

**MINUTES  
SPECIAL COMMITTEE OF THE WHOLE BUDGET MEETING  
Monday, November 15, 2010**

Present:

Trustee Brandt	<del>Trustee Feldman</del>
Trustee McDonough (arrived at 7:15 p.m.)	Trustee Saltiel
Trustee Servi	<del>Trustee Walder, Jr.</del>
Mayor Blomberg	<del>Village Clerk Mastandrea</del>
Village Manager Irvin	Dep. Village Clerk Marshall
Director of Community Development McNellis	Chief of Police Melvin
Director of Financial Systems Roelker	Director of Public Works Hughes
<del>Village Attorney Simon</del>	<del>Village Treasurer Curtis</del>

Location: Village Hall, Community Meeting Room, One Olde Half Day Road, Lincolnshire, Illinois 60069

**CALL TO ORDER**

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:07 p.m. and Deputy Village Clerk Marshall called the Roll.

**ITEMS OF GENERAL BUSINESS**

Finance & Administration

2.11 **Workshop concerning the Fiscal Year 2011 Budget (Village of Lincolnshire)**

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Village Manager Irvin updated the Board on discussions at the previous Budget meeting per his memo dated November 11, 2010 (attached).

Trustee Saltiel wants the Village to address SRACLC again. He feels there has to be a way that the Village funds a portion of the fee providing we get commitments from the people to pay the balance. That would reduce their costs substantially. He has not talked to Riverside representatives on this, but he suggests that at its fund raiser they include in the auction "Adopt a Resident" so that they can give \$500.00 a person. Trustee Brandt gets the "need" issue, but then she said, "Is it my responsibility or does Riverside Foundation need to be more creative and fund-raise Adopt a Child or something else"? Trustee Saltiel said it is Wealshire and Riverside residents and residents in the community. He also said if the Village commits to "X" then these residents are going to commit to "Y". That way they will have a commitment level. Trustee Saltiel said he feels very strongly about this issue.

Trustee McDonough arrived at 7:15 p.m.

Trustee Servi said he thought Trustee Saltiel was going to say, "We stay members but Riverside pays more". Trustee Saltiel said it is also Wealshire residents, and seven or eight Village residents. The idea is all of them contribute. He said Riverside has many wards of the state so it gets that money from the state IF the state pays them. Riverside does not have any excess money. If they come up with some money, it would be from a separate fund raiser. We need to shift some of the cost onto the residents. Trustee Brandt is surprised that Mr. Mule has not contacted the Board. Mayor Blomberg has no problem with the program and the results. He does not like us paying for it. He doesn't like the idea of people coming to him and saying "help me with my kids". Mayor Blomberg said he would be willing to bring this back next year for discussion. Staff should ask SRACLC, if we choose to come back next year, would there be an initiation fee to come back in.

There was a discussion regarding reimbursing Seniors under the Senior Citizen Tax Relief Program. We cannot take money out of the Police Pension Fund once received.

Tree removal due to Emerald Ash Borer. Trustee Saltiel would like to be able to do something for the residents, but at no cost. If we could pull together information on the Emerald Ash Borer and give it out to residents, that would be a good thing to do.

The refinancing of the Village's loans was discussed. Trustee Saltiel said he would take the lower rate and we are done. Trustee Brandt suggested having Village Manager Irvin go and get some rates and then bring them back to the Board and it will make a decision. Trustee McDonough said his hope is to get better terms. If we can take a three year loan and stretch it out to seven years and lower the interest rate, we would pay a lot less. Village Manager Irvin will bring the Board some estimates on bids.

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Regarding the pay phones, Chief of Police Melvin felt that we should keep the phone at the Village Hall. The Board concurred. We will remove the phones at Spring Lake Park and at North Park.

The copiers' maintenance was discussed. Village Manager Irvin said we got some more information from North Shore Copier and if their fees are less we will go with them. The Board concurred.

Condolences - It was decided to keep the money in the Budget for this item.

It was suggested that we reduce the reserves in the Water and Sewer funds at 20%.

