

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
May 14, 2018**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:00 p.m. in the Lake Bluff Village Hall Board Room, and Village Clerk Joy Markee called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman
Mark Dewart
Paul Lemieux
William Meyer
Aaron Towle

Absent: Eric Grenier, Village Trustee

Also Present: Joy Markee, Village Clerk
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Bettina O'Connell, Finance Director
David Belmonte, Police Chief
David Graf, Fire Chief
Jeff Hansen, Village Engineer
Mike Croak, Building Codes Supervisor
Glen Cole, Assistant to the Village Administrator (A to VA)

2. PLEDGE OF ALLEGIANCE

President O'Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES OF THE APRIL 23, 2018 VILLAGE BOARD MEETING

Trustee Lemieux moved to approve the April 23, 2018 Board of Trustees Regular Meeting Minutes as presented. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

4. NON-AGENDA ITEMS AND VISITORS

President O’Hara stated the Village President and Board of Trustees allocate fifteen minutes for those individuals who would like the opportunity to address the Village Board on any matter not listed on the agenda. Each person addressing the Village Board of Trustees is asked to limit their comments to a maximum of five (5) minutes.

There were no requests to address the Board.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Meyer moved to take Agenda Items #12 and #15 then return to the regular order of the meeting. Trustee Towle seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #12 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR WESTMORELAND OBSTETRICS & GYNECOLOGIC ASSOCIATES AT 917 SHERWOOD DRIVE

President O’Hara reported Westmoreland Obstetrics & Gynecologic Associates recently opened a new office at 917 Sherwood Drive. They are requesting approval of a wall sign on the front façade of the building. The building currently has a wall sign for Lake Forest Pediatric Associates, and there is a multi-tenant monument sign next to the driveway. She further reported in the L-1 zoning district, the sign code allows one wall sign per building, so an exemption is required. The Architectural Board of Review (ABR) considered the proposed sign at their May 1 meeting and voted 4-0 to recommend that the Village Board approve the sign exemption. In preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified of the meeting date and a resolution has been prepared transmitting the ABR’s recommendation.

As there were no questions from the Board, Trustee Dewart moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Dewart, Lemieux, Meyer and Towle
Nays: (0)
Absent: (1) Grenier

7. ITEM #15 – AN ORDINANCE APPROVING A FINAL PLAT OF SUBDIVISION AND VARIATIONS FROM THE ZONING REGULATIONS FOR 501 AND 517 EAST CENTER AVENUE

President O’Hara reported on March 27, 2018, the Village of Lake Bluff received a proposed plat of subdivision and zoning variation application from the Applicant. As described in the attached Plat of Subdivision, the Applicant proposes to replat four existing buildable lots into three. The lots proposed all front Center Avenue and, from west to east, are:

The existing structure at 501 E. Center will be within Lot 1 with a proposed area of 12,338 square feet. (99.5’ wide)	Lot 2 is vacant and is proposed to have an area of 10,540 square feet. (85’ wide)	The existing structure at 517 E. Center will be within Lot 3 with a proposed area of 15,562 square feet. (125.5’ wide)
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President O'Hara stated that Staff understands that the Applicant's intent is to reduce the level of development possible between 501 and 517 E. Center Avenue by eliminating one buildable lot, as well as to increase the lot size of both lots with existing structures..

She stated three variations are required to complete the subdivision; two are required to cure existing non-conformities, and one is necessitated as a result of the subdivision. These variations, all for Lot 1 of the subdivision, are:

- Corner Lot Side Yard Setback – created by the enlarged width of Lot 1 by subdividing
- Rear Yard Setback – Existing non-conformity due to a garage attached via breezeway
- Floor Area Ratio – Existing non-conformity due to a garage attached via breezeway

President O'Hara reported at its April 18 meeting, the Joint Plan Commission and Zoning Board of Appeals (PCBZA) voted to recommend approval of the plat contingent upon an easement for overland stormwater drainage located generally in the vicinity of Lot 2 and Lot 3 as requested by the Village Engineer. The Applicant desires to identify a buyer for Lot 2 prior to determining the final location of the easement. Staff recommends allowing the buyer to record the easement at a later date as a condition of approval, as provided in the Ordinance. She further reported the Applicant has requested the Board waive first reading due to the cancellation of the Board's second meeting in May. Absent a waiver, second reading approval could not occur until June 11, 2018.

Village Administrator Drew Irvin noted the ordinance was revised to reflect the Petitioner's desired lot configurations and a stormwater easement, granted to the Village, which will straddle the property line between Lots 2 and 3. Also, he said that the Petitioner has expressed comfort with the language in the stormwater easement describing how the easement will be used.

President O'Hara stated she believes most people will accept the proposed plat because it reduces the density on Center Avenue.

Village Administrator Irvin stated the final plat, when submitted, will be written to reflect that the final engineering revisions necessary to satisfy recording standards prior to recording with the County.

Brad Andersen said he recently read the final stormwater easement and he is fine with the language. Mr. Andersen expressed his understanding that the stormwater easement will be placed arbitrarily 5 ft. on each side of the lot line between Lots 2 and 3. Although, there are no immediate plans for development. It is his understanding that if a structure is proposed for Lot 2 the stormwater easement can be relocated. Village Administrator Irvin said the goal was to allow the Applicant flexibility regarding the location of the stormwater easement, but the Applicant did not favor the proposed restrictive covenant and elected to establish the easement and go through the Village Advisory Board process should he wish to alter the location of the easement in the future.

In response to a comment from Trustee Ankenman, Village Administrator Irvin confirmed that the relocation of the stormwater easement will require the same process to amend the plat of subdivision.

Mr. Andersen said he is not seeking a guarantee that the easement can be relocated but, if a more logical place is identified, he would like to understand the process needed to relocate the stormwater easement.

Trustee Dewart said he would prefer to think of this as an opportunity for the Applicant to design around future requirements to optimize stormwater issues at that time.

As there were no further questions from the Board, Trustee Lemieux moved to approve first reading of the ordinance. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Dewart, Lemieux, Meyer, Towle and Ankenman
Nays: (0)
Absent: (1) Grenier

President O'Hara inquired of the request to waive second reading. Mr. Andersen said the property owners of 501 East Center Avenue desire to purchase the 20 ft. parcel that will be added from Lot 2 to Lot 1, and move forward with their plans to landscape the property. The owners would like to complete the closing as soon as possible but if second reading is not waived, the ordinance will not be approved until the June 11th meeting of the Village Board.

Trustee Lemieux stated he generally does not like to waive second reading because it reduces the ability for the public to comment on proposed Village action. Mr. Andersen stated the proposed subdivision has been on the PCZBA agenda since January 2018 and neighbors have not expressed any concerns.

Trustee Meyer stated he has often favored waiving second reading but it was usually in a situation dealing with a commercial enterprise or the opening of a new business. He said he would be satisfied with this situation and asked if the Village has received affirmation from residents located within a reasonable distance of the proposed subdivision. Village Administrator Irvin said he has not received an active affirmation or lack of opposition regarding the proposed subdivision. There was an email objecting to the proposed subdivision included in the PCZBA packet but there was no testimony, for or against, the subdivision given during the public hearing.

Mr. Andersen said he does not think the individual that objected understood the intent of the variations. He commented on how the closing process could be impacted if second reading was not waived and asked that the process be allowed to move forward.

Trustee Dewart said he is not sure if he would separate commercial from residential. This appears to have been a lengthy process and he believes any issues would have already been presented to the Board. Although, he prefers not to waive second reading he is willing to approve a waiver for this request.

In response to a comment from Trustee Lemieux, Mr. Andersen said there was a preliminary PCZBA workshop/public hearing conducted in March 2018 to address any concerns.

