

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
MEETING HELD VIA GOTO MEETING AND
AVAILABLE LIVE AT WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/
SEPTEMBER 15, 2020**

Call to Order

Village President Bass called the Meeting of the Committee of the Whole of the Lincolnwood Board of Trustees VIA gotomeeting to order at 6:02 P.M. Tuesday, September 15, 2020, meeting held via GOTO Meeting and available live at WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/, County of Cook, and State of Illinois.

Before calling the roll the Village President read into the record the requirements for public comments for later in the meeting.

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

PRESENT: President Bass, Trustees Ikezoe-Halevi, Cope, Patel, Sargon, Hlepas Nickell, Klatzco
ABSENT: None

A quorum was present.

Also present: Anne Marie Gaura, Village Manager; Chuck Meyer, Assistant Village Manager; Heather McFarland, Assistant to the Village Manager; Jon Bogue, Management Analyst; Robert Merkel, Finance Director; Andrew Letson, Public Works Director; Steve McNellis, Community Development Director; Jay Parrott, Police Chief; Anna Kaperski-Walsh, Superintendent Parks and Recreation Department; Melissa Rimdzius, Director of Parks and Recreation; Doug Hammel, Development Manager; Travis Parry, Engineer with CBBEL Engineering.

Approval of Minutes

The minutes of August 18, 2020 and September 1, 2020 Meeting of the Committee of the Whole were presented for approval.

Trustee Sargon moved to approve the minutes of August 18, 2020, as amended, and September 1, 2020 of the Committee of the Whole as amended, seconded by Trustee Ikezoe-Halevi.

Clerk Herman called the roll.

Ayes: Trustees Ikezoe-Halevi, Sargon, Patel, Hlepas Nickell, Klatzco, Cope
Nays: None

Regular Business

1. Code Enforcement Process Improvements Update

Village Manager, Anne Marie Gaura, presented on this item using PowerPoint.

Ms. Gaura reviewed the staff report that was provided on August 4 and reviewed the Village Board comments calling for more proactive code enforcement. Ms. Gaura provided an overview of the main areas in which staff has focused on enhancing staff-initiated enforcement. She outlined the administrative actions taken including weekly team meetings, improvements to the code enforcement vehicle and training of Park Patrol staff. Ms. Gaura explained the staff-initiated enforcement efforts including weekend code enforcement and citations.

President Bass stated that we have seen some success with weekend enforcement.

Ms. Gaura stated that staff has been averaging one code enforcement weekend per month. Staff would be happy to increase this if that is the desire of the Village Board.

Trustee Cope asked what is considered too early for putting out a garbage toter.

Mr. Hammel answered that he believed the time to be 8:00 p.m. on Sundays but that he would confirm the time.

There was some discussion on the clarification of the time. It was suggested the time to put out toters is 6 p.m. or later on Sundays.

Ms. Gaura clarified that staff is following the current procedures but are willing to follow the direction of the Village Board if they wish to change the time.

Trustee Cope expressed that he is less concerned about someone putting out a toter a few hours early than someone who leaves it out late on Tuesdays.

President Bass clarified that after the garbage is picked up, the resident is responsible for putting the toter away but, agreed that it is less concerning whether or not the resident puts out the toter early.

Trustee Sargon expressed that the fact that we are unsure about the time the toter needs to be put out shows that we need to evaluate that time and educate the community on the code. She did not believe the toter placement should be prioritized by code enforcement. The focus should be on educating the community while being more flexible.

Trustee Hlepas Nickell agreed and clarified that the time the toter can be put out is 6:00 p.m. on Sunday. She received some complaints from people who received tickets for putting the toters out a few hours early. She said staff shouldn't prioritize giving citations to residents who put them out early and that toters should be picked up by Tuesday night to account for garbage that

was missed. She clarified that her concerns in regard to code enforcement were not about garbage toters.

President Bass summarized Village Board comments, stating that the desire is to focus on educating residents first about the code as it relates to garbage toters.

Ms. Gaura continued with the presentation. She explained each week of the modified code enforcement officer patrol that was implemented in response to Village Board comments. She provided a summary of the four-week staff-initiated cases. She expressed that a balanced system of staff-initiated and complaint-based enforcement will be most effective and that to increase the effectiveness of staff, more resources would be required.

Ms. Gaura requested direction from the Village Board regarding several policy questions including the question of compliance as the primary premise of effective code enforcement.

