

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 10, 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

Also Present: Joy Markee, Village Clerk  
Andrew Fiske, Village Attorney  
Drew Irvin, Village Administrator  
Bettina O’Connell, Finance Director  
David Belmonte, Police Chief  
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 AUGUST 27, 2018 VILLAGE BOARD MEETING**

Trustee Towle moved to approve the August 27, 2018 Board of Trustees Regular Meeting Minutes as presented. Trustee Lemieux 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. ITEM # 5 – VILLAGE BOARD SETS THE ORDER OF THE MEETING**

There were no request to change the order of the meeting.

**6. ITEM #6A – WARRANT REPORT FOR SEPTEMBER 1-15, 2018 AND AUGUST 2018 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$146,632.79 for September 1-15, 2018, and expenditure of Village Funds for payroll in the amount of \$428,223.20 for August 2018, which results in total expenditures of \$574,855.99.

As there were no questions from the Board, Trustee Dewart moved to approve the Warrant Report. 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 #7 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Drew Irvin invited Village Engineer Jeff Hansen to the podium to report on the recent flood event and Moffett Road culvert reconstruction project.

Village Engineer Hansen stated the Village experienced significant flooding and sewer overflow into Lake Michigan as a result of the Labor Day storm event. On Monday nearly 1.5 inches fell in approximately 45 minutes. He showed a map of the Village flood areas and noted there were particular issues in the East Terrace Subdivision and many street closures. The viaduct flooding was consistent with predictions for a 5 or 10 year storm. The Village standards for these type of storms is to keep the roadways passable and stormwater out of homes.

Following a comment from President O’Hara, Village Engineer Hansen said there were a few unexpected areas which flooded. He commented on what could have caused Green Bay Road to flood and noted the street was closed to prevent basements from flooding in that area.

Trustee Dewart commented on the unusual amount of stormwater on Green Bay Road between Prospect and Birkdale Avenues. Village Engineer Hansen said poor paving conditions on Green Bay Road could have contributed to the excessive stormwater in that area. A discussion followed.

Village Engineer Hansen showed a slide of the current budgeted projects: Village Wide Storm Sewer Model (\$100,000), Scranton Avenue Viaduct Drainage Study (\$50,000), Lincoln Avenue Storm Sewer Capacity Improvement (\$250,000), West Sheridan Place Storm Sewer Capacity Improvement (\$780,000), and Forest Cove Storm Outfalls (\$250,000), which results in a total budget amount of \$1.43 million. The project design phases are budgeted for this year and construction phases for the upcoming fiscal year. The

Village wide storm sewer model excludes newer developments such as Tangle Oaks Subdivision and Sanctuary Subdivision but it should identify projects which may reduce storm water flooding in other areas of the Village. He provided information regarding a soon to be published online questionnaire which will allow for public feedback regarding flooding.

Village Engineer Hansen explained why the State delayed the Moffett Road culvert reconstruction project after accepting the preliminary environmental report. Also, he stated lead was found in the soil topside by the roadway and disposal plans are being considered for removal of the contaminated soil. He said the Village Contractor, Berger Excavating Contractors, Inc, anticipates the project will begin the week of September 24<sup>th</sup> and road closure signage will be posted in advance.

Trustee Dewart asked if the lead was superficial or permeated. Village Engineer Hansen said the Village Consultant believes it is unleaded fuel exhaust which has permeated in the soil and because of the current level of contamination removal must be addressed pursuant to Federal requirements.

In response questions from Trustees Towle and Dewart, Village Engineer Hansen said Moffett Avenue road closure will be approximately one month. The Fire Department advised that ingress/egress routes have been updated and shared with surrounding communities.

**8. ITEM #8 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Andrew Fiske had no report.

**9. ITEM #9 – VILLAGE PRESIDENT’S REPORT**

President O’Hara had no report.

**10. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE**

President O’Hara introduced the correspondence from the Informational Reports on August 24 and 31, 2018.

