**VILLAGE OF LAKE BLUFF**
**BOARD OF TRUSTEES**
**REGULAR MEETING**

Monday, November 28, 2016
7:00 P.M.
40 East Center Avenue
Village Hall Board Room

**AGENDA**

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CONSIDERATION OF THE NOVEMBER 14, 2016 VILLAGE BOARD MEETING MINUTES

4. NON-AGENDA ITEMS AND VISITORS

   The Village President and Board of Trustees allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Village Board of Trustees 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.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

   The Village President and Board of Trustees will entertain requests from anyone present on the order of business to be conducted during the Village Board Meeting.

6. VILLAGE FINANCE REPORT

   a) Warrant Report for November 16-30, 2016

7. VILLAGE ADMINISTRATOR'S REPORT

   a) Report from the Joint Plan Commission and Zoning Board of Appeals Regarding Possible Text Amendments (Attic Space Floor Area Ratio Calculation and CBD Block 3 Setback from Scranton Avenue)

8. VILLAGE ATTORNEY'S REPORT

9. VILLAGE PRESIDENT'S REPORT

   a) Appointment of Emmet Brady to the Sustainability and Community Enhancement Committee.

10. ACCEPTANCE OF THE CORRESPONDENCE

    Please note all correspondence was delivered to the Village Board of Trustees in the Informational Reports on November 11 and 18, 2016

## NEW BUSINESS

11. A PUBLIC HEARING REGARDING YEAR 2016 PROPERTY TAX LEVY

12. AN ORDINANCE LEVYING PROPERTY TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 FOR THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS

13. AN ORDINANCE ABATING 2016 PROPERTY TAXES LEVIED FOR GENERAL OBLIGATION DEBT SERIES 2011 AND 2012 BONDS OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS

14. A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH HLR, INC (Design Services for FY2017 Sanitary Sewer Lift Station Projects)

15. TRUSTEE'S REPORT

16. EXECUTIVE SESSION

17. CONSIDERATION OF THE MINUTES OF THE NOVEMBER 14, 2016 EXECUTIVE SESSION MEETING

18. ADJOURNMENT

*R. Drew Irvin*
*Village Administrator*

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin, Village Administrator, at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF**
**BOARD OF TRUSTEES**
**REGULAR MEETING**
**NOVEMBER 14, 2016**

**DRAFT 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 Aaron Towle called the roll.

The following were present:

| | |
|---|---|
| Village President: | Kathleen O'Hara |
| Trustees: | Barbara Ankenman<br>Mark Dewart<br>Eric Grenier<br>John Josephitis<br>William Meyer |
| Absent: | Steve Christensen |
| Also Present: | Aaron Towle, Village Clerk<br>Drew Irvin, Village Administrator<br>Peter Friedman, Village Attorney<br>Susan Griffin, Finance Director<br>Jeff Hansen, Village Engineer<br>David Belmonte, Police Chief<br>Jake Terlap, Public Works Superintendent<br>Brandon Stanick, 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

Trustee Grenier moved to approve the October 24, 2016 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

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

## 6. ITEM #6A – WARRANT REPORT FOR NOVEMBER 1-15, 2016 AND OCTOBER 2016 PAYROLL EXPENDITURES

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of $361,235.29 for November 1-15, 2016 and expenditure of Village funds for payroll in the amount of $254,195.40 for October 2016.

As such, the total expenditures for this period is in the amount of $615,430.69.

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

| | | |
|---|---|---|
| Ayes: | (5) | Ankenman, Dewart, Grenier, Josephitis and Meyer |
| Nays: | (0) | |
| Absent: | (1) | Christensen |

## 7. ITEM #6B – OCTOBER 2016 FINANCIAL REPORT

At President O'Hara's request, Finance Director Susan Griffin provided a brief summary of the October 2016 Finance Report highlighting major revenue sources and expenditures for the period. Finance Director Griffin stated there is not much new information in this report because the August sales tax revenue have not been received.

- Sales tax revenue for May-July 2016 is of $844,000 is $161,000 or 24% greater than May-July 2015;
- Home rule sales tax of $282,000 for May-July 2016 is $107,000 or 61% greater than May-July 2015;
- Income tax revenue of $284,000 for May-October 2016 is 15% lower than the same period in 2015;
- Building permit revenue is $281,000 and is $62,000 or 18% less than May-October 2015; and
- Expenditures are consistent with the budget.

Finance Director Griffin stated Staff continues to closely monitor the actions in Springfield and assess the implications to the Village of potential changes in State-shared revenue allocations, property tax limitation changes and pension reform.

President O'Hara stated she had met with State Representative Scott Drury and he provided an update on the budget stalemate and ongoing actions in Springfield. A discussion ensued regarding transportation funding.

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

## 8. ITEM #7 – VILLAGE ADMINISTRATOR'S REPORT

Village Administrator Irvin provided an updated on the Village's Household Waste Program proposal solicitation for solid waste, recyclables and yard waste. There were a total of five proposals received and a committee comprised of the Finance Committee Chair Christensen, Sustainability and Community Enhancement Committee Co-Chair Brian Rener, Public Works Superintendent Jake Terlap and himself will review the proposals and present its recommendation to the Board at a future meeting.

## 9. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Friedman had no report.

## 10. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara provided background information on applicant Julie Wehmeyer and recommended she be appointed to the Architectural Board of Review to fill a term ending April 30, 2018.

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

President O'Hara wished everyone a happy Thanksgiving.

## 11. ITEM #10 AND #11 – CONSENT AGENDA

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

10. Correspondence Delivered in the October 21, 28 and November 4, 2016 Informational Reports; and
11. Second Reading of an Ordinance Granting a Special Use Permit to Hunter Fitness and Nutrition, Inc. to Operate a Physical Fitness Facility at 37 Sherwood Terrace, Units 132-133 in the Village's Light Industry District.

Trustee Josephitis moved to approve the Consent Agenda. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

| | | |
|---|---|---|
| Ayes: | (5) | Dewart, Grenier, Josephitis, Meyer and Ankenman |
| Nays: | (0) | |
| Absent: | (1) | Christensen |

## 12. ITEM #12 – A RESOLUTION APPROVING THE PURCHASE OF ROCK SALT FOR THE PURPOSE OF SNOW AND ICE REMOVAL FROM COMPASS MINERALS AMERICA, INC THROUGH THE ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICE JOINT PURCHASING PROGRAM

President O'Hara reported the Village's FY17 fiscal plan includes $48,587 for the purchase of rock salt for ice and snow control operations. Annually, the State of Illinois Office of Procurement conducts a joint rock salt bid process for roadway maintenance agencies statewide. This year's approved bid of $47.07 per

ton was awarded to Compass Minerals of Overland Park, KS. At this price the Village Staff is recommending we purchase approximately 600 tons of rock salt.

President O'Hara 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 should severe weather conditions arise. Last year's price per ton was $67.41 with the Village's salt usage totaling 600 tons due to a below average number of winter events. The Village currently has 528 tons left over from last season and with the purchase of 600 more tons the Village should have an adequate supply of rock salt for this winter, barring an exceptionally harsh season.

In response to a comments from President O'Hara, Public Works Superintendent Terlap stated Lake Bluff Park District purchases their salt from the Village. He expressed his uncertainty regarding the State pricing differential between the Village and the City of Lake Forest.

Trustee Grenier asked how much salt could be stored at public works. Public Works Superintendent Terlap stated the storage shed will accommodate approximately 2,000 tons but the plan is to maintain at least 1,000 tons.

As there were no comments 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) | Grenier, Josephitis, Meyer, Ankenman and Dewart |
| Nays: | (0) | |
| Absent: | (1) | Christensen |

**13. <u>ITEM #13 – A RESOLUTION ESTIMATING THE AMOUNT OF THE ANNUAL AGGREGATE 2016 PROPERTY TAX LEVY</u>**

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. She further reported the Finance Committee, at their September 19th and 26th meetings, reviewed the 2016 levy projections and recommended approval of an aggregate property tax levy of $4,130,447 or 1.25% more than the 2015 property tax extension.

President O'Hara reported the Village share of the property tax levy is $3,233,329 and the Library Board's levy request is $897,118. This levy comprises new construction equalized assessed valuation (EAV) estimated at $3 million and a CPI factor of 0.7%. The total EAV is projected to increase by 6% to $553 million. This estimated levy is in compliance with the amount allowed under the Property Tax Extension Limitation Law. The first reading of the 2016 tax levy ordinance and the public hearing will be held on Monday, November 28th.

President O'Hara noted that the Village's levy is less than 10% of the overall property tax bill. She asked the Board for their comments and thoughts regarding freezing or not using the 0.7% CPI factor for the 2016 property tax levy.

Trustee Ankenman stated the police pension fund was previously funded at 58% and given the actuarial requirements the Village could end up with a funding level of only 52% this year and noted this is a significant issue which the Village needs to closely monitor.

Trustee Dewart stated there are several capital projects pending and the Village is in the process of assessing the funding needed to move those projects forward. Trustee Dewart stated the Village has been careful stewards by driving the cost of services as low as possible. He stated there are important uses for the funds which are defendable with respect to using the full 1.25% increase.

Trustee Grenier expressed his concern about the police pension costs and asked when the Village would reach the required funding level. Finance Director Griffin stated the level is required to be reached by 2040. Trustee Grenier asked if the capital projects were in excess of where the Village has been. Trustee Dewart stated there are several projects being considered and each one has its own expense component. Trustee Dewart outlined some concerns such as the underfunded police pension, the capital projects list and the potential that the State will reduce shared municipal revenue.

Trustee Grenier expressed his concern with the potential percentage loss of sales tax revenue; although the Target Development has increased sales tax revenue by a considerable amount. He questioned how future developments could impact property tax increases. Trustee Grenier stated if the CPI factor is not frozen an assessment should be taken to determine how this would impact the Village. He wondered if a reduction in the levy by not using the CPI factor would result in a noticeable impact to the taxpayers compared to the impact on the Village's financial position. His preference is to strike a balance that benefits both the taxpayers and Village. In addition, he questioned if the community would be willing to take the necessary actions should the State budget condition continue to worsen.

Trustee Josephitis expressed his agreement with Trustee Ankenman regarding the pensions and his concern regarding the state of the State of Illinois. The chart shown on the Finance Director's memorandum reflects a 1.25% increase which is the lowest percentage increase over the past nine years. Trustee Josephitis stated he is comfortable with the proposed levy noting that the Village needs to fortify the police pension fund.

Trustee Meyer questioned what the average Lake Bluff home could anticipate in terms of actual property tax increase/decrease in dollars. Finance Director Griffin replied that the max levy provides about $40,000 new dollars to the Village with the CPI factor of 0.7% representing $22,500 of the $40,000. She noted that the rate is estimated to decline by about $0.04 cents per $100 of EAV. Trustee Meyer asked if the General levy would need to be reduced to cover the pension levy. She stated that the reduction to the General Fund levy would be an additional $17,500 on top of the $5,800 that the General levy is estimated to decline when using the CPI factor.

Village President O'Hara noted that this Resolution is an estimate and can be changed prior to adoption of the Ordinance. A discussion followed, it was the consensus of the Village Board to maintain the tax levy and re-evaluate as needed.

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

Village Administrator Drew Irvin announced that A to the VA Brandon Stanick has accepted a position as the Township Manager for South Strabane, PA and thanked him for all the work he has done for the Village.

President O'Hara stated it has been a delight working with Mr. Stanick and thanked him for his hard work.

A to VA Stanick stated it has been an honor to serve Lake Bluff and thanked the Board for allowing him the opportunity.

## 14. ITEM #14 – TRUSTEE'S REPORT

There was no Trustee's report.

## 15. ITEM #15 – EXECUTIVE SESSION

At 7:39 p.m. Trustee Ankenman moved to enter into Executive Session for the purpose of discussing Property Disposition (5 ILCS 120/2(c)(6)), Personnel (5 ILCS 120/2(c)(2)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

| | | |
|---|---|---|
| Ayes: | (5) | Josephitis, Meyer, Ankenman, Dewart and Grenier |
| Nays: | (0) | |
| Absent: | (1) | Christensen |

There being no further business to discuss, Trustee Grenier moved to adjourn out of executive session. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 8:58 p.m.

## 16. ITEM #16 – CONSIDERATION OF THE MINUTES OF THE OCTOBER 24, 2016 EXECUTIVE SESSION MEETING

Trustee Ankenman moved to approve the October 24, 2016 Executive Session Meeting Minutes as presented. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

## 17. ITEM #17 – 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 8:59 p.m.

Respectfully Submitted,

| | |
|---|---|
| R. Drew Irvin | Aaron Towle |
| Village Administrator | Village Clerk |

**VILLAGE OF LAKE BLUFF**
**REQUEST FOR BOARD ACTION**

**Agenda Item: 6a**

**Subject:** WARRANT REPORT FOR NOVEMBER 16-30, 2016

**Action Requested:** APPROVAL OF DISBURSEMENTS (Roll Call Vote)

**Originated By:** DIRECTOR OF FINANCE

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

Expenditure of Village funds for payment of invoices in the amount of $202,043.04 for November 16-30, 2016.

Total Expenditures of **$202,043.04**

**Reports and Documents Attached:**

1. Warrant Report for November 16-30, 2016 $202,043.04 (dated 11/28/16)

   Note that the warrant report designates those checks issued prior to the Board's formal approval as manual checks "M" on the Warrant Report. These are checks that are prepared in advance of the warrant due to contractual or governmental/payroll tax obligations; to obtain a discount; or for extenuating circumstances that may arise.

**Village Administrator's Recommendation:**

Approval of Warrant and Payroll in the total amount of **$202,043.04**

**Date Referred to Village Board:** **11/28/2016**

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| 121ELEV 121 ELEVATOR INCORPORATED | | | | | | | |
| 2402 | 11/16/16 | 01 | VILL HALL ELEVATOR MAINT | 01-60-900-41000 MAINTENANCE-BUILDING | | 11/28/16 | 565.25 |
| | | | | | | INVOICE TOTAL: | 565.25 |
| | | | | | | VENDOR TOTAL: | 565.25 |
| A PLUS A PLUS BUILDING SERVICES | | | | | | | |
| 10303 | 11/14/16 | 01 | PSB CLEANING:DEC 2016 | 01-70-930-41000 MAINTENANCE-BUILDING | | 11/28/16 | 1,360.00 |
| | | 02 | VILL HALL CLEANING:DEC 2016 | 01-60-900-41000 MAINTENANCE-BUILDING | | | 490.00 |
| | | 03 | DEPOT CLEANING:DEC 2016 | 01-80-920-41000 MAINTENANCE-BUILDING | | | 320.00 |
| | | | | | | INVOICE TOTAL: | 2,170.00 |
| | | | | | | VENDOR TOTAL: | 2,170.00 |
| ADP ADP INC. | | | | | | | |
| 483047372 | 11/11/16 | 01 | PAYROLL PROCESSING:11/10/16 | 01-60-610-41304 OTHER PROFESSIONAL SERVICE | | 11/28/16 | 207.00 |
| | | | | | | INVOICE TOTAL: | 207.00 |
| | | | | | | VENDOR TOTAL: | 207.00 |
| ADVBUSGR ADVANCED BUSINESS GROUP LLC | | | | | | | |
| 19923 | 11/15/16 | 01 | POLICE T-1 LINE CHRG:10/15- | 01-70-710-43210 TELEPHONE | | 11/28/16 | 504.20 |
| | | 02 | 11/15/16 | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 504.20 |
| | | | | | | VENDOR TOTAL: | 504.20 |
| AIRONEEQ AIR ONE EQUIPMENT, INC. | | | | | | | |
| 117522 | 11/11/16 | 01 | FF PROTECTIVE HELMET HOODS | 01-70-730-42420 UNIFORMS | | 11/28/16 | 783.00 |
| | | | | | | INVOICE TOTAL: | 783.00 |
| | | | | | | VENDOR TOTAL: | 783.00 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| AMERGAS AMERICAN GASES CORP. | | | | | | | |
| 3147239 | 11/18/16 | 01 | OXYGEN TANKS:FIRE | 01-70-730-43570 OPERATING SUPPLIES | | 11/28/16 | 22.64 |
| | | | | | | INVOICE TOTAL: | 22.64 |
| | | | | | | VENDOR TOTAL: | 22.64 |
| ANDERPES ANDERSON PEST CONTROL | | | | | | | |
| 3998880 | 10/01/16 | 01 | PSB PEST CONTROL:OCT 2016 | 01-70-930-41000 MAINTENANCE-BUILDING | | 11/28/16 | 68.13 |
| | | | | | | INVOICE TOTAL: | 68.13 |
| 4035413 | 11/01/16 | 01 | PSB PEST CONTROL:NOV 2016 | 01-70-930-41000 MAINTENANCE-BUILDING | | 11/28/16 | 68.13 |
| | | | | | | INVOICE TOTAL: | 68.13 |
| | | | | | | VENDOR TOTAL: | 136.26 |
| AT & T AT & T | | | | | | | |
| 1611 615-2726 | 11/04/16 | 01 | LCL PH SRVC:WATER TOWER | 46-80-800-43210 TELEPHONE | | 11/28/16 | 115.96 |
| | | | | | | INVOICE TOTAL: | 115.96 |
| | | | | | | VENDOR TOTAL: | 115.96 |
| BURRISEQ BURRIS EQUIPMENT CO. | | | | | | | |
| PI70021 | 11/14/16 | 01 | MAINT SUPPLIES:LOADER #42302 | 01-80-890-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 324.44 |
| | | | | | | INVOICE TOTAL: | 324.44 |
| | | | | | | VENDOR TOTAL: | 324.44 |
| CALLONE CALL ONE | | | | | | | |
| 1010-6117-1610 | 10/15/16 | 01 | POTS LINE:V HALL ELEVATOR | 01-60-610-43210 TELEPHONE | | 11/28/16 | 36.54 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| CALLONE CALL ONE | | | | | | | |
| 1010-6117-1610 | 10/15/16 | 02 | POTS LINE:DISPATCH | 01-70-711-43210 TELEPHONE | | 11/28/16 | 151.53 |
| | | 03 | POTS LINE:FIRE | 01-70-730-43210 TELEPHONE | | | 85.23 |
| | | 04 | POTS LINE:PUB WKS | 01-80-910-43210 TELEPHONE | | | 237.07 |
| | | | | | | INVOICE TOTAL: | 510.37 |
| | | | | | | VENDOR TOTAL: | 510.37 |
| CENFRPUB CENTER FOR PUBLIC SAFETY | | | | | | | |
| 1300 | 11/01/16 | 01 | FIRE SERVICE STUDY | 01-60-610-41304 OTHER PROFESSIONAL SERVICE | | 11/28/16 | 5,000.00 |
| | | | | | | INVOICE TOTAL: | 5,000.00 |
| | | | | | | VENDOR TOTAL: | 5,000.00 |
| COMCAST COMCAST CABLE | | | | | | | |
| 10/19-11/18/16 | 10/12/16 | 01 | P WKS CABLE TV/INTERNET ACCESS | 01-80-910-43210 TELEPHONE | | 11/28/16 | 130.00 |
| | | 02 | 10/19-11/18/16 | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 130.00 |
| 11/16-12/15/16 | 11/09/16 | 01 | COMMUNITY ROOM INTERNET ACCESS | 01-70-930-41300 INTERNET/COMPUTER SERVICES | | 11/28/16 | 189.85 |
| | | 02 | 11/16-12/15/16 | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 189.85 |
| 11/19-12/18/16 | 11/12/16 | 01 | P WKS CABLE TV/INTERNET ACCESS | 01-80-910-43210 TELEPHONE | | 11/28/16 | 130.00 |
| | | 02 | 11/19-12/18/16 | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 130.00 |
| 9/19-10/18/16 | 09/12/16 | 01 | P WKS CABLE TV/INTERNET ACCESS | 01-80-910-43210 TELEPHONE | | 11/28/16 | 130.00 |

