

**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 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 6:01 P.M. Tuesday, December 15, 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 Halevi, Patel, Klatzco (Via GoToMeeting), 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; Jake Litz, Management Analyst; Jay Parrott, Police Chief; Doug Hammel, Development Manager; Scott Mangum, Community Development Director; Mike Hansen, Fire Chief; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Robert Merkel, Finance Director.

Approval of Minutes

The minutes of December 1, 2020 Meeting of the Committee of the Whole meeting were presented for approval.

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

Upon Roll Call the results were:

Ayes: Trustees Halevi, Sargon, Patel, Nickell, Klatzco, Cope

Nays: None

Regular Business

1. Update Concerning the Village Website

This item was presented by Jon Bogue, Management Analyst, using PowerPoint.

Mr. Bogue provided an overview on the Village's website, which was developed in 2013 and received minor updates in 2018. Mr. Bogue stated that the Village requires an update to the website that will enhance the aesthetics, improve user use, integrates Village systems, maintains mobile functionality, and highlights Lincolnwood's unique attributes. He continued that both internal and external stakeholders will provide feedback through the process through an internal group and a public survey. Mr. Bogue stated that staff expect to have this project completed by 2021 and they are budgeting \$40,000. Mr. Bogue stated that he is looking for feedback from elected officials.

Mayor Bass asked if this project includes cloud storage services and backup services that are needed during emergency services.

Assistant Village Manager, Charles Meyer said this service is in place currently and that there are backups the Village utilizes.

Trustee Klatzco agreed that the current system is antiquated and difficult to locate information and that he supports making it a user friendly service.

Trustee Sargon stated she was happy to see this on the Committee of the Whole (COTW) agenda and wants to make sure that there is attention to online bill pay service, the current option is difficult to use and needs to be simplified so that more residents would use it. Trustee Sargon asked that if once the work is completed if it will be warrantied.

Mr. Bogue stated that staff would find out through the Request for Proposal (RFP) process.

Trustee Nickell asked what we would be able to do in the future with uploading videos and photos of events.

Mr. Bogue stated that the video portion would still be through current vendor for streaming videos and we would work with them to have it integrated.

Trustee Nickell asked what was budgeted for the project.

Mr. Bogue reiterated that staff has budgeted \$40,000.

Trustee Nickell asked if that is what we budgeted, Bogue said yes. Various villages have done redesign recently and \$40,000 is the mid-level pricing for website redesigns.

Trustee Nickell asked if we would stick with existing logo, to which Mr. Bogue stated that was his understanding.

Trustee Patel echoed other Trustee comments, acknowledged it would be a lengthy process. Trustee Patel asked for staff to be sure to consider the Lincolnwood app throughout the process as he uses it often.

Trustee Cope stated that he is in favor in going forward, feels it will accommodate assisting residents and does not see in downsides.

Trustee Halevi thanked Mr. Bogue for his work and stated she is in support of moving forward. She continued that under the Lincolnwood profile that Tim Clark, who was a former employee, is listed under the Village's demographics. Mr. Bogue stated that he would make that correction after the presentation.

Mayor Bass asked if there could be a focus on making the site more user friendly to various languages. Mr. Bogue responded that the RFP will require responding bidders to address translation functionality.

Trustee Hlepas Nickell requested a list of functions that we may lose during the website transition as staff move through the process.

Mayor Bass stated that he hoped we will give priority to local businesses.

All trustees were in favor of moving forward.

2. Discussion Concerning Emergency Operations Plan

This item was presented by Jake Litz, Management Analyst, using PowerPoint.

Mr. Litz provided an overview of the Village's Emergency Operations Plan (EOP) that was last updated over ten years ago. Over the past year, staff have been in the process of updating the EOP through reviewing materials from Emergency Management Agencies, other Cook County Municipalities' EOPs, and internal EOP team consisting of departmental representatives. Streamwood and Palatine were good models. Mr. Litz continued that the EOP is one of two emergency management related plans, including the Cook County Hazard Mitigation Plan. Mr. Litz stated that the EOP will function as a fluid document, allowing the Village Manager to make changes without Board approval. He also stated that department heads will participate in tabletop training exercise.

