

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
JULY 18, 2017**

**Call to Order**

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 5:48 P.M., Tuesday, July 18, 2017, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

**Roll Call**

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

PRESENT: President Bass, Trustees Patel, Izekoe- Halevi, Hlepas-Nickel (Sugarman 6:10, Cope 6:40)

ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Steve McNellis, Community Development Director; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Charles Greenstein, Village Treasurer; Doug Hammel, Community Development Manager; Deputy Police Chief, John Walsh; Robert Merkel, Finance Director; Ben Harris, Account

**Approval of Minutes**

Minutes of the June 20, 2017 Committee of the Whole meetings were distributed in advance of the meeting and were examined. Trustee Patel moved to approve the minutes. Trustee Ikezoehalevi seconded the motion. The motion passed with a Voice Vote

**Regular Business**

**1. Discussion Concerning Code Enforcement Priorities**

This item was presented by Mr. Wiberg, Mrs. Engelmann, Mr. Letson and Mr. McNellis. Staff is always ready to learn what this sitting Board desires.

### Background

#### \*Prior to 2009

- Two full time Building Inspectors responsible for code enforcement activities and building inspections  
#Compliant based and proactive

#### \*2009

- TPI Building Code Consultants (“TPI”) was contracted to provide part-time building plan review/inspection services
- Code enforcement not conducted by TPI  
#Minimal opportunity for proactive enforcement and limited complaint based enforcement
- Administrative Hearing process began

\*2009-2012 – Police Department Community Service Officers were utilized for code enforcement

### CODE Team

\*2009 staff created the Code of Ordinances Dedicated to Enforcement (CODE) Team to coordinate code enforcement efforts

- Village Board Direction from 2009 strategic planning discussions
- Representatives from Administration, Community Development, Public Works, Police and Fire

\*CODE Team developed two strategies

- Complaint Based Enforcement  
#Code violations enforced when a member of the public reports a violation
- Proactive Enforcement  
#Anytime staff observed a violation, action was taken to resolve the matter

February 18, 2010 Committee of the Whole, the CODE Team presented the most common violations proactively enforced. The Village Board concurred. The CODE Team presented a list of violations that were currently handled on a complaint basis, for which staff had received requests from the public for proactive enforcement.

In 2012, a part-time Code Enforcement Officer position was created. This position was to be supported by Community Services Officers, as time permits.

Code Enforcement Officer’s primary workload is generated through work order requests.

Property Maintenance Service Requests were identified.

### Sign Regulations

\*Common property maintenance complaint received regarding signage in commercial areas

\*Enforcement challenges include:

- Real Estate sign, height and location
  - #Signs are often erected higher than 6 feet, often placed at the property line
  - #Signs for different brokers, for different tenants in the same shopping center. The Code allows for only one sign per shopping center
- Portable signs are often located in the right-of-way
- Businesses use whiteboards, which are not permitted
  - #May be left out overnight and are tied to a tree or post

Sign regulations were exhibited.

Administrative Hearing Citation topics were presented along with the numbers of citations issued.

It was noted that cases that are heard through the Administrative Hearing process typically result in compliance gained once the issue is heard by the Administrative Law Judge.

The Current Code Enforcement Process was presented.

Photos of violations were exhibited.

Code enforcement issues in neighboring communities were exhibited.

Staff is seeking direction regarding the current process as well as priorities for identifying code violations.

Property Maintenance concerns regarding violation types were presented for review.

Flowcharts were exhibited for the three types of violations.

Discussion ensued regarding enforcement limitations due to staffing numbers.

Requests were made for information regarding costs and how these can be tasked out.

Staff to return with information regarding hiring of a full time Code Enforcement person.

Consensus was to go ahead.

## **2. Discussion Concerning Citizen Survey Questions**

This item was presented by Charles Meyer using a PowerPoint presentation.

### Background

\*National Research Company (NRC) is being contracted by the Village to complete the Citizen Survey during the Fall of 2017.

\*Surveys will be sent out to 1,500 households via the USPS

- Program will be publicized on all Village communication platforms
- Available online for participants as well

\*Results will be available for discussion as part of 2018/19 Budget.

