

**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/
DECEMBER 1, 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, December 1, 2020, meeting held via GoToMeeting 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.

President Bass asked that for roll calls at this meeting, the Village Clerk start with Trustee Klatzco and end with Trustee Ikezoe-Halevi. The roll is called in the order in which the trustees sit on the dais.

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

PRESENT: President Bass, Trustees Ikezoe-Halevi (Via GoToMeeting), Patel, Klatzco (Via GoToMeeting), Hlepas Nickell (Via GoToMeeting), Sargon (Via GoToMeeting), Cope (Via GoToMeeting)

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; Bob Merkel; Finance Director; Jake Litz, Management Analyst; Jay Parrott, Police Chief; Anna Koperski-Walsh, Superintendent Parks and Recreation Department; Doug Hammel, Development Manager.(All present Via GoToMeeting).

Approval of Minutes

The minutes of November 4, 2020 Meeting of the Committee of the Whole and the November 17, 2020 Committee of the Whole meeting were presented for approval.

President Bass echoed Trustee Hlepas Nickell's comments about the Plan Commission and thanked them for their service.

Trustee Patel thanked all of the commission members for their hard work.

Trustee Cope expressed the importance of zoning cases for any municipality and the importance of the jobs of those on the Plan Commission. He thanked those who are willing to serve on the commission.

Trustee Ikezoe-Halevi thanked the Plan Commission for their diligent work over the last couple of years.

President Bass thanked the Plan Commission for their work with looking into what areas of the Village would be suitable for cannabis recreation.

President Bass concluded that there was a consensus among the Village Board members to approve the Biennial Report.

2. Discussion Concerning Community Development Structure and Location

This item was presented by Village Manager, Anne Marie Gaura, and Chuck Meyer using PowerPoint.

Background

Goal of discussion is to outline steps necessary in order to transform Community Development from a reactive to a proactive customer service approach.

Will review staffing, current structures and challenges along with opportunities for addressing these issues

Elements to transforming Community Development:

- *Restructure department around functional area
- *Utilize permit fees to fund operational costs
- *Relocating the department for more conducive work environment
- *Provide space allocation for Fire Department
- *Provide space allocation for Parks and Recreation

Community Development Department includes four key functional areas:

- *Planning
- *Economic Development
- *Building review and inspections
- *Code Enforcement

Opportunity exists for specialization focus of Community Development related duties.

It is proposed that traditional Planning and Building Divisions are created with the current Development Manager becoming responsible for planning and economic development functions. A Building Official would be created to manage building reviews, building inspections and code enforcement.

Trustee Hlepas Nickell asked where the revenue numbers came from and if the number reflected expected fees from the District 1860 project.

Ms. Gaura explained that those numbers were from last fiscal year and that we are currently in FY 21. The numbers reflect actual expenses and revenues that we saw.

Trustee Hlepas Nickell asked if any of those revenues came from the District 1860 project.

Finance Director, Bob Merkel explained the fees from 1860 were not included in those numbers.

Trustee Hlepas Nickell asked Mr. Merkel to explain what big projects contributed to revenue for this year.

Mr. Merkel explained that the prior year included two big projects in the auto industry which included substantial permit fees.

Trustee Patel expressed concern that the previous five year net revenue included some large revenues that we might not be able to expect moving forward. He stated that there was a million dollars included which would offset the revenue number.

Ms. Gaura stated that she didn't remember that big of a spike in the past five years when she reviewed the numbers but that she would review them again.

Ms. Gaura continued with the presentation. She shared the estimated cost of adding the Building Official position. It would be proposed for the FY-22 Budget if the Village Board is supportive of the position. Ms. Gaura suggested the Village Board have a discussion at this point about adding a new position before continuing with the presentation.

President Bass expressed concern over considering adding a new position when the Village Board hasn't had a chance to see the skills of the new Community Development Manager yet. He asked that the Village Board take that into consideration.

There was then some discussion about whether to proceed with the presentation or to pause to discuss the addition of a new position.

Trustee Hlepas Nickell expressed concerns about the revenues that are being reflected and about the adding of a new position at this time. She stated that this consideration was premature with the new Community Development Director starting so soon. She stated her preference to table this conversation to another meeting.

Ms. Gaura addressed Trustee Hlepas Nickell's comments by providing background. She shared that she had multiple meetings with Steve McNellis and that this recommendation was based on his years of experience with Community Development. Ms. Gaura explained that the vertical structure of the department doesn't bode well for how Community Development is being managed even with a new manager starting soon. She also explained that it is to be expected that there will be a learning curve for the new director.

President Bass stated that we would hear the rest of the Village Board comments before proceeding with the presentation.

