



**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
MEETING HELD VIA GOTO MEETING AND AVAILABLE LIVE AT  
[WWW.LINCOLNWOODIL.ORG/LIVE-  
CABLE-CHANNEL/](http://WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/)**

**6:30 PM, JANUARY 18, 2022**

Governor Pritzker and President Patel have each made a determination that the Village Board's Committee of the Whole meeting should be held virtually due to the COVID-19 pandemic and pursuant to Section 7(e) of the Open Meetings Act. This will be the only notice of the meeting, and where and how the meeting will be conducted. Information regarding the location of the public meeting and instructions for participating in the public hearing will be posted on the Village's website ([www.lincolnwoodil.org](http://www.lincolnwoodil.org)) and will include updates as needed. Please contact Carrie Dick, Executive Secretary, at (847)745-4717 for confirmation of meeting location.

**AGENDA**

**I. Call to Order**

**II. Roll Call**

**III. Approval of Minutes**

1. Minutes of the Special Committee of the Whole Meeting on December 13, 2021
2. Minutes of the Committee of the Whole Meeting of December 21, 2021
3. Minutes of the Committee of the Whole Meeting of January 4, 2022

**IV. Regular Business**

1. Discussion Concerning Environment Commission Goals (Jon Bogue)

**V. Public Comment**

**Statement Regarding Public Comment**

Anyone who desires to offer public comment during the meeting about any matter concerning the Village of Lincolnwood may do so by submitting an email to [administration@lwd.org](mailto:administration@lwd.org) prior to the commencement of the meeting, or by offering live oral comment at the stated time in the meeting agenda. To offer live comment, commenters must email [administration@lwd.org](mailto:administration@lwd.org) to receive the GoToMeeting credentials for the meeting to participate electronically. All Emails received will be read aloud during the Public Comment portion of the agenda. Emails should be kept to under 200 words to allow time for others to be heard and for the Board to progress through the public meeting agenda. The Committee of the Whole typically does not immediately respond to public comments or engage in open dialogue, but the Committee of the Whole is actively listening to all comments.

**VI. Closed Session**

**VII. Adjournment**

DATE POSTED: January 14, 2022

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
SPECIAL MEETING OF THE  
COMMITTEE OF THE WHOLE  
VILLAGE HALL  
COUNCIL CHAMBERS  
DECEMBER 13, 2021  
2:00 P.M.**

DRAFT

**Call to Order**

Trustee Halevi called the Special Meeting of the Committee of the Whole to order at 2:02 P.M. on Tuesday, December 13, 2021, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

**Roll Call**

On the roll call by Village Clerk, Beryl Herman the following were present:  
Trustees Diaz-Herrera, Klatzco, Sargon, Saleem, Martel and Halevi.  
Absent: President Patel

A quorum was present.

President Patel later joined the meeting at 2:11 P.M.

Also present: Anne Marie Gaura, Village Manager, Chuck Meyer, Assistant Village Manager; Nadim Badran, Public Works Director; Brendon Mendoza, Assistant to the Public Works Director; Scott Mangum, Community Development Director

**Regular Business**

**1. Discussion Concerning Engineering Update**

Village Manager Gaura provided an introduction as to the purpose of the meeting and then turned the conversation over to Public Works Director Badran for the presentation. Director Badran stated that the purpose of the presentation was to provide an overview of the Village's current practice toward engineering on the retainer and capital side, and address the concerns related to these practices throughout the presentation.

Director Badran presented the items for discussion, which included waiving of the bidding process, the utilization of the retainer engineer for capital projects, using the same firm for subsequent phases of engineering, and consideration of adding a Staff Engineer. Extensive discussion regarding these practices ensued. Trustee Diaz-Herrera provided her input and subsequently left the meeting at 4:30 P.M. Additional discussion ensued. Trustee Saleem provided his input on the presentation and subsequently left the meeting at 4:45 P.M. Additional conversation regarding each topic continued. The Village Board reached a consensus on the following items:

- Seeking Waivers Of The Bidding Process  
The Village Board provided direction to Staff to seek proposals for the initial phase of projects and waive the bidding process for subsequent phases and stages of multi-year projects if the contractor provided a satisfactory product to the Village. The Trustees clarified, multi-year projects should be capped at three years before Staff is to stop the bid waiving process for engineering.
- Rebidding of the Retainer Agreement  
The Village Board provided direction to Staff to not rebid the existing retainer agreement and to continue operating with the existing agreement.
- Allowing The Retainer Engineer to Bid On Capital Improvement Projects  
The Village Board provided direction to Staff to allow the Village's retainer engineering firm to bid on the Village's Capital Improvement Projects.
- Addition of a Staff Engineer  
The Village Board provided direction to Staff to hire a Staff Engineer who is able to assume certain tasks of the retainer agreement, so as to prevent an increase to that contract, while also assisting with the design and oversight of certain capital projects.