\*NRC will use standardized questions to compare Lincolnwood to comparable communities

\*Questions are grouped into broad categories that range from quality of life to the quality of services provided by the community

- There are a total of 13 categories and over 100 questions as part of the survey

\*Village can also add three customized questions.

### Timeline

\*September/October: Citizen Survey is promoted in Village communications/social media

\*September 29: Citizen Survey is mailed

- Delivery expected October 2, 2017

\*September 20-November 3: Citizen Survey responses collected by NRC

\*November 27: NRC sends draft Citizen Survey Report

\*December 11: NR sends final Citizens Survey Report

### Custom Survey Questions

\*2007 Question

- To what degree do you support or oppose the Village taking each of the following actions? (Respondents would answer: Strongly Support, Somewhat Support, Somewhat Oppose, Strongly Oppose)
  1. Creating more Village publications and programs in languages other than English
  2. Significantly expanding the Community Center to improve recreation programs and services
  3. Pursuing and promoting the use of environmentally friendly initiatives for new developments

### Possible Custom Survey Questions

\*What is the single most important priority for the Village of Lincolnwood to address in the next five years? (Select One)

- Safety
- Affordability/Cost of Living
- Parks/Natural Environment enhancement
- Encouragement of mass transit opportunities through expanded bus services
- Commercial development
- Growth management
- Property maintenance/Code enforcement
- City government /
- Services
- Other

\*Rate the importance of each of these in terms of what Lincolnwood should invest in to increase the sense of community. (Respondents should answer Very Important, Somewhat Important, Neutral, Not Important, Not Important at All)

- Neighborhood Watch
- Opportunities to get to know your neighbors
- Neighborhood clean-up
- Learning about diverse perspectives
- Block parties

\*Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about the Village government and its activities, events and services.

(Respondents should answer Major Source, Minor Source, Not a Source)

- Village Newsletter
- Village Website
- Village Facebook Page
- Village Twitter account
- NextDoor.com
- Other Social Media sources
- Village's bi-weekly e-newsletter
- Word of Mouth
- Local newspapers

- E-mail
- Other

**\*Please indicate how important to you, if at all, it would be for the Village to pursue the following community initiatives/programs. (Respondents should answer Very Important, Somewhat important, Neutral, Not Important, Not Important at ALL)**

- Diversity flags on Lincoln Avenue during the month of August
- Televising of public meetings of Boards and Commissions
- Creation of a “downtown” or Village center
- Addressing noise concerns related to O’Hare International Airport
- Expanding Police Department lobby hours beyond Monday through Friday from 9AM to 5PM

**\*Have you had any in-person, email or phone contact with an employee of the Village of Lincolnwood within the last 12 months?**

- If yes, proceed to the next question

**\*What was your impression of the employee of the Village of Lincolnwood in your most recent contact? (Respondents should answer Excellent, Good, Fair, Poor, Don’t Know)**

- Knowledgeable
- Responsive
- Courteous
- Overall impression

**\*Please indicate how important to you, if at all, each of the following infrastructure improvements would be. (Respondents should answer Very Important, Somewhat Important, Neutral, Not Important, Not Important at ALL)**

- Pedestrian improvements such as expanding or widening sidewalks
- Roadway improvements such as resurfacing existing streets
- Traffic mitigation such as enhancements to intersections
- Stormwater management
- Residential street lighting

It is requested that three questions are selected and/or drafted that could be incorporated into the Citizen Survey.

Questions and discussion ensued regarding items to appear on the survey.

Consensus was that Trustees send ideas for inclusion to Mr. Wiberg.

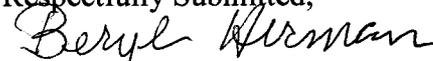
**3. Discussion Regarding Televising Additional Boards and Commission Meetings**

*Due to time constraints, this item will be tabled to a future meeting.*

**Adjournment**

At 7:32 P.M. Trustee Cope moved to adjourn Committee of the Whole, seconded by Trustee Patel. The motion passed with a Voice Vote.

Respectfully Submitted,



Beryl Herman  
Village Clerk