

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
April 22, 2019**

**APPROVED MINUTES**

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

Village President O’Hara called the meeting to order at 7:02 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  
Jeff Hansen, Village Engineer  
Mike Croak, Building Codes Supervisor  
Jake Terlap, Public Works Superintendent  
Mike Hosking, Interim Police Chief  
Glen Cole, Assistant to the Village Administrator (A to VA)  
John Scopelliti, Administrative Intern

**2. PLEDGE OF ALLEGIANCE**

President O’Hara led the Pledge of Allegiance.

**3. VILLAGE BOARD SETS THE ORDER OF THE MEETING**

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

**4. ITEM #15 – A RESOLUTION HONORING THE PUBLIC SERVICE OF GEORGE AND PAM RUSSELL AND AWARDING THEM THE PHYLLIS ALBRECHT AWARD FOR DISTINGUISHED SERVICE TO THE VILLAGE OF LAKE BLUFF**

President O’Hara invited Mr. and Mrs. George Russell to the podium. She said one of privileges she has as President is to honor residents that have contributed greatly to the spirit and character of the community. President O’Hara announced the Phyllis Albrecht Award is conferred on George and Pam Russell for distinguished service to the Village of Lake Bluff. She said it is a great privilege to present the award to two people who in tandem have done so much for the Village.

President O’Hara read the resolution honoring the public service of George and Pam Russell and presented them with a framed copy of the resolution and the Phyllis Albrecht Award plaque. In addition, she presented Mr. and Mrs. Russell with a gift from their sons, Eric and Matt Russell, as they were not able to attend the meeting.

Mrs. Russell said she was surprised to be included in the recognition and that they are both honored.

Mr. Russell said do not let Mrs. Russell fool you, she has contributed countless hours at the Lake Bluff History Museum. He recognized the past and present volunteers that have served the Village and praised Lake Bluff as a great community of volunteers. Mr. and Mrs. Russell thanked the Village Board for the recognition.

As there were no comments from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

Following the presentation, President O’Hara allowed a brief intermission to allow people an opportunity to leave the meeting.

**5. AWARD AND PROCLAMATIONS**

President O’Hara read the proclamations declaring May 2019 *National Preservation Month* and May 2019 *National Bike Month* and the week of May 13 – 19, 2019 *Bike to Work Week*.

**6. CONSIDERATION OF THE MINUTES OF THE APRIL 8, 2019 VILLAGE BOARD MEETING**

Following a comment from Village Administrator Drew Irvin regarding typos in the draft minutes, Trustee Grenier moved to approve the April 8, 2019 Board of Trustees Regular Meeting Minutes as amended. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

**7. 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 Village Board.

**8. VILLAGE BOARD SETS THE ORDER OF THE MEETING**

At the request of those present, Trustee Dewart moved to take Agenda Item #24 then return to the regular order of the meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**9. ITEM #24 – A RESOLUTION APPROVING A LICENSE AGREEMENT FOR A PORTION OF THE VILLAGE OWNED PROPERTY (322 Mawman Avenue)**

President O’Hara reported the West Sheridan Place Storm Sewer Project includes the installation of storm sewer on the parkway on the south side of Park Lane between Lincoln Avenue and Mawman Avenue. During the project design phase it was noted that the storm sewer route conflicts with a portion of the fencing of the property at 322 Mawman Avenue. The fencing extends into the Village owned right-of-way of Park Lane. President O’Hara further reported that Village records and aerial photography show that the fence has been in this location since at least 2000. Village staff met with the property owners, Jennifer Beeler and Roger Hecker, who requested that the fence be allowed to remain in its current location following the storm sewer project.

President O’Hara reported according to a Plat of Survey of the property prepared in 2014, the fence extends up to 9’ into the Village right-of-way; at the point of greatest encroachment, there is approximately 10’ between the fence and the curb on Park Lane. There is no sidewalk on either side of Park Lane in this area. Consistent with the terms of other license agreements that have allowed improvements in the Village right-of-way, this agreement would require the property owners to remove the fence from the right-of-way if in the future the Village determined that a public need or purpose exists that requires the termination of the License Agreement.