Mayor Bass asked if the other Board members knew what Hazard Mitigation was.

Trustee Klatzco stated it is important to plan for emergencies and to continue training.

Trustee Sargon stated that emergency support functions five, seven, and twelve were skipped. Mr. Litz said they were skipped because they were not applicable to Lincolnwood specifically and that it is common practice to exclude from his research.

Trustee Patel had no additional comment.

Trustee Nickell asked how this would be rolled out to staff. Mr. Litz stated that the emergency training exercise with NIPSTA will involve staff, who will be evaluated by NIPSTA. Trustee Hlepas Nickell asked about the changes allowed by the Village Manager and how the Board would be notified. Village Manager Anne Marie Gaura stated the Board would be advised of any changes.

Mayor Bass asked if Mr. Litz was aware that there were many healthcare professionals that come to support emergencies in Lincolnwood, including CERT (Community Emergency Response Team), and if staff could incorporate them into the EOP? Mr. Litz stated the he is aware and that the EOP outlines the various volunteer organizations in Lincolnwood, but will verify.

Trustee Cope asked for an example of an emergency covered by the program and how the program would work in the emergency.

Mr. Litz stated that one example is a water main break or transportation hazard. Mr. Litz continued that it would help outline communication steps and identify who would be in charge.

Trustee Cope stated that he did not think a water main break would be applicable, but had thought it would relate more to something along the lines of a tornado.

Mayor Bass brought up an example from three years ago involving a snow and wind event that resulted in loss of power to many households. Mayor Bass stated that it required a response for residents to ensure they had a warm place to stay. Mayor Bass also referenced a micro burst that occurred.

Trustee Cope asked if the old plan was previously in effect, but the new plan would create efficiencies and there would be no new expense. Mayor Bass stated that this is totally necessary.

Mr. Litz confirmed that there would be no new expense and the old plan had been previously in place.

Trustee Ikezoe-Halevi asked what would occur if a chemical incident occurred on an expressway running through the Village and if we could include language addressing this type of situation. Trustee Ikezoe-Halevi specifically requested staff to consider a meeting place for families near the expressway. Mayor Bass agreed.

Mr. Litz stated the Hazard Mitigation Plan addresses situations involving neighboring communities and agencies. Mr. Litz confirmed that he will look into a gathering location closer to the expressway, in addition to the Community Center location identified in the EOP.

3. Discussion Concerning Funding for Rebate Programs

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

Mr. Letson reviewed the sewer line repair, private flood control and private drainage rebate programs. Mr. Letson continued that the Village has traditionally budgeted \$25,000 for the sewer line repair and private flood control programs, and included \$25,000 for the new private drainage rebate program. Due to financial concerns stemming from the pandemic, the budget was reduced to \$25,000 for all three programs. Due to high demand for the programs, there is a total of \$30,672.95 in rebate requests. Mr. Letson is looking for Board direction and presented three options: process all pending and future applications for payment in FY2021, allocate sufficient funds to fund the pending applications but cease accepting new applications until FY2022, or to discontinue processing any further applications until FY2022. Mr. Letson stated that the financial impact for the first option would include the previously stated \$30,672.95, but cannot project the number.

Mayor Bass asked if there has been any follow-up with residents to see if the work fulfilled the repair. Mr. Letson stated applications come later in the year, but that he has not heard from any residents in the past four years who have participated in the sewer line repair rebate program saying it did not work.

Dr. Juliette Golsher stated she contacted a landscape design company, who said they were intimidated, sent to engineering firm who recommended topographic survey. Too late in year then for landscape company. By the time she submitted full application to Public Works, all the rebate money was gone. Wants to know if she is eligible for rebate if program is not funded until next year.

Mr. Letson stated that if someone calls about rebate program, they are informed it is first come first serve, and funding may not be available. Mr. Letson continued since funding is tighter this year, they make it a point to inform residents, and that they have not received an application from Dr. Goldsher. The Board would have to choose the first option for her to be eligible to receive a rebate.

The doctor asked what constitutes a formal application and if it was separate from a permit application. Mr. Letson explained the application process to the doctor.