M

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| COMCAST COMCAST CABLE | | | | | | | |
| 9/19-10/18/16 | 09/12/16 | 02 | 9/19-10/18/16 | ** COMMENT ** | | 11/28/16 | |
| | | | | | | INVOICE TOTAL: | 130.00 |
| | | | | | | VENDOR TOTAL: | 579.85 |
| R0001602 BRUCE DANLY | | | | | | | |
| ESCROW REFUND | 01/28/16 | 01 | REFUND ZONING ESCROW BALANCE | 01-20-202-20592 ZONING ESCROW-611 E. PROSP | | 11/28/16 | 1,418.36 |
| | | | | | | INVOICE TOTAL: | 1,418.36 |
| | | | | | | VENDOR TOTAL: | 1,418.36 |
| DELTADEN DELTA DENTAL | | | | | | | |
| 910444 | 11/28/16 | 01 | PPO DENTAL PREM:DEC 2016 | 01-20-102-20000 ACCOUNTS PAYABLE | | 11/28/16 | 3,856.18 |
| | | | | | | INVOICE TOTAL: | 3,856.18 |
| 910445 | 11/28/16 | 01 | COBRA DENTAL PREM:DEC 2016 | 01-20-102-20000 ACCOUNTS PAYABLE | | 11/28/16 | 34.13 |
| | | | | | | INVOICE TOTAL: | 34.13 |
| 910446 | 11/28/16 | 01 | HMO DENTAL PREM:DEC 2016 | 01-20-102-20000 ACCOUNTS PAYABLE | | 11/28/16 | 17.82 |
| | | | | | | INVOICE TOTAL: | 17.82 |
| | | | | | | VENDOR TOTAL: | 3,908.13 |
| DONATISP DONATIS PIZZA | | | | | | | |
| LUNCHEON:STANICK | 11/17/16 | 01 | FAREWELL LUNCHEON:STANICK | 01-60-600-40800 EMPLOYEE RECOGNITION | | 11/28/16 | 236.15 |
| | | | | | | INVOICE TOTAL: | 236.15 |
| | | | | | | VENDOR TOTAL: | 236.15 |
| FEECEOIL FEECE OIL COMPANY | | | | | | | |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| FEECEOIL FEECE OIL COMPANY | | | | | | | |
| 3451665 | 11/15/16 | 01 | GASOLINE:1500 GALLONS | 01-10-301-55100 GASOLINE INVENTORY | | 11/28/16 | 2,771.87 |
| | | | | | | INVOICE TOTAL: | 2,771.87 |
| | | | | | | VENDOR TOTAL: | 2,771.87 |
| GRAFGRIL GRAFFITI GRILL, INC. | | | | | | | |
| 103116 | 11/09/16 | 01 | HOT DOG SUPPLIES:HALLOWEEN | 01-70-710-44500 COMMUNITY RELATIONS | | 11/28/16 | 365.00 |
| | | | | | | INVOICE TOTAL: | 365.00 |
| | | | | | | VENDOR TOTAL: | 365.00 |
| GROOT GROOT INDUSTRIES | | | | | | | |
| 14523323 | 11/01/16 | 01 | WASTE DISPOSAL/RECYCLNG:NOV 16 | 01-80-850-41305 WASTE/RECYCLING CONTRACT | | 11/28/16 | 46,131.20 |
| | | | | | | INVOICE TOTAL: | 46,131.20 |
| | | | | | | VENDOR TOTAL: | 46,131.20 |
| HAVEYCOM HAVEY COMMUNICATIONS, INC. | | | | | | | |
| 6949 | 11/07/16 | 01 | TRUNK ORGANIZERS:SQD #22 & 25 | 01-70-710-45900 MINOR EQUIPMENT | | 11/28/16 | 748.00 |
| | | | | | | INVOICE TOTAL: | 748.00 |
| | | | | | | VENDOR TOTAL: | 748.00 |
| HERTELRO ROBERT HERTEL | | | | | | | |
| 2016 SFTY BOOTS | 10/30/16 | 01 | SAFETY BOOTS REIMBURSEMENT | 01-80-840-42420 UNIFORMS | | 11/28/16 | 100.00 |
| | | | | | | INVOICE TOTAL: | 100.00 |
| | | | | | | VENDOR TOTAL: | 100.00 |
| ICMA RET ICMA RETIREMENT TRUST 457 | | | | | | | |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| ICMA RET ICMA RETIREMENT TRUST 457 | | | | | | | |
| 11/23 PAYROLL DEDUCT | 11/23/16 | 01 | 11/23 'EE LOAN W/HELD | 01-20-102-45000 ICMA 457 PLAN PAYABLE | | 11/28/16 | 1,700.11 |
| | | | | | | INVOICE TOTAL: | 1,700.11 |
| 11/23/16 W/H | 11/23/16 | 01 | 11/23 'EE W/H | 01-20-102-45000 ICMA 457 PLAN PAYABLE | | 11/28/16 | 3,009.71 |
| | | | | | | INVOICE TOTAL: | 3,009.71 |
| | | | | | | VENDOR TOTAL: | 4,709.82 M |
| IFOP IL FRATERNAL ORDER OF POLICE | | | | | | | |
| 11/10 W/H | 11/10/16 | 01 | 'EE W/HELD FOP DUES:11/10/16 | 01-20-102-49000 UNION DUES PAYABLE | | 11/28/16 | 279.50 |
| | | | | | | INVOICE TOTAL: | 279.50 |
| 11/23 W/H | 11/23/16 | 01 | 'EE W/HELD FOP DUES:11/23/16 | 01-20-102-49000 UNION DUES PAYABLE | | 11/28/16 | 279.50 |
| | | | | | | INVOICE TOTAL: | 279.50 |
| | | | | | | VENDOR TOTAL: | 559.00 M |
| ILASSCHP ILL ASSOC. OF CHIEFS OF POLICE | | | | | | | |
| 2017 DUES:BELMONTE | 11/14/16 | 01 | 2017 MEMBERSHIP DUES:BELMONTE | 01-70-710-42440 DUES | | 11/28/16 | 220.00 |
| | | | | | | INVOICE TOTAL: | 220.00 |
| | | | | | | VENDOR TOTAL: | 220.00 |
| ILMUNLEA ILL MUNICIPAL LEAGUE | | | | | | | |
| 2017 DUES | 11/04/16 | 01 | 2017 MEMBERSHIP DUES | 01-60-650-42440 DUES | | 11/28/16 | 675.00 |
| | | | | | | INVOICE TOTAL: | 675.00 |
| | | | | | | VENDOR TOTAL: | 675.00 |
| ILSECST ILLINOIS SECRETARY OF STATE | | | | | | | |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| ILSECST ILLINOIS SECRETARY OF STATE | | | | | | | |
| 16 FORD TITLE SQD#22 | 10/24/16 | 01 | REG'N/PLATES:NEW SQD #22 | 45-70-710-49410 POLICE CARS | | 11/28/16 | 105.00 |
| | | | | | | INVOICE TOTAL: | 105.00 |
| 16 FORD TITLE SQD#25 | 10/24/16 | 01 | REG'N/PLATES:NEW SQD #25 | 45-70-710-49410 POLICE CARS | | 11/28/16 | 105.00 |
| | | | | | | INVOICE TOTAL: | 105.00 |
| | | | | | | VENDOR TOTAL: | 210.00 |
| ISA INT'L SOCIETY OF ARBORICULTURE | | | | | | | |
| 2017 DUES:HERTEL | 11/10/16 | 01 | 2017 MEMBERSHIP DUES:HERTEL | 01-80-860-42400 TRAINING/EDUCATION | | 11/28/16 | 175.00 |
| | | | | | | INVOICE TOTAL: | 175.00 |
| | | | | | | VENDOR TOTAL: | 175.00 |
| IUOEADM INT'L UNION OF OPER ENGINEERS | | | | | | | |
| 11/23/16 W/H | 11/23/16 | 01 | 11/23 'EE IUOE ADMIN DUES | 01-20-102-49000 UNION DUES PAYABLE | | 11/28/16 | 378.86 |
| | | | | | | INVOICE TOTAL: | 378.86 M |
| | | | | | | VENDOR TOTAL: | 378.86 |
| IUOEMEMB INT'L UNION OF OPER ENGINEERS | | | | | | | |
| 11/23/16 W/H | 11/23/16 | 01 | 11/23 'EE IUOE MEMBER DUES | 01-20-102-49000 UNION DUES PAYABLE | | 11/28/16 | 82.39 |
| | | | | | | INVOICE TOTAL: | 82.39 M |
| | | | | | | VENDOR TOTAL: | 82.39 |
| IRMA | | | | | | | |
| IVC-9877 | 10/11/16 | 01 | IRMA RISK SUMMIT TRNG | 01-60-600-42400 TRAINING/EDUCATION | | 11/28/16 | 75.00 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| IRMA | | | | | | | |
| IVC-9877 | 10/11/16 | 02 | IRMA RISK SUMMIT TRNG | 01-70-710-42400 TRAINING/EDUCATION | | 11/28/16 | 225.00 |
| | | | | | | INVOICE TOTAL: | 300.00 |
| | | | | | | VENDOR TOTAL: | 300.00 |
| JGUNIFOR J.G. UNIFORMS, INC. | | | | | | | |
| 9846 | 11/02/16 | 01 | BULLET PROOF VEST:OFCR HARVEY | 01-70-710-42420 UNIFORMS | | 11/28/16 | 798.27 |
| | | | | | | INVOICE TOTAL: | 798.27 |
| | | | | | | VENDOR TOTAL: | 798.27 |
| POLPEN LAKE BLUFF POLICE PENSION FUND | | | | | | | |
| 11/23/16 W/H | 11/23/16 | 01 | 11/23 'EE POLPEN W/HELD | 01-20-102-45500 POLICE PENSION EE CONTRIBU | | 11/28/16 | 5,004.14 |
| | | | | | | INVOICE TOTAL: | 5,004.14 |
| | | | | | | VENDOR TOTAL: | 5,004.14 M |
| LBPUBLIB LAKE BLUFF PUBLIC LIBRARY | | | | | | | |
| 58348 | 11/03/16 | 01 | BENEFIT ADVANTAGE COBRA CHECK | 01-10-201-37100 DUE FROM LIBRARY | | 11/28/16 | 655.28 |
| | | 02 | AMY VAN GOETHEM | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 655.28 |
| | | | | | | VENDOR TOTAL: | 655.28 |
| LCHOSE LAKE COUNTY HOSE AND EQUIPMENT | | | | | | | |
| 144012 | 11/07/16 | 01 | TRANSFER PUMP FUEL FILTER BASE | 01-80-870-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 17.95 |
| | | | | | | INVOICE TOTAL: | 17.95 |
| | | | | | | VENDOR TOTAL: | 17.95 |
| LFACUTE LAKE FOREST ACUTE CARE | | | | | | | |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| LFACUTE LAKE FOREST ACUTE CARE | | | | | | | |
| VLB22222016 | 11/11/16 | 01 | FLU SHOTS:LIBRARY EMPLOYEES | 01-10-201-37100 DUE FROM LIBRARY | | 11/28/16 | 215.00 |
| | | 02 | FLU SHOTS:PARK DIST EMPLOYEES | 01-10-201-37200 DUE FROM PARK DISTRICT | | | 129.00 |
| | | 03 | FLU SHOTS:VILLAGE EMPLOYEES | 01-60-600-40900 OTHER EMPLOYEE BENEFITS | | | 1,251.00 |
| | | | | | | INVOICE TOTAL: | 1,595.00 |
| | | | | | | VENDOR TOTAL: | 1,595.00 |
| LF CITY CITY OF LAKE FOREST | | | | | | | |
| 17647 | 11/02/16 | 01 | FY17 Q2 BUILDING INSPECTIONS | 01-60-680-41301 BUILDING INSPECTIONS | | 11/28/16 | 8,038.00 |
| | | 02 | FY17 Q2 CROYA YOUTH | 01-60-600-48200 INTERGOVERNMENTAL SERVICES | | | 15,625.00 |
| | | 03 | FY17 Q2 SR. RESOURCES | 01-60-600-48200 INTERGOVERNMENTAL SERVICES | | | 26,623.50 |
| | | 04 | FY17 Q2 PATV | 01-60-600-48200 INTERGOVERNMENTAL SERVICES | | | 5,971.00 |
| | | | | | | INVOICE TOTAL: | 56,257.50 |
| | | | | | | VENDOR TOTAL: | 56,257.50 |
| LASERSTE STEPHEN A LASER ASSOC. | | | | | | | |
| 2005062 | 08/31/16 | 01 | PUB SFTY IND ASSESS:HARVEY | 01-70-710-42450 RECRUITMENT | | 11/28/16 | 550.00 |
| | | 02 | PUB SFTY IND ASSESS:THELIN | 01-70-710-42450 RECRUITMENT | | | 550.00 |
| | | | | | | INVOICE TOTAL: | 1,100.00 |
| | | | | | | VENDOR TOTAL: | 1,100.00 |
| 00000936 LAWRENCE FRAMING & AUTOGRAPHS | | | | | | | |
| 26660 | 11/21/16 | 01 | FRAMING:STANICKS FAREWELL GIFT | 01-60-600-40800 EMPLOYEE RECOGNITION | | 11/28/16 | 168.77 |
| | | | | | | INVOICE TOTAL: | 168.77 |
| | | | | | | VENDOR TOTAL: | 168.77 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| LAWSONPR LAWSON PRODUCTS, INC. | | | | | | | |
| 9304520969 | 11/16/16 | 01 | MISC VEHICLE MAINT SUPPLIES | 01-80-870-43640 MAINTENANCE SUPPLIES-VEHIC | | 11/28/16 | 141.78 |
| | | | | | | INVOICE TOTAL: | 141.78 |
| | | | | | | VENDOR TOTAL: | 141.78 |
| LECHNER LECHNER & SONS UNIFORM RENTAL | | | | | | | |
| 2222842 | 11/04/16 | 01 | UNIFORMS: FORESTRY | 01-80-860-42420 UNIFORMS | | 11/28/16 | 4.79 |
| | | 02 | UNIFORMS: STREETS | 01-80-840-42420 UNIFORMS | | | 25.00 |
| | | 03 | UNIFORMS: SEWERS | 01-80-890-42420 UNIFORMS | | | 1.72 |
| | | 04 | UNIFORMS: PUB WKS | 01-80-910-42420 UNIFORMS | | | 15.17 |
| | | 05 | UNIFORMS: WATER | 46-80-800-42420 UNIFORMS | | | 1.00 |
| | | 06 | PUB WKS OPERATING SUPPLIES | 01-80-910-43660 MAINTENANCE SUPPLIES-BLDG | | | 14.21 |
| | | | | | | INVOICE TOTAL: | 61.89 |
| 2225336 | 11/11/16 | 01 | UNIFORMS: FORESTRY | 01-80-860-42420 UNIFORMS | | 11/28/16 | 4.79 |
| | | 02 | UNIFORMS: STREETS | 01-80-840-42420 UNIFORMS | | | 25.00 |
| | | 03 | UNIFORMS: SEWERS | 01-80-890-42420 UNIFORMS | | | 1.72 |
| | | 04 | UNIFORMS: PUB WKS | 01-80-910-42420 UNIFORMS | | | 15.17 |
| | | 05 | UNIFORMS: WATER | 46-80-800-42420 UNIFORMS | | | 1.00 |
| | | 06 | PUB WKS OPERATING SUPPLIES | 01-80-910-43660 MAINTENANCE SUPPLIES-BLDG | | | 14.21 |
| | | | | | | INVOICE TOTAL: | 61.89 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| LECHNER LECHNER & SONS UNIFORM RENTAL | | | | | | | |
| 2227874 | 11/18/16 | 01 | UNIFORMS: FORESTRY | 01-80-860-42420 UNIFORMS | | 11/28/16 | 4.79 |
| | | 02 | UNIFORMS: STREETS | 01-80-840-42420 UNIFORMS | | | 25.00 |
| | | 03 | UNIFORMS: SEWERS | 01-80-890-42420 UNIFORMS | | | 1.72 |
| | | 04 | UNIFORMS: PUB WKS | 01-80-910-42420 UNIFORMS | | | 15.17 |
| | | 05 | UNIFORMS: WATER | 46-80-800-42420 UNIFORMS | | | 1.00 |
| | | 06 | PUB WKS OPERATING SUPPLIES | 01-80-910-43660 MAINTENANCE SUPPLIES-BLDG | | | 14.21 |
| | | | | | | INVOICE TOTAL: | 61.89 |
| | | | | | | VENDOR TOTAL: | 185.67 |
| LINCOLN LINCOLN NATIONAL LIFE INS. CO. | | | | | | | |
| DEC 2016 | 11/10/16 | 01 | GR TERM LIFE PREM:DEC 2016 | 01-20-102-20000 ACCOUNTS PAYABLE | | 11/28/16 | 831.04 |
| | | | | | | INVOICE TOTAL: | 831.04 |
| | | | | | | VENDOR TOTAL: | 831.04 |
| LUCASLAN LUCAS LANDSCAPING & DESIGN | | | | | | | |
| 4328 | 11/14/16 | 01 | TREE REMOVAL ALONG E BLODGETT | 01-80-860-41301 TREE REMOVAL/TRIMMING SERV | | 11/28/16 | 9,500.00 |
| | | | | | | INVOICE TOTAL: | 9,500.00 |
| | | | | | | VENDOR TOTAL: | 9,500.00 |
| LURVEYLA LURVEY LANDSCAPE SUPPLY | | | | | | | |
| T6-10059101 | 11/04/16 | 01 | CONCRETE PADS FOR GARBAGE CANS | 01-80-850-45900 MINOR EQUIPMENT | | 11/28/16 | 28.50 |
| | | | | | | INVOICE TOTAL: | 28.50 |
| | | | | | | VENDOR TOTAL: | 28.50 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| LYNNMONT LYNN MONTEI ASSOCIATES | | | | | | | |
| 617-2016 | 11/01/16 | 01 | STRATEGIC PLAN DEVELOPMENT | 01-60-600-41304 OTHER PROFESSIONAL SERVICE | | 11/28/16 | 5,698.92 |
| | | | | | | INVOICE TOTAL: | 5,698.92 |
| | | | | | | VENDOR TOTAL: | 5,698.92 |
| MENARDS MENARD'S | | | | | | | |
| 19870 | 11/10/16 | 01 | VILL GREEN HOLIDAY DECORATIONS | 01-80-870-43680 MAINTENANCE SUPPLIES-GROUN | | 11/28/16 | 17.92 |
| | | | | | | INVOICE TOTAL: | 17.92 |
| 20229 | 11/14/16 | 01 | VILL GREEN HOLIDAY DECORATIONS | 01-80-870-43680 MAINTENANCE SUPPLIES-GROUN | | 11/28/16 | 971.61 |
| | | | | | | INVOICE TOTAL: | 971.61 |
| 20594 | 11/18/16 | 01 | VILL GREEN HOLIDAY DECORATIONS | 01-80-870-43680 MAINTENANCE SUPPLIES-GROUN | | 11/28/16 | 59.05 |
| | | | | | | INVOICE TOTAL: | 59.05 |
| | | | | | | VENDOR TOTAL: | 1,048.58 |
| MENONIM MENONI & MOCOGNI, INC. | | | | | | | |
| 1212939 | 11/08/16 | 01 | CONCRETE FOR VILL SIGN INSTALL | 01-80-840-43691 STREET SIGNS | | 11/28/16 | 408.90 |
| | | | | | | INVOICE TOTAL: | 408.90 |
| 1214380 | 11/17/16 | 01 | CONCRETE FOR VILL SIGN INSTALL | 01-80-840-43691 STREET SIGNS | | 11/28/16 | 218.40 |
| | | | | | | INVOICE TOTAL: | 218.40 |
| | | | | | | VENDOR TOTAL: | 627.30 |
| METROIND METROPOLITAN INDUSTRIES, INC | | | | | | | |
| 0000316127 | 11/08/16 | 01 | SRVC CALL:LANSDOWNE LFT STN | 01-80-890-41306 LIFT STATION REPAIRS | | 11/28/16 | 1,910.00 |
| | | | | | | INVOICE TOTAL: | 1,910.00 |
| | | | | | | VENDOR TOTAL: | 1,910.00 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| MINNLIFE MINNESOTA LIFE | | | | | | | |
| NOV 2016 | 11/07/16 | 01 | IND LIFE PREM:FINANCE-NOV 2016 | 01-60-610-40420 LIFE INSURANCE | | 11/28/16 | 272.03 |
| | | 02 | IND LIFE PREM:ADMIN-NOV 2016 | 01-60-600-40420 LIFE INSURANCE | | | 97.95 |
| | | 03 | IND LIFE PREM:POLICE-NOV 2016 | 01-70-710-40420 LIFE INSURANCE | | | 108.58 |
| | | 04 | IND LIFE PREM:PK DIST-NOV 2016 | 01-10-201-37200 DUE FROM PARK DISTRICT | | | 36.09 |
| | | | | | | INVOICE TOTAL: | 514.65 |
| | | | | | | VENDOR TOTAL: | 514.65 |
| NCCPETER NCC PETERSEN PRODUCTS | | | | | | | |
| 71463 | 11/15/16 | 01 | JANITORIAL SUPPLIES:PUB WKS | 01-80-910-43660 MAINTENANCE SUPPLIES-BLDG | | 11/28/16 | 194.68 |
| | | | | | | INVOICE TOTAL: | 194.68 |
| | | | | | | VENDOR TOTAL: | 194.68 |
| NEOPOST NEOPOST USA INC | | | | | | | |
| 14987764 | 11/07/16 | 01 | POSTAGE MACHINE INK CARTRIDGE | 01-60-610-43550 OFFICE SUPPLIES | | 11/28/16 | 166.99 |
| | | | | | | INVOICE TOTAL: | 166.99 |
| | | | | | | VENDOR TOTAL: | 166.99 |
| NPELRA NAT'L PUB EMPL LABOR REL ASSN | | | | | | | |
| 33808-2017 GRIFFIN | 11/21/16 | 01 | MEMBERSHIP DUES:GRIFFIN | 01-60-610-42440 DUES | | 11/28/16 | 205.00 |
| | | | | | | INVOICE TOTAL: | 205.00 |
| | | | | | | VENDOR TOTAL: | 205.00 |
| R0001604 OXFORD REAL ESTATE EQUITIES | | | | | | | |
| ASSURANCE REFUND | 11/11/16 | 01 | ASSURANCE DEPOSIT REFUND | 01-20-102-70000 OTHER SHORT TERM LIABILITI | | 11/28/16 | 25,000.00 |
| | | | | | | INVOICE TOTAL: | 25,000.00 |
| | | | | | | VENDOR TOTAL: | 25,000.00 |

