

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
REGULAR MEETING  
GERALD C. TURRY VILLAGE BOARD ROOM  
JUNE 20, 2023**

**Call to Order**

President Patel called the Regular Meeting of the Lincolnwood Board of Trustees to order at 7:30 P.M. Tuesday, June 20, 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.

**Pledge to the Flag**

Trustee Klatzco led the pledge of allegiance.

**Roll Call**

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

Present: President Patel Trustees Martel, Ikezoe-Halevi, Saleem, Sargon, Diaz Herrera, Klatzco

Absent: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Charles Meyer, Assistant to the Public Works Director Brendon Mendoza, Superintendent Jason Brianas, Community Development Director Scott Mangum, Fire Chief Barry Liss, Police Chief Jason Parrott, Parks and Recreation Director Karen Hawk, and Village Attorney Steven Elrod.

**Approval of Minutes**

The minutes of the June 6, 2023, Village Board meetings were presented for Village Board approval.

Trustee Sargon moved to approve the minutes of the June 6, 2023, Village Board meeting. The motion was seconded by Trustee Martel.

Upon roll call, the results were:

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

NAYS: None

The minutes were approved.

**Warrant Approval**

Trustee Klatzco presented the warrants in the amount of \$618,537.64 moved to approve. The motion was seconded by Trustee Sargon.

Upon roll call, the results were:

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

NAYS: None

The motion passed

### **President's Report**

Clerk Beryl Herman swore in Police Officers Adam Regal and Joseph DiFilippo.

Chief Parrot spoke of the backgrounds of the new police officers.

President Patel read Proclamations which recognized Immigrant Heritage Month and National Park and Recreation Month.

President Patel recognized Executive Secretary Mary Liss for 46 years of service to the Village, Battalion Chief Tom Siwick for 26 years, Police Lieutenant Tim O'Connor for 22 years, and Fire Captain Keith Dawson for 16 years.

President Patel stated that from now until the end of August, we will be featuring the artwork of Roberta Malkin. Roberta's artwork is woodcut which is a form of printmaking. It works like a rubber stamp. What is cut away does not print. The plate (a smooth, flat piece of wood) is cut with special tools that look like scoops. The plate is inked, and paper is laid across it. This is put through a press to adhere the ink to the paper. The result is a print. Next time you are in Village Hall, walk the hallway and check out her work.

President Patel reminded residents that vehicle stickers are available for purchase and must be displayed on your vehicle by July 1. Renewals for stickers may be done on the Village website, or you may stop by the Finance Department. If you have a new vehicle or are a new resident, you must come into Village Hall and bring your vehicle registration from the State of Illinois.

President Patel stated that starting July 1, the Village will be implementing new software for processing business licenses and construction permits. The new software will help automate the permitting, business license, and contractor licensing processes going forward. The new software will also allow online payment of building permits and scheduling inspections. The new software will streamline processes and be more convenient for residents, local businesses, and contractors.

President Patel noted that the Village Board would only have one Village Board meeting in July and August for the summer, the third Tuesdays of each month, with the regular schedule resuming in September.

President Patel reminded residents to wear a helmet when riding their bicycles.

### **Village Trustees' Report**

Trustee Saleem wished the Muslim community a happy Eid.

Trustee Halevi stated she attended the Northwest Municipal Conference Gala, where she witnessed Village Manager Gaura retire as Treasurer of the organization. The new Treasurer will

be John Lockerby from Skokie. She noted that there would be a July 4 concert at the Proesel Park shelter.

Trustee Diaz Herrera wished her younger brother a happy birthday. She stated that Concerts at the Park will resume on Thursday at 7 pm. She noted that the music lineup is posted on the Village website.

Trustee Sargon stated there would be an Environmental Commission meeting on June 26 at 7 pm and a Plan Commission meeting on July 5 at 7 pm.

### **Boards and Commissions Report**

None

### **Village Clerk's Report**

No report.

### **Village Manager's Report**

Village Manager thanked Village staff and Assistant Village Manager Chuck Meyer for working to transition and implement the new LLAMA software.

### **Public Forum**

Ikir Sulejmani and Jane Lucius spoke about their opposition to selling wild animals in the Village.