Mayor Bass and Development Manager Doug Hammel to speak to the permit. Mr. Hammel stated he did receive a permit application and will coordinate with Mr. Letson.

Dr asked who he should contact and when and if his work would be eligible for next year and if he should be the one submitting the application. Mr. Letson stated that the homeowner should complete the application which is available on the Village's website.

Mayor Bass thanked the doctor for her time and asked the Trustees to speak on the matter.

Trustee Klatzco stated it is an important program for residents, and would like to finish up, and verified the total cost of the first option with Mr. Letson.

Klatzco stated he supports it going to the next fiscal year, unless the Village Manager is aware of additional money. Ms. Gaura stated she would follow the Board's direction, and the Board

could consider a cap of additional funds for the program. Mayor Bass asked if Trustee Klatzco wanted to stick to option one

Trustee Klatzco stated he supports the second option.

Trustee Sargon thanked Mr. Letson for presenting these options and would like to go with option 1 and place a cap of an additional \$15,000 on the rebate program. Trustee Sargon also asked staff to use social media to communicate the remaining amount available in the rebate program so homeowners know to apply for funding soon.

Trustee Hlepas Nickell stated she is comfortable with all options and feels we can find the money elsewhere from a different project, and to consider having residents complete a survey once they are done with their rebate-related work. She asked that \$100 be withheld until such time as the survey is returned to the Village. Mr. Letson stated he supports the idea of surveying participants 10-12 months after the resident's project is complete and will look into it.

Trustee Hlepas Nickell does not want unbudgeted funding to come from the General Fund and asked that other budgeted programs be re-evaluated for the rebate program's funding.

Trustee Patel stated there is a Finance Committee meeting on Thursday for further discussion. Trustee Patel stated he was open to increasing the total budget to \$40,000-45,000 to allow for more applications, and would like a previously discussed program of neighbors pooling projects to come to a future COTW meeting.

Trustee Cope discussed the Village's stormwater pilot program and the upcoming phase II pilot program that would cost millions of dollars. Trustee Cope stated other communities addressed similar flooding issues using rebate programs since residents have unique problems. Trustee Cope reviewed several methods homeowners utilize to approach flooding concerns, and stated he is more focused on the millions of dollars the Village is looking to spend on the phase II program. Trustee Cope stated he believes the additional funds needed to support this program would be a good use of money, and would like to go with the first option. Trustee Cope would like to go with whatever additional amount of money is recommended by the Finance Committee, and potentially reallocate funding from the phase II of the stormwater pilot program.

Trustee Halevi stated she agrees with some of the other Trustees and it is a major problem for residents. Trustee Halevi agreed with Trustee Patel that it would help if the neighbors could get together to work on these problems and supports the first option presented by Mr. Letson.

Mayor Bass stated that it seems the Trustees are leaning in support towards the first option with a cap of \$45,000.

Mr. Letson asked if the cap should be \$40,000 or \$45,000, and Mayor Bass stated \$45,000.

4. Discussion Concerning Legal Notice Requirements, Permitted Uses, and Transition Yards

This item was presented by Doug Hammel, Development Manager, using PowerPoint.

Mayor Bass gave the presentation over the Mr. Hammel, and asked that Trustee Patel take over while he stepped out for a moment.

Mr. Hammel provided background on some potential Code amendments as it relates to mailed notices for public hearings, permitted uses, and transition yards, and asked that the Board provide direction for a more thorough discussion in January 2021. Mr. Hammel reviewed mailed notices for public hearings, and the challenges related to the process, considerations for whether staff or the petitioner should prepare mailings, and what means of delivery is preferred. Mr. Hammel continued with a review of permitted uses in different districts throughout the Village and varied decisions by the Village Board, which raises the question on desired permissible uses. Mr. Hammel also reviewed transition yards, and Section 4.07(3) and Section 6.16 in the Village Code which speaks to them. Mr. Hammel is looking for Board direction on which Board or Commission should have discussions on Transition Yards and if there is any Board direction to give to that group.

Mr. Hammel concluded his presentation asking the Board for direction regarding the preferred means of providing mailed notice to surrounding properties, potential text amendments related to permitted / prohibited uses in various zoning districts, and feedback regarding transition yard regulations in instances where alleys exist between commercial and residential properties.

