7:32 P.M., seconded by Trustee Saleem.

The meeting was adjourned unanimously by voice vote.

Respectfully Submitted,

Beryl Herman
Village Clerk



MEMORANDUM

TO: President Patel and Members of the Village Board
FROM: Anne Marie Gaura, Village Manager
DATE: January 10, 2023
SUBJECT: January 17, 2023 Meeting of the Committee of the Whole

The Committee of the Whole (COTW) meeting is scheduled for 6:30 P.M. on Tuesday evening. Please find below a summary of the items for discussion.

1. Biennial Report of the Board of Trustees of Police Pension Fund (6:30-7:00 P.M.)

On a biennial basis the Village Board receives an update from each Commission on their status and provides an opportunity for discussion on future goals and needs of the Commission. Chair Travis Raypole will be present to discuss the [attached](#) report with the Village Board for the Board of Trustees of Police Pension Fund.

2. Discussion Concerning Chase Avenue Traffic Solutions (7:00-7:30 P.M.)

As a part of discussions during the biennial report from the Traffic Commission which was presented at the November 15, 2022 Committee of the Whole, concerns regarding parking along Chase Avenue east of Lincoln Avenue were expressed by the Village Board due to the construction of District 1860. [Attached](#) is a memo from the Police Chief outlining corrective action steps that were taken to try to mitigate the traffic congestion in that area.

If you should have any questions concerning this matter, please feel free to contact me.



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Travis Raypole, Deputy Chief of Police

DATE: January 17, 2023

SUBJECT: Board of Trustees of Police Pension Fund Biennial Report

Background

The Lincolnwood Police Pension Fund Board is comprised of five members; two members are appointed by the Village President, two members are sworn officers elected by the active police officers, and one member is a retired police officer elected by the retirees. Each member serves a two-year term. The Lincolnwood Police Pension Fund Board manages the Police Pension Fund as prescribed under the Statutes of the State of Illinois. The Pension Board invests pension fund monies paid into the Lincolnwood Police Pension Fund by the Village. The Board determines the temporary and permanent disability pensions, while regular pensions for eligible participants are set by state statute.

Board Members:

Travis Raypole, President
Joel Perzov, Vice President
Eric Gronlund, Secretary
Mark Weidner, Assistant Secretary
Michael Bartholomew, Trustee

Discussion

In December of 2019 a pension consolidation bill was signed into law by Illinois Governor J. B. Pritzker. There were several legal battles, questioning the constitutionality of the bill. The Lincolnwood Police Pension fund was initially scheduled to transfer their funds to the Illinois Police Officers' Pension Investment Fund (IPOPIF) on February 1, 2022. Due to the ongoing litigation, the pension board asked and was granted an extension to transfer the funds on June 1, 2022. On May 25, 2022 the judge in the consolidation lawsuit (Kane County 16th Judicial Circuit) ruled that the fire/police pension investment consolidation law was constitutional. In consulting with the pension board attorney, the board was advised to comply with the administrative ruling and transfer the funds to Illinois Police Officers' Pension Investment Fund (IPOPIF).

The pension board completed the formal authorization letters to transfer the assets of the Lincolnwood Police Pension Fund to IPOPIF on June 1, 2022. The total amount of the initial transfer to IPOPIF and State Street Bank and Trust (as custodian for IPOPIF) was \$22,684,535.40.

The goal of the pension consolidation was to reduce the number of custodial and management fees for the individual investment funds. Proponents suggest that pooling the assets of Illinois' public safety funds will boost their finances through higher investment returns. As of June 1, 2022, the Lincolnwood Police Pension Fund Board no longer has fiduciary control over the investments in the fund.

Lincolnwood remains one of the lower funded pension funds in the surrounding communities. The latest information publicly available that illustrates the funding levels of surrounding communities comes from the 2021 Biennial report from the Illinois Department of Insurance. These figures were calculated as of April 30, 2020. That report states Lincolnwood had a funding rate of 41.13%. Our latest actuarial report prepared by Lauterbach and Amen as of May 1, 2022, has our fund at 47.62% funded.

The total assets of the Police Pension fund decreased from \$27,902,787 in 2021 to \$23,789,243 in 2022, which is a decrease of \$4,113,544. The 2022 assets had to be calculated using the November statement from IPOPIF because that was the latest statement available. This along with the delay in the 2nd installment of the Cook County property tax could lead to underreporting of the assets for 2022.

Financial Impact

Yearly contribution based off Actuarial Reports and Tax Levy requests.