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

**11. ITEM #11 – A RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE VILLAGE OF LAKE BLUFF’S BOARD ROOM AUDIO VISUAL UPGRADE PROJECT (AVI Systems, Inc)**

President reported in early June, AVI Systems, Inc. completed installation of the Board Room’s new audio/visual system including new presentation video, broadcast video management, and installation sound. After gaining experience with the system over the last few months, Staff has requested a change order from AVI Systems to address the following issues:

- **Projector Mount Changes:** The projector mount is bolted securely into the wall. However, the wall transmits more vibrations than are typical or expected, particularly when people are walking up and down the northeast stairwell. Due to the long distance between the projector and the screen, the effects of this slight wobble are amplified. AVI has quoted an anti-vibration adapter that fits between the mounting arm and the projector that will damp these vibrations.

- **Screen Remote Control:** The original Request for Proposals contemplated that the motorized projection screen could be operated from the dais. When on-site for installation, AVI was unable to locate a cable path that would not require significant drywall repair to the ceiling. (The manual controls mounted on the wall are a workaround.) AVI has proposed an alternative wireless device to enable this functionality.

- **Miscellaneous:** The Change Order includes the relocation and rewiring of one piece of equipment, as well as programming changes to the mute functionality of the microphones. These changes would otherwise be within the Village Administrator’s change order authority.

President O’Hara reported AVI Systems proposes to complete this additional work for \$3,638. Pursuant to Section 8.8.3 of the Village’s Purchasing Policy and Procedures Manual, the Village Board must approve change orders that collectively alter the original cost of a contract more than 5%. For the subject agreement of \$46,947, the 5% limit is approximately \$2,347. The Change Order exceeds this limit, and therefore requires Village Board authorization to approve. (Note that the Village Administrator has previously approved \$449 in minor changes.) The final amount, including work done by others, is still anticipated to be below the project budget of \$65,000.

As there were no questions from the Board, Trustee Towle moved to adopt the resolution. Trustee Dewart 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

**12. ITEM #12 – SECOND READING OF AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS RELATING TO SOLAR ENERGY SYSTEMS**

President O’Hara reported at its regular meeting in August, the Joint Plan Commission and Zoning Board of Appeals (PCZBA) held a public hearing to consider amendments to the Lake Bluff Zoning Ordinance that would relax the standards applicable to building-mounted solar energy systems in residential areas. At the conclusion of the public hearing, the PCZBA recommended unanimously that the Village Board, by text amendment:

- Allow building-mounted solar panels in all districts without a special use permit.
- Remove the requirement that residential solar panels be reviewed by the architectural board of review.
- For residential installations, add a height restriction and an optional referral for architectural review.
- Add protective language and an installer’s certification concerning glare for all installations.

President O’Hara reported there is a pending special use permit application to operate a building-mounted solar energy system at 600 Arbor Drive that was also recommended unanimously by the PCZBA at its August meeting. If the subject text amendment is approved, this special use permit would no longer be required. Because the Village’s current solar panel regulations require site plan review by the Architectural Board of Review, whose next meeting is on September 11, an ordinance issuing the special use permit will be provided for the Board’s first reading consideration at its September 10 meeting. President O’Hara stated the Village Board approved first reading of the ordinance at its August 27<sup>th</sup> meeting.

As there were no questions from the Board, Trustee Dewart moved to approve the ordinance. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**13. ITEM #13 – TRUSTEE’S REPORT**

Trustee Dewart reported as Chair of the Quasiquicentennial Steering Committee, stating the Village will celebrate its 125<sup>th</sup> anniversary on September 21, 2020 and invited anyone that desires to volunteer for this eventful occasion to join the committee.

**14. ITEM #14 – EXECUTIVE SESSION**

At 7:23 p.m. Trustee Meyer moved to enter into Executive Session for the purpose of discussing Personnel (5 ILCS 120/2(c)(2)) and Minutes (5 ILCS 120/2(c)(21)). 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

There being no further business to discuss, Trustee Lemieux moved to adjourn out of executive session. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote at 7:30 p.m.

**15. ITEM #15 – CONSIDERATION OF THE MINUTES OF THE AUGUST 27, 2018 EXECUTIVE SESSION MEETING**

Trustee Dewart moved to approve the August 27, 2018 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

**16. ITEM #16 – ADJOURNMENT**

Trustee Meyer moved to adjourn the regular meeting. Trustee Towle seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:31 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Joy Markee  
Village Clerk