Trustee Patel divided the issue into the physical operation of the department and the actual operation. He stated that it was not just a conversation of staffing but of the whole service model and suggested taking the time to get this right. He asked for an explanation of how adding the position and restructuring would change the customer service that is currently being given and expressed a desire to provide a high level of customer service.

President Bass expressed the importance of accountability and expressed concern over certain changes that have not yet come to fruition. He stated he was willing to listen to the presentation but would like to know more about what we could be improved with the resources we already have.

Trustee Ikezoe-Halevi supported continuing with the presentation.

Ms. Gaura continued by explaining the issues regarding the physical location of the department. She explained that there are certain infrastructure improvements that need to be made as well as a need to address issues with working areas. She explained the history of the construction of the current campus and that it was intended to only house three departments. She recommended that Community Development be relocated to a larger space to provide a proper environment for customer service. She explained the office relocations and how they would affect the other departments in the Village. She reviewed the different options for relocating Community Development: renovating the Community Center, a Community Center expansion, or an Aquatic Center Renovation and Addition.

Ms. Gaura stated the next steps would be either a comprehensive space needs assessment which would review all Village facilities or a focus on the space needs for Parks and Recreation. She reviewed the policy questions and requested action from the Village Board.

President Bass expressed that it could be possible to make due with the space that we already have at Village Hall. He expressed that he does not support expanding space for Parks and Recreation at this time.

Trustee Klatzco agreed that there are issues in the Community Development department that need to be addressed. However, he expressed concerns over expanding space at this time with uncertainty of the financial impact of the pandemic at this time. He agreed with Trustee Patel that spending money would be okay if there was a study about the efficiency of the Community Development department.

Trustee Sargon thanked Ms. Gaura and staff for their work putting together this presentation. She agreed that expanding the space does not seem possible at this time but, it might be something to consider down the line. She also suggested waiting for the new director to give his feedback.

Trustee Hlepas Nickell stated her opinion that adding a new position is not a good idea at this time. She expressed concern about the financial impact it would have. She stated that as far as expanding space, she thought that a more holistic approach would be better. She shared that expanding the pool could be a good idea and mentioned another property that was available. She then asked if the grant money allotted for Proesel was expired.

Ms. Gaura said she would research and find out more.

Trustee Hlepas Nickell stated that when the original grant was awarded for Proesel improvements, there was a moratorium on how long the grant would last. She stated she appreciated the work Ms. Gaura did for this presentation and that she understood there is a problem that needs to be addressed. She stated that the Village did more with less for years and that we are not being efficient currently. She expressed concern about bringing more staff in when we might have to put more on furlough and stated that this conversation was premature.

Trustee Patel agreed we should try to utilize what we have as far as space. He stated he was concerned about performing a needs assessment of the space right now when it's unclear what those needs will be in the future. He was supportive of moving Community Development to Village Hall. He suggested utilizing the space that already exists opposed to spending money on a needs assessment in this uncertain time.

Trustee Cope spoke about the space that existed in the past. He appreciated the work and thoughtfulness put into the presentation but did not believe that the space needed to be expanded. He was not in favor of hiring an additional person in the Community Development department. He stated that he believes that there is a way to use the current space more efficiently and did not support renting space or adding space at this time. He suggested returning to the issue when the pandemic is coming to a close.

Trustee Ikezoe-Halevi agreed with other trustees, in that it is important to be cautious with money at this time due to the pandemic. She was not in favor of hiring additional staff or renting additional space. She expressed her support for staff, however, she reiterated the importance of being cautious at this time. She appreciated the work that is being done to evaluate Community Development and would like the issue to be revisited in March or April.

Trustee Hlepas Nickell proposed an internal long-term plan that might include purchasing a space like the Kohl's or the empty medical center across the street. She stated that she appreciates the struggle that staff has with the possible increase in workload with District 1860 but, she reiterated the importance of being cautious at this time.

President Bass reiterated the importance of increasing the efficiency of the department by utilizing the resources we have. He thanked Ms. Gaura for her work and concluded by saying the item would be discussed at a later time.

3. Discussion Concerning Code Enforcement Process Improvements

Ms. Gaura suggested moving this item to a later meeting in order to start on time for the Village Board meeting.

Trustee Hlepas Nickell moved to table the item to a future meeting. It was seconded by Trustee Sargon.

Clerk Herman called the roll.

Upon roll call the results were:

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

Nays: None

Adjournment

At 7:25 P.M. Trustee Hlepas Nickell made a motion to adjourn the Meeting of the Committee of the Whole, seconded by Trustee Patel.

Upon roll call:

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

Nays: None

Respectfully Submitted,

Beryl Herman

Beryl Herman

Village Clerk