Trustee Meyer stated he is on the fence concerning this particular matter because the request to waive second reading is for landscaping which to him does not have the same merit as a new business wanting to open to prevent loss revenue. Mr. Andersen said the request covers each key point in their long range planning efforts.

Trustee Towle stated he would argue there have been other issues which have taken significant time to consider and he asked, if there is no risk of opposition to a request, could a decision be made to expedite the process.

Trustee Dewart moved to waive second reading of the ordinance. Trustee Lemieux seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Lemieux, Meyer, Towle, Ankenman and Dewart
Nays: (0)
Absent: (1) Grenier

8. ITEM #6A – WARRANT REPORT FOR MAY 1-15, 2018 AND APRIL 2018 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$367,590.72 for May 1-15, 2018 and expenditure of fund for payroll in the amount of \$254,766.21 for April 2018. As such total expenditures in the amount of \$622,356.93

As there were no questions from the Board, Trustee Meyer moved to approve the Warrant Report. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Meyer, Towle, Ankenman, Dewart and Lemieux
Nays: (0)
Absent: (1) Grenier

9. ITEM #6B – APRIL 2018 FINANCE REPORT

At President O’Hara’s request, Finance Director Bettina O’Connell provided a brief summary of the April 2018 Finance Report highlighting major revenue sources and expenditures for the period.

- Sales tax revenue for FY18 of \$2.39 million is .06% less when compared to FY17 revenue for the same period of \$2.41 million,
- Home rule sales tax for FY18 of \$749,206 is 1.1% less than FY17 a difference of \$8,150. The State Admin fee cumulative total for May-Jan 2018 is \$15,272,
- Building permit revenue for May-April 2018 is \$528,010 compared to \$586,800 for the same period in FY17, and
- Expenditures are consistent with or less than the budget.

Finance Director O’Connell noted the year end accruals of expenses and some account payables are still pending and will change or adjust the outcome of this report.

Trustee Dewart moved to accept the Finance Report. Trustee Towle seconded the motion. The motion passed on a unanimous voice vote.

10. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: 2018 LAKE BLUFF FARMERS MARKET REPORT

Village Administrator Irvin invited A to VA Glen Cole to the podium to present the report. A to VA Cole reported on the upcoming activities planned for the 25th annual Lake Bluff Farmers Market. He stated most of the 2017 vendors will return and the new vendors includes Alden Hills Organic Farms, Hey Jerky and Fuflluns Foods. The highlight of the report was the Farmers Market new logo and artwork created by Artists on the Bluff and commemorated on the 2018 vehicle stickers. A to VA Cole thanked the event

sponsor Knauz Automotive Group, Farmers Market committee, Committee Chair (Frank Swanton) and Market Manager (Kathleen Swanton) and Administrative Intern (John Scopelliti) for supporting and organizing the event.

In response to a question from President O'Hara, A to VA Cole said Hey Jerky will be selling nine kinds of jerky, five kinds of rub and three kinds of sauce at the market.

President O'Hara said it appears to be a great venue and thanked A to VA Cole for the report.

11. ITEM #7B – VILLAGE ADMINISTRATOR'S REPORT: INFORMATIONAL REPORT REGARDING THE STONEBRIDGE DEVELOPMENT LOCATED AT 136 GREEN BAY ROAD

Village Administrator Irvin stated the purpose of this update is to provide the Village Board with (i) a report regarding past and the most recent eastern forest (conservation area) improvements and (ii) the status of the development approvals for the Stonebridge Subdivision Development Project ("Stonebridge") which included the Forest Management Plan update and entitlement process status. He noted, at this time, there are no pending applications from TRG and the Stonebridge development remains at the Preliminary Development Plan approval phase.

Trustee Lemieux asked why trees are being removed. Chuck Stewart, Consulting Village Forester, said there has been no maintenance done on the property for decades and then he provided information on the ongoing restoration project. The plan is to create a grid system to regenerate approximately 100 stems per sector and establish a better maintenance program.

