

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
MEETING HELD VIA GOTO MEETING AND
AVAILABLE LIVE AT WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/
JANUARY 5, 2021**

Call to Order

President Bass called the Regular Meeting of the Lincolnwood Board of Trustees to order at 8:07 P.M. Tuesday, January 5, 2021, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Pledge to the Flag

The Corporate Authorities and all persons in attendance stood and recited the Pledge of Allegiance.

Roll Call

On roll call the following were:

Present: President Bass, Trustees Nickell and Patel

The following Trustees were present via Go to Meeting: Trustees Halevi, Klatzco, Sargon, Cope
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; Nadim Badran, Public Works Director; Jay Parrott, Police Chief; Doug Hammel, Development Manager; Steve Elrod, Village Attorney; Schenita Stewart, Deputy Police Chief; Mike Hansen, Fire Chief.

President Bass requested that all roll call votes at this meeting be started with Trustee Klatzco and end with Trustee Halevi, and be called in the order in which the trustees sit on the dais.

Approval of Minutes

The minutes of December 1, 2020 Village Board meeting were presented at the Village Board meeting for Village Board approval.

Trustee Nickell made a motion to Table the Minutes. Seconded by Trustee Patel.
Clerk Herman called the roll.

Upon roll call the results were:

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

Nays: None

The motion passed

Warrant Approval

Trustee Klatzco presented the warrants in the amount of \$618,796.61 and moved to approve the warrants, seconded by Trustee Sargon.

Upon roll call the results were:

AYES: Trustee Klatzco, Sargon, Nickell, Patel, Cope, Halevi

NAYS: None

The motion passed

President's Report

1. Recognition of Retiring Deputy Police Chief Schenita Stewart

This item was presented by Police Chief Parrott.

Chief Parrott thanked the Mayor and Village Board to recognize Deputy Chief Stewart. Chief Parrott stated that it is a sad moment but a proud moment and while this is a retirement this is a new step in her career. Chief Parrott stated that Schenita is looking at her next step where she will be the next Deputy Chief and eventually the next Chief.

Chief Parrott stated that Schenita started her career in 1999 and rose through the ranks as an Officer, Detective, Sergeant, Lieutenant, and Deputy Chief. She worked for a long time as a Detective with the NORTAF task force in which she spent 10 years. Chief Parrott said that he had no doubt that Deputy Chief Stewart will be very successful. Chief Parrott stated he considers Deputy Chief Stewart as a colleague and friend.

Mayor Bass stated that it has been a true pleasure having Deputy Chief Stewart here with the Village and be able to use that knowledge to help the East Dundee Police Department. Mayor Bass continued that he was extremely proud of her and like to see people elevate and grow to their highest potential. Mayor Bass asked for feedback from Trustees.

Trustee Halevi thanked Deputy Chief for her service and let her know that she would have a lot of fans cheering for her in Lincolnwood.

Trustee Cope stated that he wanted to extend his congratulations to Schenita on the opportunity. Trustee Cope stated that one of the most important things for the community is to provide for the safety of residents and said that Schenita has been a great asset and in preserving the safety of the residents and that he cannot think of a higher calling than preserving the safety of the community.

Trustee Patel stated that the Village will be missing her and wished her all of the best and the best of luck to her and her family.

Trustee Nickell stated that Schenita held a new record as she received many calls from neighbors about her leaving. Trustee Nickell continued that Schenita's kindness, warmth and openness would always be appreciated and not the same without you. Trustee Nickell added that Schenita continues to do what she loves and that the Village is happy for you.

Trustee Sargon stated that she had the chance to speak with Deputy Chief personally but wanted to add that the Village was sad to see her go and asked to share a note from her father who holds her in special regard and that she will be terribly missed.

Trustee Klatzco said that he remembered when she started and that he knows how happy her family will be when she gets to be the Chief.

Deputy Chief Stewart said that it has been a family and through the last 21 years. Deputy Chief Stewart thanked the Mayor for his efforts to help the Police Department to the benefit of past, current

and future employees. Deputy Chief Stewart thanked Anne Marie and the Chief for their support. Deputy Chief Stewart said thanks for the support of family and her mother over the last 21 years.