Village Administrator Irvin said Staff continues to work with the property owner regarding proposed amendments to Sections 5 (Indemnification) and 7 (Enforcement) of the license agreement. Also, Staff recommends the language in the license agreement remain consistent with past practice.

In response to a question from Trustee Lemieux, Village Attorney Peter Friedman clarified the terminology for Section 5 (Indemnification). He said the Village would need the indemnification as long as the fence remains and is not been restored. If at some point the fence is removed and the property restored then there is no need for an indemnification.

In response to questions from Trustee Lemieux, Village Administrator Irvin said as currently drafted the Village will be responsible for removing and restoring the fence which is included in the bid package. He said that a precedent for restoring a fence has not been established because this type of action does not occur often.

Trustee Lemieux inquired of the rationale regarding the Village removing the fence as opposed to the property owner. Village Administrator Irvin said the Village would be able to control the timing and expediency of the fence construction. Trustee Lemieux expressed his dissatisfaction with the Village replacing the fence.

In response to a question from Trustee Grenier, Village Administrator Irvin said it probably would not be an issue if the fence was conforming because it would not be located within the Village right-of-way.

Trustee Towle said he understands if the Village wants to be responsible for removing the fence but he agrees with Trustee Lemieux that the Village should not pay to replace the fence, especially if there is no history, as this could set the precedent for future projects.

Village Attorney Friedman said the past practice of the Village has been to enter into a license agreement to allow the continuation of a fence located on Village property. A discussion followed.

In response to an earlier question from Village Administrator Irvin, Village Engineer Jeff Hansen said the bid cost is approximately \$50 per foot. There is approximately 25 feet for a total cost of around \$1,250 to remove and replace the fence. He said the bulk of the payment will be for replacement of the fence and not removal.

Trustee Meyer asked how the fence got on Village property. Village Administrator Irvin confirmed that a permit is needed to construct a fence but he is uncertain how the fence got on Village property. Trustee Meyer said he would question why the Village would pay \$1,250 to replace a non-compliant fence.

Jennifer Beeler said she acquired the property in 2001 and at that time the fence line was over the property line. Staff advised her during renovation of the property in 2014 that the existing fence was over the property line. Ms. Beeler said she acquired the fence in its existing condition and nothing was brought to her attention at that time regarding the detriment of removal or restoral of the fence.

Trustee Meyer commented that surveys and notice of the situation should have been provided during the purchase and he does not think the Village should restore the fence.

Ms. Beeler said the appearance of the property will change substantially once the Village removes several trees which were planted on the interior of the property. She said the existing trees cusp the fence and are located on Village owned property. Village Administrator Irvin said when the fence was constructed additional landscaping was planted outside the fence in the Village right-of-way.

Trustee Grenier expressed his understanding that expediency, timing, and control forms the logic for using Village funds to restore the fence. A discussion followed.

Ms. Beeler described the unique configuration of her lot located across from Mawman Park and commented on why she thinks the license agreement is needed and appropriate for this particular lot.

Trustee Lemieux said he does not have a problem with the Village precedent of allowing the fence and control of Village projects should be through the permit process. He understands the rationale regarding removal of the fence but he intends to vote "no" because he does not like the precedent of using taxpayer money to construct a fence on Village owned property.

Trustee Ankenman shared her comments regarding prior practice associated with construct of fences pursuant to the license agreement process. As a result of past practice, the current situation actually increases the Village burden because the original homeowner did not follow the process.

Following a comment from Ms. Beeler, Trustee Lemieux said the common understanding of the Village is that approval of the license agreement also includes the Village's responsibility for cost and asked what it would mean if the Village remained silent on this matter. Ms. Beeler said the license agreement governs liability for use of the premise, not removal or restoration of the fence, as this would affect the license

agreement. She said Staff had expressed something entirely different which was part of the prospective cost to do the project.

Trustee Dewart asked if both aspects were part of the agreement or is there a contingency. Ms. Beeler said the license agreement allows her the ability to continue using the 9 ft. area within the fence and commented on her responsibilities as a property owners which includes maintenance, indemnification, landscaping, access, notification provision, and insurance. She said the license agreement does not regard the cost of the project for the storm sewer.

Village Attorney Friedman said the license agreement authorizes the fence to be placed back there and the property owner's pay the cost. This assumes that the fence is gone, but then authorizes a new fence to be placed in the same place, and that is why the license agreement is needed. He said the licensees shall complete any work and maintenance of the fence.

Village Administrator Irvin said that is not what was communicated to the property owner as of to date; however, the Village may consider who will be responsible for payment of the replacement fence and that provision could be added to the license agreement.

Trustee Lemieux said he does not have an issue with the Village removing the fence but if the license agreement is silent on the cost, he would like to restate the motion as "with the understanding that the property owner will pay to replace the fence."

In response to a comment from President O'Hara, Village Attorney Friedman expressed his understanding that this is the property owner's fence and they would be responsible and the language can be rewritten to clarify who is responsible.

President O'Hara polled the Board regarding terms of payment for reinstallation of fence. It was the consensus of the Board that the property owner should be responsible for the cost.

President O'Hara expressed her understanding that Staff will make the license agreement more implicit pursuant to the motion.

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

**10. ITEM #7A – WARRANT REPORT FOR APRIL 16-30, 2019**

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$298,435.07 for April 16-30, 2019. As such total expenditures in the amount of \$298,435.07.

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

**11. ITEM #7B – MARCH 2019 FINANCIAL REPORT**

At President O’Hara’s request, Finance Director Bettina O’Connell provided a brief summary of the March 2019 Finance Report highlighting major revenue sources and expenditures for the period.

- The sales tax revenue on a cash basis for May-December 2018 is \$2,223,968 or 2% greater than the same reporting period in 2017. The year-to-date admin fee is \$10,120.06;
- Home rule sales tax revenue for May-December 2018 of \$666,169 is 1.5% less than the same reporting period in FY18;
- Building permit revenue for FY19 May-March \$373,171 compared to \$476,530, for May-March of 2018;
- The May-January FY19 expenditures of \$8,917,154 are \$1,115,315 greater than the expenditures for the same period in FY18. Capital expenditures year to date are \$1,548,488 or \$1,187,054 greater than the year to date expenses from FY18, this can be attributed to train station improvements, the audio/video equipment in the boardroom, and non-MFT paving expenses; 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 Grenier seconded the motion. The motion passed on a unanimous voice vote.

**12. ITEM #8 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Irvin had no report.

**13. ITEM #9 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Friedman had no report.

**14. ITEM #10 – VILLAGE PRESIDENT’S REPORT APPOINTMENTS TO VILLAGE ADVISORY BOARDS AND COMMISSIONS**

President O’Hara reported the Village President is required by the municipal code to appoint/reappoint members to the Village’s various advisory Boards and Commissions, subject to the consent of the Board of Trustees. The following Village residents are recommended as indicated below:

Architectural Board of Review (2 year term):	Neil Dahlmann, Edward Deegan, Matthew Kerouac, and Robert Hunter, Chair
Board of Fire & Police Commissioners (3 year term):	Craig Pierson
Historic Preservation Commission (4 year term):	Paul Bergmann, Randolph Liebelt Cheri Richardson, Vice Chair, and Steve Kraus, Chair
Joint Plan Commission and Zoning Board of Appeals (3 year term):	Gary Peters, Chair, David Burns and Elliot Miller
Police Pension Fund Board (2 year term)	Brad Adams

Committee Representing Our Young Adults (2 year term):

Carolyn Bielski

Finance Committee

Barbara Ankenman, Aaron Towle  
and William Meyer

As there were no questions from the Board, Trustee Dewart moved to consent to the appointments. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**15. ITEM #11, #12, #13 and #14 – CONSENT AGENDA**

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

11. Correspondence Delivered in the April 5 and April 12, 2019 Informational Reports;
12. Second Reading of an Ordinance Amending the First Year of the Biennial Budget of the Village of Lake Bluff, County of Lake, State of Illinois, for the Fiscal Year Beginning May 1, 2018 and Ending April 30, 2019;
13. Second Reading of an Ordinance Granting a Special Use Permit for the Property Located at 1875 Shore Acres Drive to Permit the Construction of an Electric Lift System on a Bluff; and
14. A Resolution Approving the Appointment of the Building Commissioner and Deputy Building Commissioners

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

**16. ITEM #16 – SECOND READING OF AN ORDINANCE ADOPTING THE BIENNIAL BUDGET UPDATE FOR THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEAR COMMENCING MAY 1, 2019 AND ENDING APRIL 30, 2020**

President O’Hara reported this tentative budget, in the amount of **\$18,174,014** plus **\$1,976,595** in inter-fund transfers for FY2020, includes the Village of Lake Bluff funds and the Lake Bluff Public Library funds. The Village is submitting an update to its two-year fiscal plan; this update to the multi-year budget process emphasizes long-range planning, budgeting for results, effective program management, and fiscal responsibility. Specifically, the primary objectives of this budget are to: (i) maintain current fund balances at or above Village minimum reserve levels, (ii) control operational costs, (iii) continue reinvestment in Village infrastructure, and (iv) continue to deliver quality and efficient services residents expect from the Village of Lake Bluff. Additionally, this budget has been assembled with the intention to allocate resources consistent with the developed 2023 Village Strategic Plan.

President O’Hara reported the operating budget (all costs except capital and contingency) for the Village and the Library is \$12.13 million for FY2020, representing an 8.4% increase from the previous year budget. The capital expenditure budget of \$5.78 million for FY2020 represents 32% of the total budget. Property taxes and sales taxes continue to be the two largest sources of revenue at \$4.33 million and \$4.17 million. Sales tax revenue projections are flat for FY2020. While sales have recovered from prior years and remain consistent, the State continues to raise concerns as they seek to find additional revenues

streams that may have a direct impact on municipal budgets. The tentative budget includes \$1.9 million in new debt to fund important water system infrastructure. President O’Hara further reported on March 11, 2019 the Village Finance Committee discussed and recommended approval of this tentative budget document, which was available for public inspection on March 27, 2019 at the Village Hall, the Public Safety Building as well as on-line at the Village’s website at [lakebluff.org](http://lakebluff.org).

Village Administrator Irvin reported that the Finance Committee recommended an increase in the budget from \$5,000 to \$15,000 for the Quasquicentennial celebration.

As there were no further questions from the Board, Trustee Meyer moved to approve the ordinance as amended. Trustee Ankenman 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)

**17. ITEM #17 – SECOND READING OF AN ORDINANCE AMENDING TITLE I OF THE MUNICIPAL CODE OF THE VILLAGE OF LAKE BLUFF REGARDING THE COMPREHENSIVE FEE SCHEDULE**

President O’Hara reported as part of the budget development process, the Finance Committee reviews the comprehensive fee schedule. At its March 11 meeting, the Committee recommended the Village Board increase water fees by 1.5% to adequately cover projected operating and capital costs associated with the Village water system. She further reported following a discussion with the Finance Committee, the Village Administrator recommends a minor technical change to the comprehensive fee schedule to clarify the treatment of certain minor subdivisions.

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

**18. ITEM #18 – AN ORDINANCE AMENDING PROVISIONS OF TITLE III OF THE LAKE BLUFF MUNICIPAL CODE AND THE COMPREHENSIVE FEE SCHEDULE CONCERNING CLASS P LIQUOR LICENSES**

President O’Hara reported in October 2018, the Lake Bluff Park District entered into an agreement with GolfVisions Management, Inc. to assume operation of the Lake Bluff Golf Course. Accordingly, as required by law and as contemplated in the lease between the Park District and GolfVisions, GolfVisions must obtain its own license to vend liquor to patrons of the Golf Course. She further reported as requested by the Board at its April 8 meeting, the attached Ordinance has been revised to create a new P-2 class of liquor license that would authorize liquor sales occurring on property “operated [...] on behalf of a park district” that would carry a \$1,250 fee. The below table has been amended to illustrate this change and to provide a comparison between this fee level and that charged to other Village businesses.

