

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JULY 13, 2015**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

In the absence of Village President O'Hara and Village Clerk Towle, Deputy Village Clerk Drew Irvin called the meeting to order at 7:01 p.m., in the Lake Bluff Village Hall Board Room, and called the roll.

The following were present:

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

Absent: Kathleen O'Hara, Village President
 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
 Jake Terlap, Public Works Superintendent
 Brandon Stanick, Assistant to the Village Administrator (A to VA)

Trustee Meyer moved to nominate Trustee Christensen as President Pro Tem for the meeting. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

2. PLEDGE OF ALLEGIANCE

President Pro Tem Christensen led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES

Trustee Dewart moved to approve the June 22, 2015 Board of Trustees Meeting Minutes as presented. Trustee Josephitis 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 Josephitis moved to take Agenda Items #12 and #13 then return to the regular order of the meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #12 – AN ORDINANCE GRANTING A VARIATION FROM THE VILLAGE’S REAR YARD SETBACK REGULATIONS TO PERMIT THE CONSTRUCTION OF AN ARBOR IN THE REQUIRED REAR YARD OF THE PROPERTY LOCATED AT 404 MOFFETT ROAD

President Pro Tem Christensen reported on May 22, 2015 the Village received a zoning application from Vincent Flannery and Jodi Barke (Petitioners), property owners of 404 Moffett Road, requesting a zoning variation to allow for the construction of an arbor that would encroach 7 ft. 6 in. into the rear yard setback along Sylvan Road. The arbor is 6 ft. 6 in. in height and 4 ft. 2 in. wide and will be placed at the northeast corner of the house adjacent to the attached garage. The property is considered an irregular through lot and must maintain a rear yard setback that is equal to its 20 ft. required front yard setback for the R-4 Residence District.

President Pro Tem Christensen reported at its meeting on June 17th the Plan Commission and Zoning Board of Appeals (PCZBA) conducted a public hearing and recommended the Village Board approve the requested zoning variation to allow the arbor to encroach 7 ft. 6 in., or a 37.5% variation, into the rear setback along Sylvan Road. Additionally, the Petitioners are requesting approval to allow portions of the existing, as well as the proposed landscaping, to be planted in the Village’s right-of-way.

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

7. ITEM #13 – A RESOLUTION APPROVING A LICENSE AGREEMENT BY AND BETWEEN THE VILLAGE OF LAKE BLUFF AND THE OWNERS OF 404 MOFFETT ROAD

President Pro Tem Christensen reported on May 22, 2015 the Village received a zoning application from Vincent Flannery and Jodi Barke (Petitioners), property owners of 404 Moffett Road, requesting a zoning variation to allow for the construction of an arbor that would encroach 7 ft. 6 in. into the rear yard setback along Sylvan Road. He further reported a review of the plans indicated the existence of the Petitioners’ landscape plantings and a split-rail fence within the Village’s right-of-way along Sylvan Rd., East Sheridan Pl. and Moffett Rd., as well as new proposed plantings that are part of the Petitioners’ overall new landscape plan. Additionally, the Village’s sidewalk along Moffett Rd. is located on the Petitioners’ property, and as this is the case,

the attached license agreement includes provisions that have the Petitioners granting the Village a license for those portions of the Moffett Rd. sidewalk located on their property, as well as the Village granting a license to the Petitioners to maintain landscape plantings within the right-of-way. Similarly, the Village has approved other license agreements to authorize the installation of improvements such as landscaping on other Village owned property.

Following a comment from Village Attorney Peter Friedman, A to VA Stanick clarified the resolution approving the right-of-way agreement is not contingent on the Village Board's approval of the requested zoning variation.

Trustee Meyer moved to adopt the resolution. Trustee Josephitis 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)

8. ITEM #6A – WARRANT REPORT FOR JULY 1-15, 2015 AND JUNE 2015 PAYROLL EXPENDITURES

President Pro Tem Christensen reported expenditure of Village funds for payment of invoices in the amount of \$772,373.60 for July 1-15, 2015.