2. Happy new Year

I would like to take a moment to wish our Board, staff and residents a Very Happy New Year. We hope that 2021 will treat us all much better than 2020.

3. COVID 19 Update

There have been 18,886 residents tested for the virus with 1,794 residents with confirmed cases, 43 residents that have lost their lives to the virus since the virus began.

The Village of Lincolnwood is responding to the COVID-19 pandemic and adapting to best meet the needs of our residents during this difficult time. Here are a few key points that residents should keep in mind.

Residents can look to the Village's website and social media pages for updates on local facility closures, service updates, and how to help neighbors during this unprecedented time. Staff will continue to update these pages as new information becomes available. Our Coronavirus web-page can be found at www.lincolnwoodil.org/our-community/coronavirus/.

As per the Governor's guidelines, The Village requires all persons over the age of two to wear face coverings, which cover their nose and mouth and are made of cloth or other material that is reasonably designed and made to inhibit, filter, or restrict the breath, sneeze, cough, or other exhaling from one's nose and mouth.

Continue washing your hands often and wipe down surfaces often to prevent the spreading of the virus.

Social distancing is a public health practice that aims to prevent sick people from coming in close contact with healthy people in order to reduce the spread of the disease. It is recommended that individuals maintain at least a six-foot distance between themselves and others and practice self-isolation if they show symptoms of being ill.

There are multiple groceries in our area that offer delivery including Walmart Grocery in Lincolnwood. Delivery services can be accessed on their web-pages. If you or someone you know are in need of food assistance, the Niles Township food pantry is available at (847) 983-0073. If you need additional assistance or have questions call the Village at (847) 673-1540.

If you have neighbors who are elderly, home-bound, or that may need assistance, giving them a phone call during this challenging time can go a long way. A neighbor may need food, medicine, supplies, or might appreciate just having someone to talk to on the phone.

Please see the updated guidance on Essential Businesses and Operations FAQ at <https://www2.illinois.gov/dceo/Documents/Essential%20Business%20FAQ.pdf> which includes a summary of the May 2020 stay at home order along with guidance for a range of business types.

I would like to also take this opportunity to remind residents of the supplemental order mandating masks, with ability to reasonably support enforcement.

I would also like to take this moment to remind residents to support Lincolnwood businesses by shopping local.

Consent Agenda

If anyone wishes to speak to any matter on the Consent Agenda, a Speaker's Request Form must be completed, presented to the Village Clerk, and the matter will be removed from the Consent Agenda and added to Regular Business.

- 1. Approval of a Resolution Adopting the Updated Emergency Operations Plan**
- 2. Approval of a Resolution Approving an Intergovernmental Agreement with Cook County for Grant Funding for the Engineering of Bicycle Improvements Along Pratt Avenue**
- 3. Approval of an Ordinance Amending Section 6-2-2 and Section 6-2-4 of the Municipal Code of Lincolnwood regarding Right of Way Standards**

Trustee Patel moved to approve the Consent Agenda, seconded by Trustee Nickell.

Upon Roll Call the results were:

AYES: Trustee Klatzco, Sargon, Nickell, Patel, Cope, Halevi

NAYS: None

The motion passed

Regular Business

- 4. Consideration of a Resolution Authorizing an Agreement with FGM Architects of Oak Brook, Illinois for Design, Construction Document Services, and Bidding Services Related to the Police Firearm's Range Renovation Project in the Amount Not to Exceed \$47,080**

This item was presented by Jay Parrott, Police Chief, using PowerPoint, also present was representative from Ray Lee FGM Architect.

Chief Parrott provided background on the project:

- Concerns of Ventilation in December 2018
- Does Not Support Tactical Training –Best Practice
- Testing Fails OSHA Standard in March 2019
- Range Taken Out of Service
- Range Renovation Approved as Part of the Capital Improvement Projects (CIP)
- Budgeted in Two Phases FY20-21 & FY21-22
- Request for Qualifications

Chief Parrott continued with a description of the RFQ process:

- Village Board Consensus to Issue RFQ at August 18, 2020 Committee of the Whole
- RFQ Issued by Village on August 24, 2020
- Six firms submitted proposals that were opened publically on September 24, 2020 in the Council Chambers
- Discussion of proposals with staff from Public Works, Police and the Village Manager's Office
- Two finalists selected for an interview and presentation
- October 29, 2020 Cordogan Clark Architecture of Aurora, IL and FGM Architects of Oak Brook, IL presented qualifications and interviewed
- Staff recommends FGM Architects as the best qualified for the project

Proposal from FGM Architects:

- Site visit on November 12, 2020 by FGM Architects
- Scope of service proposal from FGM Architects received December 1, 2020 and refined after meeting with Village staff
- Costs included for design, construction document and bidding services in the amount not to exceed \$47,080
- Initially budgeted at \$30,000
- Excess costs of \$17,080 may be absorbed in the overall Police budget savings from FY20-21 based on feedback from Finance Director Merkel
- Construction of project in FY21-22

Chief Parrott stated that the goal of the project is to come under Budget.

Trustee Halevi asked how long the project will take to complete, once approved.

Chief Parrott stated that the overall construction should be completed by the end of Fiscal Year 22.

Trustee Cope asked what Police Officers are doing now for training.

Chief Parrott stated that Skokie is allowing the Village to use their range but the time available is limited and there is a cost so the Village is limited on training options and this range will allow the Village to more regularly train.

Trustee Cope asked what the anticipated cost will be for the work.

Chief Parrott stated that the Village is Budgeting \$450,000 for the project and the Village is hopeful to reduce costs but there is a water leakage issue that may increase the costs.

Trustee Cope stated that he noted that the construction started with the cost of ventilation or is a more extensive issue?

Chief Parrott stated that the ventilation system does not support dynamic training and the model for how training is conducted requires changes to the ventilation system and help preserve officer safety. Chief Parrott added that baffles will be added to assist with sound and shells that are discharged from an Officer who is firing a weapon.

Trustee Patel said that the total project cost was initially \$430,000 and design was initially \$57,000 for the cost and asked if the phasing is now different in the final budget.

Chief Parrott stated that due to COVID the Village is changing the breakup for the costs to only address the initial design costs this year and then the construction costs for the next Fiscal Year. Chief Parrott added that the costs did change and there are still unknowns due to the seepage.

Trustee Patel asked if there would be a possibility for residents to use the firing range.

Chief Parrott indicated that there may be a concern from a liability perspective and if someone else, like another Police Agency, use the range it may be a concern.

Mr. Elrod confirmed that he recommends agencies enter a liability agreement.

Ms. Gaura stated that in her experience usage of such facilities is restricted to other Police Departments.

Trustee Nickell stated that this project is long overdue and hopefully the Village can recoup some costs from charging other agencies. Trustee Nickell continued that the seepage issue is a pre-existing issue that should be addressed as part of the capital improvement projects.

Trustee Sargon stated that she did not have any questions but wanted to have staff look to see if there were any grants available for this project.

Chief Parrott stated that they would continue to look at the grant options.

Trustee Klatzco stated that firearms training was one of the most important things that Police Departments can do. He spoke of the value of our police.

Trustee Klatzco made a motion to approve the Resolution, Trustee Patel seconded.

Upon Roll Call the results were:

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

NAYS: None The motion passed

5. Consideration of a Resolution Authorizing the Village Manager to Enter into an Agreement with GovHR USA, LLC for Recruitment Services

This item was presented by Chuck Meyer, Assistant Village Manager.

Mr. Meyer provided a summary regarding the provision of services through GovHR to provide recruitment services to the Village for the position of Finance Director for a "Virtual Recruitment" process at a cost of \$7,500.

Trustee Halevi asked what the timeframe would be for replacing the Finance Director.

Mr. Meyer stated that the Village is seeking to find a replacement as soon as possible but that it will likely be a month or two before a replacement is selected and in place.

