

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
GERALD C. TURRY VILLAGE BOARD ROOM
APRIL 24, 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., Monday, April 24, 2023, in the Gerald C. Turry Village Board Room 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, Diaz Herrera (6:10 p.m.)

ABSENT: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Charles Meyer, Finance Director Denise Joseph, Management Analyst Jake Litz, Community Development Director Scott Magnum, Planning and Economic Development Manager Doug Hammel, Management Analyst Matt Pasquini, and Village Attorney Hart Passman.

Approval of Minutes

The April 10, 2023, Committee of the Whole meeting minutes were presented for approval.

Trustee Sargon moved to approve the minutes of the April 10, 2023, Committee of the Whole meeting minutes. Trustee Martel seconded the motion.

Upon Roll Call, the results were:

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

NAYS: None

ABSENT: Trustee Diaz Herrera

The motion passed.

Regular Business

1. Discussion Concerning Intergovernmental Agreement with School District 74

This item was presented by Chuck Meyer using PowerPoint.

Mr. Meyer provided the Village Board with background on this item. Mr. Meyer stated the current Intergovernmental Agreement (IGA) with School District 74 expired in 2009. Updating

the IGA began in 2020 but was put on hold due to COVID and staffing changes. Mr. Meyer stated the purpose of the IGA is for Governing responsibilities of both parties and abilities for each entity to share their facilities.

Mr. Meyer stated that the School Board already approved the IGA at their April meeting.

Mr. Meyer provided the Village Board with information regarding uses such as formal arrangements regarding the utilization of crossing guards, use of the cable channel which is overseen by the Village and both parties are able to submit communication pieces for consideration in publications.

Mr. Meyer informed the Village Board that the plan was to have the IGA on the May 16 Village Board agenda for formal approval.

Mr. Meyer stated that staff is seeking feedback from the Village Board on the IGA.

Trustee Martel asked about the major differences between the current IGA and the proposed IGA. Mr. Meyer stated the current IGA predates Elrod/Friedman. Mr. Meyer stated one of the major differences is the structure, so changing the structure, listing crossing guards, access to the facilities and the use of the cable channel are some of the more significant changes.

Trustee Martel asked about crossing guards and why is the Village paying half for crossing guards. Mr. Meyer stated it is common amongst municipalities to cover that cost and that it is also from a public safety view.

Trustee Ikezoe-Halevi stated the crossing guards used to be under the Police Department. Mr. Meyer confirmed they still are.

Trustee Sargon stated she knows from past that the school uses our facilities for meetings and other things, will we be utilizing some of the school's space for some of our events for programs for Parks and Recreation. Mr. Meyer stated that we use their facilities for summer camps. Mr. Meyer stated that if other programs come up the Parks and Recreation Department can put in the request for the use with the school.

Trustee Klatzco asked if the IGA covers waste hauling for the school. Mr. Meyer stated that yes it does.

Trustee Diaz Herrera stated that in the past the school did allow the Village to use their facilities for other programs such as the after-school program.

Ms. Gaura stated that staff meets on a monthly bases with the School Superintendent and with the Library Director and as part of those meetings there has been talk of the inter-use of facilities and that the school and the library are great to work with and are looking at doing more programs.

Mayor Patel stated that it is nice to get the IGA finalized. Mayor Patel stated that as a community we have been desirous of additional recreation opportunities, particularly for adults.

Parks and Recreation Director, Karen Hawk, stated that the Village is already in talks with the school regarding programing for the fall, looking at open gym and different recreational items such as the traditional after school program starting in 2024. Ms. Hawk also stated they are looking at basketball leagues and things like that.

2. Discussion Concerning Purchasing Policy Comprehensive Update

Denise Joseph and Jake Litz, using PowerPoint, presented to the Village Board the proposed purchasing policy update.

Ms. Joseph first provided the Village Board with background as to when the current policy was implemented and what that entailed. Ms. Joseph stated this document is a guideline for staff when making purchases.

Ms. Joseph stated the proposed policy does contain updates from the Village attorney as well as department directors.

Mr. Litz provided the Village Board with current policies and the recommended changes from staff. The proposed changes regarding purchase orders (PO) would provide more oversight by the Finance Department. Mr. Litz stated that the Finance Department would see any PO over \$3,000.

Mr. Litz stated another change would be between formal and inform quotes, and to require three quotes. Mr. Litz stated the change would be to just "quotes" and eliminate formal and informal. Mr. Litz stated that quotes can be through email, mail, fax, phone, website pricing. Mr. Litz said the change would be to include all of these options for a quote. Mr. Litz stated the quotes would begin for anything over \$3,000. Mr. Litz stated staff is looking for a recommendation by the Village Board on changing the policy from informal or formal quotes to simply "quotes" and that quotes would be required from anything \$3,000 or more.

Ms. Joseph stated there are three policy changes that staff is looking for Village Board direction on.

