

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
GERALD C. TURRY VILLAGE BOARD ROOM
JULY 18, 2023**

Call to Order

President Patel called the Regular Meeting of the Lincolnwood Board of Trustees to order at 7:30 P.M. Tuesday, July 18, 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 (on-line), Diaz Herrera, Klatzco

Absent: None

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Acting Assistant Village Manager Lamar Jones, Assistant to the Public Works Director Brendon Mendoza, Community Development Director Scott Mangum, Planning and Economic Development Manager Douglas Hammel, Police Chief Jason Parrott, Parks and Recreation Director Karen Hawk, Management Analyst Elijah Bebora, and Village Attorney Hart Passman.

Approval of Minutes

The minutes of the June 20, 2023, Village Board meetings were presented for Village Board approval.

Trustee Klatzco moved to approve the minutes of the June 20, 2023, Village Board meeting. The motion was seconded by Trustee Diaz Herrera.

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 \$1,683,602.05 and moved to approve. The motion was seconded by Trustee Saleem.

Upon roll call, the results were:

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

NAYS: None

The motion passed

President's Report

Trustee Sargon thanked members of the Assyrian community for attending the Proclamation reading. She stated that August 7 is recognized annually as Assyrian Remembrance Day to honor Assyrians who have been victims of genocide and prosecution. She thanked President Patel and the Village Board for supporting the Proclamation recognizing Assyrian Remembrance Day.

President Patel read a Proclamation regarding Assyrian Remembrance Day.

President Patel recognized Retired Police Officer and current Community Service Officer Mark Weidner for 42 years of service with the Village, Police Officer Michael Knapp for 24 years, and Deputy Chief of Police Travis Raypole for 15 years.

President Patel noted that the featured artwork at Village Hall is by 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 said there would be only one Village Board meeting in August. The August meeting will be held on August 15. In September, the regular schedule of two meetings a month will resume.

President Patel wished Trustees Martel and Diaz Herrera a happy birthday.

President Patel said Lincolnwood Fest starts next week, starting Thursday, July 27, and running through Sunday, July 30.

Lastly, President Patel reminded residents to always wear a bike helmet.

Village Trustees' Report

Trustee Halevi thanked residents for attending the July 4 concert in the park. She also thanked the band conductors. She stated that this year had the largest crowd ever in attendance.

Trustee Martel stated that the next Zoning Board of Appeals meeting is on July 19 at 7 pm. He thanked the Village and Parks and Recreation Department for working with Eagle Scout candidates. He congratulated Brian Martel for achieving the rank of Eagle Scout on June 28.

Trustee Klatzco reminded residents that there have been many check mail thefts lately. He advised residents when paying their bills to physically go inside the post office to drop off their letters.

Boards and Commissions Report

No report.

Village Clerk's Report

No report.

Village Manager's Report

Village Manager Gaura stated that Assistant to the Finance Director John Risko has been promoted to the Village's Finance Director. She congratulated Mr. Risko on his promotion.

Public Forum

Tola Alao stated that she would like to see more investment in swim classes for children and adults alike. She asked that the Village Board consider adding an indoor swimming pool. If that's not possible, collaborate with the Skokie Park District to access their facilities. She stated that she would like to see more investment in technological education in the school district.

Consent Agenda

1. Approval of a Resolution Approving the Release of Certain Written Minutes and the Destruction of Verbatim Records of Certain Closed Meetings of the Village Board of Trustees
2. Approval of an Ordinance Amending Chapter 9 of the Municipal Code of Lincolnwood Regarding Valet Parking
3. Approval of an Ordinance Rejecting all Bids, Waiving Competitive Bidding, and Authorizing an Agreement with Andy Frain Services for the Provision of Crossing Guard Services
4. Approval of a Resolution Approving a Contract with Standard Equipment Company of Elmhurst, Illinois, for the Purchase of a Televising Camera System
5. Approval of an Ordinance Amending Chapter 14 of the Municipal Code of Lincolnwood Regarding the Village's Building Regulations
6. Approval of a Resolution Amending the Annual Fee Resolution Regarding Building Code Fees and Fines
7. Approval of an Ordinance Waiving Competitive Bidding and Approving an Agreement with Flock Group Inc. for the Installation of Automated Licenses Plate Reader Cameras
8. Approval of an Ordinance Amending Chapter Three of the Municipal Code of

Lincolnwood Regarding a Code of Conduct for Village Boards and Commissions

9. Approval of a Resolution Approving the Transfer of Foreign Fire Insurance funds to the Lincolnwood Foreign Fire Insurance Board
10. Approval of a Request to Issue a Class S-E Liquor License to Special Event Management, Inc., in Niles Township Food Pantry's Name, for Lincolnwood Fest 2023

Consent Agenda Item Six was moved from the consent agenda to regular business.

Village Attorney Hart Passman stated that the Village Board had received amended copies of the building code regulations for Consent Agenda Item Five.