M

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| PACIFICT PACIFIC TELEMANAGEMENT SERVICE | | | | | | | |
| 880725 | 11/17/16 | 01 | PAY PH:PSB LOBBY-DEC 2016 | 01-70-710-43210 TELEPHONE | | 11/28/16 | 76.50 |
| | | 02 | PAY PH:JAIL INTAKE-DEC 2016 | 01-70-710-43210 TELEPHONE | | | 76.50 |
| | | | | | | INVOICE TOTAL: | 153.00 |
| | | | | | | VENDOR TOTAL: | 153.00 |
| PRECSERV PRECISION SERVICE & PARTS, INC | | | | | | | |
| 30IV113551 | 11/07/16 | 01 | REPLACE RADIATOR SQD #23 | 01-70-710-43640 MAINTENANCE SUPPLIES-VEHIC | | 11/28/16 | 392.70 |
| | | | | | | INVOICE TOTAL: | 392.70 |
| | | | | | | VENDOR TOTAL: | 392.70 |
| PREMIERD PREMIER DOOR CORPORATION | | | | | | | |
| 14508 | 11/17/16 | 01 | RESET BLOWN OVERLOAD:FIRE DOOR | 01-70-930-41000 MAINTENANCE-BUILDING | | 11/28/16 | 120.00 |
| | | | | | | INVOICE TOTAL: | 120.00 |
| 14513 | 11/18/16 | 01 | REP'R OVERHEAD DOOR MOTOR:FIRE | 01-80-910-41000 MAINTENANCE-BUILDING | | 11/28/16 | 120.00 |
| | | | | | | INVOICE TOTAL: | 120.00 |
| | | | | | | VENDOR TOTAL: | 240.00 |
| RELADYNE RELADYNE,LLC | | | | | | | |
| 0999850-IN | 11/07/16 | 01 | 9 GALLONS OF ANTIFREEZE | 01-80-870-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 49.50 |
| | | 02 | 9 GALLONS OF ANTIFREEZE | 01-70-710-43640 MAINTENANCE SUPPLIES-VEHIC | | | 49.50 |
| | | | | | | INVOICE TOTAL: | 99.00 |
| | | | | | | VENDOR TOTAL: | 99.00 |
| R0001603 SB WRA, LLC | | | | | | | |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| R0001603 SB WRA, LLC | | | | | | | |
| ESCROW REFUND | 05/20/16 | 01 | REFUND ZONING ESCROW BAL 225 | 01-20-202-20594 ZONING ESCROW-225 W. CENTE | | 11/28/16 | 1,736.84 |
| | | 02 | W CENTER | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 1,736.84 |
| | | | | | | VENDOR TOTAL: | 1,736.84 |
| SHERAUTO SHERIDAN AUTO PARTS | | | | | | | |
| 920502 | 11/02/16 | 01 | 50' FUEL HOSE:JD TRACTOR | 01-80-870-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 37.50 |
| | | | | | | INVOICE TOTAL: | 37.50 |
| 921211 | 11/09/16 | 01 | OIL,AIR & FUEL FILTERS | 46-80-800-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 48.97 |
| | | | | | | INVOICE TOTAL: | 48.97 |
| 930691 | 11/03/16 | 01 | OIL/AIR FILTERS | 01-80-860-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 91.74 |
| | | | | | | INVOICE TOTAL: | 91.74 |
| | | | | | | VENDOR TOTAL: | 178.21 |
| STANICKB BRANDON STANICK | | | | | | | |
| 51197183 | 10/28/16 | 01 | FY16-17 HOSTGATOR.COM SUBSCRIP | 01-60-600-41304 OTHER PROFESSIONAL SERVICE | | 11/28/16 | 203.40 |
| | | 02 | FARM MRKT SURVEY OCT 15-NOV 16 | 01-60-650-44610 FARMER'S MARKET | | | 364.00 |
| | | 03 | 2015 VIMEO SUBSCRIPTION | 01-60-600-41304 OTHER PROFESSIONAL SERVICE | | | 59.95 |
| | | | | | | INVOICE TOTAL: | 627.35 |
| | | | | | | VENDOR TOTAL: | 627.35 |
| STAPLES STAPLES ADVANTAGE | | | | | | | |
| 3320434251 | 11/04/16 | 01 | OFFICE SUPPLIES:COM DEVELOPMNT | 01-60-680-43550 OFFICE SUPPLIES | | 11/28/16 | 16.29 |
| | | | | | | INVOICE TOTAL: | 16.29 |

M

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| STAPLES STAPLES ADVANTAGE | | | | | | | |
| 3320809105 | 11/08/16 | 01 | KITCHEN SUPPLIES:VILL HALL | 01-60-900-43660 MAINTENANCE SUPPLIES-BUILD | | 11/28/16 | 67.49 |
| | | | | | | INVOICE TOTAL: | 67.49 |
| 3320927605 | 11/10/16 | 01 | NAME PLATE:BOTTALICO | 01-60-600-43550 OFFICE SUPPLIES | | 11/28/16 | 15.50 |
| | | | | | | INVOICE TOTAL: | 15.50 |
| | | | | | | VENDOR TOTAL: | 99.28 |
| STATEDIS STATE DISBURSEMENT UNIT | | | | | | | |
| 11/23 PAYROLL DEDUCT | 11/23/16 | 01 | 11/23 'EE PAYROLL DEDUCTION | 01-20-102-51000 WAGE ASSIGNMENT PAYABLE | | 11/28/16 | 579.69 |
| | | | | | | INVOICE TOTAL: | 579.69 |
| | | | | | | VENDOR TOTAL: | 579.69 M |
| TALENTWI TALENTWISE | | | | | | | |
| 95231298 | 08/31/16 | 01 | VOLUNTEER FF BACKGROUND CK | 01-70-730-42450 RECRUITMENT | | 11/28/16 | 128.00 |
| | | | | | | INVOICE TOTAL: | 128.00 |
| | | | | | | VENDOR TOTAL: | 128.00 |
| R0001605 THE ROANOKE GROUP | | | | | | | |
| ESCROW REFUND | 08/10/16 | 01 | REFUND ZONING ESCROW:BLOCK 3 | 01-20-202-20600 ZONING ESCROW-ROANOKE | | 11/28/16 | 6,189.55 |
| | | | | | | INVOICE TOTAL: | 6,189.55 |
| | | | | | | VENDOR TOTAL: | 6,189.55 |
| TRANSUNI TRANS UNION RISK & ALTERNATIVE | | | | | | | |
| OCT 2016 | 11/01/16 | 01 | PERSON SEARCH:POLICE | 01-70-710-43570 OPERATING SUPPLIES | | 11/28/16 | 25.00 |
| | | | | | | INVOICE TOTAL: | 25.00 |
| | | | | | | VENDOR TOTAL: | 25.00 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| TRI-RFAB TRI-R FABRICATION | | | | | | | |
| 6401 | 10/24/16 | 01 | PICTURE RAILING:VH BOARD ROOM | 01-60-900-49200 IMPROVEMENTS-OTHER | | 11/28/16 | 2,500.00 |
| | | | | | | INVOICE TOTAL: | 2,500.00 |
| | | | | | | VENDOR TOTAL: | 2,500.00 |
| UNCOFFEE UNITED COFFEE SERVICE, INC. | | | | | | | |
| 563421 | 11/10/16 | 01 | COFFEE & SUPPLIES:V HALL | 01-60-900-43660 MAINTENANCE SUPPLIES-BUILD | | 11/28/16 | 215.55 |
| | | 02 | (2) 5 GAL BOTTLED WATER:V HALL | 01-60-900-43660 MAINTENANCE SUPPLIES-BUILD | | | 17.70 |
| | | | | | | INVOICE TOTAL: | 233.25 |
| | | | | | | VENDOR TOTAL: | 233.25 |
| UNITEDCO UNITED COMMUNICATIONS CORP. | | | | | | | |
| 823511 | 11/09/16 | 01 | PAGER BELT CLIPS:FIRE DEPT | 01-70-730-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 62.98 |
| | | | | | | INVOICE TOTAL: | 62.98 |
| | | | | | | VENDOR TOTAL: | 62.98 |
| USABLUE USA BLUE BOOK | | | | | | | |
| 111590 | 11/16/16 | 01 | COUPLING ADAPTOR/BATTERIES | 01-80-840-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 29.93 |
| | | | | | | INVOICE TOTAL: | 29.93 |
| | | | | | | VENDOR TOTAL: | 29.93 |
| VERIZON VERIZON WIRELESS | | | | | | | |
| 9774509521 | 11/01/16 | 01 | WIRELESS SRV:FIRE 10/2-11/1/16 | 01-70-730-43210 TELEPHONE | | 11/28/16 | 112.78 |
| | | 02 | WIRELESS SRV:POLICE | 01-70-710-43210 TELEPHONE | | | 423.25 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| VERIZON VERIZON WIRELESS | | | | | | | |
| 9774509521 | 11/01/16 | 03 | WIRELESS PHONE PURCHASE:POLICE | 01-70-710-45900 MINOR EQUIPMENT | | 11/28/16 | 99.99 |
| | | 04 | WIRELESS SRV:PUB WKS | 01-80-910-43210 TELEPHONE | | | 235.70 |
| | | 05 | WIRELESS PHONE PURCHASE:P WKS | 01-80-910-45900 MINOR EQUIPMENT | | | 99.99 |
| | | 06 | WIRELESS SRV:ADMIN | 01-60-600-43210 TELEPHONE | | | 151.94 |
| | | 07 | WIRELESS SRV:COM DEVELOPMENT | 01-60-680-43210 TELEPHONE | | | 186.96 |
| | | 08 | SQD CAR WIRELESS ACCESS POLICE | 01-70-710-43210 TELEPHONE | | | 406.64 |
| | | 09 | CAD SYSTEM | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 1,717.25 |
| | | | | | | VENDOR TOTAL: | 1,717.25 |
| VISIONSE VISION SERVICE PLAN | | | | | | | |
| DEC 2016 | 11/16/16 | 01 | VILLAGE VISION PREM:DEC 2016 | 01-20-102-20000 ACCOUNTS PAYABLE | | 11/28/16 | 303.08 |
| | | 02 | PARK DIST VISION PREM:DEC 2016 | 01-20-102-20000 ACCOUNTS PAYABLE | | | 157.02 |
| | | 03 | LIBRARY VISION PREM:DEC 2016 | 01-20-102-20000 ACCOUNTS PAYABLE | | | 62.56 |
| | | | | | | INVOICE TOTAL: | 522.66 |
| | | | | | | VENDOR TOTAL: | 522.66 |
| WAREHOUS WAREHOUSE DIRECT | | | | | | | |
| 3263978-0 | 11/10/16 | 01 | KITCHEN SUPPLIES:VILL HALL | 01-60-900-43660 MAINTENANCE SUPPLIES-BUILD | | 11/28/16 | 271.53 |
| | | | | | | INVOICE TOTAL: | 271.53 |
| 3264423-0 | 11/14/16 | 01 | OFFICE SUPPLIES:VILL HALL | 01-60-610-43550 OFFICE SUPPLIES | | 11/28/16 | 293.05 |
| | | | | | | INVOICE TOTAL: | 293.05 |
| | | | | | | VENDOR TOTAL: | 564.58 |

INVOICES DUE ON/BEFORE 11/28/2016

| INVOICE # / VENDOR # | INVOICE DATE | ITEM # | DESCRIPTION | ACCOUNT # | P.O. # | DUE DATE | ITEM AMT |
|---|---|---|---|---|---|---|---|
| WELLSFAR WELLS FARGO BANK | | | | | | | |
| 1376757 | 11/01/16 | 01 | ESCROW AGENT FEE 2011 BONDS: | 46-95-100-41450 BANK SERVICE CHARGES | | 11/28/16 | 250.00 |
| | | 02 | 11/1/16-4/30/17 | ** COMMENT ** | | | |
| | | | | | | INVOICE TOTAL: | 250.00 |
| | | | | | | VENDOR TOTAL: | 250.00 |
| ZARNOTH ZARNOTH BRUSH WORKS INC. | | | | | | | |
| 0162436-IN | 11/08/16 | 01 | STREET SWEEPER BRUSHES | 01-80-840-43650 MAINTENANCE SUPPLIES-EQUIP | | 11/28/16 | 156.00 |
| | | | | | | INVOICE TOTAL: | 156.00 |
| | | | | | | VENDOR TOTAL: | 156.00 |
| | | | | | | TOTAL ALL INVOICES: | 202,043.04 |

