

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 28, 2019**

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
Eric Grenier
Paul Lemieux
William Meyer
Aaron Towle

Also Present: Joy Markee, Village Clerk
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Bettina O’Connell, Finance Director
David Belmonte, Police 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 JANUARY 14, 2019 VILLAGE BOARD MEETING

Trustee Ankenman moved to approve the January 14, 2019 Board of Trustees Regular Meeting Minutes as amended. 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 requests to change the order of the meeting.

6. ITEM #6A – WARRANT REPORT FOR JANUARY 16-31, 2019

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$155,377.51 for January 16-31, 2019 which resulted in total expenditures of \$155,377.51.

As there were no questions from the Board, Trustee Meyer moved to approve the Warrant Report. Trustee Grenier 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)

7. ITEM #6B – DECEMBER 2018 FINANCIAL REPORT

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

- Sales tax revenue for September 2018 of \$256,892 is \$8,159 greater than September 2017 revenue of \$248,733;
- Home rule sales tax revenue for September 2018 of \$79,106 is \$2,903 greater than September 2017. The State continues to charge an admin fee, the May-September fees total \$6,194.98;
- Building permit revenue for FY19 May-December is \$296,478 compared to \$421,425 for FY18 May-December;
- FY19 General Fund expenditures of \$6,290,609 are \$862,443 greater than the expenditures for the same period in FY18. Capital expenditures year to date are \$1,216,782 or \$910,836 greater than the year to day expenses from FY18; and
- Current expenditures are consistent with or less than the budget.

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

8. ITEM #7 – VILLAGE ADMINISTRATOR’S REPORT

Village Administrator Irvin had no report.

9. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Village Attorney Peter Friedman had no report.

10. ITEM #9A – VILLAGE PRESIDENT’S REPORT: APPOINTMENT OF KIMBERLY HAUER TO THE BOARD OF POLICE AND FIRE COMMISSIONERS

President O'Hara reported subject to the consent of the Board of Trustees, the Village President appoints members to the Village's various advisory Boards and Commissions. She recommends the appointment of Kimberly Hauer to fill one of the two vacancies on the Board of Police and Fire Commissioners, and if approved, Ms. Hauer's term will expire on April 30, 2021.

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

11. ITEMS #10 AND #11 – CONSENT AGENDA

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

- 10. Correspondence Delivered in the January 11 and 18, 2019 Informational Reports; and
- 11. A Resolution Providing a Guarantee in Lieu of Bond for Village Work Performed in State Rights of Way.

As there were no comments from the Board, Trustee Lemieux moved to approve the consent agenda. Trustee Ankenman 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)

12. ITEM #12 – SECOND READING OF AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS TO CREATE A RECREATIONAL, INSTITUTIONAL, AND OPEN SPACE (RIO) DISTRICT

President O'Hara reported since January 2017, the Plan Commission and Zoning Board of Appeals (PCZBA) has studied recreational, institutional, and open space (RIO) uses within the Village as recommended by the 1997 Comprehensive Plan. After consultation with affected agencies and considerable public outreach, the PCZBA unanimously recommended the Village Board establish a new zoning district, the RIO District, and impose upon it an entirely new set of development regulations. She further reported this is one of three ordinances necessary to implement the RIO District.

Trustee Towle moved to approve the ordinance. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

13. ITEM #13 – SECOND READING OF AN ORDINANCE AMENDING THE ZONING MAP OF LAKE BLUFF AND REZONING PROPERTIES INTO THE RECREATIONAL, INSTITUTIONAL, AND OPEN SPACE (RIO) DISTRICT

Following President O'Hara's introduction of the agenda item, Trustee Lemieux moved to approve the ordinance. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

14. ITEM #14 – SECOND READING OF AN ORDINANCE AMENDING TITLE I OF THE MUNICIPAL CODE REGARDING THE COMPREHENSIVE FEE SCHEDULE (RIO District Fees)

President O'Hara's introduced the agenda item and a brief discussion followed.

As there were no more further comments from the Board, Trustee Towle moved to approve the ordinance. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

15. ITEM #15 – A RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE (Sergeants)

President O'Hara reported the Collective Bargaining Agreement (CBA) with the Village's Police Sergeants expired on April 30, 2017. Beginning in late 2018, the Village negotiating team (Chief of Police, the Finance Director, and the Village Administrator with guidance from Village Labor Attorney Jill O'Brien) started meeting with the Sergeants to negotiate a new agreement. The 4-year CBA with the Lake Bluff Sworn Police Sergeants recommended by the negotiation team for Village Board approval includes the following substantive business terms:

- One-time equitable adjustment to base salaries of \$200;
- 2.5% increases in wages each year with retroactivity to 05/01/2017 (Sworn Police Officers awarded same by Arbitrator);
- NEW Longevity stipend of \$25/pay period that is added to base salary beginning the first full payroll period following the Sergeant's anniversary date (Sworn Police Officers have same benefit); and
- NEW Language to match Sworn Police Officers CBA regarding definition of Immediate Family, Medical Insurance (including opt-out payments), and Drug & Alcohol Testing, and procedures in situations where discharge of a weapon causes injury or death.

President O'Hara reported on January 21, 2019 Field Supervisor Kevin Krug of the FOP notified the Village that the proposed CBA has been agreed to by a majority of the members.

Village Administrator Irvin said the (3) three Lake Bluff Sworn Police Sergeants are members of the FOP.

As there were no further comments from the Board, Trustee Lemieux moved to adopt the resolution. Trustee Meyer 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)

16. ITEM #16 – AN ORDINANCE GRANTING A CABLE TELEVISION FRANCHISE TO COMCASE OF ILLINOIS XII, LLC

Village Administrator Irvin stated this agenda item will be presented at the February 11, 2019 Board Meeting.

17. ITEM #17 – A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE VILLAGE OF LAKE BLUFF AND LAKE COUNTY (Robert McClory Bike Path Bridge Replacement Project)

President O'Hara reported the Village has been working for several years to replace the existing pedestrian bridge on the Robert McClory Bike Path over West Scranton Avenue. In 2014 the Village received a grant from the Illinois Department of Natural Resources (IDNR) in the amount of \$87,600 and had a preliminary agreement to share the remaining project costs equally with Lake County. President O'Hara further reported the project was delayed in 2015 when the IDNR suspended the grant due to a lack of funding and permitting issues were identified with the Illinois Department of Transportation (IDOT) regarding the vertical clearance between West Scranton Avenue and the bottom of the pedestrian bridge. Further discussions with IDOT have identified a way in which the bridge replacement could be permitted without significantly raising the bridge and the IDNR grant has recently been re-instated.

President O'Hara reported the Village contacted Lake County to request participation in the cost of the project and Lake County agreed to share in 50% of the project design, construction, and construction engineering costs that exceed the \$87,600 IDNR grant up to a maximum of \$100,000. President O'Hara further reported Lake County drafted an Inter-Governmental Agreement (IGA) which has been reviewed by Village Staff and the Village Attorney. It is estimated that the project will cost \$200,000 more the IDNR grant, which would be split between Lake County and the Village. Any costs above that amount would be borne solely by the Village. The Village's FY19 budget contains \$40,000 and the tentative FY20 budget contains \$125,000 for the project.

President O'Hara said there have been concerns expressed regarding the dangerous conditions, specifically the narrow width, and the improvements should elevate the safety for everyone that uses the bridge.

In response to a comment from Trustee Grenier regarding bridge height, Village Engineer Jeff Hansen said Staff asked IDOT to waive the vertical clearance requirement because there are lower bridges on both sides of this particular pedestrian bridge. The State advised that a permit is possible if the bridge is built to vehicular standards. He said the approach to the bridge will be slightly raised because the design is thicker than the existing bridge and he explained how the bridge will meet ADA requirements.

In response to questions from the Board, Village Engineer Hansen said the plan is to use the existing abutment so the bridge will be out for approximately 2 to 3 weeks. The construction repairs could begin next fiscal year but IDOT needs a permit to begin the work. A discussion followed.

Trustee Lemieux said Staff confirmed that the Architectural Board of Review (ABR) will review the project. Village Administrator Irvin said he does not want to create the expectation that this could be a new beautiful structure because it is driven by the existing infrastructure. The ABR will review certain aspects of the project but the majority of the building materials are prefabricated. Village Administrator Irvin said the cost of the new bridge will be approximately \$290,000. Lake County is willing to pay up to \$100,000 and the Village will be responsible for the remaining cost.

In response to a comment from Trustee Lemieux regarding railing, Village Engineer Hansen said IDOT standards consist of approximately 8 ft. of railing with a 2 ft. parapet and 6 ft. chain link fence with galvanized railing.

Trustee Lemieux said he would prefer to remove any temptation that might encourage people to hurl items from the bridge. Village Engineer Hansen said there are smaller parapets and chain link fences westward over Route 41 but there are no plans to install an overhead enclosure on the bridge.

In response to a question from Trustee Lemieux, Village Engineer Hansen said he believes the bike path will be lined with standard road shouldering not loose stones. A discussion followed.

Trustee Towle asked if traffic flow under the bridge would be disrupted. Village Engineer Hansen said foot traffic will be rerouted for a few weeks and street traffic detoured approximately two days because a crane is needed for the beam installation.

Trustee Lemieux thanked Staff for coordinating with Lake County to obtain funding for the project.

As there were no further comments from the Board, Trustee Grenier moved to adopt the resolution. Trustee Lemieux 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)

18. ITEM #18 – A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH T.Y. LIN INTERNATIONAL (Robert McClory Bike Path Bridge Replacement Project)

President O’Hara reported the existing bridge on the Robert McClory Bike Path over West Scranton Avenue was constructed in 1975 and has reached the end of its useful life. The Village has been working on replacing the structure with a wider bridge that would accommodate two way traffic for several years. With the IDNR grant reinstated and the agreement to share costs with Lake County, the Village can now move forward with the design and construction of the project. President O’Hara further reported T.Y. Lin International has been assisting the Village with the planning of this project since 2014 and has provided the Village with a proposal for services relating to the design, permitting, and bidding of the project for a fee of \$35,000.

President O’Hara reported the Village budgeted \$40,000 for these services in its FY 2019 budget. Under the terms of the Inter-Governmental Agreement with Lake County, the County will reimburse the Village for 50% of this contract once the project is put out for bids. President O’Hara further reported Construction of the project is expected during FY 2020. Construction and Construction Engineering are estimated to cost \$250,000, of which \$87,600 will be reimbursed to the Village through the IDNR grant and \$81,200 would be reimbursed to the Village from Lake County. The net cost to the Village would be \$81,200. The Village Engineer recommends approval of the agreement.

As there were no comments from the Board, Trustee Dewart moved to adopt the resolution. Trustee Grenier 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)

19. ITEM #19 – A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICE AGREEMENT WITH STRAND ASSOCIATES, INC. FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES TO IMPLEMENT AN AUTOMATED WATER METER READING SYSTEM

President O’Hara reported the Village invoices approximately 2,100 customers for water consumption based on meter readings obtained by manually reading the meter or reading a transmission device located on the exterior of the premises. The Village has identified the need and, the approved FY19-20 bi-annual budget includes funds to implement the first phase of the project to convert to an automated meter reading (AMR) system consisting of the following:

- the integration of radio frequency technology,
- meter reading software,
- replacement of approximately two thirds of the meters, and
- meter transmission units.

President O’Hara reported the primary objectives of this project are to improve the accuracy and timeliness of water meter readings for better accounting and billing of water consumed. Strand Associates Inc. has submitted a proposal to assist the Village with implementation of an AMR system for an amount not to exceed \$62,000. In addition, President O’Hara reported the current project will install the AMR system and includes the replacement of approximately two thirds of the water meters in the Village. The remainder of the water meters are planned to be replaced in FY 21. After receiving support and direction from the Village’s Finance Committee during their meeting on November 29, 2018. Staff is recommending engaging Strand Associates to assist the Village in the design, bidding, and installation of the system. Strand Associates has successfully completed similar projects for the Villages of Deerfield, Kenilworth, Buffalo Grove, Hinsdale and Schaumburg, and the Cities of Lake Forest and Highland Park.

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

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

20. ITEM #20 – TRUSTEE’S REPORT

In response to a question from Trustee Towle, Village Administrator Irvin said in preparation of the life threatening cold temperatures, Staff used various media sources to communicate that the Public Safety Building and Metra Train Station will remain open as warming centers.

21. ITEM #22 – CONSIDERATION OF THE MINUTES OF THE JANUARY 14, 2019 EXECUTIVE SESSION MEETING

Trustee Lemieux moved to approve the January 14, 2019 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

22. 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 8:48 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk