

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
FEBRUARY 7, 2023**

Call to Order

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:03 P.M., Tuesday, February 7, 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, Diaz-Herrera, Sargon, Saleem, Halevi

ABSENT: Martel

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Charles Meyer, Community Development Director Scott Magnum, Parks and Recreation Director Karen Hawk, Planning and Economic Development Manager Doug Hammel, and Management Analyst Elijah Bebora.

Approval of Minutes

The January 17, 2023, Committee of the Whole meeting minutes were presented for approval. Trustee Sargon moved to approve the minutes of the January 17, 2023, Committee of the Whole meeting minutes as amended. Trustee Klatzco seconded the motion.

Upon Roll Call, the results were:

AYES: Trustees Klatzco, Diaz-Herrera, Sargon, Saleem, Halevi

NAYS: None

ABSENT: Martel

The motion passed.

Trustee Martel entered the Community of the Whole at 6:05 pm.

Regular Business

1. Biennial Report of the Park and Recreation Board

Parks and Recreation Director Karen Hawk and Parks and Recreation Board Chairperson Courtney Tucker updated the Village Board on the duties of the Parks and Recreation Board duties which include assessing community needs and developing policy recommendations for the Village Board's consideration for the provision of adequate areas, facilities and programs to meet the leisure needs of all residents. Furthermore, the Parks and Recreation Board

proposes policies for consideration to the Board of Trustees related to building and programming needs. The Parks and Recreation Board also considered and reviewed plans, provided input, and made recommendations to the Village Board for numerous initiatives such as Proesel Park signs, Concession Stand Vendor Agreements, Pratt Avenue Pedestrian Bridge, Annual Department Apparel Bid, implementation of Lincolnwood Fest 2022, Lincolnwood Fest mainstage entertainment, Amendment to the Bus Services Contract, Farmer's Market and food trucks, park permits, Barry and Taffy Berger Giving Tuesday donation. Chairperson Tucker stated that the Park and Recreation Board's anticipated goals for 2023-2024 include participating in and receiving updates on the Parks and Recreation Comprehensive Master Plan, provide feedback on projects related to the Barry and Taffy Berger Donation, provide feedback on the Dog Park Feasibility Study and Public Engagement Process, Implementation of the Flower's Park OSLAD Project, provide feedback on Potential OSLAD Grant applications, provide input on and recommend changes for Lincolnwood Fest, Summer Camp, the Aquatic Facility, and other events and programs, provide input on the Summer Camp refund policy, deliberate on initiatives, projects, major policies, and ideas brought forth by staff and referred by the Village Board. Lastly, consider more program initiatives with the Environmental Commission.

Trustee Sargon thanked Chairperson Tucker and The Parks and Recreation Board Commissioners for their work and recommendations. She stated that she would like to see future discussions on bringing back the ice rink to Proesel Park and the options.

President Patel thanked the Parks and Recreation Board for their hard work. He asked about the dog park's status and what would happen to centennial Park after the work was completed.

Director Hawk stated that a dog park feasibility study would be complete by October 2023. She noted that Community meetings would be announced shortly for the community to provide feedback, and a survey would be distributed in the community.

Trustee Sargon stated that there could be targeted mailers and social media posts to get information on the survey out to residents.

Director Hawk stated that Centennial Park is undergoing trench work. The trees and grass at the park will be restored upon work completion. The paths in the park will be repaved, and the bluff will stabilize.

Mayor Patel and Trustee Sargon discussed that the \$500,000 restoration costs are being paid by the Metropolitan Water Reclamation District and not the Village.

The Village Board reached a consensus to accept the Park and Recreation Board Biennial Report. The Village Board also made a request to investigate an ice rink in Proesel Park.

Discussion ensued regarding the type of survey which will be sent to residents, Mayor Patel asked that residents be asked to respond so that the Board can follow their needs.

2. Discussion Concerning Building Permit Plan Review

Director Magnum provided an overview of the current plan review process with SAFEBuilt. There has been a decline in plan review performance.

Community Development Director Scott Magnum addressed the Village Board and stated that SAFEBuilt has been providing building inspection and plan review services since January 2019. He noted that there had been a recent decline in plan review performance, with reviews taking an average of 9.83 days compared to the five days agreed in the contract. Director Magnum further noted that there had been changes at SAFEBuilt, resulting in lower qualified plan reviewers in the past year despite SAFEBuilt charging an hourly rate of \$80.46.

Director Magnum stated that the Village introduced a three-tiered program for plan approval in 2022. Express approval, quick turnaround, and standard permits. Express approval will consist of a plan review in 24 hours and permits issued within five business days. Quick turn around Permit approvals will consist of plan reviews in 24-48 hours and permits issued within seven business days. Standard permits will consist of a plan review in 7-10 business days, with permits issued within 15 business days.

For Express Permit Types before 2022, only 2 of 5 were reviewed by Staff. Quick Turn-Around Permit types before 2022, 8 of 15 were sent to SAFEBuilt; with the addition of a Building Official, only plumbing permits are sent to SAFEBuilt. For Standard Permit types before 2022, 14 of 20 were sent to SAFEBuilt. With the Building Official, 5-6 are sent to SAFEBuilt.