Trustee Saleem asked how many verbal quotes are received. Ms. Joseph said currently we have not received verbal quotes.

Trustee Martel asked about the \$25,000 threshold for the Village Manager. Ms. Joseph explained that if the quote were over \$25,000 the item would then go before the Village Board for approval.

Ms. Joseph asked the Village Board if they were okay with staff recommendations thus far. The consensus was yes.

Ms. Joseph then provided information regarding the Village Manager purchasing threshold. Ms. Joseph presented a survey of surrounding communities and what other Village Manager's spending threshold is.

Mayor Patel asked was there anything that was in that threshold in the last year. Mayor Patel was just wondering how much it would change.

Ms. Gaura stated that she did not have that information at present but noted under the current threshold there are still certain items that she will place on the Village Board agenda that she feels warrants Village Board approval even though it is under the threshold.

Mayor Patel asked how long the threshold had been at \$20,000 and how often the Village Board should look at adjusting that threshold. Mr. Litz stated that the Village of Glenview did such a survey back in 2018 and the results were averaging \$20,000. Mr. Litz stated another survey was just done and showed most municipalities had increased the threshold to \$25,000. Mr. Meyer stated the last time the threshold was changed was in 2011.

Trustee Klatzco asked staff that from \$3,000 to \$25,000 we don't do competitive bidding but don't you get a better deal when you do competitive bidding? Ms. Joseph stated yes but that the state statute does not require competitive bidding until \$25,000 but the Village would still require the three quotes.

Mayor Patel confirmed with the Village Board that they concur with the \$25,000 threshold.

Mr. Litz stated that state statutes no longer call for the provision of public opening of bids. Mr. Litz asked the Village Board if they would still like to require it as it is in the Village Code. Mayor Patel asked if there was any benefit in eliminating the public opening of bids. Ms. Joseph said that public bid opening does provide transparency. Mayor Patel asked if it was an arduous process. Ms. Joseph stated it requires a public notice for date and location.

There was further discussion on the bid process as a whole.

There was Village Board consensus that bid openings should continue to be public.

Mr. Litz stated that currently for purchases over \$10,000, staff is asking that if three quotes are not or cannot be obtained that the department would need to provide a detailed memo as to why they were unable to obtain three quotes and that would be submitted to the Village Manager.

Ms. Joseph stated the current process is if the department has a purchase for \$15,000, and they are not able to obtain three quotes, then the item(s) comes to the Village Board to waive competitive bidding. Ms. Joseph stated that staff is asking in future if it falls under the Village Manager's threshold that she be able to approve.

Mr. Passman stated that Lincolnwood's requirements are unique. Mr. Passman stated for most communities, if the amount of a contract is within the Manager's threshold, the selection process is left to the Village Manager as to how to proceed. Mr. Passman stated that the Village's ordinance imposes several procedures even when purchasing within the Manager's authority, and that to depart from those procedures, the Board would have to waive the requirements. Mr. Passman noted that there is no provision that allows the Manager to select a vendor if there are no other alternatives.

Mayor Patel stated that the Village Board would want three quotes but if we can't get three quotes then he would like a document in the file as to why three quotes were not obtained.

Mr. Passman stated that because the Village is a home rule community, the Village Board may structure their purchasing process however the Board wishes.

Mayor Patel asked if there was a consensus that if they were not able to obtain three quotes for items and a document is attached stating why, then the Village Manager could still approve that item.

Trustee Saleem stated he did not see why they would not be able to get three quotes to make that reasonable assessment. Trustee Saleem stated that if you cannot get three quotes then a memo needs to be attached explaining why three quotes were not provided.

Ms. Joseph stated that it would be included in the policy to provide justification if unable to obtain three quotes.

Trustee Martel stated that just because it is someone you have used before there is no reason why you would still not get quotes to make sure you are getting the best price.

Mayor Patel stated that we could certainly in a year from now adjust the policy. Mayor Patel stated that we should put a follow-up on this for a year.

Ms. Joseph stated they would update the Village Code regarding purchasing and this will be back before the Board at a subsequent meeting.

Closed Session

At 6:35 pm, Trustee Sargon made a motion to enter closed session for the purpose of discussing employment matters. Trustee Saleem seconded the motion.

The motion was approved by Roll Call, and the Board adjourned to closed session.

Reconvened

The Board reconvened to open session at 7:33 P.M.

Mayor Patel stated that Closed Session took longer than expected and that Discussion concerning Electric Vehicle Charging Station Follow-Up and Discussion Concerning Solar Panel Regulations will occur at a future Committee of the Whole meeting.

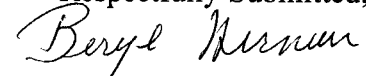
Adjournment

Trustee Martel moved to adjourn the Committee of the Whole at 7:35 P.M., seconded by Trustee Sargon.

The meeting was adjourned unanimously by voice vote.

Meeting Adjourned

Respectfully Submitted,



Beryl Herman
Village Clerk