**Public Comment**

None.

**Adjournment**

President Patel called for adjournment of the Special Meeting of the Committee of the Whole. Trustee Halevi moved to adjourn, seconded by Trustee Sargon.

Upon roll call the results were:

AYES: Trustees Klatzco, Sargon, Martel and Halevi.

ABSENT: Trustees Diaz-Herrera, Saleem

NAYS: None

The motion passed, the meeting adjourned at 5:27 P.M.

Respectfully submitted,

Beryl Herman  
Village Clerk

**VILLAGE OF LINCOLNWOOD  
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MEETING OF THE COMMITTEE OF THE WHOLE  
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DECEMBER 21, 2021**

**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, December 21, 2021, 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, Trustee Sargon, Trustee Halevi,, Trustee Saleem, the following were present via Go-To-Meeting Trustees Hererra and Klatzco, Trustee Martel joined via Go-To-Meeting at 6:10 P.M.

Absent: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, The following were present Chuck Meyer, Assistant Village Manager; Jon Bogue, Assistant to the Village Manager; Nadim Badran, Public Works Director; Scott Mangum, Community Development Director; Doug Hammel, Development Manager; Steven Elrod, Village Attorney

Prior to the approval of the minutes, Mayor Patel stated the following:

The recent extraordinary and rapid rise of the occurrence of the COVID-19 pandemic in the State of Illinois has led to my determination that the holding of in person meetings of the Lincolnwood Village Board of Trustees and the Village Board Committee of the Whole is not practical or prudent. Therefore all such meetings will, commencing immediately, be virtual meetings in accordance with the provisions of the Illinois Open Meetings Act. This determination will remain in effect until I provide further notice.

**Approval of Minutes**

The minutes of December 7, 2021 Committee of the Whole were presented for approval.

Trustee Herrera moved to approve the minutes of December 7, 2021 Committee of the Whole Meeting, seconded by Trustee Sargon.

Upon Roll Call the results were:

Ayes: Trustees Herrera, Klatzco, Sargon, Saleem, and Halevi.

Nays: None

Minutes Approved

Trustee Martel joined the meeting electronically following the minutes of the approval.

### **Regular Business**

#### 1. Discussion Concerning Lincolnwood Town Center Development Plan-Phase I Village Board Update

This item was presented by Development Manager, Doug Hammel. He overviewed the Lincolnwood Town Center Planning Area and Planning Area Analysis conducted.

A representative from Houseal Lavigne presented the market analysis. He overviewed the Multifamily, Retail, Office, and Industrial Markets. The development feasibility and marketability factors were discussed. He stated the area can accommodate a variety of land uses that would be responsive to local and regional market demands. The goal is to utilize best practices in conservation, shared infrastructure, and sustainable building design to minimize developments' carbon footprint and provide amenities to users and integrate parking solutions that ensure adequate capacity while allowing for the greatest use of available land. He stated the importance of considering factors that may dictate the phasing of development on the mall property and adjacent redevelopment areas. He then overviewed the land use and urban design elements of the analysis. The goals from a municipal service and finance perspective included generating a net increase in tax revenues for the Village, providing a diverse range of municipal revenue sources, and supporting innovative infrastructure solutions that increase the overall efficiency of services and infrastructure in the area. He overviewed the next steps for 2022 which included incorporating feedback received, developing Schematic Sketch Plans, and refining Fiscal Analysis.

Trustee Halevi suggested placing a corporate headquarters or campus area in this district. She also suggested including an entertainment option for the area. Trustee Sargon concurred with Trustee Halevi regarding the inclusion of an entertainment option. She highlighted the need for green space in the area. Trustee Herrera concurred with the other Trustees. Trustee Martel emphasized the need for maintain retail and commercial uses as much as possible. Trustee Klatzco stated that the area needs to be a destination. Mayor Patel summarized this plan as the selling tool for this development. Further discussion on the highest potential value for the property occurred. The aspect of market demand of a potential development was discussed as well. The next steps of the plan were overviewed.