President Pro Tem Christensen reported expenditure of Village funds for payroll in the amount of \$259,038.45 for June 2015.

As such, the total expenditures for this period is in the amount of \$1,031,412.05.

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

9. ITEM #6B – JUNE 2015 FINANCIAL REPORT

At President Pro Tem Christensen's request, Finance Director Susan Griffin provided a brief summary of the June 2015 Finance Report, highlighting major revenue sources and expenditures for the period.

- Sales taxes for May 2014 through March 2015 (FY15) are \$246,742 (or 12%) over the same period in 2013-14 on the strength of auto sales. Home rule sales tax of \$496,600 is 3.5% greater than last year (April sales tax figures are not available at this time);

- May has traditionally been the largest monthly receipt of state shared income tax revenue due to the filing of taxes in April. At \$145,166 May through June 2015 revenue is 22% greater than May through June 2014;
- Building permit revenue is down 15% from the prior year as expected due to the decline in commercial redevelopment projects;
- Capital project expenditures are minimal as projects begin in June with payouts in July;
- Contracts and commodities have increased this month due to the dispatching contract payment of \$141,000; and
- Water billed consumption is down 1.124 million gallons. This results in a decline in water sales of \$3,905 (after accounting for the change in water rates from \$6.80 to \$6.95 effective May 1st).

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

10. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: A REPORT CONCERNING THE CONSIDERATION OF A CENTRAL BUSINESS DISTRICT WAYFINDING SIGN FOR THE TARGET PROPERTY LOCATED AT 975 ROCKLAND ROAD

Village Administrator Irvin stated the updated drawings prepared by Target Corporation landscape architect was placed at the dais and noted that a scale depicting the distance to the shopping areas could be included in the plans. He stated while not noted as a conditional of approval in either the Development Agreement or the Target Planned Commercial Development Ordinance, Target did commit to the Village during the entitlement process that they would install a wayfinding sign (directing visitors to key Lake Bluff destinations including the Central Business District (CBD)) as part of their redevelopment of the former Shepard Chevrolet property.

Village Administrator Irvin provided an update on the actions taken by the ABR and noted the ABR had determined the signage would not achieve the goal of directing visitors to the CBD. In addition, he stated the CBD merchants support the installation of signage directing consumers to the CBD.

Trustee Dewart stated the wayfinding signage received positive feedback at a recent business development focus group. Building Codes Supervisor Michael Croak stated the ABR reviewed the proposed signage from a perspective to minimize signage in the community.

Trustee Meyer asked if the satellite image would be on the sign and expressed his preference for a simpler graphic image similar to signage found along hiking trails.

Trustee Josephitis expressed his concern regarding the proposed location. Village Administrator Irvin stated the proposed signage would be installed along the pedestrian/bicycle path to direct visitors to the various businesses throughout the community.

Trustee Ankenman expressed her preference that the proposed signage be consistent with the current branding initiative. A discussion ensued.

It was the consensus of the Village Board to provide the Village Administrator comments regarding signage for consideration at a future meeting.

Village Administrator Irvin reported there were approximately 20,600 spectators that attended the 4th of July Parade, as well as thanked the Parade Committee for a wonderful parade. He also thanked the Public Works Staff for their cleanup efforts after the event and the Police and Fire Departments for maintaining safety with such a large crowd. In addition, he reported on the upcoming Criterium Bike Race and Block Party scheduled on July 25th.

11. ITEM #8 - VILLAGE ATTORNEY'S REPORT

Village Attorney Peter Friedman had no report.

12. ITEM #9 – VILLAGE PRESIDENT'S REPORT

As President O'Hara was absent there was no report.

13. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President Pro Tem Christensen introduced the correspondence from the Informational Report on June 19, 26 and July 2, 2015 for consideration by the Board.