Director Magnum stated that the Village seeks to provide "Service First" by reducing plan review times, adding inspection flexibility, and assisting customers one-on-one. He stated that Staff is requesting the addition of a Building Inspector I position. The Village would seek a candidate with an electrical background and the ability to obtain additional certificates. With a Building Official, Community Development would be able to plan review all permit types except for plumbing, cell tower/small cell wireless, and new buildings. The salary range of the position would be \$58,080-\$78,408, with total compensation of \$92,073 to \$112,401. The addition of the position could potentially reduce plan review and inspection consulting fees by \$60,000 to \$82,000. It would also bring the potential of the Village to contract the Building Official to other municipalities.

Trustee Sargon asked if other communities, such as Skokie, have a Building Inspector who also outsources inspection services to other communities.

Director Magnum responded that the Village of Skokie does its inspections in-house, and the Village of Niles does not.

Trustee Klatzco stated that if the Village hires an inspector for plumbing, the Village will be paying more than \$58,000 a year. He said we wouldn't know the cost savings until the Building Inspector starts with the Village. He also asked how many Building Inspectors Skokie has on staff. He asked in smaller communities, such as Winnetka, if they are contracting out their inspections.

Director Magnum stated that at least three Inspectors are at the Village of Skokie.

Mayor Patel stated that Winnetka performs its inspections in-house.

Trustee Martel stated that if the other Building Inspector was to be out for whatever reason, he likes the idea of another Building Inspector who can take on those duties. He stated that he thinks that the Village should maintain a contract that allows for any or all services to ensure the continuation of services.

Trustee Saleem asked if the more complex the project is if it results in a higher dollar amount for the service. He asked Director Magnum at the next discussion to inform the Village Board which projects are contracted out, what the additional fee is on top of our permit fee, and how that all comes together in terms of charging the permit applicant.

Trustee Sargon asked to see what the spread is relating to how much the Village pays SAFEBuilt and how much the Village will pay for the additional Inspector position. Additionally, she asked if the Village Board is to approve the position, will the Community Development Department allocate additional duties to the Inspector.

Director Magnum stated that other staff take on additional duties and that the Inspector position will be doing the review and inspections.

Trustee Sargon stated that she is on board with hiring an additional Building Inspector but would first like to know the financial implications.

Trustee Diaz-Herrera, for the plumbing and small cell tower inspections, would the Village require the services of SAFEBuilt?

Director Magnum stated that until the end of 2023, SAFEBuilt would be performing those specialized inspections.

Director Magnum stated that Staff is requesting that the Village Board provide direction to include a Combination Building Inspector I position within the Stub Year 2023 Budget and if so, to authorize the commencement of the hiring process as soon as possible with the desire to onboard during the current 2023 Fiscal Year because of the approaching peak permit season.

The consensus of the Village Board was to move the discussion to the February 21 Village Board meeting.

3. Discussion Concerning Public Safety License Plate Readers

Police Chief Jason Parrot provided an overview of automated license plate readers. Chief Parrott stated that automated license plate recognition is used to gather objective evidence and information about vehicles, alert police of wanted vehicles, and investigate crimes. Data collected from the technology include the date, time, location, license plate, image, and captured vehicle image. Furthermore, he noted that automated license plate readers are not used for facial recognition, not used to gather evidence or information about people, not tied to personally identifiable information (PII), not used for traffic enforcement, and not stored beyond reasonable periods of time. Chief Parrott stated that fixed readers are mounted along public roadways and at community entryways. The technology creates a searchable database for the police department based on defined parameters. Communities that have implemented the technology include Kenilworth, Northbrook, Skokie, Morton Grove, Niles, Glenview, Glencoe, and Winnetka. Lake Forest and Highland Park are in the process of installing the technology.

Chief Parrott stated that Staff is seeking approval for the purchase of the automated license plate reading technology in a gradual installation process through the fiscal year 2027. Furthermore, Staff recommends approval of the installation of the automated license plate readers at Eastbound Touhy Avenue from Cicero Avenue, Northbound Cicero Avenue from Devon Avenue, Northbound Crawford Avenue from Devon Avenue, Northbound Lincoln Avenue from Devon Avenue, Northbound McCormick Boulevard from Devon Avenue, Southbound Lincoln Avenue from Touhy Avenue, Southbound McCormick Boulevard from Touhy Avenue, and Southbound Crawford Avenue from Touhy Avenue.

Trustee Martel asked if law enforcement can recognize photos with certain criteria, not just a number plate.

Chief Parrott stated that the system could capture images and use that to produce search results.

Trustee Diaz-Herrera asked if there are cameras along the expressway.

Chief Parrott said that the Village does not have cameras on the expressway. However, the State does operate cameras on the expressway.

Trustee Sargon asked if there were any grant funds available for the cameras.

Chief Parrott stated that he has not seen any but will speak with Director Joseph about any grant opportunities that may be available.

The consensus of the Village Board was in support of the license plate readers and proceed with the purchase of two cameras.

Adjournment

Trustee Sargon moved to adjourn the Committee of the Whole at 7:30 P.M., seconded by Trustee Saleem.

The meeting was adjourned unanimously by voice vote.

Meeting Adjourned

Respectfully Submitted,

A handwritten signature in cursive script that reads "Beryl Herman".

Beryl Herman
Village Clerk