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

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

**19. ITEM #19 – A RESOLUTION AUTHORIZING A SIGN EXEMPTION REQUEST AND TENANT SIGN CRITERIA FOR THE PROPERTY LOCATED AT 910 SHERWOOD DRIVE AND 42 SHERWOOD TERRACE**

President O’Hara reported Village Staff recently contacted the property owner for the buildings at 910 Sherwood Drive and 42 Sherwood Terrace (Robert Zgonena of 111 Associates, LLC, Owner) regarding several tenants in the buildings who displayed unapproved window signage. In response, Mr. Zgonena made application for relief through a new Tenant Sign Criteria program. She further reported the proposed sign criteria would allow each tenant to have a 30” wide by 26” tall sign on their door, provided the sign does not have a solid opaque background. Tenants whose front door is recessed into an alcove with glass in front of the alcove would also be allowed to have the same sign on the alcove glass, so that it would be visible from the parking lot. Tenants with existing non-conforming signs will have one year to bring their signs into conformance with the new sign criteria.

President O’Hara reported the proposed Tenant Sign Criteria require exemptions from three sections of the Village’s Sign Code: 1. Section 10-10-14D2, to allow the lettering on door signs to exceed the maximum 5” height; 2. Section 10-10-14D10, to allow signs on the alcove glass even though window signs are prohibited; 3. Section 10-10-12, to allow unapproved non-conforming signs more than 14 days to be replaced. President O’Hara stated the Village has approved tenant sign criteria that require exemptions from Village Code in the past, most recently for the Target Outlots. President O’Hara further reported the Architectural Board of Review considered the Tenant Sign Criteria at their April 2 meeting and voted 5-0 to recommend approval. Members of the ABR also expressed an interest in revising the Sign Code to be more accommodating to multi-tenant buildings. 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 Towle moved to adopt the resolution. Trustee Lemieux 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)

**20. ITEM #20 – A RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT 1 TON DUMP TRUCK AND DISPOAL OF SURPLUS PROPERTY**

President O’Hara reported the Village’s 2009 Ford one ton dump truck is planned for replacement and will be sold/traded as it has over 31,000 miles and is no longer under warranty. The FY2019-20 tentative budget includes \$90,000 in funding for the replacement of the one ton dump truck. The Suburban Purchasing Cooperative a joint purchasing program sponsored by the Northwest Municipal Conference offers negotiated lower prices through its Joint Purchasing Program, providing an opportunity to purchase the one ton dump truck budgeted for FY20 in FY19 for about \$15,000 less than anticipated. Staff is requesting authorization to order the vehicle for delivery in May of 2019. President O’Hara further reported the replacement cost of the new truck with snow removal equipment is \$93,859. The trade in value of the current one ton dump truck with snow removal equipment is \$8,000 and with the additional Government/Municipal discount of \$11,257 the total purchase price is \$74,602.00. The resolution requests the purchase of a Ford F550 One Ton Dump Truck from Sutton Ford, Inc. of Matteson, Illinois in the

amount of \$74,602.00 with snow removal equipment at a cost of \$35,819 included in that price. All of the requested funds are included in the FY2019-20 budget.

Following a brief discussion, Trustee Dewart moved to adopt the resolution. Trustee Ankenman 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)

**21. ITEM #21 – A RESOLUTION APPROVING A REVISED EMPLOYEE HANDBOOK FOR THE VILLAGE OF LAKE BLUFF**

President O’Hara reported the Employee Handbook sets forth the conditions of employment applicable to all employees of the Village except that certain sections are superseded by applicable collective bargaining agreements. Annually, Village Administration reviews and recommends the Board adopts changes to the Manual in keeping with best practices in human resources and the recommendations of the Village’s labor counsel. She further reported following this year’s review, the Village Administrator recommends the following changes in addition to routine updates recommended by the Village’s labor counsel:

- Clarify the treatment of volunteers, such as members of the Lake Bluff Fire Department, under the employee handbook;
- Clarify the eligibility of part-time employees for certain classes of paid leave. (Currently, eligibility for leave accrual by these employees are at the Administrator’s discretion to authorize. Leave accruals have not previously been authorized for part-time employees.); and
- Clarify the administration of the 240-hour cap on vacation time effective since May 1, 2013.

In response to a question from Trustee Lemieux, Village Attorney Friedman explained the safe harbor provisions pursuant to State statute.