Trustee Cope said that he was in favor of the proposal.

Trustee Patel stated that he was in support of this agreement.

Trustee Nickell asked if GovHR has a national network and if the Village would be paying for people to travel in for interviews if they are out of state.

Ms. Gaura added that GovHR does have a national network for candidates and if the Village in previous processes has interviewed candidates from out of state using video conferencing software and if a candidate from out of state progresses to the stage of an in-person interview then the Village would need to look at possibly providing reimbursement for some travel expenses for candidates, but that would only be after a candidate has progressed through the virtual interview process.

Trustee Nickell asked where the position would be advertised.

Ms. Gaura stated that the position would likely be posted on ILGFOA and ILCMA and other websites designated by GovHR.

Trustee Nickell asked what the recruitment process would look like for the position.

Ms. Gaura stated that based on the previous recruitment steps undertaken for vacant Department Directors there would be a series of virtual interviews with the candidates. Traditionally there would be a first round interview with the Village Manager and Assistant Village Manager, followed by a second round with two interview panels consisting of the Department Directors and Village Manager, and a final panel with the Mayor and Village Manager with the finalists.

Trustee Nickell asked how staffing will be addressed for the Finance Department.

Ms. Gaura stated that there is a multi-prong approach in providing coverage for the Finance Department. Ms. Gaura continued that Mr. Meyer will be handling daily operations for the Department; Bob Merkel will be providing support for TIF Notes and the Budget on a part-time basis; and the Village is interviewing possible candidates for interim support from GovTemps and it is anticipated that something will be on the Village Board's next agenda.

Trustee Nickell asked about how many hours Bob Merkel can work in a part-time capacity?

Ms. Gaura stated that Mr. Merkel can work no more than 1,000 hours in a year, but he will not be close to that threshold.

Trustee Sargon asked if GovHR was being utilized to fill any of the positions in Public Works.

Ms. Gaura stated that GovHR is assisting for a contractual Assistant to the Public Works Director but is not involved in the recruiting process.

Trustee Klatzco asked if the \$7,500 fee was for a time certain or how it was assessed.

Ms. Gaura stated that the \$7,500 was a flat fee assessed by GovHR.

Trustee Klatzco stated that he was very much in support of hiring a new Finance Director.

Trustee Klatzco made a motion to approve the Resolution, Trustee Patel seconded the motion.

Upon Roll Call the results were:

AYES: Trustee Klatzco, Sargon, Nickell, Patel, Cope, Halevi

NAYS: None

The motion passed.

6. Consideration of an Extension of the Emergency Declaration Entered by Mayor Bass on March 18, 2020

This item was presented by the Village Attorney, Steve Elrod.

Mr. Elrod stated that the item is on the agenda for consideration and can be extended to end of the next regular Board Meeting on January 19, 2021.

Trustee Sargon made a motion to extend the Emergency Declaration to the adjournment of the next regular meeting of the Village Board, Trustee Halevi seconded the motion.

Upon Roll Call the results were:

AYES: Trustee Klatzco, Sargon, Nickell, Patel, Cope, Halevi

NAYS: None The motion passed.

Manager's Report

Ms. Gaura stated she was pleased to report that the American Public Works Association Suburban Branch has selected the Village's Transmission Main Project as its Public Works Project of the Year Award Winner. The project was nominated under the Environmental Category of projects ranging from \$5 to \$25 million. The Village will be recognized for this award on January 27th. Staff is working on making a small video in conjunction with Christopher Burke Engineering highlighting the project which will then be submitted to the APWA. By winning this award the Village will be entered into the competition to win the APWA Chicago Metro Chapter award, and if that award is won, we would be entered into the national competition. This award was a great way to cap off a very successful and beneficial project to the Village.

Board and Commissions Report

Trustee Sargon noted that there will be a Parks and Recreation Board next week. Trustee Sargon added that Orthodox Christmas will be celebrated this Thursday. Trustee Sargon requested that residents continue to wear their masks.