Trustee Martel motioned to approve Consent Agenda items 1-5, and 7-10. The motion was seconded by Trustee Saleem.

Upon Roll Call, the results were:

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

NAYS: None

The motion passed.

Regular Business

11. Consideration of a Resolution Approving an Agreement with Chicago's North Shore Convention and Visitors Bureau

Community Development Director Scott Mangum stated that the Chicago North Shore Convention and Visitors Bureau (CNSCVB) approached the Village about membership earlier this year. CNSCVB provides marketing services for hotels, restaurants, and other attractions through its website, social media, e-newsletter, and advertising programs. The annual membership fee for a nonhotel community is \$10,000. The annual membership fee for a hotel community would be calculated using a formula of estimated hotel revenue multiplied by three percent and fifteen percent. CNSCVB is offering a \$10,000 flat fee for a full three-year Agreement.

Mr. Mangum stated that staff is recommending approving an Agreement with CNSCVB.

Trustee Klatzco asked if there was any way to show what the \$10,000 annual membership would pay for.

Mr. Mangum stated they do not have a metric for that. However, the Village does keep sales tax revenue, food, and beverage tax revenue. It would be difficult for the Village to speculate how much an increase or decrease would directly be attributed to the membership.

President Patel stated that the Village had not done any formal advertising of its businesses and restaurants. With anticipated hotel tax coming soon, it is the right thing to do marketing of this type.

Trustee Klatzco asked if the CNSCVB would promote restaurants or if they would have to be individual members.

Scott Mangum stated that they would be included as members.

Trustee Martel stated that he is happy that the pricing was worked out, and he approves the item.

Trustee Martel moved to approve the Resolution. Trustee Diaz Herrera seconded the motion.

Upon Roll Call, the Results were:

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

NAYS: None The motion passed

12. Consideration of the Following Items Pertaining to the 2023 Green Alley Improvement Project: A) a Resolution Approving the Award of a Contract to Millenium Contracting Co., of Chicago, Illinois, in the Amount of \$277,756; B) an Ordinance Authorizing an Agreement with Christopher B. Burke Engineering Ltd., of Rosemont, Illinois for the Provision of Construction Engineering Services in the Amount of \$19,000

Assistant to the Public Works Director Mendoza stated that the approved Stub Year 2023 Budget and Capital Improvement Plan includes funding for the Green Alley Pilot Program. In March 2023, the Village Board authorized the execution of an Intergovernmental Agreement (IGA) with the MWRD for the Green Alley Pilot Project. As part of the agreement, the Village will receive \$95,000 in funding assistance. Additionally, the project must be completed by December 31, 2023. Green alleys consist of a paver ribbon with a porous subbase that stores stormwater under the surface and allows water to slowly percolate into the ground below. This provides for better stormwater management and improves water quality. The project location would be in Keating and Kilpatrick Alley.

Mr. Mendoza stated that two bids were received on July 12, 2023. The lowest bid was submitted by Millenium Contracting Company. Millenium has completed satisfactory work in the past for CBBEL and is currently working on our Stub Year 2023 Infrastructure Program. The SY2023 Budget includes \$200,000 for construction and \$30,000 for project engineering. Additionally, the Village has received \$95,000 in funding assistance from the MWRD. The overall cost of the project based on submitted proposals for construction and engineering is \$296,756. The cost is \$28,244 less than anticipated.

Mr. Mendoza stated that Christopher B. Burke Engineering was awarded the design of the project in 2022 and has met the Village's expectations for performance. Staff is requesting the competitive bid process be waived, and an agreement for Construction Oversight be awarded to Christopher B. Burke Engineering in the amount of \$19,000.00. Utilization of the design firm for construction oversight is a best practice for a project as the firm is most intimately familiar with the project scope and expectations and completed the design of the project.

Mr. Mendoza stated that staff recommends the Approval of a Resolution Approving a contract with Millenium Contracting Co., of Chicago, Illinois, for the construction of the Green Alley Pilot Project and the 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 oversight services.

Trustee Martel asked what was the reason for the bids being over budget.

Mr. Mendoza stated that with grant funding, it would be under budget overall.

Trustee Martel stated that the budget for Stub Year 2023 is \$200,000 for construction and \$30,000 for oversight. However, the bid is for \$277,000. How is that under budget?

Mr. Mendoza stated that with the addition of the grant, the cost becomes under budget.

Trustee Martel asked if staff knew why the bids that were submitted were so high.

Village Engineer Amelio stated that there is a large increase in the price for construction materials such as concrete and that factors into why the bids are higher.

Trustee Martel asked why contractors didn't factor that into the pricing.

Mr. Amelio stated that contractors factor in workload and the time to perform to complete the project. That would also factor into the pricing.

Trustee Martel asked if the timing when the bidding occurred was different than previously estimated.

Mr. Amelio stated that they needed MWRD approval before they could go out to bid due to the funding mechanisms of the project.

Trustee Klatzco moved to approve the Resolution to Award a Contract and an Ordinance Authorizing an agreement with CBBEL. Trustee Saleem seconded the motion.

Upon Roll Call, the Results were:

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

NAYS: Martel

The motion passed

- 13. Consideration of a Resolution Approving an Agreement with Christopher B. Burke Engineering Ltd., in the Amount of \$325,250.00 for Phase II Design Services, and a Resolution for Approving a Joint Funding Agreement with IDOT for the Devon Avenue Streetscape Project.**

Assistant to the Public Works Director Mendoza stated that in September of 2013, the Village and the City of Chicago engaged the Urban Land Institute (ULI) through the Chicago Metropolitan Agency for Planning (CMAP) to provide recommendations for redevelopment of the six-block span of Devon Avenue from Lincoln Avenue to McCormick Boulevard within the TIF District. On October 2013, the Village Board endorsed the ULI report. On June 24, 2014, the Devon-Lincoln TIF was established from Lincoln Avenue to McCormick Boulevard. On October 7, 2014, Village Board approved a proposal from the Village Engineer to develop four cross-sections, of which one will be developed into a preferred concept plan. From 2014-2016 Aggressive public awareness campaign takes place that includes public meetings and presentations to the Village Board, Traffic Commission, City of Chicago, area residents, and Devon Avenue Businesses. In 2015, the Village applied for Surface Transportation Program (STP) funding assistance for half of the project through the Northshore Council of Mayors and subsequently received notification of funding assistance. In August 2019, qualifications for Phase II Engineering Design Services for the Devon Avenue Streetscape Project were requested from qualified Engineering firms. Three proposals were received and objectively evaluated by a team of staff members using the criteria identified in the project request. Through this process, CBBEL was determined to be the most qualified Engineering firm for this project, and staff negotiated the contract.

Upon completion of this process, the Village began to negotiate an Intergovernmental Agreement (IGA) with the City of Chicago for their participation in the project. In March 2022, the Village sent a letter to the North Shore Council of Mayors reaffirming its commitment to the project. At the end of May 2023, the City of Chicago finally provided comments on the draft IGA, and we are currently working on finalizing this agreement. There is a sunset provision for the funding, and all project phases must be completed by the end of 2026.

The Stub Year 2023 Budget includes \$325,000 for Phase II Design Engineering and is funded through the Devon-Lincoln TIF Fund. Christopher B. Burke Engineering was awarded Phase I design of the project on October 7, 2014, and has met the Village's expectations for performance. Christopher B. Burke Engineering is honoring its original proposal value as submitted through the 2019 QBS process Staff is requesting that a contract be awarded to Christopher B. Burke Engineering in the amount of \$325,469.71 for Phase II Design Services for the Devon Avenue Streetscape Project. Utilization of the design firm for construction oversight is a best practice for a project as the firm is most intimately familiar with the project scope and expectations and completed previous design phases of the project.

Mr. Mendoza stated that staff recommends approving a Resolution approving an Agreement with Christopher B. Burke Engineering Ltd., of Rosemont, Illinois, in the amount of \$325,469.71 for the Provision of Phase II Design Services; and a Resolution

approving the IDOT Joint Funding Agreement for the Devon Avenue Streetscape Project.

Trustee Martel asked if the same firm is doing work for phase two and why there was a two-year delay.

Mr. Mendoza stated that there was a delay because staff was waiting on the City of Chicago.

Trustee Klatzco asked if the project would be completed on time.

Mr. Mendoza stated yes.

Trustee Saleem moved to approve the two Resolutions. Trustee Klatzco seconded the motion.

Upon Roll Call, the Results were:

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

NAYS: None

The motion passed

ABSTAIN: Martel

The following item was removed from Consent #6 for discussion.

14. Approval of a Resolution Amending the Annual Fee Resolution Regarding Building Code Fees and Fines

Trustee Martel stated that he doesn't see the change when someone applies for the permit and doesn't pick it up. The proposed changes don't address that.

Mr. Mangum stated there would be a stop work order if there would be work without a permit.

Trustee Martel stated that he would like to understand what the penalty is for someone who does work without a permit.

Trustee Saleem asked if it's true that when someone works without a permit, they haven't picked it up.

Trustee Martel responded, stating that it's not a stop work order; it's working without a permit.

Mr. Mangum stated that in such an event, a stop worked order would be issued.

President Patel requested staff review the building code, make changes and bring it back to the Village Board for consideration at a future Board meeting.

The Village Board took no action and requested staff review the building code, make changes, and bring the resolution back to the August 15, 2023 Board meeting.


Public Forum

No public comment

Adjournment

At 8:30 P.M., Mayor Patel called for adjournment of the Regular Village Board meeting. Trustee Klatzco moved to adjourn, seconded by Trustee Martel.

The meeting was adjourned by voice vote.

Respectfully submitted,

Beryl Herman
Village Clerk