### **Consent Agenda**

1. Approval of an Ordinance Amending Chapter 7 of the Municipal Code of Lincolnwood Regarding Electric Vehicle Parking
2. Approval of an Ordinance Amending Sections 7-2-15 and 7-2-27 of the Municipal Code of Lincolnwood
3. Approval of an Ordinance Waiving Competitive Bidding and Authorizing an Agreement with OSA Integrated Solutions, LLC of Wood Dale, Illinois, for Repair of the Sound System in Village Hall
4. Approval of an Ordinance Amending Chapter 8 of the Municipal Code of Lincolnwood Regarding Purchases and Contracts
5. Approval of a Request to Issue an Athletic Field Permit for Madraigo Midwest, of Chicago, Illinois
6. Approval of a Resolution Approving a Revised Schedule of Meetings for the Park and Recreation Board
7. Approval of a Resolution Approving the Closure of a Portion of Lincoln Avenue on Sunday, November 19, 2023, between the Hours of 7 AM and 11 AM for the Annual Turkey Trot Race
8. Approval of an Ordinance Amending the Rates of Pay and Salary Schedule for Village Employees

9. Approval of an Ordinance Approving Reasonable Accommodations from Impervious Coverage and Fence Design Requirements for 6465 North Tower Court

Trustee Sargon motioned to approve Consent Agenda. The motion was seconded by Trustee Martel.

Upon Roll Call, the results were:

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

NAYS: None

The motion passed.

### **Regular Business**

10. **Consideration of an Ordinance Waiving Competitive Bidding and Authorizing an Agreement with Baxter & Woodman Consulting Engineers, of Crystal Lake, Illinois, for the Provision of Construction Engineering Services in the Amount of \$55,000**

Assistant to the Public Works Director Brendon Mendoza stated that at the June 6, 2023, Village Board meeting, the Village Board directed staff to split the SY23 Infrastructure project Construction Engineering Services into two Phase III contracts. One portion for the general Infrastructure scope of work. One portion for the lead service line replacement scope of work. The Board further directed staff to secure the services of a second consultant to manage the lead service line portion of the project. The scope of work included in the 2023 Infrastructure Program Lead Service Line Replacement Construction Engineering Services Agreement includes public outreach and education and construction assistance. As part of the public education, the consultant would assist the Village in preparing public education content that informs its customers regarding the Lead Service Line Replacement Program and meets the minimum State and Federal requirements. The content will include the following items lead service inventory and Replacement Program Brochure (PDF), frequently asked questions about lead documents (PDF), information graphics for water service line locations and ownership (PNG), and a lead service line video. The consultant would also assist the Village in a Town Hall meeting to educate residents about upcoming construction efforts and answer any questions regarding the construction effort.

Mr. Mendoza stated that Village Staff are going door to door on Ramona and Lockwood Avenues as part of the Village's outreach efforts. Staff has been getting good feedback from residents. He stated that the Village has been able to contact eight of the 23 residences impacted.

Mr. Mendoza stated that the consultant would assist with determining the pipe materials of the four known services, including performing an in-home inspection. This work includes attempting to make contact with the property owner up to three times to schedule a meeting to perform the inspection.

Mr. Mendoza stated that the SY23 Budget includes \$128,000 for oversight of the 2023 Infrastructure Improvement Project. The proposal submitted by Baxter & Woodman is \$55,000. Combined with the CBBEL oversight contract, we will be \$39,786 over the approved budget. There is available funding to cover this overage. This expenditure will be funded through the proceeds from the recent Bond issue. He stated that Staff is recommending approval of an Ordinance waiving competitive bidding and authorizing an agreement with Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois, for the provision of Construction Engineering Services in the amount of \$55,000.

Trustee Martel asked how many residents staff has spoken with.

Mr. Mendoza stated that staff has spoken to eight households.

Trustee Diaz Herrera asked how many residents contacted said no.

Mr. Mendoza stated that one resident was hesitant but did not firmly say no.

Trustee Sargon stated that she would like to stress the importance of outreach and that it should be a top priority. She noted that it would be on us for every resident who refuses the service because it would improve residents' lives and increase the value of their homes. Furthermore, she stated that four houses contacted in two weeks is insufficient.

Trustee Sargon asked how many households are aware of the project.

Mr. Mendoza said all households in the program should be aware because they should have received written notices.

Village Attorney Steve Elrod stated that since this is a waiver of bid, a super majority vote (five out of seven – the Mayor is able to vote) is required.

Trustee Saleem moved to approve the Resolution. Trustee Martel seconded the motion.

Upon Roll Call, the Results were:

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

NAYS: None

The motion passed

**11. Consideration of an Ordinance Waiving Competitive Bidding and Authorizing an Agreement with Christopher B. Burke Engineering, LTD., of Rosemont, Illinois, for the Provision of Construction Engineering Services in the Amount of \$112,786**

Assistant to the Public Works Director Brendon Mendoza stated that the scope of work included in the 2023 Infrastructure Program general Infrastructure Construction Engineering Services Agreement includes: roadway improvements, including asphalt grind and overlay,

pavement patching, spot curb, and spot sidewalk removal and replacement. Water main improvements include installing a new 8" ductile iron water main, water main valve vaults, fire hydrants, 1" water services to the Buffalo Box (this does not include private lead services), and sewer replacement and/or lining as needed. Project documentation, pay requests, punch list, and close-out.