#### 2. Discussion Concerning Lobbying/Advocacy Services for Municipal Governments

This item was presented by Village Manager Anne Marie Gaura. She overviewed the uses of Lobbying Services and background on the topic. She cited the reasons other municipalities use these services such as infrastructure projects for the Villages of Skokie and Hoffman Estates. She stated several goals of these services including: Quality of relationship between municipal staff and consultant, Regular updates on active bills and amendments, as well as regulatory

activity that comes from state agencies or departments, Alignment between reports and updates, and expected outcomes, and Outcomes alone are not indicative of the work done by lobbyists.

She highlighted several potential short term projects including Replacement of Pump #2 (Water Pump House), North Lincoln Median Improvements, Street Storage Stage III, Devon/Lincoln TIF Street Lighting, Northeast Parkway Roadway Resurfacing, Chicago Emergency Interconnect, and Water Main Improvements – Lead Service Lines. Several long term projects included the Pratt Avenue Pedestrian Overpass, Touhy/Cicero Improvements, Municipal Campus Generator Replacement, Infrastructure Program, Devon Avenue Streetscape, Stormwater Master Plan Update, Pratt Avenue Bicycle Lane, and Village Hall Roof Replacement.

Ms. Gaura said that if the Board is interested, staff will begin requesting proposals from select lobbying firms and conduct interviews in January. A recommended firm will be presented to the Board in February or March. Staff will include \$60,000 in draft FY 23 budget.

Discussion on the RFP process took place. Trustee Sargon asked about the history of the Village receiving grants in previous years. Ms. Gaura provided a brief history and stated the benefits of adding this kind of service. Trustee Sargon stated she did not see an immediate need for this kind of service. Trustee Halevi stated she was in favor of adding a lobbyist. Discussion regarding future grant opportunities and variety of lobbyist firms occurred. Trustee Klatzco stated that a firm would need to impress the Board with a quality presentation of services prior to moving forward. He stated that he would like to hear the ideas of a firm. Trustee Herrera stated that this was worth looking into. Trustee Martel stated that the success of a lobbyist is dependent upon what they are being asked to do. He urged the Board to think about what the reason for hiring a firm would be. Overall, he was supportive of the idea of bringing a lobbyist presentation in front of the Board. Manager Gaura stated that two firms would come in and present for an hour each at a Special Committee of the Whole meeting, There was consensus with this idea.

### 3. Discussion Concerning Service First

This item was presented by Village Manager Gaura. She stated that the Village Board desires to implement “Service First” customer service standard. The goal of Service First is to raise the standard for customer service and to ensure these standards are provided consistently and uniformly. Components of Service First include Training, Staffing / Structure, and Technology. She overviewed each of these area and highlighted how these area could be improved. She overviewed the issues with Accela, the Village’s ERP software, and areas it could be improved. She highlighted the Financial Impact of implementing several of these initiatives. She asked the Board if these initiatives should be implemented or not. Assistant Village Manager Meyer stated that the Village’s software needs to be updated.

Trustee Sargon stated that the associated fee is nominal when you look at the big picture. Trustee Saleem asked about permitting software for the website. Mr. Meyer stated those funds were now to be used for replacing Accela. Trustee Klatzco stated that staff takes the time to get

the software correct. In general, he was supportive of the idea. There was a consensus amongst the Board to focus on Staffing / Structure and Technology.

**Public Forum**

Marcia Coburn spoke regarding the Animal Store in Lincolnwood. She spoke about the practices of the store as it pertains to rabbits. She stated the animals kept at this store were not kept humanely.

Amanda Solon also spoke about the Animal Store. She highlighted several of the issues she saw with the store including stress of the animals. She stated that too many animals are kept in too small of an area. She encouraged Board members to visit the store.

Ismael Perez also spoke about the Animal Store. He urged the Board to ban the sale of animals in the Village of Lincolnwood. He stated the conditions of the animals being held at this store are not proper. He also asked for the transfer of Spur the Tortoise to a reputable animal caretaker.

Jane Hart also spoke about the Animal Store. She stated these animals were going to individuals who do not necessarily know how to take care of the animals. She said that Lincolnwood should not allow the store to operate.

Jerry Kayne also spoke about the Animal Store. He urged the Board to ban the sale of animals within the Village. He also urged the Board to visit the store.

Jodie Wiederkehr also spoke about the Animal Store. She spoke about the poor conditions animals are kept and general lack of knowledge from the store's staff.

