

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
NOVEMBER 12, 2018**

**APPROVED MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

Village President O’Hara called the meeting to order at 7:03 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  
Eric Grenier  
Paul Lemieux  
William Meyer  
Aaron Towle

Also Present: Joy Markee, Village Clerk  
Drew Irvin, Village Administrator  
Ben Schuster, Village Attorney  
Bettina O’Connell, Finance Director  
Jake Terlap, Public Works Superintendent  
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 OCTOBER 22, 2018 VILLAGE BOARD MEETING**

Trustee Dewart moved to approve the October 22, 2018 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier 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**

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

**6. ITEMS #10, #11, #12, #13 and #14 – CONSENT AGENDA**

President O’Hara introduced the following Consent Agenda items for consideration:

- 10. Correspondence Delivered in the October 19, 26 and November 2, 2018 Informational Reports;
- 11. Second Reading of an Ordinance Designating the Building Located at 415 East Prospect Avenue as a Lake Bluff Historic Landmark;
- 12. Second Reading of an Ordinance Designating the Building Located at 400 Ravine Avenue as a Lake Bluff Historic Landmark; and
- 13. Second Reading of an Ordinance Amending Ordinance 2008-14 Regarding the Hours of Operation of the Paddle Tennis Facility (Blair Park – 355 West Washington); and
- 14. Second Reading of an Ordinance Amending Sections 10-10-8 and 10-10-14 of the Lake Bluff Zoning Regulations.

President O’Hara commented on why the properties located at 415 East Prospect Avenue and 400 Ravine Avenue were being designated as a Lake Bluff Historic Landmark then presented the property owners with a copy of the ordinance and landmark designation plaque.

Trustee Dewart moved to approve the consent agenda. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**7. ITEM #15 – SECOND READING OF AN ORDINANCE DESIGNATING THE ORIGINAL STRUCTURE LOCATED AT 419 EAST PROSPECT AVENUE AS A LAKE BLUFF HISTORIC LANDMARK**

President O’Hara reported a petition circulated among residents, presented to the HPC, and used as the basis of nomination notes the property’s association with notable figures including the Cloes family; the Camp Meeting Association; Rev. Edward W. Jeffries; and Abner Scranton. The petition also noted a possibility that the bricks in the structure are originally from the Cloes’ brickyard, as well as various distinguishing architectural features.

Trustee Ankenman disclosed that she works for the property owner’s architecture of record then recused herself.

President O’Hara presented the applicant with a copy of the ordinance and landmark designation plaque.

As there were no question from the Board, Trustee Grenier moved to approve the ordinance. Trustee Towle seconded the motion. The motion passed on the following voice vote:

Ayes: (4) Dewart, Grenier, Meyer and Towle  
Nays: (1) Lemieux  
Absent: (0)

Trustee Ankenman returned to the dais and resumed her position as Trustee.

**8. ITEM 6A – WARRANT REPORT FOR NOVEMBER 1-15, 2018 AND OCTOBER 2018 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$307,409.32 for November 1-15, 2018 and Village funds for payroll in the amount of \$271,303.83 for October 2018, which resulted in total expenditures of \$578,713.15.

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: (6) Ankenman, Dewart, Grenier, Lemieux, Meyer and Towle  
Nays: (0)  
Absent: (0)

**9. ITEM #7 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Drew Irvin had no report.

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

Village Attorney Ben Schuster had no report.

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

President O’Hara reported that two weeks ago the Village received an unsolicited proposal from the City of Lake Forest to take over all fire services for the Village of Lake Bluff. Though the Village Board and Administration are always looking for economic efficiencies, we do not feel that this proposed takeover of our volunteer fire department by the City of Lake Forest is in the best interest of our citizens or community. She said unless there is any disagreement from the Board, she would like to direct Staff to draft a letter stating “that the Village has no interest in pursuing the proposal.” The Village plans to have the Lake Bluff Fire Department continue its fire services to the community as it has since 1897. As there were no objection, Staff was directed to draft a letter to the City of Lake Forest from the Village of Lake Bluff declining the proposal.