INVOICES DUE ON/BEFORE 11/28/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|---|---|---|---|
| GENERAL FUND | | | |
| 10 | ASSETS | | |
| FEECEOIL | FEECE OIL COMPANY | 30,488.48 | 2,771.87 |
| LBPUBLIB | LAKE BLUFF PUBLIC LIBRARY | 3,692.78 | 655.28 |
| LFACUTE | LAKE FOREST ACUTE CARE | 1,440.96 | 344.00 |
| MINNLIFE | MINNESOTA LIFE | 2,592.42 | 36.09 |
| | ASSETS | | 3,807.24 |
| 20 | LIABILITIES | | |
| DELTADEN | DELTA DENTAL | 27,290.31 | 3,908.13 |
| ICMA RET | ICMA RETIREMENT TRUST 457 | 67,230.81 | 4,709.82 |
| IFOP | IL FRATERNAL ORDER OF POLICE | 3,784.00 | 559.00 |
| IUOEADM | INT'L UNION OF OPER ENGINEERS | 5,682.90 | 378.86 |
| IUOEMEMB | INT'L UNION OF OPER ENGINEERS | 1,235.85 | 82.39 |
| LINCOLN | LINCOLN NATIONAL LIFE INS. CO. | 5,669.12 | 831.04 |
| POLPEN | LAKE BLUFF POLICE PENSION FUND | 73,549.05 | 5,004.14 |
| R0001602 | BRUCE DANLY | | 1,418.36 |
| R0001603 | SB WRA, LLC | | 1,736.84 |
| R0001604 | OXFORD REAL ESTATE EQUITIES | | 25,000.00 |
| R0001605 | THE ROANOKE GROUP | | 6,189.55 |
| STATEDIS | STATE DISBURSEMENT UNIT | 8,695.35 | 579.69 |
| VISIONSE | VISION SERVICE PLAN | 3,653.05 | 522.66 |
| | LIABILITIES | | 50,920.48 |
| 60 | ADMINISTRATION | | |
| 00000936 | LAWRENCE FRAMING & AUTOGRAPHS | | 168.77 |
| 121ELEV | 121 ELEVATOR INCORPORATED | 1,668.25 | 565.25 |
| A PLUS | A PLUS BUILDING SERVICES | 14,470.00 | 490.00 |
| ADP | ADP INC. | 3,071.36 | 207.00 |
| CALLONE | CALL ONE | 2,926.54 | 36.54 |
| CENFRPUB | CENTER FOR PUBLIC SAFETY | 5,000.00 | 5,000.00 |
| DONATISP | DONATIS PIZZA | 493.13 | 236.15 |
| ILMUNLEA | ILL MUNICIPAL LEAGUE | | 675.00 |
| IRMA | | 4,835.00 | 75.00 |
| LF CITY | CITY OF LAKE FOREST | 221,821.00 | 56,257.50 |
| LFACUTE | LAKE FOREST ACUTE CARE | 1,440.96 | 1,251.00 |
| LYNNMONT | LYNN MONTEI ASSOCIATES | 8,897.84 | 5,698.92 |
| MINNLIFE | MINNESOTA LIFE | 2,592.42 | 369.98 |
| NEOPOST | NEOPOST USA INC | | 166.99 |
| NPELRA | NAT'L PUB EMPL LABOR REL ASSN | | 205.00 |

INVOICES DUE ON/BEFORE 11/28/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|---|---|---|---|
| GENERAL FUND | | | |
| 60 | ADMINISTRATION | | |
| STANICKB | BRANDON STANICK | 290.01 | 627.35 |
| STAPLES | STAPLES ADVANTAGE | 1,570.30 | 99.28 |
| TRI-RFAB | TRI-R FABRICATION | 4,727.00 | 2,500.00 |
| UNCOFFEE | UNITED COFFEE SERVICE, INC. | 3,750.47 | 233.25 |
| VERIZON | VERIZON WIRELESS | 9,185.34 | 338.90 |
| WAREHOUS | WAREHOUSE DIRECT | 2,438.81 | 564.58 |
| | ADMINISTRATION | | 75,766.46 |
| 70 | PUBLIC SAFETY | | |
| A PLUS | A PLUS BUILDING SERVICES | 14,470.00 | 1,360.00 |
| ADVBUSGR | ADVANCED BUSINESS GROUP LLC | 3,756.20 | 504.20 |
| AIRONEEQ | AIR ONE EQUIPMENT, INC. | 5,510.11 | 783.00 |
| AMERGAS | AMERICAN GASES CORP. | 550.89 | 22.64 |
| ANDERPES | ANDERSON PEST CONTROL | 1,167.11 | 136.26 |
| CALLONE | CALL ONE | 2,926.54 | 236.76 |
| COMCAST | COMCAST CABLE | 1,581.72 | 189.85 |
| GRAFGRIL | GRAFFITI GRILL, INC. | 6,605.00 | 365.00 |
| HAVEYCOM | HAVEY COMMUNICATIONS, INC. | 5,783.50 | 748.00 |
| ILASSCHP | ILL ASSOC. OF CHIEFS OF POLICE | 100.00 | 220.00 |
| IRMA | | 4,835.00 | 225.00 |
| JGUNIFOR | J.G. UNIFORMS, INC. | 7,717.12 | 798.27 |
| LASERSTE | STEPHEN A LASER ASSOC. | | 1,100.00 |
| MINNLIFE | MINNESOTA LIFE | 2,592.42 | 108.58 |
| PACIFICT | PACIFIC TELEMANAGEMENT SERVICE | 1,071.00 | 153.00 |
| PRECSERV | PRECISION SERVICE & PARTS, INC | 1,280.90 | 392.70 |
| PREMIERD | PREMIER DOOR CORPORATION | 3,574.18 | 120.00 |
| RELADYNE | RELADYNE,LLC | 915.34 | 49.50 |
| TALENTWI | TALENTWISE | 444.00 | 128.00 |
| TRANSUNI | TRANS UNION RISK & ALTERNATIVE | 245.25 | 25.00 |
| UNITEDCO | UNITED COMMUNICATIONS CORP. | 87.96 | 62.98 |
| VERIZON | VERIZON WIRELESS | 9,185.34 | 1,042.66 |
| | PUBLIC SAFETY | | 8,771.40 |
| 80 | PUBLIC WORKS | | |
| A PLUS | A PLUS BUILDING SERVICES | 14,470.00 | 320.00 |
| BURRISEQ | BURRIS EQUIPMENT CO. | 2,411.88 | 324.44 |
| CALLONE | CALL ONE | 2,926.54 | 237.07 |
| COMCAST | COMCAST CABLE | 1,581.72 | 390.00 |

INVOICES DUE ON/BEFORE 11/28/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|---|---|---|---|
| GENERAL FUND | | | |
| 80 | PUBLIC WORKS | | |
| GROOT | GROOT INDUSTRIES | 276,984.61 | 46,131.20 |
| HERTELRO | ROBERT HERTEL | | 100.00 |
| ISA | INT'L SOCIETY OF ARBORICULTURE | | 175.00 |
| LAWSONPR | LAWSON PRODUCTS, INC. | 806.53 | 141.78 |
| LCHOSE | LAKE COUNTY HOSE AND EQUIPMENT | 376.89 | 17.95 |
| LECHNER | LECHNER & SONS UNIFORM RENTAL | 1,666.66 | 182.67 |
| LUCASLAN | LUCAS LANDSCAPING & DESIGN | | 9,500.00 |
| LURVEYLA | LURVEY LANDSCAPE SUPPLY | 1,636.35 | 28.50 |
| MENARDS | MENARD'S | 1,481.83 | 1,048.58 |
| MENONIM | MENONI & MOCOGNI, INC. | 232.50 | 627.30 |
| METROIND | METROPOLITAN INDUSTRIES, INC | | 1,910.00 |
| NCCPETER | NCC PETERSEN PRODUCTS | 3,635.53 | 194.68 |
| PREMIERD | PREMIER DOOR CORPORATION | 3,574.18 | 120.00 |
| RELADYNE | RELADYNE,LLC | 915.34 | 49.50 |
| SHERAUTO | SHERIDAN AUTO PARTS | 1,765.54 | 129.24 |
| USABLUE | USA BLUE BOOK | 135.80 | 29.93 |
| VERIZON | VERIZON WIRELESS | 9,185.34 | 335.69 |
| ZARNOTH | ZARNOTH BRUSH WORKS INC. | 262.60 | 156.00 |
| | PUBLIC WORKS | | 62,149.53 |
| VEHICLE/EQUIP REPLACEMENT FUND | | | |
| 70 | PUBLIC SAFETY | | |
| ILSECST | ILLINOIS SECRETARY OF STATE | 202.00 | 210.00 |
| | PUBLIC SAFETY | | 210.00 |
| WATER FUND | | | |
| 80 | PUBLIC WORKS | | |
| AT & T | AT & T | 14,583.68 | 115.96 |
| LECHNER | LECHNER & SONS UNIFORM RENTAL | 1,666.66 | 3.00 |
| SHERAUTO | SHERIDAN AUTO PARTS | 1,765.54 | 48.97 |
| | PUBLIC WORKS | | 167.93 |
| 95 | DEBT SERVICE | | |
| WELLSFAR | WELLS FARGO BANK | 250.00 | 250.00 |
| | DEBT SERVICE | | 250.00 |
| | TOTAL ALL DEPARTMENTS | | 202,043.04 |

**VILLAGE OF LAKE BLUFF**
**REQUEST FOR BOARD ACTION**

**Agenda Item: 7a**

**Subject:** REPORT FROM THE JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS REGARDING POSSIBLE TEXT AMENDMENTS (ATTIC SPACE FLOOR AREA RATIO CALCULATION AND CBD BLOCK 3 SETBACK)

**Action Requested:** REFERRAL TO THE JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS (Voice Vote)

**Originated By:** JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

At the direction of the Village Board, the PCZBA continues to study the Village's bulk and massing regulations in order to determine if the zoning code is effectively managing the massing of new single-family homes; as part of this study, the PCZBA identified how the Village's zoning code treats attic space as part of the calculation of floor area as a priority issue. Following conversations by the PCZBA in the fall of 2015 and, most recently, on November 16, 2016, the PCZBA is recommending the Village consider amending the text of the zoning code to include in the calculation of total floor area that portion of an attic floor that has a floor to roof sheathing height equal to or greater than six feet (6'), regardless of how the attic space is accessed.

During the November 16, 2016 meeting the PCZBA also discussed the required setbacks for the Block 3 (former PNC Bank) property under the existing zoning code. With the possibility that as-of-right redevelopment of that block may occur, the consensus of the PCZBA was to consider modifying the minimum setback of any new building along Scranton Avenue from 0 feet to 15 feet for the CBD portion Block 3. Should the Village Board determine that these possible text amendments should be further examined, the Village Board can refer them to the PCZBA for public hearings at their next regular meeting.

**Reports and Documents Attached:**

1. Draft Ordinance Regarding the Inclusion of Attic Space in Floor Area Ratio Computations;
2. Draft Ordinance Modifying the Scranton Avenue Setback for Block 3 of the CBD; and
3. November 16, 2016 PCZBA Meeting Materials Regarding the PCZBA Bulk/Massing Study.

**Village Administrator's Recommendation:** Consideration of the Request.

**Date Referred to Village Board:** **11/28/2016**

**ORDINANCE NO. 2016-__**

**AN ORDINANCE AMENDING SECTION 10-5-6 OF THE LAKE BLUFF ZONING REGULATIONS REGARDING THE INCLUSION OF ATTICS IN FLOOR AREA RATIO COMPUTATIONS**

Passed by the Board of Trustees, _____, 2016

Printed and Published, _____, 2016

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

_____
Village Clerk

DRAFT

# ORDINANCE NO. 2016-__

## AN ORDINANCE AMENDING SECTION 10-6-5 OF THE LAKE BLUFF ZONING REGULATIONS REGARDING THE INCLUSION OF ATTICS IN FLOOR AREA RATIO COMPUTATIONS

**WHEREAS,** the Village of Lake Bluff is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

**WHEREAS,** the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

**WHEREAS**, Section 10-5-6 of the Village Zoning Regulations prohibits any structure constructed or altered on a residential lot from exceeding the maximum floor area ratio (***"FAR"***) for the lot and sets forth how the FAR will be computed (collectively, ***"FAR Regulations"***); and

**WHEREAS**, the Village desires to update and clarify how attics are considered for calculating the maximum FAR for a property (***"Proposed Amendment"***); and

**WHEREAS**, the Village's Joint Plan Commission and Zoning Board of Appeals ("***PCZBA***"), pursuant to proper notice, conducted a public hearing to consider the Proposed Amendment on _____, 2016, pursuant to Section 10-2-9D2 of the Zoning Regulations; and

**WHEREAS**, at the close of the public hearing, pursuant to Section 10-2-9D3 of the Zoning Regulations, the PCZBA recommended that the Village Board approve the Proposed Amendment as set forth in this Ordinance; and

**WHEREAS**, the Board of Trustees has determined that adoption of the Proposed Amendment as set forth in this Ordinance is in the best interests of the Village;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1**. **Recitals**.

The foregoing recitals are incorporated herein as findings and determinations of the Board of Trustees.

**Section 2**. **Public Hearing**.

A public hearing on the Proposed Amendment was duly advertised on or before _____, 2016, in the *News-Sun*. The public hearing was commenced by the PCZBA on _____, 2016. On _____, 2016, the PCZBA recommended that the Board of Trustees adopt the Proposed Amendment.

**Section 3. Amendment to Section 10-5-6 of the Zoning Regulations.**

Pursuant to Section 10-2-9 of the Zoning Regulations, the text of Section 6, titled, "Floor Area Ratio," of Chapter 5, titled "Residential Districts," of Title 10, titled "Zoning Regulations," of the *Lake Bluff Municipal Code* is hereby amended as follows:

"**10-5-6: Floor Area Ratio:**

* * *

B. Special Gross Floor Area Calculations And Exceptions: For purposes of determining the maximum gross floor area permitted for a lot, the following special calculations and exceptions shall apply:

* * *

7. Attics: Only that portion of an attic floor that~~: a)~~ has a floor to ~~ceiling~~ **roof sheathing** height equal to or greater than six feet (6'); ~~and b) is determined by the village building commissioner to have been designed to be readily utilized for, or readily converted to, eating, sleeping, or living areas,~~ shall be included in the gross floor area of the lot. ~~In making such determination, the building commissioner shall consider such factors as, without limitation, the method of access and emergency egress, natural light and ventilation provided for such space, and the size of such space.~~ **For purposes of this Section 10-5-6(B)(7), "attic" is defined as the space between the ceiling joists of the top story and the roof sheathing.**

* * *"

**Section 3. Effective Date.**

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

**PASSED** this ____ day of _____, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVED** this ____ day of _____, 2016.

_____
Village President

ATTEST:

_____
Village Clerk

**FIRST READING:** _____

**SECOND READING:** _____

**PASSED:** _____

**APPROVED:** _____

**PUBLISHED IN PAMPHLET FORM:** _____

DRAFT

ATTACHMENT 2

**ORDINANCE NO. 2016-__**

**AN ORDINANCE AMENDING SECTIONS 10-5-3 AND 10-6A-5 OF THE LAKE BLUFF ZONING REGULATIONS REGARDING SETBACKS FOR BLOCK THREE IN THE CENTRAL BUSINESS DISTRICT**

Passed by the Board of Trustees, _____, 2016

Printed and Published, _____, 2016

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

_____
Village Clerk

DRAFT

**ORDINANCE NO. 2016-__**

**AN ORDINANCE AMENDING SECTIONS 10-5-3 AND 10-6A-5 OF THE LAKE BLUFF ZONING REGULATIONS REGARDING SETBACKS FOR BLOCK THREE IN THE CENTRAL BUSINESS DISTRICT**

**WHEREAS,** the Village of Lake Bluff is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

**WHEREAS,** the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

**WHEREAS,** Section 10-5-3C of the Zoning Regulations, which is contained in the chapter of the Zoning Regulations governing residence district, establishes setback regulations for properties located within the Central Business District (***"CBD"***) that are adjacent to or abutting property located within a residence district (***"CBD Residential Setback Regulation"***); and

**WHEREAS,** Section 10-6A-5(c) of the Village Zoning Regulations establishes setback regulations for property located within Block Three of the CBD (***"General Block Three Setback Regulation"***); and

**WHEREAS**, the Village desires to: (i) relocate the CBD Residential Setback Regulation to Chapter 6 of the Zoning Regulations governing Business Districts to ease in the use of the Zoning Regulations; and (ii) to amend the General Block Three Setback Regulation to prevent properties in Block Three from having no setbacks along Scranton Avenue (collectively, "***Proposed Amendment***"); and

**WHEREAS**, the Village's Joint Plan Commission and Zoning Board of Appeals ("***PCZBA***"), pursuant to proper notice, conducted a public hearing to consider the Proposed Amendment on _____, 2016, pursuant to Section 10-2-9D2 of the Zoning Regulations; and

**WHEREAS**, at the close of the public hearing, pursuant to Section 10-2-9D3 of the Zoning Regulations, the PCZBA recommended that the Village Board approve the Proposed Amendment as set forth in this Ordinance; and

**WHEREAS**, the Board of Trustees has determined that adoption of the Proposed Amendment as set forth in this Ordinance is in the best interests of the Village;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1**. **Recitals**.

The foregoing recitals are incorporated herein as findings and determinations of the Board of Trustees.

DRAFT

**Section 2.** **Public Hearing.**

A public hearing on the Proposed Amendment was duly advertised on or before _____, 2016, in the *News-Sun*. The public hearing was commenced by the PCZBA on _____, 2016. On _____, 2016, the PCZBA recommended that the Board of Trustees adopt the Proposed Amendment.

**Section 3.** **Amendments to Section 10-5-3 of the Zoning Regulations.**

Section 10-5-3, entitled "Yards," of Chapter 5, entitled "Residence Districts," of Title 10, entitled "Zoning Regulations," of the Lake Bluff Municipal Code, is hereby amended in the following respects [additions are **bold and double-underlined**; ~~deletions are struck through~~]:

"**10-5-3: Yards:**

* * *

~~C. Adjoining Business District:~~

~~1. Any lot in any business district that fronts on the same street and has the same front line as an adjacent lot in the same block that is in a residence district shall conform to the setback requirements of the adjoining residence district; provided, however, that no building on such a lot in a business district shall be required by this subsection to set back more than fifteen feet (15') from the street line.~~

~~2. Where the rear of a corner lot in a business district abuts the rear of a corner lot in a residence district, the side yard setback along the side street in the business district shall conform to the side yard setback required along such street in the residence district; provided, however, that no building on such a lot in the business district shall be required by this subsection to have a side yard setback of more than ten feet (10') along the side street.~~

~~D.~~**C.** Corner Lot Side Yard: Notwithstanding the side yard requirements for residential districts in articles A through H of this chapter, the corner lot side yard setbacks set forth in this subsection shall apply to residential corner lots in the village.

1. General Requirement: Corner lot side yard setbacks shall be as indicated in the table below unless the exception in subsection ~~D~~**C**2 of this section applies.

* * *

2. Exception: Corner lots with a side yard adjacent to the front yard of an adjoining lot shall have a required side yard along the street that is the lesser of the setback indicated

DRAFT

in the table below or the required front yard setback of the adjoining lot. This shall not apply to corner lots if they are separated from the adjacent front yard by a ravine, which corner lots shall have the side yard required under subsection ~~D~~**C**1 of this section.

* * *"

**Section 4. Amendments to Section 10-6A-5 of the Zoning Regulations.**

Section 10-6A-5, entitled "Setbacks," of Article A, entitled "Central Business District (CBD)," of Chapter 6, entitled "Business Districts," of Title 10, entitled "Zoning Regulations," of the Lake Bluff Municipal Code, is hereby amended as follows [additions are **bold and double-underlined**; ~~deletions are struck through~~]:

"**10-6A-5: Setbacks:**

* * *

C. CBD Block Three:

1. Scranton Avenue: **Notwithstanding anything to the contrary in Section 10-6A-5E,** ~~For~~ any building on any lot in CBD block three with ~~frontage on~~ **a boundary along** Scranton Avenue, ~~no building setback along Scranton Avenue shall be required~~ **shall have a building setback from Scranton Avenue of not less than fifteen feet (15')**.

2. Oak Avenue: **Notwithstanding anything to the contrary in Section 10-6A-5E,** ~~F~~for any building on any lot in CBD block three with ~~frontage on~~ **a boundary along** Oak Avenue, no building setback along Oak Avenue shall be required.

* * *

**E. CBD Adjoining Residential District:**

**1. Any lot in the CBD that fronts on the same street and has the same front line as an adjacent lot in the same block that is in a residence district shall conform to the setback requirements of the adjoining residence district; provided, however, that no building on such a lot in the CBD shall be required by this subsection to set back more than fifteen feet (15') from the street line.**

**2. Where the rear of a corner lot in the CBD abuts the rear of a corner lot in a residence district, the side yard setback along the side street in the CBD shall conform to the side yard setback required along such street in**

DRAFT

**the residence district; provided, however, that no building on such a lot in the CBD shall be required by this subsection to have a side yard setback of more than ten feet (10') along the side street.**"

**Section 5. Effective Date.**

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

**PASSED** this ____ day of _____, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVED** this ____ day of _____, 2016.

_____
Village President

ATTEST:

_____
Village Clerk

**FIRST READING:** _____

**SECOND READING:** _____

**PASSED:** _____

**APPROVED:** _____

**PUBLISHED IN PAMPHLET FORM:** _____

#48771086_v2

DRAFT

**VILLAGE OF LAKE BLUFF**

**Memorandum**

**TO:** Chair Kraus and Members of the Joint Plan Commission & Zoning Board of Appeals

**FROM:** Brandon Stanick, Asst. to the Village Administrator

**DATE:** November 11, 2016

**SUBJECT:** **Agenda Item #4 -** Attic Space in Floor Area Ratio Computations

In 2015, following the demolition petitions for two significant homes in the Village, the Village President and Village Board expressed a desire to evaluate the following:

1. if the Village's historic preservation regulations are truly achieving the purpose of promoting historic and architectural preservation in the Village;
2. if the Village's bulk and massing regulations are effectively managing the massing of new single-family homes;
3. if the Village's subdivision regulations are protecting the character of Lake Bluff; and
4. if there is a desire to implement architectural review requirements for new single-family homes.

These "4 Points" were referred to the Historic Preservation Commission (HPC), the Joint Plan Commission and Zoning Board of Appeals (PCZBA), and the Architectural Board of Review (ABR) for further study and review. The following were determined "priority issues" by the PCZBA to further study:

- Consider counting all attic space as floor area (regardless of access); and
- Consider amending the Zoning Code to exclude ravine slopes from the lot area calculation and only use the table land to determine lot area.

A draft ordinance is attached to help facilitate a discussion concerning the computation of attic space as floor area. It is important to know a public hearing is NOT scheduled as no formal public hearing notice has been published. It is recommended the PCZBA review and discuss the draft ordinance, and once a consensus has been reached, forward a recommendation to the Village Board for feedback and further direction.

If there are any questions regarding this material, feel free to contact me at 847-283-6889.

**Attachments:**

- Draft Ordinance Regarding the Inclusion of Attic Space in Floor Area Ratio Computations;
- Community Character Discussion Points; and
- Meeting Minutes from the November 9 and November 23, 2015 COW Meetings.

**ORDINANCE NO. 2016-__**

**AN ORDINANCE AMENDING SECTION 10-5-6 OF THE LAKE BLUFF ZONING REGULATIONS REGARDING THE INCLUSION OF ATTICS IN FLOOR AREA RATIO COMPUTATIONS**

Passed by the Board of Trustees, _____, 2016

Printed and Published, _____, 2016

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

_____
Village Clerk

**ORDINANCE NO. 2016-__**

**AN ORDINANCE AMENDING SECTION 10-6-5 OF THE LAKE BLUFF ZONING REGULATIONS REGARDING THE INCLUSION OF ATTICS IN FLOOR AREA RATIO COMPUTATIONS**

**WHEREAS,** the Village of Lake Bluff is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

**WHEREAS,** the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

**WHEREAS**, Section 10-5-6 of the Village Zoning Regulations prohibits any structure constructed or altered on a residential lot from exceeding the maximum floor area ratio (***"FAR"***) for the lot and sets forth how the FAR will be computed (collectively, ***"FAR Regulations"***); and

**WHEREAS**, the Village desires to update and clarify how attics are considered for calculating the maximum FAR for a property (***"Proposed Amendment"***); and

**WHEREAS**, the Village's Joint Plan Commission and Zoning Board of Appeals ("***PCZBA***"), pursuant to proper notice, conducted a public hearing to consider the Proposed Amendment on _____, 2016, pursuant to Section 10-2-9D2 of the Zoning Regulations; and

**WHEREAS**, at the close of the public hearing, pursuant to Section 10-2-9D3 of the Zoning Regulations, the PCZBA recommended that the Village Board approve the Proposed Amendment as set forth in this Ordinance; and

**WHEREAS**, the Board of Trustees has determined that adoption of the Proposed Amendment as set forth in this Ordinance is in the best interests of the Village;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1**. **Recitals**.

The foregoing recitals are incorporated herein as findings and determinations of the Board of Trustees.

**Section 2**. **Public Hearing**.

A public hearing on the Proposed Amendment was duly advertised on or before _____, 2016, in the *News-Sun*. The public hearing was commenced by the PCZBA on _____, 2016. On _____, 2016, the PCZBA recommended that the Board of Trustees adopt the Proposed Amendment.

**Section 3. Amendment to Section 10-5-6 of the Zoning Regulations.**

Pursuant to Section 10-2-9 of the Zoning Regulations, the text of Section 6, titled, "Floor Area Ratio," of Chapter 5, titled "Residential Districts," of Title 10, titled "Zoning Regulations," of the *Lake Bluff Municipal Code* is hereby amended as follows:

"**10-5-6: Floor Area Ratio:**

* * *

B. Special Gross Floor Area Calculations And Exceptions: For purposes of determining the maximum gross floor area permitted for a lot, the following special calculations and exceptions shall apply:

* * *

7. Attics: Only that portion of an attic floor that~~: a)~~ has a floor to ceiling height equal to or greater than six feet (6'); ~~and b) is determined by the village building commissioner to have been designed to be readily utilized for, or readily converted to, eating, sleeping, or living areas,~~ shall be included in the gross floor area of the lot. ~~In making such determination, the building commissioner shall consider such factors as, without limitation, the method of access and emergency egress, natural light and ventilation provided for such space, and the size of such space.~~ **For purposes of this Section 10-5-6(B)(7), "attic" is defined as the space between the ceiling joists of the top story and the roof sheathing.**

* * *"

**Section 3. Effective Date.**

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

**PASSED** this ____ day of _____, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVED** this ____ day of _____, 2016.

_____
Village President

ATTEST:

_____
Village Clerk

**FIRST READING:** _____

**SECOND READING:** _____

**PASSED:** _____

**APPROVED:** _____

**PUBLISHED IN PAMPHLET FORM:** _____

# COMMUNITY CHARACTER DISCUSSION POINTS

**November 9, 2015 Committee-of-the-Whole Meeting**
**with the**
**Joint Plan Commission & Zoning Board of Appeals**
**Historic Preservation Commission**
**Architectural Board of Review**

## Definitions for Reference

- **Bulk:** Regulations that establish the maximum size of buildings on a lot and the area in which buildings can be located. Pursuant to the Lake Bluff Zoning Code the following are controls that comprise "bulk": building coverage, height, building setbacks, daylight plane, floor area and impervious surfaces.

- **Subdivision:** Generally, any movement of a lot line. The Lake Bluff Subdivision Code defines subdivision as any change, division, resubdivision or rearrangement of any piece or parcel of land, block, lot, or any part thereof, into two or more lots or parcels of land for the purpose, whether immediate or future, of transferring ownership or building development; or any change in existing street lines or public easement, or if a new street is involved any division of land.

## Joint Plan Commission & Zoning Board of Appeals

### PCZBA Priority Issues

1. Consider counting all attic space as floor area (regardless of access).
2. Consider amending Zoning Code to exclude ravine slopes from the lot area calculation and only use the table land to determine lot area.

### Subdivisions

3. Consider requiring PCZBA review and recommendation to Village Board of all proposed subdivisions (any action that is moving a property line).

4. Consider requiring an advisory board review site plans and building elevations of a new house at a public hearing prior to the consideration of a subdivision request.

5. In addition to PCZBA review of any proposed subdivision, consider allowing the HPC and ABR (at their discretion) to hold a public hearing on any proposed subdivision to review the proposal from their areas of expertise.

6. Consider creating standards for subdivisions that maintain scale and character of an existing neighborhood.

7. Consider increasing lot area and lot width requirements in the R-4 Zoning District to reduce potential subdivisions.[1]

**Infill housing**

8. Consider requiring advisory board review of all site plans and building elevations of any new residence proposed for a vacant lot.

9. Consider requiring the PCZBA, HPC and ABR (at their discretion) to hold a public hearing on the infill housing request from their areas of expertise and forward a recommendation to the Village Board.

**Teardowns and rebuilds not involving a subdivision**

10. Prior to issuing a demolition permit for any existing house, consider requiring the site plan and buildings elevations for a new house be reviewed by an advisory board. Property owner must have Village approval to build the new house prior to receiving a demolition permit.

11. Consider allowing the HPC to conduct demolition reviews for the demolition of homes that are less than 50 years in age. Consider allowing the ABR to review at a public hearing the site plan and building elevations of the new house.

12. Consider limiting the size of new houses that are built following a teardown. Consider determining size of new house by: floor area allowed per the Zoning District, no larger than the size of the teardown, 1.xx times the size of the teardown, etc.

**New Zoning Classification**

13. Consider creating new zoning classification for governmental/institutional uses such as Village Hall, Public Works facility, Park District Rec Center, Schools, Churches, etc. Currently, these types of facilities are located in residential districts which is not reflective of the activities (or intensity) of institutional uses.

**Miscellaneous Zoning Regulations**

14. Consider encouraging rehabilitation of existing structures through zoning bonuses.

15. Consider developing regulations limiting bulk and encouraging historical/architectural continuity with surrounding properties:
    a) Floor Area
        - Consider limiting the allowable floor area of homes on "deep" lots based on the amount of street frontage of the lot. Refer to 709 Birch as an example.
        - Given the variety of lot sizes in the R-4 District, and the mix of large and small houses that result, consider reducing the floor area allowed on larger lots.

---

[1] Added by Staff.

- Reconsider the amount of floor area bonus given for front porches and rear yard garages.

b) Setbacks - Consider larger side yard setbacks on bigger lots.
c) Lot coverage - Consider adding restrictions on the percentage of surface land that is covered on small lots.

16. Consider creating a universal parking lot standard(s) to use in all Zoning Districts.

**Historic Preservation Commission**

17. Consider requiring the following additional information to constitute a full and complete demolition application:
    a) Please explain the reason(s) you are proposing to demolish the structure.
    b) What is the Property Owner's short-term and long-term plans for the property?
    c) Please provide a written description of any historical information with supporting documentation.
    d) Please explain why the structure ay not qualify for landmark designation status.
    e) Please identify the approximate costs to rehabilitate the structure compared to the costs to demolish and build new.
    f) Have you considered relocating the structure to an alternate location? If so, please provide details.
    g) Please prepare a written statement describing how best to preserve the Village's historical and architectural character.
    h) Please include the following: plat of survey, elevation pictures of existing house, elevation drawings of proposed house (if available) and aerial map of neighborhood (include surrounding blocks).

18. Consider extending the demolition delay for all structures to 365 days with the option for the Village Board to extend the delay indefinitely.
    - Existing regulations -
        - Non-landmark: up to 120 days with option for Village Board to extend to 150 days; and
        - Landmark: mandatory 120 days with option for Village Board to extend to 150 days.

19. Explore requiring a real estate rider to accompany all home sales in Lake Bluff that provides information and assistance to new residents regarding the Village's adopted plans, policies, regulations and processes.

**Architectural Board of Review**

20. Consider establishing an Architectural Review District that would require new construction to comply with specific building material standards. The ABR would only review projects that vary from the building material standards in this proposed District.

# VILLAGE OF LAKE BLUFF
# JOINT SPECIAL MEETING OF THE
# COMMITTEE-OF-THE-WHOLE MEETING,
# JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS,
# ARCHITECTURAL BOARD OF REVIEW, AND
# HISTORIC PRESERVATION COMMISSION
# NOVEMBER 9, 2015

## APPROVED MINUTES OF MEETING

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, November 9, 2015 during a special meeting with the Chairs of the Joint Plan Commission & Zoning Board of Appeals (PCZBA), Historic Preservation Commission (HPC) and the Architectural Board of Review (ABR). Village President O'Hara called the meeting to order at 6:00 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

| | |
|---|---|
| Village President: | Kathleen O'Hara |
| Trustees: | Barbara Ankenman<br>Steve Christensen<br>Mark Dewart<br>John Josephitis<br>William Meyer |
| Absent: | Eric Grenier, Village Trustee |
| Also Present: | Aaron Towle, Village Clerk<br>Robert Hunter, Chair Architectural Board of Review<br>Janet Nelson, Chair Historic Preservation Commission<br>Steve Kraus, Chair Joint Plan Commission & Zoning Board of Appeals<br>Drew Irvin, Village Administrator<br>Peter Friedman, Village Attorney<br>Jeff Hansen, Village Engineer<br>Michael Croak, Building Codes Supervisor<br>Brandon Stanick, Assistant to the Village Administrator (A to VA) |

**Non-Agenda Items and Visitors**

President O'Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

**Consideration of the Minutes from the October 26, 2015 Committee-of-the-Whole Meeting**

Trustee Christensen moved to approve the October 26, 2015 COW Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**Special Meeting of the Committee-of-the-Whole, Joint Plan Commission & Zoning Board of Appeals, Architectural Board of Review, and Historic Preservation Commission Regarding the: i)**

**Construction, Renovation, and Preservation of Residences and ii) Historic Preservation, Bulk Regulations, Subdivision Regulations, and Design Review**

Village Administrator Drew Irvin reported following the demolition petitions for the properties located at 400 E. Center Avenue and 925 N. Sheridan Road earlier this year, the President and Village Board expressed a desire to evaluate the following:

- if the Village's historic preservation regulations are truly achieving the purpose of promoting historic and architectural preservation in the Village;
- if the Village's bulk and massing regulations are effectively managing the massing of new single-family homes;
- if the Village's subdivision regulations are protecting the character of Lake Bluff; and
- if there is a desire to implement architectural review requirements for new single-family homes.

Village Administrator Irvin stated these "4 Points" were referred to the HPC, PCZBA and the ABR for further study.

President O'Hara stated she asked for this discussion to take place after having reviewed the matter with the Village Board regarding changes to the character of Lake Bluff. She stated during tonight's meeting the Chair of each advisory body is here to provide an update concerning the recommendations of their respective boards for the COW to determine the next steps, if any.

PCZBA Chair Kraus reviewed the concepts from the PCZBA and noted the following:

Priority Issues: 1) consider counting all attic space as floor area (regardless of access); and 2) consider amending Zoning Code to exclude ravine slopes from the lot area calculation and only use the table land to determine lot area.

Subdivisions: 3) consider requiring PCZBA review and recommendation to Village Board of all proposed subdivisions (any action that is moving a property line); 4) consider requiring an advisory board review site plans and building elevations of a new house at a public hearing prior to the consideration of a subdivision request; 5) in addition to PCZBA review of any proposed subdivision, consider allowing the HPC and ABR (at their discretion) to hold a public hearing on any proposed subdivision to review the proposal from their areas of expertise; 6) consider creating standards for subdivisions that maintain scale and character of an existing neighborhood; and 7) consider increasing lot area and lot width requirements in the R-4 Zoning District to reduce potential subdivisions.

Infill housing: 8) consider requiring advisory board review of all site plans and building elevations of any new residence proposed for a vacant lot; and 9) consider requiring the PCZBA, HPC and ABR (at their discretion) to hold a public hearing on the infill housing request from their areas of expertise and forward a recommendation to the Village Board.

Teardowns and rebuilds not involving a subdivision: 10) prior to issuing a demolition permit for any existing house, consider requiring the site plan and buildings elevations for a new house be reviewed by an advisory board. Property owner must have Village approval to build the new house prior to receiving a demolition permit; 11) consider allowing the HPC to conduct demolition reviews for the demolition of homes that are less than 50 years in age. Consider allowing the ABR to review at a public hearing the site plan and building elevations of the new house; and 12) consider limiting the size of new houses that

are built following a teardown. Consider determining size of new house by: floor area allowed per the Zoning District, no larger than the size of the teardown, 1.xx times the size of the teardown, etc.

New Zoning Classification: 13) consider creating new zoning classification for governmental/institutional uses such as Village Hall, Public Works facility, Park District Rec Center, Schools, Churches, etc. Currently, these types of facilities are located in residential districts which is not reflective of the activities (or intensity) of institutional uses.

Miscellaneous Zoning Regulations: 14) consider encouraging rehabilitation of existing structures through zoning bonuses; 15) consider developing regulations limiting bulk and encouraging historical/architectural continuity with surrounding properties:

a) Floor Area -
   i. Consider limiting the allowable floor area of homes on "deep" lots based on the amount of street frontage of the lot. Refer to 709 Birch as an example.
   ii. Given the variety of lot sizes in the R-4 District, and the mix of large and small houses that result, consider reducing the floor area allowed on larger lots.
   iii. Reconsider the amount of floor area bonus given for front porches and rear yard garages.
b) Setbacks - Consider larger side yard setbacks on bigger lots.
c) Lot coverage - Consider adding restrictions on the percentage of surface land that is covered on small lots; and

16) consider creating a universal parking lot standard(s) to use in all Zoning Districts.