**Adjournment**

At 7:56 P.M. Trustee Sargon moved to adjourn the Committee of the Whole, seconded by Trustee Halevi.

Upon Roll Call the results were:

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

NAYS: None

Meeting Adjourned

Respectfully Submitted,

Beryl Herman  
Village Clerk

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JANUARY 4, 2022**

**DRAFT**

Before the call to order the Village President read the following into the record: Pursuant to recently adopted amendments to the Illinois Open Meetings Act included in Public Act 101-640, public bodies may, in certain circumstances, hold entirely virtual public meetings without a quorum physically present in any one location.

On May 29, 2020, Governor Pritzker issued a Disaster Proclamation that declared in-person attendance at public meetings of more than ten people at the regular public meeting location to be infeasible, in accordance with the Open Meetings Act, as amended by Public Act 101-640.

On December 21, 2021, President Patel executed a written determination that given the on-going emergency associated with the COVID-19 pandemic, in-person meetings of the Village's Board of Trustees are not practical or prudent at this time and until further notice.

In accordance with the Governor's Disaster Proclamation and the Village President's Declaration of Emergency and Determination regarding meetings of the Villages Board of Trustees, I, Jesal Patel President of the Village board, do hereby determine that in-person meetings of the Village Board are not practical or prudent at this time and until further notice.

**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 4, 2022, 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 Assistant Village Manager and Deputy Clerk Charles Meyer the following were:

Present: President Patel, Trustees Saleem, Martel, Halevi. Present via Go to meeting Trustees Sargon, Klatzco, Herrera

Absent: None

A quorum was present.

Also present:; In person Anne Marie Gaura, Village Manager; Chuck Meyer, Assistant Village Manager; via Go to Meeting Matthew Pasquini, Management Analyst; Jon Bogue, Assistant to the Village Manager; Nadim Badran, Public Works Director; Denise Joseph, Finance Director



**Approval of Minutes**

The minutes of December 21, 2021 Committee of the Whole were presented for approval.

Trustee Saleem moved to approve the minutes of December 21, 2021 Committee of the Whole Meeting, seconded by Trustee Klatzco.

Upon Roll Call the results were:

Ayes: Trustees Saleem, Martel, Halevi, Sargon, Klatzco, Diaz-Herrera

Nays: None

Minutes Approved

**Regular Business**

**1. Discussion Concerning Change of Fiscal Year**

This item was presented by Finance Director, Denise Joseph. Director Joseph provided background on the previous Finance Committee discussion as it pertained to the aligning the Village’s fiscal year with the calendar year. She shared that most surrounding municipalities abide by a fiscal year that ends on April 30 but stated that communities are beginning to transition to ending their fiscal years on December 31 because it is easier to understand, allows for better communication to the community and makes it easier to consider and allocate property tax levy. Director Joseph stated that should the board decide to align the Village’s fiscal year with the calendar year, a stub year from May to December 2023 will be implemented to facilitate the transition by January 1, 2024. She stated that staff recommends that the Committee of the Whole moves forward with this item to be considered by Village Board.

Change of Fiscal Year

Recommended Discussion/Motion

Staff recommendation is as following:

A potential motion is to direct staff to move forward preparing for a transition to a fiscal year that corresponds with a calendar year in 2024

Trustee Martel asked how tax allocations will be accounted for during the stub year since they are usually accounted for on a yearly basis. Director Joseph explained that allocations will be accounted during the appropriate stub year and fiscal year and that accounting techniques can be used to maintain consistent financial reporting should any issues arise.

Trustee Klatzco commented that he believes this change will make planning easier for the Village and is in favor of this change.

Manager Gaura reiterated that the board is in consensus to present this item to the Village Board.

**2. Discussion Concerning Removal of Snow from Sidewalks as a Village Service**

This item was presented by Public Works Director, Nadim Badran. Director Badran provided background on Lincolnwood snow removal operations and explained that the board is interested

in knowing what the financial impacts would be of clearing sidewalks on arterial streets. He explained there are 14 miles of sidewalk in the proposed scope and that they vary from four to seven feet in width and are ADA compliant.

#### Background

\*The Village currently does not clear residential or commercial sidewalks of snow

\*The Village provides snow removal to the following areas:

Roadways, Alleys, Municipal parking lots, Sidewalks around municipal buildings, Bicycle paths, Parks

#### Discussion

\*The Village Board has expressed a desire to determine the impacts to implementing a program for clearing snow from sidewalks on arterials.