President O’Hara reported that since October, with the demise of the Rockland Fire Department, that 20 Knollwood firefighters, EMS and paramedics have joined the Lake Bluff volunteer fire department. As a result of the additional personnel the fire departments enrollment/membership exceeds 60 members. President O’Hara said Lake Bluff is happy to have the experienced Knollwood firefighters join the Village’s already very fine fire department. She said this will make the Lake Bluff Fire Department even more stellar in the years to come. As a result of restructuring with recommendation from the leadership of our fire departments, the Village now has three paid on premise firefighters at the station everyday Monday thru Friday (8:00 a.m. to 6:00 p.m.), and 24/7 on the weekends, supplemented by approximately 60 volunteer firefighters. President O’Hara said the community will be happy to have the Lake Buff fire department continue its services for many years to come.

In addition, President O'Hara reported that due to inclement weather, the Village used the Fire Department's venue for the Veteran's Day ceremony which was well attended. She stated the Lake Bluff Fire Department has been and continues to be a wonderful asset to the community and it is part of the Village's culture and traditions.

**12. ITEM #16 – A RESOLUTION ESTIMATING THE AMOUNT OF THE ANNUAL AGGREGATE 2018 PROPERTY TAX LEVY**

President O'Hara reported annually the Village is statutorily required to estimate the funds to be raised from taxes on real property in the Village prior to the adoption of the levy. This is an estimate and does not limit the Board's ability to levy a different amount provided it is in compliance with the Truth in Taxation Law and all applicable notice and hearing provisions.

President O'Hara reported the Finance Committee, at their September 20<sup>th</sup> meeting, reviewed the 2018 levy projections and unanimously recommended approval of an aggregate property tax levy of \$4,323,227 or 2.45% more than the 2017 property tax extension. The Village share of the property tax levy is \$3,379,110. Subsequent to the Finance Committee meeting the Library Board elected to request a levy of \$964,117, a \$20,000 increase from initial estimates. The change increases the overall levy to \$4,343,227 or 2.931%, however still less than the maximum amount under PTELL. She further reported the levy is comprised of new construction equalized assessed valuation (EAV) estimated at \$2.1 million based on recent county estimates and a CPI factor of 2.1%. The total EAV is projected to increase by 5% to \$602 million. This estimated levy is in compliance with the amount allowed under the Property Tax Limitation Act. The first reading of the 2018 tax levy ordinance and the public hearing will be held on Monday, November 26<sup>th</sup>.

Trustee Dewart, Finance Committee Chair, asked the Library Representatives to comment on the requested increase. Library Director Eric Bailey stated as a result of the recent roof project, the Library's reserve funds significantly decreased to \$268,000 or 27% of the Library's operating budget. The Library Board is committed to maintaining a minimum of 25% of its operating budget in reserve for emergencies not covered by insurance and to provide funds during the early months of the Fiscal Year before arrival of the levy. Mr. Bailey commented on future expenses such as replacement of the HVAC system, parking lot, furnishing and technology which will decrease the operating budget.

Library Board President, Kathleen Meierhoff, stated the roofing project exceeded the budgeted amount because the proposal had to be re-bid and there were more complicated elements than anticipated.

Trustee Dewart expressed his belief that the pending projects will exceed \$20,000. Ms. Meierhoff said the proposed increase will be placed in a contingency fund to offset the reserve funds. The Library calculated it will take approximately 11 years to recover from the roof project expenditures. The Library should be able to complete some of the other projects using the existing operating budget and PTELL increase.

In response to a question from Trustee Dewart, Mr. Bailey said this is a one-time request to exceed the \$20,000 PTELL and the Library expects to be back within the allotted PTELL rate next year. A discussion followed.

In response to questions from Trustee Ankenman, Mr. Bailey stated the Library has one general reserve fund. The Library is considering establishing a capital reserve fund, for the sake of transparency, that will

be separate from the general reserve fund. Mr. Bailey confirmed that next year approximately 25% of the Library's operating budget will be consistent and the other reserve fund, for future capital improvements, will increase in increments of \$20,000 over time. A discussion followed.

Trustee Grenier stated that the building was built in 1975 and he anticipated capital expenses will increase. He inquired of long term expenditures for the sake of transparency. Ms. Meierhoff stated certain renovations and building improvements may exceed the operating budget and require some fundraising, but the Library must be prepared to take on any issues presented. A discussion followed.

