

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 8, 2015**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:02 p.m. in the Lake Bluff Village Hall Board Room, and in the absence of Village Clerk Aaron Towle, Deputy Village Clerk Drew Irvin called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman
Steve Christensen
Mark Dewart
Eric Grenier
John Josephitis
William Meyer

Absent: Aaron Towle, Village Clerk

Also Present: Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
Jeff Hansen, Village Engineer
Michael Croak, Building Codes Supervisor
David Belmonte, Police Chief
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 Meyer moved to approve the May 11, 2015 Board of Trustees Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

4. NON-AGENDA ITEMS AND VISITORS

There were no requests to address the Board.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Dewart moved to take Agenda Item #12 then return to the regular order of the meeting. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #12 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR HEINEN’S FINE FOODS AT 201 S. WAUKEGAN ROAD

President O’Hara reported on March 30, 2015 the Village received a sign permit application to mount new sign faces on the existing monument sign structure at the intersection of Carriage Park Avenue and Waukegan Road. The Architectural Board of Review (ABR) reviewed the proposed sign at its May 5th meeting. The proposed sign requires an exemption from the Village Sign Code because the existing 336 square foot monument sign structure is larger than the 64 square feet allowed in the L-1 Zoning District. The ABR voted 5-0 to recommend that the Village Board grant the exemption and allow the proposed sign. She further noted in preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified of the meeting date and a resolution has been prepared transmitting the ABR’s recommendation.

In response to a comment from the Village Board, Mr. Chuck Zenn of North Shore Sign Company stated the intent is to mount new sign faces on the existing monument sign structure and install new LED lights. The proposed sign will be internally illuminated with an opaque vinyl background so that only the lettering will be illuminated.

Trustee Christensen moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer
Nays: (0)
Absent: (0)

7. ITEM #6A – WARRANT REPORTS FOR MAY 16-31 AND JUNE 1-15, 2015 AND MAY 2015 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$197,298.17 for May 16-31, 2015.

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$92,213.70 for June 1-15, 2015.

In addition, President O’Hara reported expenditure of Village funds for payroll in the amount of \$260,132.60 for May 2015.

As such, the total expenditures for this period is in the amount of \$549,644.47.

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

Ayes: (6) Christensen, Dewart, Grenier, Josephitis, Meyer and Ankenman
Nays: (0)
Absent: (0)

Village Administrator Drew Irvin stated the May 2015 Financial Report will be available at the June 22nd Village Board meeting.

8. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT REGARDING THE DISPOSITION OF CERTAIN VILLAGE RECORDS

Village Administrator Drew Irvin summarized the informational update regarding the conversion of paper documents into electronic files. A series of files have been converted and Staff will coordinate disposal pursuant to State law, presuming there are no concerns.

There were no objections from the Board.

9. ITEM #8 - VILLAGE ATTORNEY’S REPORT

Village Attorney Peter Friedman had no report.

10. ITEM #9 – VILLAGE PRESIDENT’S REPORT

Village President O’Hara reported the Lake Bluff History Museum will host its Annual Antique Auto Show and Block Party on June 27th.

11. ITEMS #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Report on May 8, 15, 22 and 29, 2015.

Trustee Grenier moved to accept the correspondence as submitted. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Dewart, Grenier, Josephitis, Meyer, Ankenman and Christensen
Nays: (0)
Absent: (0)

12. ITEM #11 – AN ORDINANCE ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS, AND OTHER WORKERS FOR LAKE BLUFF PUBLIC WORKS PROJECTS FOR 2015

President O’Hara reported on an annual basis the Illinois Department of Labor requires municipalities to ascertain the prevailing rate of wages for laborers, mechanics and other works

employed in performing construction of public works for the municipality. This item is presented in accordance with State of Illinois requirements, and as this is a requirement of the State, it is recommended the Village Board consider waiving second reading of the ordinance.

Trustee Josephitis moved to approve first reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Grenier, Josephitis, Meyer, Ankenman, Christensen and Dewart
Nays: (0)
Absent: (0)

Trustee Christensen inquired the reason to waive second reading. Village Administrator Irvin stated as required by the Act, any revisions of the prevailing rate of wages in Lake County shall be submitted to the State of Illinois by June 2015.

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

Ayes: (6) Josephitis, Meyer, Ankenman, Christensen, Dewart and Grenier
Nays: (0)
Absent: (0)

13. ITEM #13 – A RESOLUTION APPROVING THE APPOINTMENT OF JEFF HANSEN AS DEPUTY BUILDING COMMISSIONER AND REVISING THE TERM OF DEPUTY BUILDING COMMISSIONER ED LAUDENSLAGER

President O’Hara reported in accordance with Village Code, the Village Board considers the recommendation of the Village Administrator regarding the annual appointment of certain Village Officials (Section 6 of Title I). Pursuant to the Village Code, the positions requiring Village Board consideration on an annual basis are the Building Commissioner and Deputy Building Commissioners. On April 28th of this year the Village Board appointed Drew Irvin as Building Commissioner as well as Michael Croak (Building Codes Supervisor), Ed Laudenslager (Interim Village Engineer), and George Russell as the Village’s Deputy Building Commissioners for the Fiscal Year beginning May 1, 2015 and ending April 30, 2016. She further noted given that the Village Engineer vacancy has recently been filled and the Interim Village Engineer services agreement is set to expire June 12, 2015, Village Administrator Irvin recommends that the Village Board relieve Interim Village Engineer Ed Laudenslager as Deputy Building Commissioner with the newly hired Jeff Hansen. Village Engineer Hansen comes to the Village after serving as a Civil Engineer with the City of Kenosha for 2 years and 11 years as a Project Engineer with McMahan Group (Neenah, WI) – an engineering services company with over 125 employees catering to both public and private sector clients.

Village Engineer Jeff Hansen introduced himself to the Village Board.

Trustee Christensen moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

14. ITEM #14 – A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF THE FIRST AMENDMENT TO THE DEPUTY CHIEF OF POLICE EMPLOYMENT AGREEMENT

President O’Hara reported since his appointment Deputy Chief of Police Mike Hosking has proven himself as an essential asset to the Village’s police management team. As envisioned, he has provided strong administrative support and professional development to our Sergeants and Officers all during a very busy period that included a transition to a joint public safety dispatch center. In accordance with Section 7A of the Employment Agreement by and between the Village of Lake Bluff and Deputy Chief of Police Hosking, Police Chief Belmonte has conducted a performance review and determined that it is in the best interests of the Village to adjust Deputy Chief Hosking’s compensation to be consistent with the Village’s Official Pay Plan and to recognize his significant organizational contributions during the past performance review period. Specifically, the Deputy Chief of Police’s annual base salary will be set at \$109,180 effective May 1, 2015 and he will receive an additional week of vacation leave per year. Additionally, Deputy Chief Hosking has agreed to a one-year extension. This is the first amendment to the Deputy Chief of Police’s Employment Agreement.

Trustee Meyer moved to adopt the resolution. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Josephitis, Meyer, Ankenman, Christensen, Dewart and Grenier
Nays: (0)
Absent: (0)

15. ITEM #15 – A RESOLUTION APPROVING AN EASEMENT AGREEMENT BY AND BETWEEN THE VILLAGE AND TARGET CORPORATION (Target PCD – Bicycle and Pedestrian Path)

AND

16. ITEM #16 – A RESOLUTION APPROVING AN EASEMENT AGREEMENT BY AND BETWEEN THE VILLAGE AND OXFORD REAL ESTATE EQUITIES, LLC (Target PCD – Bicycle and Pedestrian Path)

AND

17. ITEM #17 – A RESOLUTION APPROVING AN EASEMENT AGREEMENT BY AND BETWEEN THE VILLAGE AND TARGET CORPORATION (Target PCD – Water Main)

AND

18. ITEM #18 – A RESOLUTION APPROVING AN EASEMENT AGREEMENT BY AND BETWEEN THE VILLAGE AND TARGET CORPORATION (Target PCD – Water Main)

President O’Hara reported Village Ordinance No. 2013-15 previously approved a special use permit for the planned commercial development (PCD) and final plat of subdivision for the Target

Development Project. Pursuant to Section 9.0 of the PCD Ordinance and the Section 4.C of the previously approved Development Agreement, Target Corporation (Target) and Oxford Real Estate Equities, LLC (Oxford) agreed to construct, and dedicate to the Village, a pedestrian and bicycle path along portions of the east and southerly side of the development site. Pursuant to the Final Plat of Subdivision for the development property, Target and Oxford agreed, rather than dedicating the pedestrian and bicycle path to the Village, to grant the Village a permanent, non-exclusive easement for the pedestrian and bicycle path.