HPC Chair Nelson reviewed the concepts from the HPC and noted the following:

Building permit applications for demolition: 17) consider requiring the following additional information to constitute a full and complete demolition application:

a) Please explain the reason(s) you are proposing to demolish the structure.
b) What is the Property Owner's short-term and long-term plans for the property?
c) Please provide a written description of any historical information with supporting documentation.
d) Please explain why the structure ay not qualify for landmark designation status.
e) Please identify the approximate costs to rehabilitate the structure compared to the costs to demolish and build new.
f) Have you considered relocating the structure to an alternate location? If so, please provide details.
g) Please prepare a written statement describing how best to preserve the Village's historical and architectural character.
h) Please include the following: plat of survey, elevation pictures of existing house, elevation drawings of proposed house (if available) and aerial map of neighborhood (include surrounding blocks).

Demolition Delay: 18) consider extending the demolition delay for all structures to 365 days with the option for the Village Board to extend the delay indefinitely.

Real Estate Rider: 19) explore requiring a real estate rider to accompany all home sales in Lake Bluff that provides information and assistance to new residents regarding the Village's adopted plans, policies, regulations and processes.

ABR Chair Hunter reviewed the concepts from the ABR and noted the following:

Architectural Review District: 20) consider establishing an Architectural Review District that would require new construction to comply with specific building material standards. The ABR would only review projects that vary from the building material standards in this proposed District.

Trustee Dewart expressed his interest in maintaining a diverse housing stock in the Village with its various neighborhoods to help different demographic groups stay in town.

Trustee Josephitis expressed his concern with how the concepts presented would impact property rights.

A discussion among the Chairs and the Trustees regarding the balance of regulating development and property rights followed.

Trustee Christensen shared a personal experience noting that he and residents along in his street established a restriction preventing any further subdivision of certain properties. He expressed his support for evaluating the subdivision process, and overall, addressing the issues with the size of homes in certain zoning districts. Additionally, Trustee Christensen expressed his preference the Village consider not legislating taste with a design review process but encourage and incent the preferred character.

President O'Hara thanked the Chairs for the work of each board and noted the topic is of interest to community on different levels.

As there was nothing further, Trustee Dewart moved to continue the discussion at a future COW meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**Adjournment**
Trustee Ankenman moved to adjourn the meeting. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 6:59 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

# VILLAGE OF LAKE BLUFF
# JOINT SPECIAL MEETING OF THE
# COMMITTEE-OF-THE-WHOLE MEETING,
# JOINT PLAN COMMISSION & ZONING BOARD OF APPEALS,
# ARCHITECTURAL BOARD OF REVIEW, AND
# HISTORIC PRESERVATION COMMISSION
# NOVEMBER 23, 2015

## APPROVED MINUTES OF MEETING

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, November 23, 2015 during a special meeting with the Chairs of the Joint Plan Commission & Zoning Board of Appeals (PCZBA), Historic Preservation Commission (HPC) and the Architectural Board of Review (ABR). Village President O'Hara called the meeting to order at 6:00 p.m. and Village Clerk Aaron Towle called the roll and announced the following were present:

| | |
|---|---|
| Village President: | Kathleen O'Hara |
| Trustees: | Barbara Ankenman<br>Steve Christensen<br>Mark Dewart<br>Eric Grenier<br>William Meyer |
| Absent: | John Josephitis, Village Trustee |
| Also Present: | Aaron Towle, Village Clerk<br>Robert Hunter, Chair Architectural Board of Review<br>Janet Nelson, Chair Historic Preservation Commission<br>Steve Kraus, Chair Joint Plan Commission & Zoning Board of Appeals<br>Drew Irvin, Village Administrator<br>Peter Friedman, Village Attorney<br>Susan Griffin, Finance Director<br>David Belmonte, Police Chief<br>Michael Croak, Building Codes Supervisor<br>Brandon Stanick, Assistant to the Village Administrator (A to VA)<br>Franco Bottalico, Administrative Intern |

**Non-Agenda Items and Visitors**

President O'Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

**Consideration of the Minutes from the November 9, 2015 Committee-of-the-Whole Meeting**

Trustee Meyer moved to approve the November 9, 2015 COW Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

**Special Meeting of the Committee-of-the-Whole, Joint Plan Commission & Zoning Board of Appeals, Architectural Board of Review, and Historic Preservation Commission Regarding the: i) Construction, Renovation, and Preservation of Residences; and ii) Historic Preservation, Bulk Regulations, Subdivision Regulations, and Design Review**

President O'Hara thanked the Advisory Board Chairs for making time to continue this discussion with the Village Board and then introduced the agenda item for discussion.

Trustee Meyer thanked the Chairs and the members of their respective Commissions for their ideas. He expressed his preference that the Village not legislate taste. He noted his preference for the groups to (i) explore institutional zoning regulation and mandatory building materials, (ii) stronger historic preservation regulations, and (iii) revisit the floor area bonus and consider counting attic space as floor area.

PCZBA Chair Kraus stated the idea to explore institutional zoning is to create standards more applicable to public facilities, such as schools and other public buildings as they differ from single family residential zoning. He noted many of the ideas proposed are meant to slow development down and ensure than there are other sets of eyes reviewing development.

Trustee Dewart expressed his understanding that the current residential zoning does not currently reflect the institutional uses in the Village and further expressed his preference to have guidelines for these types of facilities.

Following a discussion, Village President O'Hara noted the consensus from the Board to explore institutional zoning standards.

PCZBA Chair Kraus noted that recent petitions considered by the PCZBA have been very technical. He noted the PCZBA is interested in minimizing bulk by looking at the floor area bonuses for front porches and reviewing changes to calculating attic space as floor area.

Trustee Meyer expressed a preference for impervious surface limitations to be reviewed as well.

PCZBA Chair Kraus stated his group has discussed limiting the size of new construction to the size of house that was demolished to maintain the scale of the neighborhood. A discussion followed.

HPC Chair Nelson noted the HPC is interested in seeing the plans for a new house when reviewing demolitions.

Trustee Grenier shared his thoughts on the changes he experienced in his hometown. He inquired how the Village could legislate against building to the maximum standard.

Trustee Ankenman stated she would not want to create more work and more oversight in the building process.

A discussion followed regarding demolition delays in the Cities of Highland Park and Lake Forest.

Village President O'Hara inquired if the HPC would be interested in identifying the 20 most significant homes in the Village and pursuing landmark designation for each.

PCZBA Chair Kraus inquired of the direction preferred by the Village Board. He expressed his belief creating a process to monitor and control appropriate redevelopment would allow the Village to maintain its character.

A discussion followed regarding the HPC pursuing landmark designation of significant homes and the questions the HPC would like to require as part of the building permit application.

Following a discussion amongst the Trustees, Village President O'Hara shared the Board's consensus for the Advisory Boards to: (i) consider procedures to slow residential development; (ii) generate more specifics related to each recommendation; and (iii) return to the COW as a group for further discussion.

HPC Member Paul Bergmann shared a recent example of a process used to delay demolition of a Frank Lloyd Wright house in Highland Park. He expressed support for the Village developing stronger historic preservation regulations to maintain its community character.

**Informational Report Regarding the Property and Public Land Use Advisory Committee of the Lake Bluff Park District**

President O'Hara stated there will be a future COW Meeting dedicated to discussing the land use plan from the Lake Bluff Park District, or perhaps at a Board/Staff retreat.

As there was nothing further, Trustee Dewart moved to continue the discussion to a future COW meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**Adjournment**

Trustee Meyer moved to adjourn the meeting. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:01 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

**VILLAGE OF LAKE BLUFF**
**REQUEST FOR BOARD ACTION**

**Agenda Item: 9a**

**Subject:** APPOINTMENT TO VARIOUS ADVISORY BOARDS AND COMMISSIONS

**Action Requested:** APPROVAL OF APPOINTMENT (Voice Vote)

**Originated By:** VILLAGE PRESIDENT

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason for Request:**

Subject to the consent of the Board of Trustees, the Village President appoints members to the Village's various advisory Boards and Commissions. Recently, Alexandra Walinskas resigned from the Sustainability and Community Enhancement Committee ("SEC") creating a vacancy on the Commission. Village President O'Hara recommends the appointment of Lake Forest High School student and Lake Bluff resident Emmet Brady to fill the available position.

**Village President's Recommendation:** Approval of Appointment.

**Date Referred to Village Board:** **11/28/2016**

**VILLAGE OF LAKE BLUFF**
**REQUEST FOR BOARD ACTION**

**Agenda Item: 11**

**Subject:** A PUBLIC HEARING REGARDING YEAR 2016 PROPERTY TAX LEVY

**Action Requested:** CONDUCT PUBLIC HEARING

**Originated By:** FINANCE COMMITTEE

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

The Village of Lake Bluff, in keeping with past practice, will conduct a public hearing on the proposed YR 2016 property tax levy. Finance Director Griffin will present information on the Finance Committee's tax levy recommendation. The hearing notice was published in the Lake County News Sun on November 19, 2016 and on the Village's website on November 18, 2016.

Please refer to the subsequent two agenda items for the proposed tax levy information and ordinances.

**Reports and Documents Attached:**

- A Copy of the Public Hearing Notice.

**Date Referred to Village Board:** **11/28/2016**

# NOTICE
# VILLAGE OF LAKE BLUFF
# 2016 PROPERTY TAX LEVY PUBLIC HEARING

The Village Board of Trustees will begin discussions regarding the 2016 Property Tax Levy at the Board meeting on November 28, 2016.

The Village will hold a public hearing on the 2016 Property Tax Levy in the Village Hall Board Room, 40 E. Center Ave., Lake Bluff, Illinois, on November 28, 2016 at 7:00 p.m., or as soon thereafter as the business of the Board shall permit. Anyone desiring to be heard on said matter should appear at said time and place. After the public hearing the 2016 Property Tax Levy Ordinance may be further revised and passed without any further inspection, notice, or hearing.

On behalf of the Village President and Board of Trustees.

November 18, 2016
R. DREW IRVIN
VILLAGE ADMINISTRATOR

**VILLAGE OF LAKE BLUFF**
**REQUEST FOR BOARD ACTION**

**Agenda Item: 12**

**Subject:** AN ORDINANCE LEVYING PROPERTY TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 FOR THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS (First Reading)

**Action Requested:** FIRST READING APPROVAL OF THE ORDINANCE (Roll Call Vote)

**Originated By:** FINANCE DIRECTOR

**Referred To:** FINANCE COMMITTEE

**Summary of Background and Reason For Request:**

Pursuant to State law, on or before the last Tuesday in December, the Village must file with the County Clerk an Ordinance requesting a property tax to be levied on all taxable property within the Village. After review of levy estimates and financial projections as presented by staff, the Finance Committee recommends that the Village levy $3,233,329 for the year 2016, which represents a 1.25% increase over the 2015 property tax extension.

The Lake Bluff Public Library Board has requested a property tax levy of $897,118 for the year 2016, which is a 1.25% increase over the previous year.

The total levy amount of $4,130,447 is in compliance with the Property Tax Limitation Act and the Truth In Taxation Act was not required for this levy.

**Reports and Documents Attached:**

1. A Copy of the Ordinance;
2. Tax Levy Calculation Schedule; and
3. Tax Levy by Fund Comparison Schedule.

**Finance Committee's Recommendation:** Approval of the Ordinance

**Date Referred to Village Board:** **11/28/2016**

**ORDINANCE NO. 2016**

**AN ORDINANCE LEVYING TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 FOR THE VILLAGE OF LAKE BLUFF**

Passed by the Board of Trustees,

Printed and Published,

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

Village Clerk

**AN ORDINANCE LEVYING TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 FOR THE VILLAGE OF LAKE BLUFF**

**WHEREAS**, the President and Board of Trustees of the Village of Lake Bluff, in the County of Lake, and State of Illinois, did, on the 28th day of March, 2016 adopt and approve the Budget for said Village for the fiscal year commencing May 1, 2016 and ending April 30, 2017; and,

**WHEREAS**, the President and Board of Trustees has determined that it is necessary to levy a property tax on all taxable property located within the Village.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS,** as follows:

**SECTION 1. 2016 PROPERTY TAX LEVY.**

That there be and is hereby levied on all taxable property within the corporate limits of said Village for the fiscal year commencing May 1, 2016 and ending April 30, 2017, the sum of seven hundred five thousand, eight hundred twenty-nine and no/100's dollars ($705,829) for General Corporate purposes, and the sum of three million, four hundred twenty-four thousand, six hundred eighteen and no/100's dollars ($3,424,618) for Special Purposes, making a combined levy of four million, one hundred thirty thousand, four hundred forty-seven and no/100's dollars ($4,130,447) as hereinafter set forth.

**SECTION 2. GENERAL CORPORATE PURPOSE LEVY.**

That there be and is hereby levied on all taxable property within the corporate limits of said Village for the fiscal year commencing May 1, 2016 and ending April 30, 2017, the sum of seven hundred five thousand, eight hundred twenty-nine and no/100's dollars ($705,829) for General Corporate purposes.

| Description | Budget[1] | Levy |
|---|---|---|
| **Administration Division:** | | |
| Personnel Services[2] | $424,083 | $ 194,900 |
| Contractual Serv/Commodities | 487,785 | 150,000 |
| Capital | -0- | -0- |
| Other | 451,493 | -0- |
| **Total** | **$1,363,361** | **$344,900** |
| **Finance Division:** | | |
| Personnel Services | $319,900 | $ 175,945 |
| Contractual Serv/Commodities[3] | 84,192 | 18,000 |
| Capital | 150,000 | -0- |
| Other | 25,000 | -0- |
| **Total** | **$579,092** | **$ 193,945** |

[1] Unemployment, liability insurance and the audit levy are shown separately in this Ordinance – see footnotes 2&3 – but in the budget document the amounts are allocated to each division in the General fund. The budget numbers reflected in this Ordinance do not include the Water Fund or the 2012 G.O. Refunding Debt Fund.
[2] Unemployment Insurance budget and levy is shown separately on page 4.
[3] Audit cost budget and levy is shown separately on page 4.

| Description | Budget | Levy |
|---|---|---|
| **Special Boards Division:** | | |
| Contractual Serv/Commodities | $ 65,575 | $ 32,788 |
| **Total** | **$ 65,575** | **$ 32,788** |
| **Community Development Division:** | | |
| Personnel Services | $177,170 | $ 17,717 |
| Contractual Serv/Commodities | 172,355 | 1,724 |
| Capital | 2,000 | -0- |
| Other | 4,000 | -0- |
| **Total** | **$355,525** | **$ 19,441** |
| **Forestry Division:** | | |
| Personnel Services | $105,030 | $ 31,510 |
| Contractual Serv/Commodities | 51,900 | -0- |
| Capital Outlay | 13,820 | -0- |
| Other | 15,000 | -0- |
| **Total** | **$185,750** | **$ 31,510** |
| **Parks & Parkways Division:** | | |
| Personnel Services | $ 35,780 | $ 30,000 |
| Contractual Serv/Commodities | 52,450 | 5,245 |
| Capital | -0- | -0- |
| Other | 25,000 | -0- |
| **Total** | **$113,230** | **$ 35,245** |
| **Sewer Division:** | | |
| Personnel Services | $152,405 | -0- |
| Contractual Serv/Commodities | 46,350 | -0- |
| **Total** | **$198,755** | **$ -0-** |
| **Village Hall Division:** | | |
| Personnel Services | $ 9,600 | $ -0- |
| Contractual Serv/Commodities | 28,000 | 8,000 |
| Capital Outlay | 185,000 | 20,000 |
| **Total** | **$222,600** | **$ 28,000** |
| **Village Properties Division:** | | |
| Contractual & Other | **$ 7,150** | **$ -0-** |
| **Public Works Center Division:** | | |
| Personnel Services | $ 5,375 | $ -0- |
| Contractual Serv/Commodities | 41,625 | 10,000 |
| Capital Outlay | 31,000 | -0- |
| **Total** | **$ 78,000** | **$ 10,000** |
| **Public Safety Building Division:** | | |
| Personnel Services | $ 9,600 | $ -0- |
| Contractual Serv/Commodities | 55,400 | 10,000 |
| Capital Outlay | 27,500 | -0- |
| **Total** | **$ 92,500** | **$ 10,000** |

| **Description** | **Budget** | **Levy** |
|---|---|---|
| **Commuter Station Division:** | | |
| Personnel Services | $ 41,140 | $ -0- |
| Contractual Serv/Commodities | 49,280 | -0- |
| Capital Outlay | 1,000 | -0- |
| **Total** | **$ 91,420** | **$ -0-** |

**Total Taxes Levied for General Corporate Purposes:** **$705,829**

**SECTION 3. SPECIAL LEVIES.**

That in addition to the maximum of taxes authorized for General Corporate Purposes, that there be and is hereby levied on all taxable property within the corporate limits of said Village for the fiscal year commencing May 1, 2016 and ending April 30, 2017, the sum of three million, four hundred twenty-four thousand, six hundred eighteen and no/100's dollars ($3,424,618) for the following special purposes as authorized by law.

| **Description** | **Budget** | **Levy** |
|---|---|---|
| **Police Sworn Division:** | | |
| Personnel Services | $ 1,958,800 | $ 415,000 |
| Contractual Serv/Commodities | 201,645 | -0- |
| Capital | 45,000 | -0- |
| Other | 716,725 | -0- |
| **Total** | **$2,922,170** | **$ 415,000** |
| **Police Support Services Division[4]:** | | |
| Personnel Services | $201,385 | $ -0- |
| Contractual Serv/Commodities | 321,538 | -0- |
| Capital Outlay | -0- | -0- |
| **Total** | **$522,923** | **$ -0-** |
| **Crossing Guards Division[5]:** | | |
| Personnel Services | $ 9,000 | $ 6,000 |
| Contractual Serv/Commodities | -0- | -0- |
| **Total** | **$ 9,000** | **$ 6,000** |
| **Fire Division:** | | |
| Personnel Services | $ 160,670 | $ 155,000 |
| Contractual Serv/Commodities | 428,640 | 160,000 |
| Other | 100,000 | -0- |
| Capital Outlay | 21,100 | -0- |
| **Total** | **$ 710,410** | **$ 315,000** |
| **Streets, Bridges & Lights Division:** | | |
| Personnel Services | $ 363,290 | -0- |
| Contractual Serv/Commodities | 176,387 | -0- |
| Other | 40,000 | -0- |
| **Total** | **$ 579,677** | -0- |