Trustee Lemieux stated a separate capital reserve is a good plan because if the Library's target is a 25% operating budget, but have operated at 50% prior to the roof replacement, it could appear to taxpayers that the Library is over taxing for its requirements.

Trustee Dewart suggested the Board approve the resolution as presented and invited the Library Board to attend the November 29<sup>th</sup> Finance Committee meeting to engage in a more in-depth discussion regarding future expenditures.

Village Attorney Ben Schuster provided information regarding how the meeting would be noticed pursuant to the Open Meetings Act.

As there were no further questions from the Board, Trustee Lemieux moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

**13. ITEM #17 – A RESOLUTION APPROVING THE PURCHASE OF ROCK SALT FOR THE PURPOSE OF SNOW AND ICE REMOVAL FROM MORTON SALT, INC.**

President O'Hara reported the Village's FY2018-19 budget includes \$38,008 for the purchase of rock salt for ice and snow control operations. Annually, the State of Illinois Office of Procurement conducts a joint bid for roadway maintenance agencies statewide. This year's approved bid of \$69.33 per ton was awarded to Cargill Inc Salt Division. This year's price reflects a 48% increase in price per ton. At this price the Village will be able to purchase approximately 700 tons of rock salt totaling \$48,531 exceeding the budgeted amount by \$10,523. She further reported the Village must commit to purchase 100% of the order and the supplier commits to provide 120% of the ordered amount at the bid price if severe weather conditions arise. Last year's price per ton was \$46.61 with the Villages salt usage totaling 630 tons due to an average winter. The Village currently has 375 tons left over from last season. With the purchase of 700 more tons of salt the Village will be able to adequately cover the winter season. This year's increase in price can be attributed to the fact that portions of the US experienced harsher winters, depleting supplies and increasing demand in those areas.

In response to a question from President O'Hara, Public Works Superintendent Jake Terlap stated the Village has never exceeded a thousand tons of salt in one season. He provided information regarding the budget process and factors which contributed to the increase in salt prices.

Following a brief discussion, Trustee Meyer moved to adopt the resolution. Trustee Towle seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Dewart, Grenier, Lemieux, Meyer, Towle and Ankenman  
Nays: (0)  
Absent: (0)

**14. ITEM #18 – A RESOLUTION APPROVING A LICENSE AGREEMENT FOR A PORTION OF THE VILLAGE RIGHT-OF-WAY AT 420 EVANSTON AVENUE**

President O'Hara reported in 2016 and 2017 Capital Custom Homes built a new house at 420 Evanston Avenue, owned by Grace 90 LLC, which remains on the market. The owner is requesting, through their realtor Jeff Ohm, permission to construct a 4' open style gothic wooden fence in the public right of way on the side which fronts along Ravine Avenue. This fence is intended to create the appearance of a more private backyard to help sell the property. She further reported as shown on the attached as-built grading plan, the north property line is 20' from the side of the porch and 22' from the back corner of the house. There is an additional 20' of Village-owned parkway from this property line to the edge of the street pavement.

President O'Hara reported there is a tree on the property line that would make it difficult to put a fence right on the line. In the attached letter, Jeff Ohm is requesting to place a fence 8 to 10 feet into the Village right of way, as shown on the plan. The attached draft resolution has been written to allow the fence eight feet into the Village right of way. This will leave twelve feet of grass between the fence and the edge of the street pavement. She further reported the resolution also requires the property owner to maintain the tree, since the Village will not have convenient access behind the fence, and it requires the property owner to move the fence temporarily in the event the Village needs to do utility work in the right of way.

In response to a comment from Trustee Ankenman regarding the location/appearance of the proposed fence. Mr. Jeff Ohm stated if proceeding down Evanston Avenue the fence would actually be at the back of the porch. The request is for an 8 ft. encroachment along Ravine Avenue to install a fence on the outside of the existing large tree extending toward the driveway. Mr. Ohm commented on the marketing strategies explored to date and noted the main responses received is there is no back yard. He believes the proposed fence will create the sense of a back yard for potential buyers with kids and dogs.

In response to a comment from Trustee Dewart regarding the existing trees, Mr. Ohm said both the existing large tree and newly planted tree will be located within the perimeter of the proposed fence.