President O'Hara reported the pedestrian and bicycle path has now been constructed and an easement agreement for the portion of the pedestrian and bicycle path on the portion of the property owned by Target Corporation, has been prepared which grants the Village a non-exclusive easement to operate, maintain and reconstruct the path when necessary. Approval of the attached Resolution approving the easement agreement is recommended. A separate easement agreement will be processed with Oxford for the portion of the pedestrian and bicycle path on the Oxford property.

Village Attorney Friedman clarified the requests for action and noted agenda items #15 and #16 are for the bicycle/pedestrian path easement agreement and agenda items #17 and #18 are for the water main easement agreement. He further noted there are two easement agreements because Target Corporation and Oxford Real Estate Equities, LLC owns the portions of the property associated with both the water main and bicycle path.

Following a comment from the Village Board, Village Administrator Irvin advised the original PCD Agreement called for a dedication of property; however, when the plat of subdivision was approved it showed it as an easement. He further noted an easement agreement is the best legal instrument to convey responsibilities of each respective party and noted the responsibilities remain as outlined in the original agreement.

Village Attorney Friedman stated both easement agreements specify that nothing can interfere with using these pieces of land for the bicycle/pedestrian path and the water main.

Trustee Meyer moved to approve agenda items #15, #16, #17 and #18 collectively. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Meyer, Ankenman, Christensen, Dewart, Grenier and Josephitis
Nays: (0)
Absent: (0)

19. ITEM #19 – AN ORDINANCE AMENDING PROVISIONS OF TITLE III OF THE LAKE BLUFF MUNICIPAL CODE CONCERNING THE NUMBER OF LIQUOR LICENSES AND CLASS A LICENSES

President O'Hara reported the Village anticipates receiving a liquor license application from Target Corporation prior to the upcoming Village Board meeting on June 8, 2015. The forthcoming application seeks approval of a Class A license which authorizes the retail sale of alcohol, in the original package and not for consumption on the premises where sold, as well as limited alcohol tasting activities. Section 3-2-10 of the Municipal Code establishes the maximum

number of alcoholic beverage licenses (by classification) available for issuance. She further noted the liquor regulations allow for two Class A licenses (held by Heinen's and Wisma). Therefore, it is recommended the Village Board amend Section 3-2-10 of the Municipal Code to increase the number of licenses for Class A from two to three.

Village Administrator Irvin confirmed the Village has received a liquor license application from Target.

Trustee Grenier moved to approve first reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer
Nays: (0)
Absent: (0)

Village Administrator Irvin provided an update on the onsite and offsite improvements for the Target PCD and noted Target's grand opening is scheduled for July 27th. A brief discussion followed.

Village Administrator Irvin stated the western outlot building, which was previously identified as a bank, is now intended to have restaurants and a small financial institution. The original development agreement included an itemized list of uses for the outlot buildings which complies with the Village's vision for the area.

Building Codes Supervisor Michael Croak stated the Petitioners advised of their intent to submit plans for two restaurants and a pre-standing automated teller machine located in the outlot building on the northwest corner. He further noted Potbelly's will be the first restaurant to open dependent upon completion of the off-site improvements. In addition, he provided an update on the remaining proposed tenants for the southernmost outlot building.

20. ITEM #20 – TRUSTEE’S REPORT

There was no Trustee's report.

21. ITEM #21 – EXECUTIVE SESSION

At 7:32 p.m. Trustee Christensen moved to enter into Executive Session for the purpose of discussing Personnel (5 ILCS 120/2(c)(2)). Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Josephitis and Meyer
Nays: (0)
Absent: (0)

There being no further business to discuss, Trustee Grenier moved to adjourn out of executive session. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote at 7:50 p.m.

22. ITEM #22 – 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 7:55 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

R. Drew Irvin
Deputy Village Clerk