Trustee Ikezoe-Halevi agreed with Ms. Gaura's recommendation and complimented staff on their work to increase staff-initiated enforcement. She stated she was surprised to see the amount of enforcement activity on the weekends and that it seemed to be effective.

Trustee Cope agreed that compliance is the main objective of enforcement.

Trustee Patel agreed compliance should be the goal as well as educating residents on the rules. He reiterated that it is the job of the Village Board to communicate to staff which issues are most important for enforcement. He asked if tickets were issued to residents for placing their garbage toters out too early.

President Bass answered that he thought warnings were issued.

Trustee Patel expressed that it's more important to enforce the time when the toters are brought in versus put out.

Trustee Hlepas Nickell expressed the importance of the permit processes for construction to create safety for residents. She agreed with the focus on compliance but, stated that focusing on garbage toters is a waste of time. She clarified that she initially advocated for staff-initiated enforcement to go after long standing aesthetic deficiencies. She cited some areas that are long overdue for repairs that are a concern. She reiterated that it should not take a complaint from a resident to enforce the issues in plain view that are being overlooked.

Trustee Hlepas Nickell explained that she expected to see an uptick in enforcement after the full time code enforcement officer position was created.

Trustee Klatzco expressed that he doesn't feel there is a crisis in Lincolnwood in regard to code enforcement. He reiterated that the system in place works and that there are other parts of the process that need to be dealt with other than finding violations.

Trustee Sargon agreed that compliance is key and that the current structure of a balanced system is working. She agreed with the staff's recommendations and stated that to a certain extent we have to rely on resident complaints.

President Bass stated that the code enforcement officer does a good job of talking with our residents and that there is a consensus on mostly focusing on compliance while still creating staff initiated enforcement. He suggested that the Park Patrol t-shirts should stand out more, the faded white does not stand out.

Ms. Gaura responded that the Village Board can look at changing the style of the Park Patrol shirts in spring of 2021. She asked for affirmation that the policy of monthly weekend code enforcement is addressing the desire of the Village Board.

President Bass affirmed her statement and added that it is important to make it an unpredictable weekend.

Ms. Gaura stated that staff will alternate between Saturdays and Sundays and that those days are unannounced to the public. She clarified some weekends were back to back to see if contractors were continuing to work. She asked if there was any other policy direction from the Village Board.

President Bass asked for more direction from the Village Board.

Trustee Ikezoe-Halevi added that staff should follow through with the element of surprise in regard to weekend enforcement patrol.

Trustee Patel added that gas powered leaf blowers have been prohibited.

Ms. Gaura stated that staff have received complaints about the leaf blowers and that the complaints are generally handled by the police department.

Trustee Patel stated that licensing was involved in allowing certain landscapers to use them.

Trustee Sargon suggested utilizing the Village social media campaign or newsletter to be distributing more information to residents about codes and lesser-known violations.

Ms. Gaura concluded that staff would report back with the Village Board in November. The next two areas staff will focus on with enforcement are effective stake holder coordination and communication and timeliness in compliance.

2. National Pollutant Discharge Elimination System Annual Presentation (NPDES)

This item was presented by Andrew Letson, Public Works Director, using PowerPoint. Travis Parry from CBBEL was present to aid with the presentation.

Mr. Parry explained that NPDES is a federally mandated program concerned about point sources such as pipes or man-made ditches. The Village is categorized as an MS4 (Municipal

Separate Storm Sewer System). He explained point sources as defined by the EPA as well as their importance regarding potential contamination. The receiving stream is the north shore channel watershed.

Mr. Parry explained that the Village is required to develop a Stormwater Management Program and summarized the control measures. He explained the primary focus of the program requirements and stated the Village must regulate all discharges to the MS4. He explained the processes of Pollution Prevention Good Housekeeping.

President Bass asked for questions from the Village Board.

Trustee Ikezoe-Halevi thanked Mr. Parry for the presentation. She asked if residents should be warned not to pour things into the sewer.

Mr. Parry answered that the Village should educate residents on everything that is not allowed to be put into the storm sewer. He clarified that anything that is not stormwater is not acceptable.

Trustee Patel asked if the Village has an obligation beyond what is in the code to regulate stormwater moving from private property to the street. He asked if the current code is sufficient.

Mr. Parry explained that the permit lists exemptions such as roof drains and floor drains but, if there is reason to believe that they have contaminants, then the Village should enforce or educate the property owner.

Trustee Hlepas Nickell stated she is confident we are doing what we can do and that education is important. She stated that beet juice has reduced the need for salt and is glad the Village has been using that method.

Trustee Sargon thanked Mr. Parry for presenting. She asked staff what is currently in place for fuel or spills into the ground.

Mr. Letson answered that there is a single underground fuel system at Public Works. There is a leak detection system that is checked by a contractor and by staff to ensure it is working properly.

Trustee Sargon thanked him for his answer.

Trustee Klatzco thanked Mr. Parry for the presentation and emphasized the importance of having clean water.

President Bass asked if there is any other action needed.

Mr. Parry confirmed that the presentation was purely informational.

President Bass concluded by thanking him for the presentation.

3. Discussion Concerning Pratt Avenue Sidewalk Design

This item was presented by Andrew Letson, Public Works Director, using PowerPoint.

Mr. Letson stated that staff is seeking concurrence from the Village Board on the design of the Pratt Avenue sidewalk project. He reviewed the background on the project and stated the design contract was awarded to CBBEL. He explained that the original design of the project would require the removal of several trees. An alternate design was created to protect the trees and would require a four-foot wide ADA-compliant sidewalk. It would also require the removal of five light poles and any trees that are removed would be replaced.

Mr. Letson stated that staff recommendation is to proceed with the amended design of a four-foot sidewalk while preserving the healthy trees. If the Village Board is agreeable, staff will return with a construction contract at the October 8 meeting.

Trustee Ikezoe-Halevi expressed concern about the trees being removed because the replacement trees will take a long time to grow.

Mr. Letson clarified that staff reached out to the property owners and some of them expressed a desire to keep the Honey Locust trees. The project would only affect the Buckthorn and Siberian Elm trees.

Trustee Patel asked if they can expand the sidewalk in areas where there would be a pinch point due to an inlet so that the sidewalk doesn't end up smaller than four feet. He suggested that staff let people in the area know the reason those trees are being removed before the project begins.

Trustee Hlepas Nickell agreed with Trustee Patel in regard to informing residents about the reason for tree removal. She asked if we have taken into consideration the loss of light with the removal of the light poles.

Trustee Hlepas Nickell asked if the light poles are only on one side of the street there.

Mr. Letson clarified that there are lights on both sides of the street.

Trustee Hlepas Nickell emphasized the importance of not creating a dark spot.

Trustee Patel stated that there are dark spots already along Pratt. He suggested installing reflectors to help with that issue.

Trustee Hlepas Nickell further expressed her concerns regarding the light on that street.

Trustee Sargon agreed with the staff recommendation for the amended plan.

Trustee Klatzco asked if moving the light poles would increase the original estimate of the project.

Mr. Letson answered that it would not increase because the new plans require using less concrete.

Trustee Klatzco asked if the lights are LED lights.

Mr. Letson confirmed that they are. The only light poles that are not LED are the ones that will be replaced with the District 1860 development.

Trustee Patel stated that the wire color is not standard.

There was some discussion about the wire color.

President Bass concluded that we have a consensus to allow staff to return on October 8 with a construction contract for this project. He asked if there were any public comments.

Mr. Meyer stated that comments will be reserved for the Village Board meeting.

Adjournment to Closed Session

At 7:21 P.M. Trustee Sargon moved to adjourn the meeting to discuss Pending Litigation Per Section 2(c)(11) seconded by Trustee Patel.

Upon roll call the results were:

AYES: Trustees Ikezoe-Halevi, Patel, Cope, Hlepas Nickell, Sargon, Klatzco

NAYS: None

The motion passed.

Reconvention

At 7:46 P.M. Mayor Bass reconvened the Village Board meeting. The Mayor asked for there to be a short recess for attendees to take a break before the Village Board Meeting. The recess concluded at 7:51 P.M.

Adjournment

At 7:52 P.M. Trustee Sargon made a motion to adjourn the Meeting of the Committee of the Whole, seconded by Trustee Klatzco.

Upon roll call:

Ayes: Trustees Klatzco, Sargon, Hlepas-Nickell, Patel, Cope, Ikezoe-Halevi

Nays: None

Respectfully Submitted,



Beryl Herman
Village Clerk