Mayor Bass stated he has returned and that the Plan Commission did a great job with their discussions on cannabis. He spoke of the beautiful buildings which are in use for recreational cannabis/

Trustee Cope stated he had a question in regards to mailed notices. He stated in other communities applicants take on the cost of mailing and bring proof of mailing as part of their evidence and if Lincolnwood could utilize that process. Mayor Bass opined that this is not the time for this discussion. Mr. Hammel stated that is not the current process. Trustee Cope asked that be considered when they do have conversations.

Mayor Bass asked if this should go to the Plan Commission. Trustee Cope said yes for all three items.

Trustee Klatzco stated he recalls a time when the petitioner would bring in proof of the certified mailing and that is difficult to rely on the post office for mailings. Trustee Klatzco agrees with Trustee Cope that it should be directed towards the Plan Commission.

Trustee Sargon agreed that the Landscape Regulations should go to the Plan Commission, and that the other two items should be discussed at a Committee of the Whole Meeting.

Trustee Nickell agreed with Trustee Sargon's recommendation and stated she was hoping to hear more on the scope of what would be included in mailed notices.

Trustee Patel stated that he had requested this be brought to the Committee of the Whole and feels the Board can handle discussing the first two topics. Trustee Patel continued that there are

not too many different types of transition yards and that maybe there can be up to eight different ways these can be evaluated. Trustee Patel shared concern that the Board will end up dealing with transition yards, and that the second and third item could be discussed during a special workshop.

Mayor Bass stated that he is in agreement with Trustee Patel. There are too many situations which need to be looked at.

Trustee Cope stated that it is not a good practice for the Village Board to take on the role of the Plan Commission, and that business / property owners should be able to provide input during a Plan Commission meeting in regards to permitted / prohibited uses. Trustee Cope continued that there have been numerous conversations regarding transition yard regulations and that it should also be held during a Plan Commission meeting for business owners to participate. For the first item, Trustee Cope agreed that the Board could handle that issue.

Mr. Hammel provided clarification on mailed notices that they are a component of the Zoning Code and may require the Plan Commission.

Attorney Elrod stated Trustee Cope and Mr. Hammel are both correct on the law and procedure. This can be sent directly to the Plan Commission
Mayor Bass asked that the Trustees provide their final input on the next steps for the requested action.

Trustee Klatzco would like all three items to go to planning.

Trustee Sargon agreed with Trustee Cope's recommendation, but would like the Board to holistically look at permitted / prohibited uses.

Trustee Hlepas Nickell agreed with Trustee Sargon and would like some Board guidance to go to the Plan Commission.

Trustee Patel would like to see the Village Board provide input and to follow the proper legal process. Plan Commission, Zoning Board and finally the Village Board should have final input.

Mr. Elrod said there is no legal impediment to the Board providing their input prior to a Public Hearing at a Plan Commission meeting, knowing that the item will return to the Board.

Trustee Halevi agreed that the third item should go to the Plan Commission. Because residents have complained that they have not received a notice in the mail regarding an upcoming issue that might concern them, a copy of the letter should be sent to Village Hall as a test to see if it is received..

Trustee Cope stated that the second item falls under comprehensive planning, and is therefore a planning project.

Mayor Bass stated he agreed with Trustee Patel and that the Board should provide guidance to the Plan Commission.

Klatzco: open to sending notices to board and having a workshop, Sargon in favor, Hlepas Nickell in favor, Patel good, Cope is good – wants to know what kind of workshop.

Patel said the workshop would include as many voices as possible.

Trustee Cope asked if the Plan Commission would be involved, and Mayor Bass agreed that was a good idea. Trustee Cope said the Plan Commission should be alerted.

Trustee Ikezoe-Halevi agreed.

Adjournment

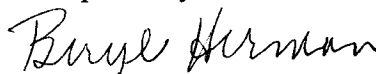
At 8:03 P.M. Trustee Sargon made a motion to adjourn the Meeting of the Committee of the Whole, seconded by Trustee Hlepas Nickell

Upon roll call:

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

Nays: None

Respectfully Submitted,



Beryl Herman
Village Clerk