The areas include ADA compliant sidewalks along the following areas within the Village's corporate limits

^Touhy Avenue

^Cicero Avenue

^Lincoln Avenue

^Pratt Avenue

^Devon Avenue

^Crawford Avenue

^McCormick Boulevard

\*Approximately 14 miles of sidewalks in the listed areas

\*Sidewalks range from four to seven feet wide – Only ADA compliant sidewalks would be considered for clearance

\*Staff surveyed 12 communities to determine how and if they provide sidewalk snow removal services.

Mr. Badran shared that there are some surrounding communities who do provide these services.

Director Badran explained that the Village currently does not have the equipment or personnel necessary for these services, so staff looked into contracting. He shared that the costs shared by surrounding communities were staggering but that pricing could be better with competitive pricing geared toward the specific needs of the Lincolnwood community. He then went on to explain that if the Board determined these services should be provided in-house, seasonal equipment would need to be purchased and personnel would need to be hired. He discussed the upfront costs and annual costs thereafter. Director Badran then explained that the costs for both contractual and in-house services are significant and added that there are challenges filling seasonal positions and potential risks for increased liability, though tort immunity does generally apply to sidewalk snow removal services. Director Badran went on to present a pilot program that would include purchasing one multi-use vehicle, hiring one seasonal employee and focusing on limited areas that often receive the most complaints. He shared that staff recommends either maintaining the status quo or pursuing a pilot program and offered to do more research if determined by the Board.

Trustee Sargon spoke favorably of a pilot program and targeting portions of Pratt, Crawford and Touhy Avenues.

Trustee Klatzco spoke favorably of a pilot program and commented that purchasing the multi-use equipment could be a good investment regardless of the pilot program's outcomes.

Trustee Halevi asked if members of the Village could apply for the season position and Director Badran said yes.

Trustee Martel shared his belief in the value-add for the community but expressed concern about the cost. He shared that the pilot program is financially sound but is concerned about liability risks. He stated he wasn't sure about how the routes were chosen and thinks portions of Lincoln Avenue should be considered. Trustee Martel also questioned why Touhy Avenue is included and suggested potentially waiting until after District 1860 is complete.

Mayor Patel says the pilot presentation provided a potential scope of what could fall within the Village's pilot year and that not all of the highlighted streets on the map would be done.

Trustee Martel then added that doing just one side of a street would be acceptable. Mayor Patel concurred and said having a safe route to keep people from walking on the streets is all that matters.

Manager Gaura said staff needs a basic foundation of what is important for staff to consider and that should include all options, factors, and potential economies of scale in what the most efficient route clearing method could be.

Mr. Badran stated that a pilot program would be closely reviewed.

Trustee Halevi discussed large snow accumulations that occur around Touhy and Lincoln Avenues and shared her concerns for the safety of people who utilize public transit services that come through Lincolnwood.

Manager Gaura added that Touhy Avenue sidewalks are among the most complained about.

Trustee Saleem asked if adding these services could increase the Village's premiums for IRMA. Director Badran was not sure but would check with IRMA to inquire if there would be any impacts.

Mayor Patel asked about the frequency of insurance claims being filed and staff shared that claims for incidents on sidewalks aren't uncommon and it's often trip and falls.

Mayor Patel asked if leasing a vehicle is an option.

Manager Gaura responded the option can be examined but noted the consensus on the value of purchasing a multi-use vehicle.

### Challenges

- \*Cost for both services is significant.
- \*Difficulty finding seasonal staff
  - ^In 2021 only three of seven seasonal positions were filled
  - ^Would be in competition with other winter seasonal positions such as IDOT – Snowbirds which pay a higher hourly rate and offer overtime
- \*Property damage concerns
- \*Liability concerns
  - ^Modifying the existing conditions of the sidewalk after a snow event could create a defect, which may lead to liability per IRMA.

### Recommendations

- \*Staff recommends either maintaining the status quo, or moving forward with the Pilot Program
- \*If the Village Board does not direct staff to proceed with the Pilot Program, staff will work to obtain more accurate contractual pricing for the next fiscal year to help with future budgeting decisions.

### Public Forum

Toni Greetin, Vice President of Red Door Animal commented on her concerns about rabbits that come from The Animal Store and are brought to the shelter. Share shared that they often pregnant and produce unwanted litters. She has personally asked The Animal Store Owner to not sell rabbits around the Easter season but the owner refused and has had a hard. She stated she would like to Village to enable the Cook County ban on dogs, cats and rabbits.