Corridor Maintenance - Money is being added back into this account because people said they want it to be the same as last year. Village Manager Irvin said that was correct. The Corridor Maintenance is for Route 22, Riverwoods, the planter beds, and right-of-way maintenance. Trustee Brandt asked if that included what we are going to do under the "22" contract or the roundabout. This is just maintenance - plantings are not included.

The leaf collection was briefly discussed.

## **Capital Budget Review**

### #1 Police

Chief of Police Melvin said that we really watch the miles. Once it gets up to about 78,000 miles we will downgrade the car. The car we use at Stevenson High School has been downgraded.

### #2 Data Processing

Village Manager Irvin said we have significantly cut back in this area. We are finding that the computers are lasting longer than in the past.

### #3 Public Works - Streets

This includes the Street Resurfacing and Repairs at \$265,000. The total budget in this account is \$388,000. There are some committees being set up to see if we can get better prices from providers if municipalities come together on bids. The Village will be doing a lot of patching in 2011. The Board discussed patching.

#4 Public Works Streets and Parks

Village Manager Irvin stated this includes our second payment for the Roundabout landscaping, as well as Spring Lake Park, North Park and Balzer Park Improvements, some mower replacements and a utility cart at a cost of \$205,000.

Mayor Blomberg bought up the grasses that are at the entrance to the park from the parking lot. He feels that is an accident waiting to happen. It is way too natural. When you walk through you can't see some of the kids. Trustee Brandt thinks we should consider taking it all out, or else cut it to a certain level. Mayor Blomberg agreed. He felt they should do it for safety. Trustee Saltiel agreed.

#5 Corridor Enhancements Program and along Riverwoods Road

This includes landscaping east and west of Riverwoods Road to Vernon Trail; entrance signs on Route 22 at the east and west village limits, on the north side of Route 22, at Aptakasic and Riverwoods Roads and on the north side of Route 22 between Riverwoods Road and Old Mill Road at a cost of \$200,000.

# 6 Public Works - Buildings

The Village will be replacing shingles and installing new gutters on the Public Works Building in Rivershire Park at a cost of \$15,000.

#7 Water and Sewer Improvement Fund

The Vehicle Rehabilitation and Data Processing costs are split with the General Fund. It also covers Water Distribution System Repairs, Sanitary Sewer System Improvements and Eastside Reservoir Influent Meter. The biggest item in this account is the SCADA Replacement at a cost of \$110,000. The total expenditure in this account is \$177,000.

#8 MFT Fund

Street Resurfacing and Repairs - \$180,000.

#9 TIF Fund

This covers the Cell Tower Relocation at \$360,000 and the Downtown Triangle Improvements for \$400,000.

Quill was discussed and Sales Taxes were discussed.

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**EXECUTIVE SESSION**

Trustee Brandt moved and Trustee Saltiel seconded the motion to go into Executive Session for the purpose of discussing Personnel. The Board went into Executive Session at 8:25 p.m. and came out of Executive Session at 9:55 p.m.

**ADJOURNMENT**

Trustee McDonough moved and Trustee Saltiel seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 9:55 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Carol S. Marshall  
Deputy Village Clerk

# Lincolnshire

## Memorandum

To: Mayor and Board of Trustees

Date: November 11, 2010

From: Robert L. Irvin, Village Manager 

Subject: FOLLOW UP FROM THE NOVEMBER 2, 2010 BUDGET MEETING

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The following information is provided in response to questions raised at the subject meeting:

-SRACLC options after the Village leaves the agency in 2012: Attached is a memorandum from the Director of Public Works.

-Wireless alarm at the Village Hall: Yes, a wireless alarm was installed several years ago, and if activated, the alarm goes directly to RED Center, the dispatch service used by the Fire District. It replaced a hard-wired system.

-A letter from the attorney for the Police Pension Fund Board is attached regarding the prohibition of reimbursements under the Senior Citizen Tax Relief Program.

-A memorandum from the Director of Public Works and Environmental Services Supervisor is attached regarding a residential tree contract for EAB removals.

-The Director of Financial Systems was advised by Bank Financial that bank qualified AAA/AA Tax Exempt Bond Rates are currently 1.48% for five (5) years and 2.90% for ten (10) years. Our existing four (4) loans range from three (3) years to 8.5 years left on their payment schedules. We can consider combining loans for potentially better rates and less legal cost. We suggest that we put together some options for Village Board consideration prior to seeking financing bids.