Trustee Ankenman moved to accept the correspondence as submitted. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

14. ITEM #11 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH PINNER ELECTRIC, INC. OF LAGRANGE, ILLINOIS, FOR THE VILLAGE OF LAKE BLUFF'S FY2016 RECTANGULAR RAPID FLASHING BEACONS PROJECT (Pedestrian Crossing Improvements for the Intersection of Sheridan Road and East Scranton Avenue)

President Pro Tem Christensen reported on July 7, 2015, bids were opened for the Village's FY2016 Sheridan Road at East Scranton Avenue Rectangular Rapid Flashing Beacons Project (Crossing Improvements). Only one bid was received (Pinner Electric, Inc. of LaGrange, Illinois) which was in the amount of \$49,541.00. President Pro Tem Christensen reported the Village's FY2016 Budget includes a total of \$55,000 for the Sheridan Road at East Scranton Avenue crossing improvements. In addition to the bid received from Pinner Electric, Inc. the Village also has an agreement with HLR Inc. to provide construction observations services for the project for the cost of \$3,880.00. The Village also intends to contract with a separate company to move a portion of the split rail fence on the east side of Sheridan Road to the south of East Scranton Avenue. The fence work is intended to provide a better line of site for northbound motorists on Sheridan Road and the estimated cost of the relocation is \$1,000.00. The sum of the bid for the Flashing Beacons, the agreement for construction observation services, and estimated cost of moving a portion of the fence is \$54,421 which is \$579 less than the FY2016 budget amount of \$55,000. He further reported according to the Village's consultant, HLR Engineering, Pinner Electric, Inc. has completed numerous traffic signal projects in the area in the past. The Village

Engineer is recommending that an award be made to Pinner Electric, Inc. in the total low bid amount of \$49,541.00.

Following a comment from Trustee Josephitis regarding the timing of the project, Village Administrator Irvin stated the project was delayed because E. Sheridan Road is under the jurisdiction of the Illinois Department of Transportation and the Village had to wait for permit approval.

Village Engineer Jeff Hansen provided information regarding the proposed project and noted there would be one solar powered and one hard wired rapid rectangular flashing beacon system installed at the intersection of Sheridan Road and East Scranton Avenue. He also noted because the project is small in scale, the Village only received one bid.

Trustee Josephitis moved to adopt the resolution. Trustee Dewart 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)

15. ITEM #14 – A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH BAXTER & WOODMAN, INC (Moffett Road Culvert End Section Replacement)

President Pro Tem Christensen reported the concrete headwall and end section of the culvert on the east side of Moffett Road just south of E. Witchwood Lane has separated from the end of the culvert and the slope from Moffett Road down to the ravine has eroded. As you will recall, \$40,000 was included in the FY16 Budget to develop a design to cure this condition. Further investigation has shown that, due to the eroded slope, the project will also need to include the reconstruction of a separate storm sewer that is connected to the failed end section and repairs to Moffett Road. The Village requested a proposal from Baxter & Woodman, Inc. to design and assist the Village with the bidding of a project repairing the damage and stabilizing the slope. Baxter & Woodman, Inc. has exhibited specific expertise in the design of storm water systems and has successfully done projects for the Village in the past.

President Pro Tem Christensen reported the proposal from Baxter & Woodman, Inc. is for a lump sum of \$52,000, exceeding the amount in the FY16 Redevelopment Fund budgeted amount of \$40,000. Finance Director Griffin advised there are adequate monies in the Redevelopment Fund for the full amount of the proposal. It is recommended the Village Board approve an additional \$12,000 from the Redevelopment Fund and approve the proposal from Baxter & Woodman, Inc. for \$52,000.

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

16. ITEM #15 – TRUSTEE’S REPORT

There was no Trustee’s report.

17. ITEM #17 – ADJOURNMENT

Trustee Grenier moved to adjourn the regular meeting. Trustee Dewart seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:36 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

R. Drew Irvin
Deputy Village Clerk