Jodi Wiederker, Executive Director of the Chicago Alliance for animals, used her time to read negative comments from The Animal Store’s Facebook page.

Mayor Patel spoke of past addressing of this issue by previous Boards.

### Adjournment to Closed Session

At 6:45 P.M. Trustee Saleem moved to adjourn the Committee of the Whole to proceed to closed session, seconded by Trustee Martel.

Upon Roll Call the results were:

Ayes: Trustees Saleem, Martel, Halevi, Sargon, Klatzco, Diaz-Herrera

Nays: None

Motion Passed

**Adjournment**

At 7:27 P.M. Trustee Saleem moved to adjourn the Committee of the Whole, seconded by Trustee Martel.

Upon Roll Call the results were:

AYES: Trustees Saleem, Halevi, Martel

NAYS: None

Meeting Adjourned

Respectfully Submitted,

Beryl Herman  
Village Clerk



## MEMORANDUM

TO: President Patel and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: January 14, 2022

SUBJECT: **January 18, 2022 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. Discussion Concerning Environmental Commission Goals (6:30-7:00 P.M.)**

The Environmental Commission was formed in the fall of 2021 and was combined with the Beautification Commission. The group has been meeting regularly and has been active in planning events and organizing cleanups in the community. Additionally, the group has been accepting presentations from outside organizations to better understand how to serve the environmental needs of Lincolnwood. [Attached](#) is a memo from the Assistant to the Village Manager outlining the projects the Commission would like to tackle and the costs associated with those projects. Staff is seeking direction from the Village Board regarding the projects and if there is a desire to budget for these items.

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



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Jonathan Bogue, Assistant to the Village Manager

**DATE:** January 18, 2022

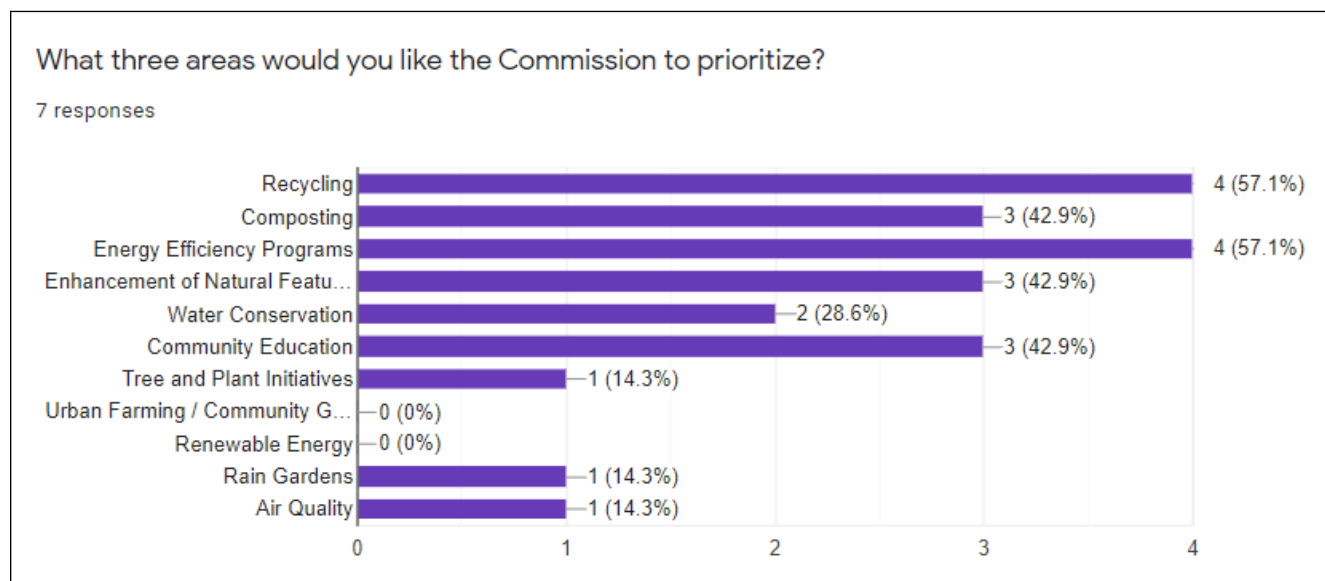
**SUBJECT:** Discussion Concerning Environmental Commission Goals

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**Background:**

The Environmental Commission began as an Ad-Hoc Committee in January of 2021. The Environmental Committee was merged with the Beautification Commission and became the Environmental Commission in the fall of 2021. The group has been meeting regularly and has been active in planning events and organizing cleanups in the community. Additionally, the group has been accepting presentations from outside organizations to better understand how to serve the environmental needs of Lincolnwood. The commission seeks direction from the Village Board, and can provide advisory recommendations to the Village Board.