-The cost of each of the three (3) pay phones is approximately \$588. per year. There are no requirements to have pay phones at our parks or Village Hall, but they have been viewed as a convenience. We will have usage information available at Monday evening's meeting.

-We have researched alternative options for maintenance of our high volume copier and color printer. Attached is a memorandum from the Executive Secretary regarding copier maintenance options.

-Attached is a chart of the changes made to the Budget at the November 2, 2010 meeting.

RLI:cry

Atts.

# Lincolnshire

## Memorandum

To: The Mayor and Board of Trustees  
Robert L. Irvin, Village Manager

November 3, 2010

From: Jennifer M. Hughes, P.E., CFM, Director of Public Works



Subject: Options of Individuals with Respect to the Special Recreation Association of  
Central Lake County

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Attached are memorandums developed by Staff during the development of the 2009 budget. Although the numbers contained in the memorandums are somewhat outdated, the general information provided is consistent with current policies of the Special Recreation Association of Central Lake County. Staff confirmed with SRACLCL that participation levels as well as fees have been fairly consistent over the years.

If the Village terminates its membership in SRACLCL on April 30, 2012, Lincolnshire residents thereafter will be considered to be "non-residents" for the purpose of participating in SRACLCL programs. Non-residents pay an out-of-district administrative fee of \$1,870.00 per year for the privilege of participating in certain SRACLCL programs including Adult Day, Weekly Programs, Special Olympics, and Day Camp. This administrative fee is in addition to fees for the individual programs. Special Events, such as a "Sweetest Day Dance" are open to all without paying an administrative fee. However, admission to Special Events is only open to non-residents if space is available after the close of the internal registration deadline. Effective May 1, 2011, non-residents will also pay a surcharge of 25-50% (exact percentage yet to be determined) to attend Special Events if they have not paid the administrative fee.

According to the memorandum dated October 1, 2009, there were 155 Lincolnshire residents who participated in SRACLCL programs. Assuming that all these residents paid the administrative fee, the total cost would have been \$289,850 (plus the cost of the individual programs).

During that same time frame, the residents participated in 680 programs. Fees for these programs are paid for by the participant. The costs for the programs are based upon staffing needs, transportation, admission, and other needs. Programs such as dances cost \$15-\$20 while weekly aerobics classes can cost in the range of \$30-\$40. There are a selection of higher-end classes involving travel, professional shows, over-night stays, etc, which can cost over \$100. At \$25 and 680 programs, the estimated cost to participate in the programs is \$17,000.

The Village could apply to rejoin SRACLCL at a later date. The members would then vote on whether or not to extend membership to the Village agrees to abide by the bylaws of the organization. The by-laws are reviewed every five years and will be under review within the next six months. The current membership model does not include an entry fee for new members.

If you have any questions regarding this matter, please contact Staff at your convenience.

# GENERAL INFORMATION

## Inclusion

SRACLCLC understands that not every person with a special need must participate in Special Recreation. SRACLCLC staff can help with questions regarding the appropriateness of any individual's participation in local recreation programs.

**SRACLCLC Member Agencies are committed to the provision of recreational services to all residents.**

If you are interested in participating in programs provided by your local park district or recreation department, please follow their registration procedures/timelines and contact them directly to state your requests. **Always be open and honest when completing registration materials and state any special assistance that may be needed.** It is important to inform the park district or recreation department staff what your goals and expectations are for you or your child in the program. By informing the staff of your local programs as soon as possible regarding special needs, SRACLCLC staff are better able to provide the necessary assistance in a timely manner.

If you would like further information regarding SRACLCLC Inclusion procedures, contact the SRACLCLC office at (847)816-4866.

### Types of assistance that SRACLCLC can provide are:

- In-service training for recreation staff, including ideas for activity adaptations, behavior management techniques, information on disabilities, etc.
- Recruitment of additional staff, if needed.
- Consultations or observations at programs.

## Financial Aid Fund

The commitment of SRACLCLC and the member agencies is to provide all individuals considered "residents" the opportunity for participation in SRACLCLC programs. A Financial Aid Fund has been developed to assist individuals who may be experiencing financial difficulty. A separate fund has also been established for Special Olympics athletes and their involvement in required training programs. **Individuals seeking financial assistance should contact John Buckner for more information regarding the process and deferred payment options.** All personal information required for financial aid procedures is kept strictly confidential. **Financial Aid must be requested in writing each program season.**

## Deferred Payments

Deferred payments are an option only if a financial aid form is filled out and payments are completed by the end of each given season. If these conditions are not met, individuals will not be eligible to register for any programs until the balance is paid in full, and future deferred payments will not be allowed. If you have any questions regarding this policy, please call John Buckner, Director.

## Residency Information

**RESIDENT:** Individuals residing within the legal boundaries of a SRACLCLC Member Agency (Grayslake Community Park District, Mundelein Park & Recreation District, Vernon Hills Park District, Village of Hawthorn Woods, Village of Lake Zurich, Village of Libertyville, and Village of Lincolnshire) are considered "residents" of the Association and pay the in-district fee. Residents receive priority when registering for ALL PROGRAMS through the registration deadline.

**NON-RESIDENT:** Any individual whose primary residence is outside of a Member Agency's legal boundary is considered a non-resident and will be required to pay an out-of-district administrative fee to be eligible to participate in Adult Day, Weekly Programs, Special Olympics and Day Camp. Special Events do not require the administrative fee and are open to all after the registration deadline.

- A. Any individual residing within an unincorporated area outside of an established SRACLCLC Member Agency boundary is responsible for a yearly non-resident administrative fee of \$1,000.00 (see B).
- B. Funding from Ela, Fremont, Libertyville, and Vernon Townships may be available during Fiscal Year 2010/11, (May 1 through April 30). Funding from these Townships may eliminate the \$1,000.00 payment for residents of these areas. **Township payment of the \$1,000.00 fee does not grant resident status. Individuals residing within unincorporated areas only are eligible for Township Funding initiated by SRACLCLC (see C).**
- C. Any individual residing within an incorporated area (i.e. village, park district, etc.) which has the legal authority to join SRACLCLC and is outside of an established SRACLCLC Member Agency boundary is responsible for a yearly non-resident administrative fee of \$1,870.00. This fee will be adjusted yearly and is based on the highest per resident subsidy incurred by a current SRACLCLC Member Agency. **Payment of the \$1,870.00 will allow the individual full resident status for one calendar year from date of receipt.** SRACLCLC will not initiate township funding for incorporated areas. Residents of such areas should contact their local officials regarding potential assistance.
- D. You may be exempt from the non-resident fee if you own property or a business for which you pay taxes to any Member Agency. You must present your most recent tax bill or lease.

Village of

# Lincolnshire

## Memorandum

To: The Mayor and Board of Trustees  
Robert Irvin, Village Manager  
Jennifer Hughes, Director of Public Works

November 9, 2009

From: Lydia Scott, Assistant to Director of Public Works

Subject: Alternatives to the Special Recreation Association of Central Lake County

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Staff was requested to provide information as to how the Special Recreation Association of Central Lake County (SRACLC) was selected and what alternatives are available. Following are responses to those inquiries.

### 1. SRACLC

In the early 1990's, the Park Board began to look into special recreation associations. They interviewed special recreation associations in the region that were in relative proximity to the Village. Included in these SRAs were the Northern Illinois Special Recreation Association (NISRA), Northern Suburban Special Recreation Association (NSSRA) and the Special Recreation Association of Central Lake County (SRACLC). Interviews were conducted which included discussions as to member communities, service levels and fees for each of the SRAs.

After several months of discussion the Park Board recommended the SRACLC. This recommendation went on to the Village Board where it was discussed for several meetings and ultimately approved for membership in 1996/97.

2. Attached please find a listing of Special Recreation Cooperatives in Illinois. Of those organizations, staff selected the organizations that were in closest proximity to the Village. This criteria is of relative importance because activities and programs provided by the SRA will be throughout their region. Greater distances mean long drives for individuals to participate in programs and less benefit for the core members of the SRA.

Listed below each organization name are the communities who participate in the SRA and the approximate cost for the Village to become a member of that SRA.

#### Northern Illinois Special Recreation Association (NISRA)

This SRA is primarily located in McHenry County and is comprised of Barrington, Cary, Crystal Lake, Dundee Township, Elgin, Hampshire, Harvard, Huntley, Marengo, McHenry, Wauconda, and Woodstock.

The member agency fee for this SRA is based 100% on EAV. Their formula is .0165 per \$100

of EAV per member agency. The Village of Lincolnshire EAV is \$701,409,000. The Village's member agency contribution would be \$115,732 per year. Inclusion fees would be charged in addition to the member agency contribution.

### Northern Suburban Special Recreation Association (NSSRA)

#### Member Communities:

Deerfield, Glencoe, Glenview, Highland Park, Highwood, Kenilworth, Lake Bluff, Lake Forest, Northbrook, Northfield, Riverwoods\*, Wilmette, and Winnetka

The member contribution formula is 50% population and 50% EAV. The community of Lake Bluff is a member of this organization and has comparable population (6,056) and EAV (647,740,985) to the Village of Lincolnshire. In 2010, Lake Bluff will pay a member contribution of \$63,644 plus inclusion costs. In 2008, Lake Bluff's inclusion costs were \$24,500 for a total fee of \$88,144. Because NSSRA owns their own facility there is a "buy in" cost of \$24,000 in addition to the annual member fee which can be split over three years.

The estimated cost for the Village of Lincolnshire to be a member of NSSRA is approximately:

\$63,644 - annual fee

\$ 8,000 - buy in (each of three years)

\$5,000 - \$24,00 annual inclusion fees (inclusion fees depend on the number of residents who request assistance and what those needs may be. This is an unknown expense and varies from year to year)

Estimated total member contribution from the Village to NSSRA: \$76,644 - \$95,644 per year for the first three years.

\*Riverwoods is a member because of its affiliation with the Deerfield Park District. Riverwoods, because of its affiliation with Deerfield Park District, pays a portion of the fee to participate but does not provide any recreational programs of their own. Riverwoods pays \$33,097 plus any inclusion costs they incur.

### Special Recreation Services of Northern Lake County (SRSNLC)

This is a "paper" cooperative of communities that work together to share expertise and contacts. It is comprised of Round Lake, Zion, Lindenhurst and Waukegan. These communities work together to provide services to disabled individuals in their communities through inclusion and some special recreation services. This SRA would be difficult for the Village to participate in as we do not provide a wide range of programs, nor do we have any staff to coordinate programs for individuals with disabilities. Proximity would also be a problem. At this writing the SRSNLC did not know what the member contribution would be for the Village to participate. They would need to meet with the Village to see what services we could provide, to determine if they were interested in allowing the Village to participate and to determine what fees would be charged.

### Warren Special Recreation Association (WSRA)

This SRA provides service to communities who are within Warren Township and was not

interested in providing service to the Village.

Their funding comes from a \$ .04 tax with \$.01 going for ADA and \$.03 going for the SRA. They have stated they would not be interested in including the Village in their SRA due to our proximity.

Special Recreation Association of Central Lake County

This information is provided for comparison purposes.

The communities who belong to SRACLC include:

Vernon Hills, Libertyville, Grayslake, Lake Zurich, Hawthorn Woods, Mundelein and the Village. The 2009 member contribution was \$68,240 and included all inclusion fees.

The Village's member agency contribution for 2010 is \$69,424, including inclusion fees.

2009 Comparison Table

SRA	Member Contribution	Inclusion Fees	Buy In Fee	Other	Total
NISRA	\$115,732	Additional	None		\$115,732 +
NSSRA	\$63,644	Additional	\$24,000		\$71,644+
SRSNLC	Undecided	Additional	None		?
WSRA	\$.03 tax	Additional	None	Will not include Village	
SRACLC	\$68,240	Included	None		\$68,240

V:

Village of

# Lincolnshire

## Memorandum

To: The Mayor and Board of Trustees  
Robert L. Irvin, Village Manager

October 1, 2009

From: Lydia Scott, Asst. to Director of Public Works

Subject: Membership in the Special Recreation Association of Central Lake County

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The Mayor and Board of Trustees have requested that staff put together a report on participation levels with SRACLCLC by members of the community for the past year.