Documents Attached

1. PowerPoint Presentation

Village of Lincolnwood Police Pension Fund



BIENNIAL REPORT- JANUARY 17, 2023

Village of Lincolnwood Police Pension Fund

➤ Introduction of Board Members and Board Officers

➤ Fund participants -

- 32 Sworn officers (contributing)
- 31 Retired officers (receiving benefits)
- 8 Survivor pensions (receiving benefits)
- 2 Disability pensions (receiving benefits)

Village of Lincolnwood Police Pension Fund

➤ **Activities of the last 12 months**

- Completed consolidation to the Illinois Police Officers Pension Investment Fund (IPOPIF)
- Lauterbach & Amen continued administration of pension benefits
- Each Trustee completed the required Trustee Training for 2020-2022
- Submitted the required annual Municipal Compliance Report and the Illinois Department of Insurance Report

Village of Lincolnwood Police Pension Fund

Pension Accounting Includes:

- Pension Benefit Calculations
- Processing Monthly Disbursements
- Monthly Reporting
- Pension Fund Contributions
- Internal Revenue Service Reporting
- Other Related Pension Functions as Required

Village of Lincolnwood Police Pension Fund

Revenues

➤ Municipalities

- \$ 2,772,785.39 - from Village of Lincolnwood Tax Levy

➤ Members

- \$ 308,237.95 - Employee Contributions (9.91 %)

➤ Total Revenue

- \$ 3,081,023.34

Village of Lincolnwood Police Pension Fund

■ Annual Budget (2021-2022 Department of Insurance Report)

■ Pension Obligations	\$ 3,121,971.47
■ Administrative Expenses	\$ 116,390.42
■ Total Expenditures	\$ 3,238,361.89
■ Total Revenues	\$ 3,081,023.34
■ Operating Deficit	\$ 157,338.55

➤ Total Assets as of (04/30/2022) \$25,469,508.39

➤ Current Actuarial Value Funding Percentage: 47.62%

Village of Lincolnwood Police Pension Fund

➤ Funding Levels

■ Skokie	56.40%
■ Niles	36.67%
■ Morton Grove	51.14%
■ Evanston	56.49%
■ Park Ridge	61.58%
■ Wilmette	65.91%
■ Lincolnwood	41.13%

Source: Illinois Department of Insurance, Pension Division, 2021 Biennial Report (calculations reported on 4/20/2020)

Village of Lincolnwood Police Pension Fund

Year End 2022 Financial Results

Total assets as of 12/31/2021:	\$27,902,787
Total assets as of 12/31/2022:	\$23,789,243*
Decrease in assets for the year:	\$ 4,113,544**

*Last available statement from IPOPIF is as of 11/30/2022.

** Assets for 2022 could be underreported due to delay in 2nd installment of Cook County Property Taxes

Village of Lincolnwood Police Pension Fund

➤ **Goals for 2023**

- Monitor Illinois Police Pension fund Consolidation continued litigation
- Complete the process of organizing and consolidating records into electronic format
- Complete mandated reporting to State to include Illinois Department of Insurance Annual Report and Municipal Compliance Report



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Jay Parrott, Chief of Police

DATE: January 17, 2023

SUBJECT: Chase Avenue Parking – Follow Up

Background

As a part of discussions during the biennial report from the Traffic Commission which was presented at the November 15, 2022 Committee of the Whole, concerns regarding parking along Chase Avenue east of Lincoln Avenue were expressed by the Village Board due to the construction of District 1860.

A review of the parking in this area revealed that construction workers from the District 1860 project were parking along Chase Avenue east of Lincoln Avenue to Kostner Avenue on both sides of Chase Avenue creating the inability for vehicles traveling in both directions to pass safely. Additionally, visibility issues were created for drivers that potentially created a bottleneck effect, thereby making it difficult for larger vehicles to pass through, such as school buses, fire apparatus and snow plows.

Discussion

Due to the parking issues that developed from the District 1860 construction project, a temporary parking restriction, Monday thru Friday from 7:00 a.m. to 5:00 p.m. was put in place on the north side of Chase Avenue east of Lincoln Avenue to Kostner Avenue, as allowed by the Village Code.

7-2-14 (A) For the purpose of facilitating the removal of snow, cleaning of streets, road construction, emergencies, special events, and/or special conditions, the Village Manager, the Director of Public Works and/or Chief of Police is authorized to post no parking signs, designating the day of the week and hours of the day and part of the street in which the parking of vehicles is temporarily prohibited.

This alleviated the issue of congestion from vehicles traveling both east and westbound. This change took effect the week of December 5, 2022 and has remained in place. Staff recommends the temporary restriction remain in place until District 1860 begins to open to the public for use and a determination can be made if a permanent parking restriction is necessary for Chase Avenue and/or other streets in the area east of the project. An ordinance change is not recommended for a temporary issue.

The vehicles parked along Chase Avenue appear to have relocated to the designated parking lot west of the Valley Line Trail off Lincoln Avenue and Jarvis Avenue and south of Touhy Avenue along Kilbourn.

Financial Impact

None

Recommendation

Staff recommends that the temporary parking restriction remain in effect

Documents Attached

1. PowerPoint Presentation

Chase Avenue Parking

COMMITTEE OF THE WHOLE

JANUARY 17, 2023



Chase Avenue



Valley Line Trail Lot



7100 block of Kilbourn Avenue



Questions, Comments or

Direction from the Board?