Trustee Halevi stated that she has noticed that there has been an increase in the number of Christmas Trees being put outdoors.

Trustee Klatzco stated that the Village had lost 44 people in Lincolnwood and the positivity rate in Lincolnwood is at 15%.

Trustee Cope stated that he wanted to express his warmest wishes for the celebration of the Orthodox Christmas on January 7th.

Trustee Nickell asked if Mr. Meyer could provide a summary of the upcoming meeting for the Telecommunications Advisory Commission.

Mr. Meyer stated that the next meeting of the Telecommunication Advisory Commission would be held on January 12 at 6:00 pm in the Community Center and would discuss regulations related to small wireless facilities and the Comcast Agreement.

Trustees Reports

None

Clerk's Report

None

Public Forum

Mr. Meyer read emails received as part of the Public Forum the full text of the emails are attached to these minutes:

Minutes of th

Mayor Bass requested that staff provide a summary of the efforts undertaken by the Village in regards to the vaccine.

Mr. Meyer stated that Village staff have been in contact with Cook County and local medical agencies to coordinate vaccine distribution to the community. Mr. Meyer continued that the Village has been providing updates regarding the vaccine's distribution and most recently updated the Village's website to reflect Cook County's distribution plan for the vaccine.

Ms. Gaura added that she was on a call with officials from Cook County where Fire Departments have offered to assist with the distribution plan for the vaccines, but guidance from Cook County at this time has been to provide the vaccine through health departments and care providers.

Adjournment

At 9:27 P.M. Trustee Patel moved to adjourn the Village Board meeting to Closed Session for the purpose of discussing and Closed Session Minutes Per Section 2(c)(21) and Employment Matters Per Section 2(c)(1), seconded by Trustee Klatzco.

Upon Roll Call the results were:

AYES: Trustee Klatzco, Sargon, Nickell, Patel, Cope, Halevi

NAYS: None

The motion passes

Reconvention

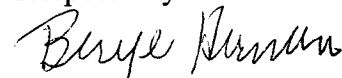
At 9:58 P.M. President Bass reconvened the Regular Meeting.

Adjournment

At 9:58 P.M. Trustee Cope moved to adjourn the Village Board meeting, seconded by Trustee Sargon.

The motion passed by Voice Vote.

Respectfully submitted



Beryl Herman
Village Clerk

(Attachment: Public Comments)

My name is Caren Ex.

I have been a resident for 50+ years. I represent Lincolnwood Together. We believe a healthy democracy thrives when residents are informed, engaged and unified. We are dedicated to fostering this in our community. Like the League of Women Voters, we welcome people of all viewpoints. We seek to inform people about civic matters and promote civic engagement, regardless of position. We have hosted Fireside Chats with several of our elected officials, including our US Congresswoman and State Representatives. We invited a speaker to explain all sides of the recent tax referendum. We hosted Chief Parrott's presentations on Gun Safety and Community-Police Relations. We plan to continue informing residents about the functions of local government.

We have asked the Village Board to work with us to create a motto for Lincolnwood that declares our commitment to peace, harmony, diversity and respect for all and which informs how residents and government interact. We recognize that there will be disagreements so we also ask the Village to invest in fostering unity by creating a vehicle for conflict resolution, mediation and peaceful neighbor relations. We hope you share these goals and we offer our assistance in achieving them.

From resident Laurie Mucha:

I've seen that Cook County now has a form that can be filled out by residents of the county to sign up for the Covid19 vaccination. Has the Village of Lincolnwood established a liaison person with the county so that we can be assured of receiving vaccinations in a timely fashion? Additionally, has there been any conversation about having a vaccination site established in Lincolnwood? There are many other questions I have but am limiting myself to the above two. I think it is very important that we are in constant communication with the appropriate persons to ensure that we don't get lost in the shuffle of a large county. If you have already implemented the needed steps, I'm sure many of the residents would be interested in updates, understanding that there are many hurdles and there may not be immediate vaccinations. Given the messiness of this process, even knowing that you are in communication with all the appropriate individuals will be better than no information at all. Thank you.