Following is some information regarding the Village's membership:

1. The membership fee for 2008/09 was \$68,240  
The membership fee for 2009/10 is \$69,424

The membership fee is based on a formula that is weighted based on the Equalized Assessed Valuation and our population. The formula actually works in our favor because our population is low compared to the other communities who are members. For instance, the following members paid the following membership fees in 2009:

Grayslake	\$ 85,121
Hawthorn Woods	\$ 50,481
Lake Zurich	\$ 98,732
Libertyville	\$134,219
Lincolnshire	\$ 69,424
Mundelein	\$129,973
Vernon Hills	\$136,455

2. There were 155 Lincolnshire residents who participated in SRACLCLC programs in the past year. Of these 155 people, 9 participants were from individual households, the remaining individuals are from the Wealshire or Riverside Foundation.
3. How many programs did Lincolnshire residents participate in? 680 programs
4. One of the services that SRACLCLC provides to the Village is the opportunity for individuals with disabilities to participate in our programs. SRACLCLC will provide the necessary inclusion assistance to facilitate this participation at no cost to the Village. The Village incurred \$1,203.72 in fees for inclusion services in 2008/09. Previous inclusion costs have fluctuated based on the interest of residents in participating in Village sponsored programs. Fees for inclusion have been as high as \$6,000 for a single year. A cost that is not included in this fee is the time and knowledge it takes to find someone who is able to provide assistance to an individual with a disability. This service is a tremendous help to the Village because there are such a wide range of disabilities. The

American's with Disabilities act requires that the Village provide "reasonable" accommodation to an individual with a disability to participate in our programs. This could be sign language, physical assistance, behavioral accommodation, etc. Without this service, Village staff would be required to find individuals who could provide a specific accommodation for the program participant. Currently, SRACLC will do that at no charge.

Obviously, the more programs the Village offers the more inclusion services are requested.

5. If the Village was not a member of SRACLC what would it cost an individual to participate in an SRACLC program?

There would be an annual fee per person. This fee is based on the highest cost of an individual resident of a member community to participate in SRACLC. Last year this fee was \$1,969 per person. It will be a little higher in 2009/10.

Following is a table of the member communities, their fees for 2008/09, the number of participants from each community and their subsidy:

<b>Member Agency</b>	<b>2008/09 Contribution</b>	<b>Unduplicated Participants</b>	<b>Subsidy</b>
Grayslake	\$80,708	53	\$1,523
Hawthorn Woods	\$47,248	24	\$1,969
Lake Zurich	\$93,794	64	\$1,466
Libertyville	\$130,918	133	\$ 984
Lincolnshire	\$68,240	155	\$ 440
Mundelein	\$125,845	107	\$1,176
Vernon Hills	\$133,831	74	\$1,809

6. When could the Village withdraw from SRACLC?

The agreement with SRACLC states that a member community will notify, in writing, the SRACLC Board of their decision to withdraw by April 1<sup>st</sup>. This notification would indicate that the membership would be terminated the following year, i.e. If the Village notified SRACLC on April 1, 2010 that they were not interested in continuing to participate in SRACLC, the Village membership would terminate on April 1<sup>st</sup> of 2011.

The agreement was set up this way to provide for budgeting of the SRACLC. With only seven or eight members the withdrawal of even one community is a significant impact on the cooperative. It will require termination of staff and reduction in programs. This requires lead time.

7. Are there any other benefits to membership?

The Village has access to SRACLC equipment, including vehicles. The Village, a couple of times per year, borrows the SRACLC vans or buses to drive participants or board members to a variety of events or locations. The only expense involved in this use is fuel.

The Park Board discussed continued membership in SRACLCLC at their July meeting. Attached is a summary of their recommendation that the Village continue to participate in this program.

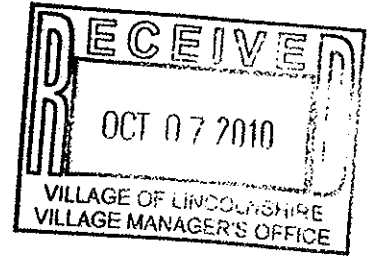
Staff is requesting direction from the Village Board regarding continued membership in SRACLCLC, for 2011.

LAW OFFICES OF  
**RICHARD J. PUCHALSKI**



Richard J. Puchalski  
Laura J. Goodloc

Suite 751  
111 West Washington Street  
Chicago, Illinois 60602  
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(312) 726-4522 (Fax)  
PuchalskiLaw@aol.com



October 4, 2010

Mr. Robert Irvin  
Village Manager  
Village of Lincolnshire  
1 Old Half Day Road  
Lincolnshire, IL 60069

**CERTIFIED MAIL RETURN RECEIPT**  
**No. 7006 0810 0002 5997 7940**

Re: Senior Citizen Tax Relief

Mr. Irwin:

As legal counsel for the Lincolnshire Police Pension Fund, we have been instructed to contact your office regarding the Village's attempt to secure pension fund monies for Senior Citizen Tax Relief. The Pension Board cannot, under the Illinois Pension Code, divert its funds in order to provide tax relief to the residents of Lincolnshire.

Under 40 ILCS 5/3-132, only the Pension Board has the sole and exclusive power to manage the pension fund and disburse pension fund assets. Pension board trustees are, by law, fiduciaries under 40 ILCS 5/1-109 and must act solely in the interests of the pension fund's participants and beneficiaries, not village residents.

While providing tax relief to Village residents is well intended, the Village cannot use Pension Fund assets to achieve this purpose. Village residents, through the payment of their property taxes, are required by law to partially pay for the police protection they receive.

October 4, 2010  
Mr. Robert Irvin  
Village of Lincolnshire  
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Moreover, under the Pension Code, 40 ILCS 5/3-150, municipalities, including home rule units, have no power to alter or amend the provisions of the Pension Code.

Please refrain from contacting the Pension Board's accounting firm concerning this matter. All future contacts concerning this matter should be made to this law firm.

Sincerely,


A handwritten signature in black ink, appearing to read 'Laura J. Goodloe', with a large, stylized flourish extending to the right.

Laura J. Goodloe

cc: Lincolnshire Police Pension Board  
Lauterbach & Amen

**To:** Mayor and Board of Trustees  
Robert L. Irvin, Village Manager

**Date:** November 10, 2010

**From:** Jennifer Hughes, Director of Public Works  
Lydia Scott, Environmental Services Supervisor 

**Subject:** Residential Tree Contract for EAB Removals

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Staff has contacted several tree companies to get their input and recommendations on how to provide assistance to residents for the coming problems with Emerald Ash Borer. To date we have heard from only one of those companies. Following are our comments.

Trees needing to be removed on public property are identified by Village staff which is trained to identify problem trees. A contractor is then selected to conduct the removals based on the skill set required to address the problems. For instance, for a simple removal, the Village will utilize one company who can do the work for a lesser fee. For a complicated removal, the Village will utilize another company who can work in sensitive areas which may cost a little more in the short term but ultimately will not cost as much due to collateral damage. In most cases, removals occurring in the right-of-way can be reached from the street and do not require special precautions to protect structures.

Residential properties are typically more complicated than public properties. Residential customers usually do not have that skill set to identify the source of the problem with the tree. Therefore, they must rely on contractors and Village staff to assess the tree. Trees on residential property are usually in close proximity to structures, such as homes and patios. There is usually extensive landscaping. There may also be access issues to the back of a property that public property does not typically require.

In developing a professional service contract that could meet the needs of both the Village and the residents, we would need to establish a more complicated contract that accounts for the variation in scope of work. The contractor that we spoke with would be reluctant to bid on such a contract because the complexities would either create a significant risk to him on a fixed-cost based contract or it would cause him to raise his prices to minimize the risk. Raising costs would be problematic to both the Village and residents and defeat the purpose of including residential removals in the Village's contract.