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

**22. ITEM #22 – A RESOLUTION APPROVING THE VILLAGE OF LAKE BLUFF 2019-2020 OFFICIAL PAY PLAN**

President O’Hara reported attached is a Resolution approving the Village of Lake Bluff Official Pay Plan (Pay Plan) for Fiscal Year beginning May 1, 2019. This document, which is updated annually, establishes the authority and official guidelines by which the Village Administrator may appoint, promote, evaluate and compensate all Village employees except those employees subject to one of the three collective bargaining agreements (Police Sergeants, Police Officers, and Public Works unions). She further reported a main component of the Pay Plan is the schedule of salary ranges for the various Village positions. Please know that actual employee pay increases are contingent on performance evaluations. The Fiscal Year 2019 Annual

Budget includes a 2.5% pool for non-union salary adjustments. Consistent with Village pay policy, the attached Pay Plan reflects adjustments to the ranges for the following positions:

<b>Title</b>	<b>Min</b>	<b>Max</b>
Admin. Secretary	No Change	\$65,520
PW Superintendent	No Change	\$112,060
Police Chief	No Change	\$165,360
Finance Dir.	No Change	\$165,360

President O’Hara reported at their March 11<sup>th</sup> meeting, the Finance Committee reviewed the schedule of salary ranges, a comparison survey of salaries to comparable communities, and recommended approval of the Pay Plan. Subsequent to the Finance Committee’s review, Fire Department personnel authorized to receive hourly pay pursuant to Resolution 2018-59 were reclassified as volunteers under a revised reimbursement system. While no Village employee now holds the “Firefighter/Paramedic/EMT” part-time pay classification established by the resolution, the attached Pay Plan retains this classification.

As there were no questions 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) Dewart, Grenier, Lemieux, Meyer, Towle and Ankenman  
Nays: (0)  
Absent: (0)

**23. ITEM #23 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT FOR THE VILLAGE OF LAKE BLUFF’S LINCOLN AVENUE AND WEST SHERIDAN PLACE STORM SEWER PROJECTS**

President O’Hara said this agenda item will be considered at a future meeting.

**24. ITEM #25 – AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS TO ESTABLISH FLORISTS AS A PERMITTED USE IN THE L-1 LIGHT INDUSTRY DISTRICT**

President O’Hara reported at its regular meeting in April, the PCZBA held a public hearing to consider authorizing the operation of a florist in the L-1 district, whether by establishing it as a permitted or special use. A copy of the staff memorandum and application for zoning relief are attached that further describe the request. At the conclusion of the public hearing, the PCZBA recommended unanimously that the Village Board establish florists as a permitted use in the L-1 Light Industry District.

Trustee Lemieux said the small footprint, sales tax generating business is appropriate for the industrial park.

President O’Hara expressed her belief that the Waukegan Road Corridor Study indicated this type of business would be beneficial to the Village.

In response to questions from Village Clerk Markee, AVA Glen Cole said Flowers by Katie Ford specialize in weddings, banquets, etc.; client visits are by appointment and there is not a retail storefront. There will not be an increase in parking but this amendment would allow a retail oriented shop to operate in the future.

Trustee Towle inquired of the request to waive second reading of the ordinance.

In response to a comment from President O'Hara, AVA Cole said a florist business has been operational for some time outside of the Village but he is uncertain of the location.

In response to a question from Trustee Lemieux, AVA Cole commented on the rationale for waiving second reading noting the lease process requires additional time and expense if this were a permitted use. Trustee Lemieux said the request has gone through the PCZBA process so he does not have a problem with the request.

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

Trustee Dewart moved to waive second reading of the ordinance. 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)

**25. ITEM #26 – TRUSTEE’S REPORT**

There was no Trustee’s report.

**26. ITEM #27 – EXECUTIVE SESSION**

At 8:12 p.m. Trustee Lemieux moved to enter into Executive Session for the purpose of discussing Personnel (5 ILCS 120/2(c)(2)) and Appointments to Public Office (5 ILCS 120/2(c)(3)). Trustee Ankenman 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)

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 8:29 p.m.

**27. ITEM #28 – CONSIDERATION OF THE APRIL 8, 2019 EXECUTIVE SESSION MEETING MINUTES**

Trustee Ankenman moved to approve the April 8, 2019 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**28. ITEM #29 – EXECUTIVE SESSION**

Trustee Towle moved to adjourn the regular meeting. Trustee Dewart seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:29 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Joy Markee  
Village Clerk