Mr. Mendoza stated that the SY23 Budget includes \$128,000 for oversight of the 2023 Infrastructure Improvement Project. The proposal submitted by CBBEL is \$112,786. This expenditure will be funded through the Water Fund. Mr. Mendoza stated that staff requests approval of an Ordinance waiving competitive bidding and authorizing an Agreement with Christopher B. Burke Engineering Ltd., of Rosemont, Illinois, for the provision of construction engineering services in the amount of \$112,786.

Trustee Sargon moved to approve the Ordinance. Trustee Saleem seconded the motion.

AYES: Saleem, Diaz Herrera, Halevi, Sargon

Abstain: Klatzco

Nay: Martel

Village Attorney Steve Elrod noted that, because the motion contemplated a bid waiver, there need to be five affirmative votes for the motion to pass. He also noted that the abstention vote will not count at all. Additionally, Mr. Elrod noted that for an affirmative vote requirement, the Mayor is authorized to vote. Since the President was not called in the previous roll call, he suggested that the roll call be conducted again and call Mayor Patel's name, and the votes can be counted.

Upon Roll Call, the Results were:

AYES: Trustees Sargon, Diaz-Herrera, Saleem, Halevi, President Patel

NAYS: Martel

ABSTAIN: Klatzco

The motion passes

Village Attorney Elrod stated that the abstaining vote does not count, so the motion passed five to one.

**12. Consideration of the Following Pertaining to the 2024 Infrastructure Program Design; A) an Ordinance Waiving Competitive Bidding and Authorizing an Agreement with Christopher B. Burke Engineering, LTD., of Rosemont, Illinois, for the 2024 Infrastructure Program in the Amount of \$403,130; and B) a Resolution Requesting Motor Fuel Tax Funds from the State of Illinois for the Purpose of Design Engineering in the Amount of \$116,000**

Assistant to the Public Works Director Brendon Mendoza stated that based upon the direction and to keep the overarching infrastructure project on schedule; staff is proposing a similar approach for the FY2024 Infrastructure program design. Accordingly, this request is

for the General Infrastructure portion of the project, which includes roadway and water main phase II design engineering services for the 2024 program with Christopher B. Burke Engineering, Ltd. The FY23 Budget includes \$436,000 for the design of the 2024 Infrastructure Improvement Project. The proposal submitted by CBBEL is \$403,130. The total cost of roadway-related design equates to \$116,000; therefore, MFT funds in the amount of \$116,000 will be requested from the state.

Mr. Mendoza stated that staff recommends approving an Ordinance waiving competitive bidding and authorizing an agreement with Christopher B. Burke Engineering Ltd., of Rosemont, Illinois, for the provision of engineering design services in the amount of \$403,130 and a Resolution requesting MFT funds from the state of Illinois in the amount of \$116,000.

Trustee Martel asked what the footage consists of regarding the curb.

Village Engineer Jim Amelio stated that he anticipates 25-30% of the curb would be replaced on any given street for budget purposes. The amount usually varies based on the detailed design.

Trustee Martel asked if the new eight-inch ductile line has anything different or is relocated, or is it pretty much designed as existing or changing the grade or replacing in kind.

Mr. Amelio stated that most of the mains being replaced are six inches because of the age of the previously installed ones. Additionally, he noted that the Village would be installing eight-inch mains in a new location which is standard practice.

Village Attorney Steve Elrod stated that since this is a waiver of bid, a super majority is required, and President Patel is permitted to vote.

Trustee Sargon moved to approve the Ordinance. Trustee Halevi seconded the motion.

Upon Roll Call, the Results were:

AYES: Trustees Sargon, Diaz-Herrera, Saleem, Halevi, President Patel

NAYS: Klatzco, Martel

The motion passed

**13. Consideration of an Ordinance Waiving the Competitive Bidding Process and Awarding a Design Agreement with Baxter & Woodman Consulting Engineers, of Crystal Lake, Illinois, for the 2024 Infrastructure Program Lead Service Line Replacement in the Amount of \$59,600.**

Mr. Mendoza stated that this request is for the Lead service line replacement portion of the project, which includes managing public outreach, resident communication, developing a

web presence, and phase II design engineering services for the 2024 program with Baxter & Woodman in coordination with Village staff and the Village's Engineering Consultant. The scope of work included in the 2024 Infrastructure Program Lead Service Line Replacement Design Engineering Services Agreement includes public outreach and education and Phase II design assistance. Public outreach would consist of updating the Village in preparing public education content that informs its customers regarding the Lead Service Line Replacement Program and meets the minimum State and Federal requirements. Content would include:

Lead Service Inventory and Replacement Program Brochure (PDF), frequently asked questions about the lead document (PDF), information graphics for water service line locations and ownership (PNG), and lead service line video. Furthermore, the contractor would conduct up to two meetings with Village Staff and the Village's Engineering Consultant (if needed) to review the project, provide input and information, and assist with determining the pipe material of the fifty-five (55) unknown services, including performing an in-home inspection. Furthermore, the contractor would develop plans and services in accordance with state regulations.

Mr. Mendoza stated that the SY23 Budget includes \$430,000 for the design of the 2024 Infrastructure Improvement Project. The proposal submitted by Baxter & Woodman is \$59,600. Combined with the CBBEL design contract, we will be \$32,730 over the approved budget. There is available funding to cover this expenditure. Mr. Mendoza stated that staff is requesting approval of an Ordinance waiving competitive bidding and authorizing an agreement with Baxter & Woodman Consulting Engineers of Crystal Lake, Illinois, for the provision of Engineering Design Services in the amount of \$59,600.

Trustee Klatzco asked if they are doing the project in the 2024 budget and why the Village is doing it in 2023. Additionally, he asked if the public education content in this agreement is going to be different from the pilot program.

Mr. Mendoza stated that with the Pilot Program, staff will learn information that is needed or highlighted and incorporate that into the 2024 project.

Trustee Sargon moved to approve the Ordinance. Trustee Saleem seconded the motion.

Upon Roll Call, the Results were:

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

NAYS: None

The motion passed

#### **14. Discussion Concerning Proesel Park OSLAD Grant**

Parks and Recreation Director Karen Hawk stated that the Illinois Department of Natural Resources (IDNR) announced the Open Space Land Acquisition and Development



(OSLAD) Grant Cycle will open on July 3, 2023. The application deadline is August 31. Proesel Park received an OSLAD Grant, which was amortized on May 23, 2021. As part of the Stub Year (SY) 2023 budget, Parks and Recreation budgeted for the design of a universally accessible playground, tennis courts, and basketball courts with the intent to construct in Calendar Year (SY) 2024. Staff solicited quotes from Landscape Architect firms to design each element and provide costs for grant consultation to assist the Village with applying for OSLAD funding. OSLAD will provide matching funds up to \$600,000 for the 2023 grant cycle. Approximately \$150,000 of the Barry and Taffy Berger Donation is committed to the construction of a universally accessible playground. Staff intends to include the following as part of the project application: Universally accessible playground, looped pedestrian path renovation, Total renovation of tennis courts including lighting upgrades, Total renovation of basketball courts, Total renovation of sand volleyball courts, Total renovation of inline skate court. In addition to the project elements listed, there are many other needs within Proesel Park and including baseball/softball field renovations and upgrades regarding/leveling fields, adding lights to Field 1, drainage improvements, covered dugouts, improved lighting, irrigation/water connections, new bleachers, and batting cage upgrades. Additional needs include improved lighting on courts, pour-in-place surfacing for the existing playground, storage area for field/park maintenance, Pavilion upgrades, updated restroom facilities, lighting upgrades, new picnic tables for the Pavilion and park, new drinking fountain, Madeleine's Garden upgrades, shade cover, new tables, and the installation of an outdoor speaker system.

Director Hawk stated that Staff is seeking direction from Village Board on what elements of Proesel Park the Village Board wants to include in the application for the upcoming OSLAD grant cycle. Parks and Recreation staff will return to the August Village Board meeting to present designs based on Village Board feedback and seek approval for the grant submission.

Trustee Sargon stated that based on the base items, we should try to price out the \$600,000 and add what it might cost to put up a scoreboard and a permanent ice skating rink. She noted that if there is a chance that the Village can get the entire amount, the Village should do more.

Trustee Martel asked if it is premature to go after the grant with the Parks Master Plan not yet completed.

Director Hawk stated she does not think it is premature. She noted that some of the facilities are in significant need to be done.

Trustee Martel asked if the designer for the grant renovations would be different from the Master Plan designer.

Director Hawk stated that to apply for the grant; it would be a different firm.

Trustee Klatzco asked if this is the same group we are using that prepared the last OSLAD Grant.

Director Hawk stated that it is a different firm.

Mayor Patel determined that the consensus is to move forward with the base recommendation staff presented, which includes elements from the tennis court to the basketball courts. Add upgrading baseball and softball fields, a scoreboard, and a permanent ice skating rink.

**Public Forum**

None

**Closed Session**

At 8:57 pm, Trustee Sargon made a motion to enter closed session for the purpose of discussing a reasonable potential danger to the safety of the public and review of closed session meeting minutes. Trustee Saleem seconded the motion.

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

**Reconvened**


The Board reconvened to open session at 9:43 P.M.

**Adjournment**

At 9:43 P.M., Mayor Patel called for adjournment of the Regular Village Board meeting. Trustee Martel moved to adjourn, seconded by Trustee Diaz Herrera.

The meeting was adjourned by voice vote.

Respectfully submitted,



Beryl Herman  
Village Clerk