In response to a question from Trustee Towle, Mr. Ohm said the proposed fence will be approximately 12 ft. from Ravine Avenue. He said should the Board be inclined to consider the agreement he would prefer the fence be installed 10 ft. in the Village right of way. A discussion regarding similar landscaping ensued.

In response to a comment from Trustee Ankenman, Mr. Ohm said he believes pedestrians use the street to traverse that area because there is literally only three houses on both sides.

Trustee Lemieux commented that if the Village decides to install a sidewalk or change to 45 days, the Village can terminate the agreement and the fence would be removed.

In response to a question from Trustee Dewart, Village Administrator Irvin stated license agreements like this one are considered by the Village Board and he commented on the process associated with previous similar requests.

In response to a concern from Trustee Ankenman regarding sidewalks, Village Administrator Irvin stated the Village's Comprehensive Land Use Plan has a transportation section which addresses future sidewalks for well-traveled pedestrian and bicycle routes. He said he does not recall if this particular street has been identified as a critical area requiring a sidewalk.

Following a brief discussion, Trustee Lemieux moved to adopt the resolution to install a fence which will encroach up to 8 ft. into a portion of the public right of way. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Grenier, Lemieux, Meyer, Towle, Ankenman and Dewart  
Nays: (0)  
Absent: (0)

**15. ITEM #19 – AN ORDINANCE REPEALING ORDINANCE NOS. 99-30, 2005-18, AND 2016-29 AN AMENDING TITLE 5, CHAPTER 4 OF THE LAKE BLUFF MUNICIPAL CODE TO CREATE NEW PROCEDURES TO DESIGNATE CERTAIN VEHICLES AS AUTHORIZED EMERGENCY VEHICLES**

President O’Hara reported the Village maintains volunteer Fire Department staffing to provide fire protection and other related services to areas within and around the corporate limits of Lake Bluff. Since the Village’s Fire Department Officers respond to Fire and EMS calls with their private vehicles, the Village has designated (pursuant to the Illinois Vehicle Code, 625 ILCS 5/1-100 et seq.) the private vehicles operated by the Fire Chief, the Deputy Chief, and Assistant Chiefs as “emergency vehicles.” When the Village Fire Department Officers have changed their personal vehicles, the Village Board has updated the list of emergency vehicles via ordinance. She further reported in an effort to adopt a more efficient procedure, the Village Board directed Staff at the October 2, 2018 meeting to modify the ordinance to provide an administrative process to designate Authorized Emergency Vehicles; the attached ordinance accomplishes this goal, provides a Board notification process, and includes Police Department vehicles in the definition of “Authorized Emergency Vehicles” – which has been necessary from time to time.

Village Administrator Irvin clarified that the ordinance was modified to address the Board’s desire to provide an administrative process. He said the title was changed because the proposed ordinance is an amendment to the Municipal Code and then commented on how the Board may proceed.

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

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

Ayes: (6) Lemieux, Meyer, Towle, Ankenman, Dewart and Grenier  
Nays: (0)  
Absent: (0)

**16. ITEM #20 – TRUSTEE’S REPORT**

Trustee Towle, Chair of the Beach Parking Ad Hoc Committee (Committee), reported that the Committee met on November 7<sup>th</sup> and discussed background goals, and directed Staff to pursue the ideas expressed during the meeting which will be presented to the Board at a future meeting.

In response to a comment from Trustee Grenier, Trustee Towle said the consensus of the Committee was to explore potential ideas, which many members favored, but one member did express concern regarding the ideas which will be addressed at the next meeting hopefully in December.

**17. ITEM #21 – EXECUTIVE SESSION**

At 8:07 p.m. Trustee Meyer moved to enter into Executive Session for the purpose of discussing Threatened Litigation (5 ILCS 120/2(c)(11)) and Minutes (5 ILCS 120/2(c)(21)). Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Meyer, Towle, Ankenman, Dewart, Grenier and Lemieux  
Nays: (0)  
Absent: (0)

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 9:10 p.m.

**18. ITEM #22 – CONSIDERATION OF THE MINUTES OF THE OCTOBER 22, 2018 EXECUTIVE SESSION MEETING**

Trustee Dewart moved to approve the October 22, 2018 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**19. ITEM #23 – 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 9:11 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Joy Markee  
Village Clerk