As a matter of practice, Village Staff does not "recommend" a particular contractor for a project as there may be liability issues for the Village if something goes wrong. However, for many activities, the Village provides lists of qualified contractors as a service to our residents with the understanding that the Village is not recommending one company over another. The Village currently provides such a list for tree companies.

During the Board's discussion of this matter, a Trustee suggested that the program would be set up similar to that of the process utilized during the annual street resurfacing project in that the

resident could utilize the contractor doing the work to complete work on private property. Here is how this process works. During the preconstruction meeting, the Village asks whether the contractor would be willing to conduct private work within the limit of the project. If a resident then asks staff about doing the work, we will tell the resident to speak with the contractor to negotiate the details. The contractor and resident then work out a deal to complete the project. In general, the only contractor who has been willing to do such work is the concrete contractor who will replace curbs or driveways. The paving companies have never agreed to install private bituminous driveways. The work is separated from the Village's work and is not paid for by the Village. In many cases, the contractor has agreed to extend the Village's price to the resident, but the Village does not get involved in the negotiations.

Staff does not recommend including tree removal from private property in the Village's contract. However, Staff proposes to inform residents that the tree removal contractor is "in your neighborhood" when we will be removing trees in a specific area (we would not do this task if the tree removal is isolated to one or two trees). If the Village's contractor is willing to take on additional work, we would provide contact information for the contractor to the residents so that the resident can contact the contractor directly. The statement would also include a disclaimer that the Village is providing this information as a service only and does not endorse any specific contractor. We would also include the suggestion that residents contact their neighbors to see if they can combine work to get a better price.

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# Lincolnshire

# Memorandum

To: Robert L. Irvin, Village Manager

Date: November 11, 2010

From: Cheryl R. Yost, Executive Secretary *Cheryl*

Subject: CANON COPIER MAINTENANCE

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As requested I contacted the following sources concerning maintenance cost for the Village's Canon R8500 - black and white copier - and Canon IRC 2880 - color copier:

- Frykman Tech and Glenview Office Equipment do not service Canon copiers.
- Advantage Business Equipment:

Charges \$70. for the first ½ hour of service, then \$70. for each hour after. There is no driving service.

There is a \$.01 charge per copy for black and white copies, excluding toner, paper and staples; and a \$.10 to \$.15 charge per color copy.

I spoke with John who told me both of our copiers would need to be evaluated for maintenance control and this would cost \$70. per machine. The evaluation he thinks would take about an hour. I did not make an appointment for this service.

- North Shore Copier:

The Service Manager came to the Village Hall this morning and checked out our two copiers. He said he would send me a maintenance proposal this afternoon and that usually the company charges \$.01 per black and white copy and \$.07 per color copy.

- I also called Gordon Flesch and was transferred to our sales representative who has not yet returned my call. I explained that I needed information by today.

Currently our contracts are with Canon Business Solutions. Our Annual Maintenance Agreement for the black and white copier is for 50,000 copies per month, at a cost of \$.074 charge per copy. We are billed quarterly. We are also billed quarterly for the color copier at \$.088 per color copy and \$.0132 per black and white copy.

Carol stated that she contacted ten sources requesting what copiers and maintenance contracts they had. Four responded. Three had Canon copiers and Canon maintenance contracts. The remaining person did not have a Canon, was having much difficulty with their current copier and didn't want to discuss copiers or contracts.

Cry

## FY 2011 Budget Changes

Acct. #	Account	Description	Original	Adjusted	Reason
<b>General Fund</b>					
01-01-6390	Business Expense	Condolence Flowers	\$ 4,200	\$ 4,800	\$600 added back to budget
01-21-6190	Outside Services	Leaf Disposal	\$ 209,100	\$ 204,100	Over estimated by \$5,000
01-24-6190	Outside Services	Corridor Maintenance	\$ 112,500	\$ 142,500	Continue same program as 2010
01-26-6470	Gen Fund Transfer	Water & Sewer Transfer	\$ 250,000	\$ 230,000	Reduction to balance changes above
<b>Water and Sewer Improvement Fund</b>					
07-01-4540	Transfer from Gen Fund	Transfer from Gen Fund	\$ 250,000	\$ 230,000	Matches the transfer above