The Commission members participated in a survey in October 2021 to help gauge what priorities merited the Commission's focus. Below are the results:



**Discussion:**

Staff is seeking direction from the Village Board on the followings goals or directives related to the Environmental Commission:

**Sustainability Plan**

The Environmental Commission has a goal to develop and recommend a long-term plan related to the preservation, enhancement, beautification, management, and protection of the Village’s environment. This type of plan is usually referred to as a sustainability plan.

Staff asked the Northwest Municipal Conference (NWMC) to conduct a survey related to sustainability plans. Seventeen communities responded to the survey, eight of which had a sustainability plan. Out of the eight Villages that have a sustainability plan, three hired a consultant to help craft their sustainability plan. The price range for hiring a consultant ranged from \$21,000 to \$80,000. These services often include baseline assessments, planning team meetings, final document, and supplemental tool kits.

Other communities have done their sustainability in-house. It should be noted that of those communities who have completed this plan in-house are quite a bit larger. These communities also used organizations like the Chicago Metropolitan Agency for Planning for assistance.

Staff is seeking direction on the following questions:

Does the Village Board want staff to move forward with a sustainability plan?

- If so, does the Board want staff to budget for a consultant to assist with the creation of a sustainability plan for FY 2023?
- If not, does the Board want staff to move forward with creating a sustainability plan in-house?

**OakToberfest**

The Environmental Commission coordinated an environmental town hall in 2021. This event had sixty individuals in attendance and found homes for thirty red oak trees.

Staff is seeking direction on the following questions:

Does the Village Board want to make OakToberfest an annual event?

- If so, should the Village budget \$500 for FY 2023 for supplies related to the event?

**Lincolnwood in Bloom**

The Village hosts an annual Lincolnwood in Bloom contest to encourage property owners to landscape and beautify their homes.

Staff is seeking direction on the following questions:

Does the Village Board want to continue offering the Lincolnwood in Bloom contest?

- If so, should the Village budget \$150 for FY 2023 for gift cards purchased from Lincolnwood businesses?

**Composting**

The Village has a waste hauling agreement with Groot that does not include composting. This contract expires with Groot in 2024. Members of the Environmental Commission have continually expressed interest in composting.



Previously the Village Board directed staff to include information regarding composting vendors on our Village website. This information is currently on our website. The Environmental Commission is interested in exploring a franchise agreement with a vendor to offer a lower price for residents interested in composting. Communities such as Morton Grove, Skokie, and Evanston have a franchise agreement for compost pick-up.

Staff is seeking direction on the following question:

- Would the Village Board like staff to explore a franchise agreement for a preferred composting vendor?

**Documents Attached**

1. PowerPoint Presentation

# Discussion Concerning Environmental Commission Goals

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COTW MEETING – JANUARY 18, 2022

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# Background

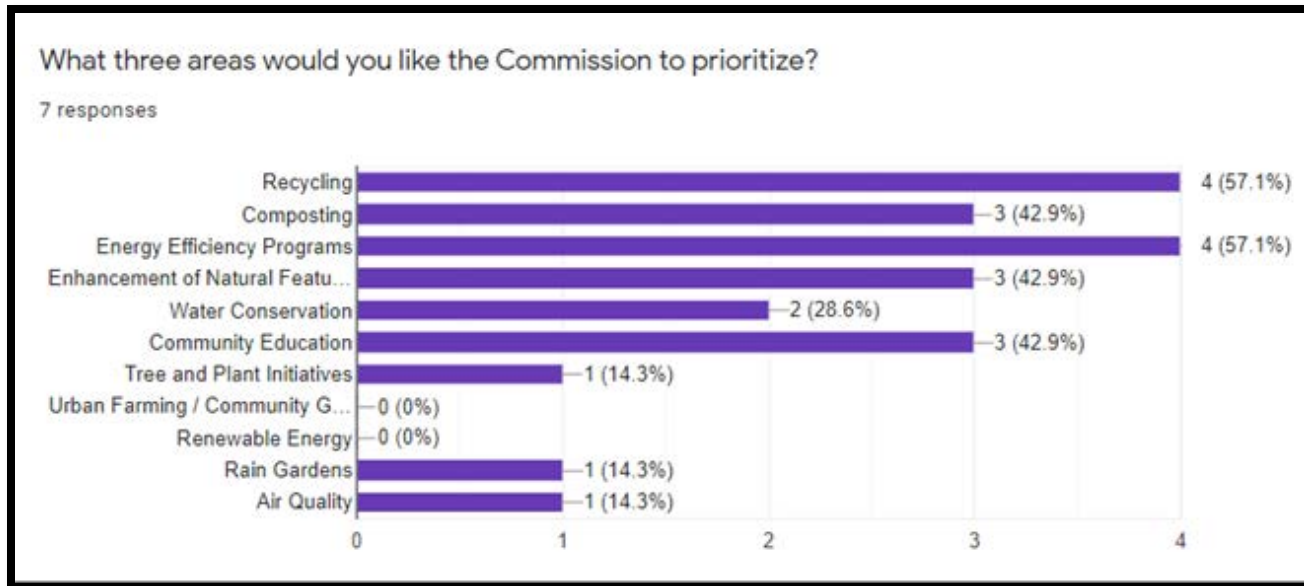
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- The Environmental Commission began as an Ad-Hoc Committee in January of 2021. The Environmental Committee was merged with the Beautification Commission and became the Environmental Commission in the fall of 2021.
- The group has been meeting regularly and has been active in planning events and organizing cleanups in the community. Additionally, the group has been accepting presentations from outside organizations to better understand how to serve the environmental needs of Lincolnwood.
- The commission seeks direction from the Village Board, and can provide advisory recommendations to the Village Board.

# Background

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The Commission members participated in a survey in October 2021 to help gauge what priorities merited the Commission's focus. Below are the results:



- Staff is seeking direction from the Village Board on the followings goals or directives related to the Environmental Commission:

# Discussion – Sustainability Plan

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The Environmental Commission has a goal to develop and recommend a long-term plan related to the preservation, enhancement, beautification, management, and protection of the Village's environment. This type of plan is usually referred to as a sustainability plan.

## **NWMC Survey:**

- Seventeen communities responded to the survey, eight of which had a sustainability plan.
- Three hired a consultant to help craft their sustainability plan
  - Cost of hiring a consultant ranged from \$21,000 - \$80,000
  - Services provided by consultant would include baseline assessments, planning team meetings, the final document and supplemental tool kits.

# Discussion – Sustainability Plan

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Other notable takeaways from the NWMC Survey:

- Other communities have done their sustainability in-house.
  - It should be noted that of those communities who have completed this plan in-house are quite a bit larger
  - These communities have used also used organizations like the Chicago Metropolitan Agency for Planning for assistance



# Direction – Sustainability Plan

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Staff is seeking direction on the following questions:

- Does the Village Board want staff to move forward with a sustainability plan?
  - If so, does the Board want staff to budget for a consultant to assist with the creation of a sustainability plan for FY 2023?
  - If not, does the Board want staff to move forward with creating a sustainability plan in-house?

# Discussion / Direction – OakToberfest

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The Environmental Commission coordinated an environmental town hall in 2021. This event had sixty individuals in attendance and found homes for thirty red oak trees.

Staff is seeking direction on the following questions:

- Does the Village Board want to make OakToberfest an annual event?
  - If so, should the Village budget \$500 for FY 2023 for supplies related to the event?





# Discussion / Direction – Lincolnwood in Bloom

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The Village hosts an annual Lincolnwood in Bloom contest to encourage property owners to landscape and beautify their homes.

Staff is seeking direction on the following questions:

- Does the Village Board want to continue offering the Lincolnwood in Bloom contest?
  - If so, should the Village budget \$150 for FY 2023 for gift cards purchased from Lincolnwood businesses?



# Discussion / Direction – Composting

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The Village has a waste hauling agreement with Groot that does not include composting. This contract expires with Groot in 2024. Members of the Environmental Commission have continually expressed interest in composting.

- Previously the Village Board directed staff to include information regarding composting vendors on our Village website. This information is currently on our website.
- The Environmental Commission is interested in exploring a franchise agreement with a vendor to offer a lower price for residents interested in composting.
- Communities such as Morton Grove, Skokie, and Evanston have a franchise agreement for compost pick-up.

Staff is seeking direction on the following question:

- Would the Village Board like staff to explore a franchise agreement for a preferred composting vendor?