[4] Crossing Guard Salaries are now shown in the Police Support Services Division budget.
[5] See note #4.

| Description | Budget | Levy |
|---|---|---|
| **Sanitation Division:** | | |
| Personnel Services | $ 8,000 | $ 0 |
| Contractual Serv/Commodities | 592,573 | 575,000 |
| **Total** | **$ 600,573** | **$ 575,000** |
| **Public Works Capital Improvements:** | | |
| Capital Outlay | $1,303,150 | $ -0- |
| **Total** | **$1,303,150** | $ -0- |
| **Liability Insurance Division:**[6] | | |
| Contractual Serv/Commodities | **$ 159,605** | **$ 155,000** |
| **Audit Division:**[7] | | |
| Contractual Serv/Commodities | **$ 25,460** | **$ 25,000** |
| **Unemployment Insurance Division**[8]**:** | | |
| Contractual Serv/Commodities | **$ 12,300** | **$ 10,000** |
| **Total General Fund Budget** | **$10,198,226** | |
| **IL Municipal Retirement Fund:** | | |
| Personnel Services - Village | **$ 158,084** | **$ 158,000** |
| **Social Security Fund:** | | |
| Personnel Services - Village | **$ 236,648** | **$ 196,000** |
| **Fire Dept. Special Fund:** | | |
| Other | **$ 31,700** | -0- |
| **Motor Fuel Tax Fund:** | | |
| Capital Outlay | **$ -0-** | -0- |
| **E-911 Fund:** | | |
| Contractual Services | $ 46,400 | -0- |
| Capital Outlay | $ 5,813 | -0- |
| **Total** | **$ 52,213** | **-0-** |
| **Vehicle/Equipment Replace Fund:** | | |
| Capital Outlay | $ 132,000 | -0- |
| **Total** | **$ 132,000** | -0- |
| **Redevelopment Fund:** | | |
| Capital Outlay | **$ 250,000** | -0- |
| **Police Pension Fund:** | | |
| Administrative/Investment Costs | $ 55,025 | -0- |
| Pensions | $ 769,725 | $ 672,500 |
| **Total** | **$ 824,750** | **$ 672,500** |

[6] Liability Insurance is separated in the budget in the personnel section of these divisions: Administration, Finance, Community Development, Police Sworn, Police Support, Fire, Streets, Sanitation, Forestry, Parks, & Sewers.
[7] Audit budget is included in the Finance Division - Contracts/Commodities – Other Professional Services line item.
[8] Unemployment insurance budget is included in the Administration Division – Personnel Services category.

| **Description** | **Budget** | **Levy** |
|---|---|---|
| **Library Fund:** | | |
| Personnel Services | $ 561,250 | $ 560,118 |
| Contractual Serv/Commodities | 261,500 | 254,000 |
| Capital Outlay | 67,000 | -0- |
| IMRF/FICA Pension | 83,000 | 83,000 |
| Contingency | 5,598 | -0- |
| Grant Expenditures | 28,153 | -0- |
| **Total** | **$1,006,501** | **$ 897,118** |

**Total Taxes Levied for Special Purposes:** **$3,424,618**

**SECTION 4. SUMMARY OF LEVY BY PURPOSE.**

That the following is a summary of the taxes herein before levied:

| | |
|---|---|
| Corporate | $705,829 |
| Police Protection | 415,000 |
| Garbage Disposal | 575,000 |
| Street & Bridge | -0- |
| Crossing Guard | 6,000 |
| Fire Protection | 315,000 |
| Library | 897,118 |
| Civil Defense | -0- |
| IL Municipal Retirement | 158,000 |
| Social Security | 196,000 |
| Liability Insurance | 155,000 |
| Audit Tax | 25,000 |
| Unemployment Insurance | 10,000 |
| Police Pension | 672,500 |

**Total Levy** **$4,130,447**

**SECTION 5. TRUTH-IN TAXATION ACT COMPLIANCE.**

That the Village hereby certifies that compliance with the provisions of the Truth-in-Taxation Law, as amended, was not required for this Ordinance.

**SECTION 6. VALIDITY OF ORDINANCE.**

That, if any part or parts of this Ordinance shall be held to be unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect the validity of the remaining parts of this Ordinance.

**SECTION 7. EFFECTIVE DATE.**

This Ordinance shall be in full force and effect following its passage, approval, and publication in pamphlet form in the manner required by law.

**PASSED** this ____ day of _____, 2016 by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:** ( )

**NAYS:** ( )

**ABSENT:** ( )

**APPROVED** this ____ day of .

ATTEST: _____
Village President

_____
Village Clerk

**FIRST READING:** November 28, 2016

**SECOND READING:** December 12, 2016

**PASSED:** _____

**APPROVED:** _____

**ORDERED PUBLISHED IN PAMPHLET FORM:**

ATTACHMENT #2

# VILLAGE OF LAKE BLUFF

22-Nov-16

## 2016 PROPERTY TAX LEVY PRELIMINARY LEVY

### I. Calculation of 2016 Estimated EAV & Historical Data

| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 **Estimate** |
|---|---|---|---|---|---|---|
| Village EAV | 527,046,786 | 484,191,545 | 463,295,419 | 458,754,118 | 500,638,069 | $530,676,353 |
| Sanctuary EAV | 24,208,168 | 22,308,618 | 20,968,093 | 20,764,619 | 21,193,805 | $22,465,433 |
| **Total Village EAV** | $551,254,954 | $506,500,163 | $484,263,512 | $479,518,737 | $521,831,874 | $553,141,786 |
| Shield's Township EAV | $2,060,162,776 | $1,926,914,557 | $1,781,099,584 | $1,690,026,662 | $1,733,267,357 | $1,819,930,725 |
| Village % of Township | 26.76% | 26.29% | 27.19% | 28.37% | 30.11% | 30.39% |
| Village New Construction | $3,106,704 | $967,961 | $2,877,031 | $1,378,812 | $2,937,369 | $3,000,000 |
| Township New Construct | | | | | $6,154,906 | |
| Property Tax Extension | $3,573,377 | $3,694,381 | $3,789,757 | $3,862,737 | $3,926,394 | |
| Sanctuary Extension | $150,333 | $156,160 | $157,470 | $160,876 | $153,095 | |
| Total Village Extension | $3,723,710 | $3,850,542 | $3,947,227 | $4,023,613 | $4,079,489 | $0 |
| Tax Rate | 0.678 | 0.763 | 0.818 | 0.842 | 0.784 | 0.000 |
| Sanctuary Rate | 0.621 | 0.700 | 0.751 | 0.775 | 0.722 | 0.000 |

### II. Calculation of Maximum Tax Levy

**A. Tax Cap Calculation - PTELL MAXIMUM** **YEAR 2016 ESTIMATE**

CPI Factor 0.7% 0.70%

STEP 1: Prior year Extension less debt * CPI factor

***2015 Extension*** ***$4,079,489*** **$4,108,045**

STEP 2: Tax Rate Maximum=New Extension (less debt) Divided by Estimated EAV less New Construction $550,141,786 $0

STEP 3: Maximum Tax Rate with CPI (Step 1 divided by Step 2) **0.7467 PTELL Limiting Rate**

STEP 4: Rate * Total EAV = Total levy (less debt)

$4,130,447 **MAXIMUM** 1.249% % Increase

STEP 5: Total Maximum Levy $4,130,447 1.249% % Increase

STEP 6: Add G.O. Debt Payments **ABATED** $0

STEP 7: Total Maximum Levy & Tax Rate **$4,130,447** **0.7467**

### III. Comparison 2015 & 2016 Levy - VILLAGE

| **A. PTELL Maximum** | 2015 Tax Ext | **2016 Tax Max** | 2016 Estimate | $ Change | % Change |
|---|---|---|---|---|---|
| Levy w/o Police Pension | $2,543,336 | **$2,561,014** | $2,561,014 | $17,678 | 0.695% |
| Police Pension Levy | $650,103 | **$672,315** | $672,315 | $22,212 | 3.417% |
| Total Village Levy | $3,193,439 | **$3,233,329** | $3,233,329 | $39,890 | 1.249% |

**VILLAGE OF LAKE BLUFF** 22-Nov-16

**2016 PROPERTY TAX LEVY PRELIMINARY LEVY**

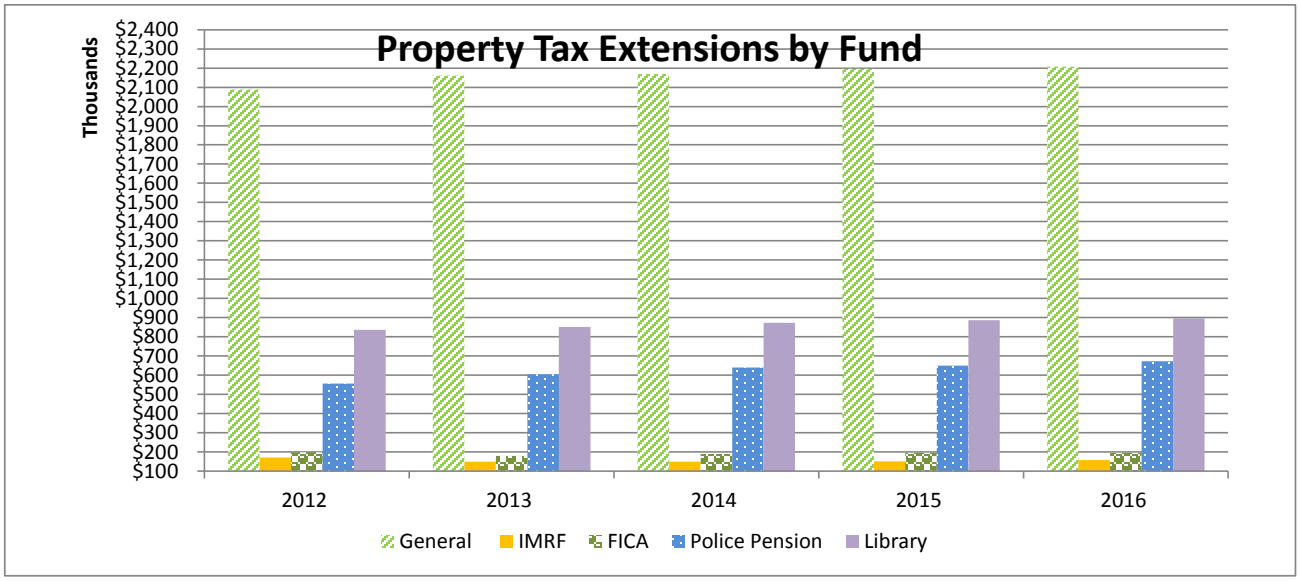
| **IV. Library Levy Estimates** | | | | | |
|---|---|---|---|---|---|
| | 2015 Extension | 2016 Max Tax | 2016 Estimate | $ Increase | % Change |
| Amount Allowed per Tax Cap | $886,050 | **$897,118** | $897,118 | $11,068 | 1.249% |
| **TOTAL LEVY** | **$4,079,489** | **$4,130,447** | **$4,130,447** | **$50,958** | **1.249%** |

ATTACHMENT #3

**VILLAGE OF LAKE BLUFF**
**COMPARISON OF PROPERTY TAX LEVIES BY FUND 2012-2016**

| | FUND TITLE | PROPERTY TAX 2012 EXT (FY13-14) | PROPERTY TAX 2013 EXT (FY14-15) | PROPERTY TAX 2014 EXT (FY15-16) | PROPERTY TAX 2015 EXT (FY16-17) | PROPERTY TAX 2016 EXT (FY17-18) | Change Increase/(Decrease) $ 2015 Extension Compared to 2016 Levy | % | % of Total Levy |
|---|---|---|---|---|---|---|---|---|---|
| 01 | General Fund | $2,087,921 | $2,160,295 | $2,169,085 | $2,195,629 | $2,206,829 | $11,200 | 0.51% | 53.43% |
| | General Fund Total | $2,087,921 | $2,160,295 | $2,169,085 | $2,195,629 | $2,206,829 | $11,200 | 0.51% | 53.43% |
| | | | | | | | | | |
| 07 | IL Municipal Retirement | 172,210 | 150,122 | 150,003 | 152,004 | 158,000 | $5,996 | 3.94% | 3.83% |
| 14 | Social Security Fund | 197,535 | 179,177 | 190,004 | 195,703 | 196,000 | $297 | 0.15% | 4.75% |
| 62 | Police Pension Fund | 557,150 | 605,329 | 640,603 | 650,103 | 672,500 | $22,397 | 3.45% | 16.28% |
| | **Subtotal - Village** | **$3,014,816** | **$3,094,923** | **$3,149,695** | **$3,193,439** | **$3,233,329** | **$39,890** | **1.25%** | **78.28%** |
| 80 | Library Fund | 763,094 | 777,654 | 797,398 | 807,600 | 817,118 | $9,518 | 1.18% | 19.78% |
| 80 | Library IMRF | 40,704 | 41,925 | 42,975 | 44,050 | 45,000 | $950 | 2.16% | 1.09% |
| 80 | Library FICA | 31,927 | 32,725 | 33,545 | 34,400 | 35,000 | $600 | 1.74% | 0.85% |
| | **Subtotal - Library** | **$835,725** | **$852,304** | **$873,918** | **$886,050** | **$897,118** | **$11,068** | **1.25%** | **21.72%** |
| | **TOTAL EXTENSION/LEVY** | **$3,850,541** | **$3,947,227** | **$4,023,613** | **$4,079,489** | **$4,130,447** | **$50,958** | **1.25%** | **100.00%** |

**Residential property represents 90.6% of the total EAV of the Village.**
**Commercial, industrial, farm and railroad property combined EAV represents 9.4%.**



**VILLAGE OF LAKE BLUFF**
**REQUEST FOR BOARD ACTION**

**Agenda Item: 13**

**Subject:** AN ORDINANCE ABATING 2016 PROPERTY TAXES LEVIED FOR GENERAL OBLIGATION DEBT SERIES 2011 AND 2012 BONDS OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS (First Reading)

**Action Requested:** FIRST READING APPROVAL (Roll Call Vote)

**Originated By:** FINANCE DIRECTOR

**Referred To:** VILLAGE BOARD

**Summary of Background and Reason For Request:**

The Village currently has Refunding Bonds Series 2011 and 2012 General Obligation ("G.O.") bonds outstanding. Pursuant to Ordinances 2011-19 and 2012-13 the County Clerk is required to extend a property tax levy in an amount sufficient to pay the interest and principal on the bonds.

In the past the Village has abated the annual property tax levy. Because the bond ordinances directing extension of the annual property tax levy were filed with the County Clerk, an ordinance is required to abate (not levy) the property tax for these bonds.

The Finance Director determined that the Waterworks Fund has the amount necessary to transfer to the Waterworks Bond and Interest Account for principal and interest payments on the 2011 Refunding Bonds. The 2012 Refunding Bond principal and interest payments will be paid by General Fund revenues.

**Reports and Documents Attached:**

- A Copy of the Abatement Ordinance.

**Finance Committee's Recommendation:** First Reading Approval of the Ordinance.

**Date Referred to Village Board:** **11/28/2016**

**ORDINANCE NO. 2016**

**AN ORDINANCE ABATING 2016 PROPERTY TAXES LEVIED FOR GENERAL OBLIGATION DEBT SERIES 2011 AND 2012 BONDS OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS**

Passed by the Board of Trustees,

Printed and Published,

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF LAKE BLUFF
LAKE COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

_____
Village Clerk

**ORDINANCE NO. 2016**

**AN ORDINANCE ABATING 2016 PROPERTY TAXES LEVIED FOR GENERAL OBLIGATION DEBT SERIES 2011 AND 2012 BONDS OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS**

---

**WHEREAS**, on September 26, 2011 the Village adopted Ordinance 2011-19 providing for the issuance of General Obligation Refunding Series 2011 Bonds ("2011 Refunding Bonds") for the purpose of refunding the 2004 Bonds and Section 11 of said Ordinance directs the County Clerk to levy a direct annual tax sufficient to pay the principal and interest coming due on the 2011 Refunding Bonds in the amount of two hundred sixteen thousand, eight hundred forty-three and 75/100's dollars ($216,843.75); and,

**WHEREAS**, the Waterworks Fund has sufficient revenues for the payment of principal and interest coming due on the 2011 Refunding Bonds and the Finance Committee of the Village of Lake Bluff recommends that the 2016 Property Tax Levy Debt Service requirements be reduced by two hundred sixteen thousand, eight hundred forty-three and 75/100's dollars ($216,843.75); and,

**WHEREAS**, on June 11, 2012 the Village adopted Ordinance 2012-13 providing for the issuance of General Obligation Refunding Series 2012 Bonds ("2012 Refunding Bonds") for the purpose of refunding the 2006 Bonds and Section 11 of Ordinance 2012-13 directs the County Clerk to levy a direct annual tax sufficient to pay the principal and interest coming due the 2012 Refunding Bonds in the amount of two hundred fifty-three thousand, six hundred seventeen and 50/100's dollars ($253,617.50) of the 2016 Property Tax Levy; and,

**WHEREAS**, the General Fund has sufficient revenues for the payment of principal and interest coming due on the 2012 Refunding Bonds and the Finance Committee of the Village of Lake Bluff recommends that the 2016 Property Tax Levy Debt Service requirements be reduced by two hundred fifty-three thousand, six hundred seventeen and 50/100's dollars ($253,617.50); and,

**WHEREAS**, the Village Board of Trustees of the Village of Lake Bluff have determined that it is in the best interest of the Village to abate the Debt Service Section of the 2016 Property Tax Levy in the amount of two hundred sixteen thousand, eight hundred forty-three and 75/100's dollars ($216,843.75); and that the funds necessary to pay principal and interest on the 2011 Refunding Bonds be transferred from the Waterworks Fund to the respective Waterworks Bond Fund; and,

**WHEREAS**, the Village Board of Trustees of the Village of Lake Bluff have determined that it is in the best interest of the Village to abate the Debt Service Section of the 2016 Property Tax Levy in the amount two hundred fifty-three thousand, six hundred seventeen and 50/100's dollars ($253,617.50); and that the funds necessary to pay interest on the 2012 Refunding Bonds be transferred from the General Fund to the respective Bond Fund.

**NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS, as follows:**

**SECTION 1. ABATEMENT OF 2016 PROPERTY TAXES.**

The County Clerk is authorized to abate the 2016 property taxes levied as follows:

| Levy Year | Bond Issue/ Ordinance | Taxes Levied by Original Bond Ordinance | Taxes to be Abated by this Ordinance | Amount of Taxes Required to Pay Principal & Interest |
|---|---|---|---|---|
| 2016 | 2011 G.O. Refunding Bonds Ordinance 2011-19 | $216,843.75 | $216,843.75 | $-0- |
| 2016 | 2012 G.O. Refunding Bonds Ordinance 2012-13 | $253,617.50 | $253,617.50 | $-0- |

**SECTION 2. EFFECTIVE DATE.**

This Ordinance shall be effective following passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law and publication in pamphlet form in the manner required by law.

**PASSED** this _____ day of _____, 2016 by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:** ( )

**NAYS:** ( )

**ABSENT:** ( )

**APPROVED** this _____ day of _____, 2016.

_____
Village President

**ATTEST:**

_____
Village Clerk

**FIRST READING:** November 28, 2016

**SECOND READING:** December 12, 2016

**PASSED:**

**APPROVED:**

**ORDERED PUBLISHED IN PAMPHLET FORM:**

**VILLAGE OF LAKE BLUFF**
**REQUEST FOR BOARD ACTION**

**Agenda Item: 14**

**Subject:** A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH HLR, INC. (DESIGN SERVICES FOR FY2017 LIFT STATION PROJECTS)

**Action Requested:** CONSIDERATION OF RESOLUTION (Roll Call Vote)

**Originated By:** VILLAGE ENGINEER

**Referred To:** VILLAGE ENGINEER

**Summary of Background and Reason For Request:**

The Village's FY17 budget includes funding for projects to replace aging equipment at the Tangley Oaks and Bath and Tennis lift stations. More specifically, the budget includes $32,500 for rebuilding pump #3 at the Tangley Oaks Lift Station; $75,000 for replacing the control panel at the Tangley Oaks Lift Station; and $75,000 for the replacement of pumps, pipes, and equipment at the Bath and Tennis Lift Station. In addition to these projects in the current budget, one check valve at the Tangley Oaks Lift Station and one check valve at the West Blodgett Lift Station have recently become inoperable and require repair; otherwise, this would result in the Village not being able to operate one of the three pumps at each lift station.

Village staff met with engineers from HLR, Inc. to discuss the upcoming projects and requested a proposal for professional services to provide design, bidding, and construction services for the various projects, including the check valve replacements that are not included in the current budget.

The proposal from HLR, Inc. is for an amount not to exceed $35,392, of which $2,816 is for the projects not included in the current budget. The FY2016-2017 budget contains a total of $182,500 for the budget projects at the Tangley Oaks and Bath and Tennis Lift Stations. It is recommended that the board approve the proposal from HLR, Inc. for an amount not to exceed $35,392.

**Reports and Documents Attached:**

1. A copy of the Resolution; and
2. A copy of the proposed Professional Services Agreement with HLR, Inc.

**Village Administrator's Recommendation:** Adoption of Resolution

**Date Referred to Village Board:** **11/28/2016**

# RESOLUTION NO. 2016-__

## A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH HLR, INC. (FY2017 LIFT STATION PROJECTS)

**WHEREAS,** pursuant to Section 4.6 (b) of the Village's Purchasing Policy and Procedures Manual, professional service contracts in the amount of $20,000 or more must be authorized by Board action; and,

**WHEREAS**, in assessing the condition of the Village's existing sanitary sewerage lift stations, the Village Engineer recommends entering into a professional engineering services agreement to design plans to replace equipment at three of the Village's lift stations; and,

**WHEREAS,** HLR, Inc. has exhibited specific expertise in the design of sanitary sewerage lift stations and has successfully done projects for the Village in the past; and:

**WHEREAS,** Village staff recommends that the Village retain HLR Inc. to provide the Professional Services and:

**WHEREAS,** HLR Inc. has provided a proposal to complete the Professional Services for a fee not to exceed $35,392; and,

**WHEREAS,** the Village's approved FY17 General Fund budget includes $182,500 for these projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS** as follows:

Section 1. Recitals.

The foregoing recitals are hereby incorporated into, and made a part of, this Resolution as the findings of the President and Board of Trustees of the Village of Lake Bluff.

Section 2. Authorization and Execution of Agreement with HLR, Inc.

The Village Administrator is hereby authorized and directed to execute a contract in a form acceptable to the Village Attorney with HLR, Inc. for the FY2017 Lift Station Projects, consistent with scope of services provide by HLR, Inc. and included in the professional services agreement, attached as Exhibit A, for a fee not to exceed $35,392.00.

Section 3. Effective Date.

This Resolution shall be effective following passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law.

**PASSED** this 28th day of November, 2016, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

**AYES:** ( )

**NAYS:** ( )

**ABSENT:** ( )

**APPROVED** this 28th day of November, 2016.

_____
Village President

ATTEST:

_____
Village Clerk

Exhibit A

# VILLAGE OF LAKE BLUFF
# PROFESSIONAL SERVICES AGREEMENT

This **PROFESSIONAL SERVICES AGREEMENT** (***"Agreement"***) is dated as of the 28th day of November, 2016, and is by and between the **VILLAGE OF LAKE BLUFF**, an Illinois home rule municipal corporation (***"Village"***), and the Consultant identified in Section 1.A of this Agreement.

**IN CONSIDERATION OF** the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the Village's statutory and home rule powers, the parties agree as follows:

## SECTION 1. CONSULTANT.

**A. Engagement of Consultant.** The Village desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

| | |
|---|---|
| **Consultant Name (*"Consultant"*):** | HLR, Inc. |
| **Address:** | 380 Shepard Drive<br>Elgin, IL 60123 |
| **Telephone No.:** | 847-697-6700 |
| **Email:** | colcott@hlreng.com |
| **Project Name/Description:** | FY2017 Lift Station Projects |
| **Agreement Amount:** | not to exceed $35,392.00 |

**B. Project Description.** Consultant will provide professional municipal engineering services to the design of the FY2017 Lift Station Projects at the Tangley Oaks, Bath and Tennis, and West Blodgett lift stations, including but not limited to the following activities (i) visiting the lift stations to document the existing conditions, (ii) reviewing the original plans for the lift stations provided by the Village, (iii) preparing plans and specifications, (iv) preparing cost estimates, (v) providing bid documents to the Village, (vi) reviewing shop drawings, and (vii) providing project management services as more fully described in the proposal attached to this Agreement as **Exhibit A** (***"Proposal"***).

**C. Representations of Consultant.** The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

## SECTION 2. SCOPE OF SERVICES.

**A. Retention of the Consultant.** The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services.

**B. Services.** The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

**C. Commencement; Time of Performance.** The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the Village, but in no event later than the date that is 75 days after the Commencement Date (***"Time of Performance"***). The Village may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the Village shall extend the Time of Performance in equal proportion to the delay caused by the Village; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the Village.

**D. Reporting.** The Consultant shall regularly report to the Village Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

## SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

**A. Agreement Amount.** The total amount paid by the Village for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

**B. Invoices and Payment.** The Consultant shall submit invoices in an approved format to the Village for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. The Village shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

**C. Records.** The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the Village to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the Village at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

**D. Claim In Addition To Agreement Amount.**

1. The Consultant shall provide written notice to the Village of any claim for additional compensation as a result of action taken by the Village, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the Village, without interruption.

**E. Additional Services**. The Consultant acknowledges and agrees that the Village shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the Village, except upon the prior written consent of the Village.

**F. Taxes, Benefits, and Royalties.** Each payment by the Village to the Consultant includes all applicable federal, state, and Village taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

**G. Final Acceptance.** The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

## SECTION 4. PERSONNEL; SUBCONTRACTORS.

**A. Key Project Personnel.** The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

**B. Availability of Personnel.** The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the Village as soon

as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

**C. Approval and Use of Subcontractors.** The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

**D. Removal of Personnel and Subcontractors.** If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

## SECTION 5. CONFIDENTIAL INFORMATION.

**A. Confidential Information.** The term ***"Confidential Information"*** shall mean information in the possession or under the control of the Village relating to the technical, business, or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

**B. No Disclosure of Confidential Information by the Consultant.** The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

## SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

**A. Representation and Certification of Services.** The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

**B. Indemnification.** The Consultant shall, and does hereby agree to, without regard to the availability or unavailability of any insurance, indemnify and save harmless the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's negligent performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

**C. Insurance.** The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amounts described in Exhibit B. The Consultant shall cause the Village to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the Village with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

**D. No Personal Liability.** No elected or appointed official or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

## SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

**A. Relationship of the Parties.** The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (2) to create any relationship between the Village and any subcontractor of the Consultant.

**B. Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed Village official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

**C. No Collusion.** The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

**D. Termination.** Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

**E. Compliance With Laws and Grants.**

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental

permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

**F. Default.** If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by Village. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by Village. The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

**G. No Additional Obligation**. The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

**H. Village Board Authority**. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the Village Board. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the Village. The Village shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Village Board.

**I. Mutual Cooperation.** The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance and completion of the Services and with any other consultants engaged by the Village.

**J. News Releases.** The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the Village Administrator.

**K. Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the Village by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village.

**L. GIS Data.** The Village has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

**1.** Limited Access to GIS Data. The GIS Data provided by the Village shall be limited to the scope of the Services that the Consultant is to provide for the Village;

**2.** Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

**3.** Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the Village. The GIS Data constitutes proprietary materials and trade secrets of the Village, and shall remain the property of the Village;

b. Consent of Village Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village Administrator;

c. Supply to Village. At the request of the Village, the Consultant shall supply the Village with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the Village, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the Village shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

## SECTION 8. GENERAL PROVISIONS.

**A. Amendment.** No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Consultant in accordance with all applicable statutory procedures.

**B. Assignment.** This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

**C. Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Village, the Consultant, and their agents, successors, and assigns.

**D. Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Lake Bluff
40 East Center Avenue.
Lake Bluff, Illinois 60044
Attention: Village Administrator

With a copy to:

Holland & Knight LLP
131 S. Dearborn, 30th Floor
Chicago, Illinois 60603
Attention: Peter M. Friedman, Village Attorney

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Chris Olcott, PE
HLR, Inc.
Drainage Engineer
380 Shepard Drive
Elgin, IL 60123
main: 847.697.6700
colcott@hlreng.com

With a copy to:

HLR, Inc.
380 Shepard Drive
Elgin, IL 60123

**E. Third Party Beneficiary.** No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Village.

**F. Provisions Severable.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**G. Time.** Time is of the essence in the performance of all terms and provisions of this Agreement.

**H. Calendar Days and Time.** Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or

federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

**I. Governing Laws.** This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

**J. Authority to Execute.**

1. The Village. The Village hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the Village that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

**K. Entire Agreement.** This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

**L. Waiver.** Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

**M. Consents.** Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

**N. Grammatical Usage and Construction.** In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

**O. Interpretation.** This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

**P.** **Headings.** The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

**Q.** **Exhibits.** Exhibits A through B attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

**R.** **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

**S.** **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement this 22nd day of November, 2016.

ATTEST:

**VILLAGE OF LAKE BLUFF**

By: _____
Village Clerk

By: _____
Village Administrator

ATTEST:

**CONSULTANT**

By:_____

Title:_____

By: _____

Its: _____

# EXHIBIT A

## PROPOSAL

# EXHIBIT A
## Bath and Tennis - Lift Station Replacement Project, Lake Bluff, IL
## Detailed Cost Breakdown

HLR

2016 Hourly Rates

| | Task | Description | Employee Classification E5 | E4 | T2 | Direct Cost | Hours | Fee |
|---|---|---|---|---|---|---|---|---|
| Bath and Tennis | 1. | **Lift Station Replacement Plans and Specifications** | | | | | | |
| | | Review original lift station documentation and calculations | | 4 | | | 4 | $ 496.00 |
| | | Field Visit - to document existing conditions and equipment | 4 | 4 | | | 8 | $ 1,080.00 |
| | | Prepare Existing Conditions Sheet | | 4 | 6 | | 10 | $ 1,000.00 |
| | | Prepare Base Sheets | | 6 | 8 | | 14 | $ 1,416.00 |
| | | Prepare Plans for Lift Station Replacement | | 34 | 14 | | 48 | $ 5,392.00 |
| | | Specifications and Estimates | | 8 | | | 8 | $ 992.00 |
| | | PS&E Assembly and Distribtion | | 4 | | | 4 | $ 496.00 |
| | | Shop Drawings | | 8 | | | 8 | $ 992.00 |
| | | Project Management / QAQC | 6 | 3 | | | 9 | $ 1,248.00 |
| | | Project Review Meeting | 4 | 4 | | | 8 | $ 1,080.00 |
| | | **Sub-Total** | **14** | **79** | **28** | **$ -** | **121** | **$ 14,192.00** |

| | |
|---|---|
| **TOTAL PROJECT COSTS** | **$ 14,192.00** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 2. | **Optional Tasks** | | | | | | |
| | Coordinate with ComEd to obtain cost to provide 3-phase power to location. Coordinate with pump manufacturers to provide an alternate design using 3-phase power. Provide a cost-benefit analysis to the Village. | 4 | 8 | | | 12 | $ 1,576.00 |

Notes:

1 - It is anticipated that the Existing C onditions site plan may be created based on prev ious site drawings and supplemented with informa tion from field visits. Should detailed sur vey data be required, it may be provided by HLR as a n additional cost.

# EXHIBIT A
## Tangley Oaks - Lift Station Improvement Project, Lake Bluff, IL
## Detailed Cost Breakdown

HLR

**2016 Hourly Rates**

| | Task | Description | Employee Classification E5 | E4 | Direct Cost | Hours | Fee |
|---|---|---|---|---|---|---|---|
| Tangley Oaks | **1.** | **Pump Number 2 - Remove and Replace Check Valve** | | | | | |
| | | Research existing valve specifications and dimensions; determine a suitable currently manufactered check valve to serve as a replacement | | 8 | | 8 | $ 992.00 |
| | | Design staging of repairs to ensure service for upstream sewershed during maintenance in the situation that the station needs to be taken offline | | 16 | | 16 | $ 1,984.00 |
| | | Show Drawing Review | | 4 | | 4 | $ 496.00 |
| | **2.** | **Control Panel - Remove and Replace** | | | | | |
| | | Field Visit to document existing conditions and equipment. Gather all information necessary for control panel replacement | 8 | 8 | | 16 | $ 2,160.00 |
| | | Review Proposed Replacement Control Panel | | 12 | | 12 | $ 1,488.00 |
| | | Coordinate with Manufacturer to Generate Uniform Information for Village (i.e. wiring diagram) | | 8 | | 8 | $ 992.00 |
| | | Design Staging of Repairs - to ensure service for upstream sewershed during maintenance. May occur while other tasks are ongoing. | | 8 | | 8 | $ 992.00 |
| | | Show Drawing & Wiring Diagram Reviews | | 8 | | 8 | $ 992.00 |
| | **3.** | **Consultation and Coordination** | | | | | |
| | | Generate Bid Documents, and Specifications | | 16 | | 16 | $ 1,984.00 |
| | | Prepare Engineer's Opinion of Probable Cost | | 8 | | 8 | $ 992.00 |
| | | Project Management / QAQC | 6 | 4 | | 10 | $ 1,372.00 |
| | | Project Review Meeting | 4 | 4 | | 8 | $ 1,080.00 |
| | | **Sub-Total** | **18** | **104** | **$ -** | **122** | **$ 15,524.00** |

| | |
|---|---|
| **TOTAL PROJECT COSTS** | **$ 15,524.00** |

**Optional or Alternate Tasks**

| | | | | | | |
|---|---|---|---|---|---|---|
| **4.** | **Pump Number 2 - Rebuild** | | | | | |
| | Coordinate Services to remove, transport, refurbish and replace existing Pump Number #2 | | 4 | | 4 | $ 496.00 |
| | Generate Bid Documents, Specifications and Cost Estimate | | 4 | | 4 | $ 496.00 |
| | Project Management | 2 | | | 2 | $ 292.00 |
| | **Alternate Task Total** | | | | | **$ 1,284.00** |
| **5.** | **Pump Number 2 - Remove and Refurbish Existing Check Valve** | | | | | |
| | Coordinate Services to remove, transport, refurbish and replace existing check valve | | 4 | | 4 | $ 496.00 |
| | Generate Bid Documents, Specifications and Cost Estimate | | 4 | | 4 | $ 496.00 |
| | Project Management | 2 | | | 2 | $ 292.00 |
| | **Alternate Task Total** | | | | | **$ 1,284.00** |

Notes:
1 - Check valve replacement with a valve that is still manufactured is preferably so that future maintenance may occu r without special machinin g of parts.
2 - For complete check valve replacement, all attempts will be made to find a currently manufactured valve tha t may be used that will not requ ire significant mod ifications to existing plumbing.
3 - It is anticipated that stagin g plan may be desig ned without detaile d survey data. Should detailed survey dat a be required, it may be provided by HLR as an add itional cost.

# EXHIBIT A
## West Blodgett - Lift Station Improvements, Lake Bluff, IL
## Detailed Cost Breakdown

HLR

2016 Hourly Rates

| | Task | Description | Employee Classification E5 | E4 | Direct Cost | Hours | Fee |
|---|---|---|---|---|---|---|---|
| West Blodgett | 1. | Site Visit to Confirm Check Valve Specifications and Dimensions | | 4 | | 4 | $ 496.00 |
| | | Generate Bid Documents, Specifications and Cost Estimate for Repair or Replacement of Check Valve | | 4 | | 4 | $ 496.00 |
| | | Review Shop Drawings | | 2 | | 2 | $ 248.00 |
| | | Project Management / QAQC | 2 | | | 2 | $ 292.00 |
| | | Sub-Total | 2 | 10 | $ - | 12 | $ 1,532.00 |

| | | |
|---|---|---|
| **TOTAL PROJECT COSTS** | | **$ 1,532.00** |

| | | | |
|---|---|---|---|
| **2. Optional Tasks** | 0 | $ | - |

Notes:
1 - It is expected that this work will be included as a additional task within the bid documents for either the Tangley Oaks improvements or the Bath and Tennis improvements bid documents.

## EXHIBIT B

## INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$500,000 injury-per occurrence

$500,000 disease-per employee

$500,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" bases.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering Consultant's professional services .

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for:

Worker's Compensation

Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: Village of Lake Bluff, including its Board members and elected and appointed officials, its officers and employees. In the alternative this requirement can be satisfied by the use of a blanket Additional Insured endorsement.

G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

| Additional Insured | Policy or Policies |
|---|---|
| None | |