In response to a comment from Trustee Lemieux regarding restoration, Mr. Stewart said the plan is to restore all the regular woodland components. He also provided information on the proposed tree maintenance project.

Trustee Dewart asked when the restoration project would reach its climax. Mr. Stewart said sustainability of a woodland area is an ongoing project but said approximately 5 years after all of the canopy, understory and forest floor work was completed.

In response to a comment from Village Administrator Irvin, Mr. Stewart commented on the existing oak trees located on the property and provided information on how he views imminent hazardous conditions.

Trustee Meyer asked if the oak trees were located near the planned playground. Village Administrator Irvin said yes, that there are trees located on the north side of the property near the proposed playground site. Mr. Stewart said there was concern expressed regarding the number of proposed trees for the site, but there will be a nice balance after the trees are planted.

12. ITEM #7C- VILLAGE ADMINISTRATOR'S REPORT: INFORMATIONAL REPORT REGARDING A CITIZEN PETITION-INITIATED REFERENDUM

Village Administrator Irvin stated the informational report is a follow-up to an item discussed at the April 23, 2018 Village Board meeting regarding citizen petition-initiated referendum. Village Attorney Friedman stated the procedures for a resident or residents to have a question placed on the ballot for a referendum including petition signatures, time for filing, general petition requirements, form of petition, filing with Village, numerical limits and Village involvement.

13. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Village Attorney Friedman had no report.

14. ITEM #9 – VILLAGE PRESIDENT’S REPORT

President O’Hara reported that the Memorial Day Ceremony will be held on Monday, May 28th on the Village Green at 9:00 a.m. and encouraged everyone to attend.

15. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on April 20, 27 and May 4, 2018.

Trustee Lemieux moved to accept the correspondence as submitted. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

16. ITEM #11 – A RESOLUTION AUTHORIZING THE PURCHASE OF A FORD POLICE VEHICLE AND THE DECLARATION OF ONE CHEVROLET SQUAD CAR AS SURPLUS PROPERTY

President O’Hara reported the Village’s FY2018-19 budget provides funding for the replacement of one police vehicle pursuant to the vehicle and equipment replacement schedule. The State of Illinois awarded the bid to Morrow Brothers Ford of Greenfield, Illinois for the Ford Interceptor Utility (Explorer) police package vehicles in the amount of \$29,680 per vehicle. She further reported the vehicles will replace the 2013 Chevrolet Impala squad car which has high mileage, has been requiring extensive repairs and is no longer in production by Chevrolet. She stated the Police Chief and Finance Director recommend approval of the purchase of the Ford Police Interceptor Utility police package vehicle and the declaration of the 2013 Chevrolet Impala vehicle as surplus property.

Trustee Lemieux commented on the demise of the Ford Taurus and asked if the Village was limited to SUVs. Police Chief David Belmonte stated there are three primary specialty vehicles available, the Ford Utility (Explorer), Chevrolet Tahoe and Dodge Chargers, but these vehicles are not practical for local use. Also, Staff does not recommend the Dodge Charger because the Village fleet does have this brand.

In response to a comment from the Board regarding surplus property, Police Chief Belmonte stated vehicles can either be traded-in or sent to the Northwest Municipal Conference auction. The plan is to trade-in the vehicles and the resolution was written to anticipate that with the trade-in value the cost will be less than the budget amount.

As there were no questions from the Board, Trustee Meyer moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Towle, Ankenman, Dewart, Lemieux and Meyer
Nays: (0)
Absent: (1) Grenier

17. ITEM #13 – A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH HEY AND ASSOCIATES, INC (Forest Cove Storm Sewer Outfalls Project)

President O’Hara reported the Village’s storm sewer system includes outfall pipes to the ravine on the south side of Forest Cove Road in two locations which are in need of rehabilitation. At the location near the end of the cul-de-sac, the slope over the pipe has eroded (Rehab Site #1). Approximately 400’ further to the west, the existing corrugated metal pipe has failed in several places allowing water to flow outside of the pipe and erode the ravine slope (Rehab Site #2).

President O’Hara reported Goal #4 of the Village’s 2023 Strategic Plan includes action items to “set the standard for public ravine maintenance” and to “continue a leadership stance on stormwater management.” This project is a step towards meeting those objectives. As requested, Hey and Associates submitted a proposal for services related to the design, permitting, bidding, and construction observation for a project to repair the two areas with a total estimated fee of \$37,250. She further reported the Village’s FY2019 budget includes \$25,000 for the design and permitting of the project and the FY2020 budget includes \$225,000 for bidding and construction. The tasks included in the contract of Hey and Associates are structured in a manner that will stay within the \$25,000 budget for FY2019. The Village Engineer recommends approval of the agreement.

As there were no questions from the Board, Trustee Lemieux moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Dewart, Lemieux, Meyer and Towle
Nays: (0)
Absent: (1) Grenier

18. ITEM #14 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT FOR THE VILLAGE OF LAKE BLUFF’S 2018 PORTLAND CEMENT CONCRETE (PCC) SIDEWALK REPLACEMENT PROJECT

President O’Hara reported on Thursday, May 10, 2018 bids were opened in the Village Hall Board Room for the Village’s FY2019 Concrete Sidewalk Replacement Project. Two bids were received. The lowest responsive bid was submitted by Schroeder & Schroeder, Inc. of Skokie, Illinois in the total amount of \$38,506.00. The Village’s FY2019 Budget includes a total of \$35,000 for the miscellaneous sidewalk replacement work which is \$3,506 less than the low bid amount of Schroeder and Schroeder, Inc. The budget overage is intended to be eliminated by decreasing the quantity of sidewalk replacement in this contract. Based on the low bid, Village Staff expects to replace up to 600 lineal feet of existing sidewalk and add a small section of new sidewalk in the rear of Village Hall to allow for the placement of the refuse carts inside of the generator pad enclosure. She further reported Schroeder and Schroeder has successfully completed numerous concrete sidewalk replacement projects for the Village in the past. The Village Engineer is recommending that an award be made to Schroeder & Schroeder, Inc. in the total low bid amount of \$38,506.00.

In response to a comment from Trustee Lemieux, Village Administrator Irvin stated the quantity will be reduced to ensure the project does not exceed the \$35,000 budget amount.

President O'Hara asked why the project was not reduced and bided for \$35,000. She expressed her understanding that instead of renegotiating the bid amount the quantities will be reduced to keep the project within the budgeted amount.

Trustee Towle asked if there was an increase in material waiver cost or if bids generally exceed the budget amount. Village Administrator Irvin said the bid process varies each year and this year the scope of work was for a smaller section. He stated Staff will examine participating in the Municipal Partnering Initiative joint sidewalk bid process next year.

As there were no questions from the Board, Trustee Towle moved to adopt the resolution. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Dewart, Lemieux, Meyer, Towle and Ankenman
Nays: (0)
Absent: (1) Grenier

19. ITEM #16 – TRUSTEE’S REPORT

There was no Trustee’s report.

20. ITEM #17 – EXECUTIVE SESSION

At 7:55 p.m. Trustee Meyer moved to enter into Executive Session for the purpose of discussing Appointments (5 ILCS 120/2(c)(3)). Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Lemieux, Meyer, Towle, Ankenman and Dewart
Nays: (0)
Absent: (1) Grenier

There being no further business to discuss, Trustee Meyer moved to adjourn out of executive session. Trustee Lemieux seconded the motion and the motion passed on a unanimous voice vote at 8:02 p.m.

21. ITEM #18 – ADJOURNMENT

Trustee Dewart moved to adjourn the regular meeting. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:02 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk