VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING

Monday, September 28, 2015
7:00 P.M.
40 East Center Avenue
Village Hall Board Room

A G E N D A

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. AWARDS AND PROCLAMATIONS

   a) A Proclamation Designating October 2015 as "Fire Prevention Month"
   b) A Proclamation Designating October 26 – October 30, 2015 as "Red Ribbon Week"

4. CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 14, 2015 VILLAGE BOARD MEETING

5. 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.

6. 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.

7. VILLAGE FINANCE REPORT

   a) Warrant Report for September 16-30, 2015

8. VILLAGE ADMINISTRATOR'S REPORT

9. VILLAGE ATTORNEY'S REPORT

10. VILLAGE PRESIDENT'S REPORT

11. ACCEPTANCE OF THE CORRESPONDENCE

    Please note all correspondence was delivered to the Village Board of Trustees in the Informational Reports on September 11 and 18, 2015.

12. A RESOLUTION APPROVING A SITE PLAN FOR THE RENOVATION OF CERTAIN IMPROVEMENTS (Swimming Pool, Wading Pool, Equipment Shed and Related Facilities) AT THE LAKE BLUFF PARK DISTRICT – BLAIR PARK

13. A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT (GovITC Consortium) REGARDING INFORMATION TECHNOLOGY SERVICES AND EQUIPMENT

14. A RESOLUTION HONORING THE 25TH ANNIVERSARY OF THE PASSAGE OF THE AMERICANS WITH DISABILITIES ACT

15. SECOND READING OF AN ORDINANCE AMENDING TITLE VII OF THE LAKE BLUFF MUNICIPAL CODE REGARDING SMOKING REGULATIONS (E-Cigarettes)

16. AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A BREWPUB AT 16 E. SCRANTON AVENUE

17. TRUSTEE'S REPORT

18. EXECUTIVE SESSION

19. 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.

P R O C L A M A T I O N

Designating October 2015 as "Fire Prevention Month"

WHEREAS, in 2014, U.S. Fire Departments responded to 1,298,000 fires, or one fire every 24 seconds; and,

WHEREAS, nationwide there were 3,275 fire deaths, or one every 192 minutes; and,

WHEREAS, property loss resulting from fire during the same period totaled in excess of 11.6 billion dollars; and,

WHEREAS, an enlightened and supportive citizenry can be effective in reducing both loss of life and property damage resulting from fire; and,

WHEREAS, the Village of Lake Bluff is committed to protecting its citizens from fire losses; and,

WHEREAS, the Village of Lake Bluff is served by an all volunteer Fire Department which works with its residents to promote fire safety.

NOW, THEREFORE, BE IT PROCLAIMED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, COUNTY OF LAKE, AND STATE OF ILLINOIS, hereby proclaims October 2015, "Fire Prevention Month" in the Village of Lake Bluff.

Village of Lake Bluff residents are encouraged to change the batteries in their home smoke detectors, form a fire escape plan for their home, and participate in continuing information and educational activities of the Lake Bluff Fire Department, during *Fire Prevention Month* and throughout the year, and to practice fire safety and prevention on a continuing basis.

PASSED this 28th day of September, 2015.

ATTEST:

_____	_____
Village Clerk	Village President

P R O C L A M A T I O N

Designating October 26 – October 30, 2015 as "Red Ribbon Week"

WHEREAS, the most precious resources we have, our future leaders, are the children in our community; and,

WHEREAS, children face decisions about using alcohol, tobacco, and other drugs as early as their elementary school years; and,

WHEREAS, it is critical that the adults in children's lives take the time to talk to them regularly about the risks of alcohol and other drugs, symbolized by the red ribbons in our community; and,

WHEREAS, parents, teachers and community leaders play an important role in providing positive activities which will give youth the opportunity to choose healthy lifestyles; and,

WHEREAS, the Village of Lake Bluff, LEAD, CROYA, SpeakUP! Coalition and our local schools are taking an active role in building assets in our youth and helping to teach them about positive decision making.

NOW, THEREFORE, BE IT PROCLAIMED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, COUNTY OF LAKE, AND STATE OF ILLINOIS, that: October 26 through October 30, 2015 is Red Ribbon Week in the Village of Lake Bluff and urge all citizens to do what they can to help our youth make a commitment to a drug-free life.

PASSED this 28th day of September, 2015.

ATTEST:

_____ _____

Village Clerk Village President

VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 14, 2015

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 Steve Christensen Mark Dewart Eric Grenier John Josephitis William Meyer
Also Present:	Aaron Towle, Village Clerk Drew Irvin, Village Administrator Andrew Fiske, Assistant Village Attorney 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)

2. PLEDGE OF ALLEGIANCE

President O'Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES

Trustee Dewart moved to approve the August 24, 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

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

6. ITEM #6A – WARRANT REPORT FOR SEPTEMBER 1-15, 2015 AND AUGUST 2015 PAYROLL EXPENDITURES

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of $384,154.49 for September 1-15, 2015.

President O'Hara reported expenditure of Village funds for payroll in the amount of $274,517.72 for August 2015.

As such, the total Expenditures for this period is in the amount of $658,672.21.

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

7. ITEM #6B – AUGUST 2015 FINANCIAL REPORT

In the absence of Finance Director Susan Griffin, President O'Hara provided a brief summary of the August 2015 Finance Report, highlighting major revenue sources and expenditures for the period.

- Sales tax revenue for May 2015 is $230,000 which is $16,000 or 7.4% greater than May 2014. Home rule sales tax of $60,000 which is $8,000 or 16.3% greater than May 2014;
- May has traditionally been the largest monthly receipt of state shared income tax revenue due to the filing of taxes in April. At $240,000 May – August 2015 revenue is 18% greater than the same period in 2014;
- Building permit revenue is down 46% from the prior year as expected due to the decline in commercial development projects but still represents 34% of the annual budget projection;
- Capital project expenditures exceed the same period in 2014 by $635,700;
- Water billed consumption is down 5.124 million gallons. This resulted in a decline in water sales of $25,662 (after accounting for the change in water rates.); and
- We continue to closely monitor the actions in Springfield and assess the implications for the Village should bills such as the "2 year property tax freeze" which recently passed the Senate become law.

Village Administrator Drew Irvin stated at its last meeting the Northwest Municipal Conference discussed the state of the state's budget issues. He expressed his understanding that certain emergency dispatch agencies may not receive State pass through revenue for E911 funds because the State doesn't have an approved budget.

Village Administrator Irvin stated last year the Village experienced significant building permit revenue as a result of the Target development and noted Staff anticipates the Village will achieve the $660,000 target in building permit revenue for the current fiscal year.

Building Codes Supervisor Michael Croak provided the Board with an update regarding the building permit revenue expected as a result of new residential construction, home demolition and the construction of the third outlot building at the Target site.

Trustee Dewart asked if the 18% increase in income tax revenue was the result of timing or if gross income in the community had increased. Village Administrator Irvin expressed his uncertainty regarding the matter.

President O'Hara reported on the recent Senate Subcommittee meeting which discussed how local municipalities may be impacted if State shared revenue was reduced. A discussion ensued.

Trustee Grenier expressed his understanding Lake Bluff has a 7.5% sales tax rate and asked how much of that goes to the Village. Village Administrator Irvin stated the percentage varies depending on the type of goods purchase and Staff will confirm the percentage at a future meeting.

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

8. ITEM #7 – VILLAGE ADMINISTRATOR'S REPORT

Village Administrator Irvin provided background information and an update regarding the Stonebridge Planned Commercial Development. He stated recently the developers completed interior deconstruction of the existing Mansion and Coach House which has allowed contractors/bidders to go through the property to provide accurate quotes for the proposed development.

In response to a question from Trustee Grenier, Village Administrator Irvin stated the resolution approving a new preliminary development plan for Stonebridge does not indicate a specific timeframe to complete the project.

9. ITEM #8 - VILLAGE ATTORNEY'S REPORT

In the absence of Village Attorney Friedman, Assistant Village Attorney Andrew Fiske had no report.

10. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara reported on the newspaper article "Lake Bluff Is Tops In Scenic Views" which was published in the *Daily North Shore*. She reported the Lake Bluff History Museum will unveil the Mural, removed from East School, in the Village Board Room at 4:00 p.m. on September 20th. She also noted a WPA picture of the Lake Bluff Fire station will be hung in the Village Hall stairwell.

11. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O'Hara introduced the correspondence from the Informational Report on August 21, 28 and September 4, 2015.

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

12. ITEM #11 – A RESOLUTION APPROVING THE PURCHASE OF ROCK SALT FOR THE PURPOSE OF SNOW AND ICE REMOVAL FROM CARGILL INCORPORATED SALT DIVISION (State Purchase Program)

President O'Hara reported annually the State of Illinois Office of Procurement conducts a joint bid for roadway maintenance agencies statewide. This year the state's approved bid of $67.41 per ton was awarded to Cargill, Inc. At this price the Village will easily be able to purchase approximately 700 tons of rock salt within budget (FY2015-16 budget includes $75,000 for the purchase 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. As you may recall, last year's price per ton was $87.40 with the Village's salt usage totaling only 515 tons due to less than average snow fall and ice. The Village currently has 443 tons left over from last season. With the purchase of 700 more tons of salt the Village should have adequate road salt available for the upcoming winter season.

In response to comments from the Board, Public Works Superintendent Jake Terlap reported on how much salt was leftover from the previous year and how much salt could be stored at the Public Works facility.

In response to a comment from Trustee Dewart, Village Administrator Irvin expressed his belief that crack sealing Village roads has been an effective strategy to the Village road maintenance program.

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

13. <u>ITEM #12 – SECOND READING OF AN ORDINANCE AMENDING CERTAIN PROVISIONS OF TITLE IV OF THE VILLAGE OF LAKE BLUFF MUNICIPAL CODE CONCERNING A COMMERCIAL SOLID WASTE HAULING AND RECYCLING PROGRAM</u>

President O'Hara reported along with amending the Illinois Municipal Code and the Illinois Solid Waste Planning and Recycling Act, Public Act 98-1079 ("Act") created the Solid Waste Hauling and Recycling Program Act. The Act (effective August 26, 2014) requires each hauler operating in a county or municipality to offer collection services for recyclable materials to their non-residential business customers, and to provide a written offer to provide recycling services, at least once every 2 years, to their non-residential business customers that are not recycling. She further noted the Act also prohibits a municipality with a population of less than 1,000,000 from awarding a commercial franchise unless it: (1) provides written notice to all haulers licensed by the municipality of its intent to issue a request for proposal for a commercial franchise; (2) adopts an ordinance requiring a 36-month reporting program to determine the percentage of non-residential businesses in the municipality contracting for the collection of recyclable materials, and (3) demonstrates either (i) that the recycling participation for the final six months of the 36-month long reporting period is less than 50% of the total number of businesses served in the municipality or (ii) that during 2 consecutive 6-month reporting periods after the 36-month reporting period less than 50% of businesses are under contract for the collection of recyclable materials.

President O'Hara reported based on the direction provided at the June 22nd Committee-of-the-Whole (COW) meeting and the Village's Strategic Plan goal to enhance recycling efforts, an Ordinance has been prepared that will authorize the Village to initiate a commercial franchise program which (if ultimately enacted) may help control costs for local businesses, increase recycling, and reduce greenhouse gases

associated with collection from non-residential locations. The Village Board approved first reading of the ordinance at its August 24th meeting.

As there were no questions, Trustee Grenier moved to approve the ordinance. 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)	

14. <u>ITEM #13 – AN ORDINANCE AMENDING TITLE VII OF THE LAKE BLUFF MUNICIPAL CODE REGARDING SMOKING REGULATIONS (E-Cigarettes)</u>

President O'Hara reported in 2008 the Village Board supported an aggressive ordinance to restrict smoking in all enclosed public areas, all places of employment and in certain unenclosed public areas such as park grounds and school grounds. The purpose of the restrictions was to ensure that non-smokers may breathe air free from the hazardous effects of second hand smoke. She further noted in recent years, manufacturers have developed electronic devices intended to simulate cigarette smoking and designed to deliver nicotine, other chemicals and flavors by using a heating element to turn the nicotine, other chemicals and flavors into an aerosol, gas or vapor that is inhaled or "vaped" by the user.

President O'Hara reported the United States Food & Drug Administration, the Center for Disease Control and Prevention, the World Health Organization, and many leading public health organizations have expressed concern about (i) the dramatic increase in the use of e-cigarettes by minors under eighteen (18) years of age, (ii) the marketing of e-cigarettes without appropriate health warnings or age-restrictions including the marketing of sweet flavors targeted to minors under eighteen (18) years of age, and (iii) the lack of clinical studies on the potential health risks posed by e-cigarettes. She further reported E-cigarettes remain unregulated at the federal level, leaving states and local governments to adopt their own regulation regarding the smoking of e-cigarettes in public places and work places, the sale and distribution of e-cigarettes to minors under eighteen (18) years of age, and the possession of e-cigarettes by minors under eighteen (18) years of age. In an effort to respond to these concerns, several municipalities have amended their ordinances to include e-cigarettes in the same manner that cigarettes are regulated/licensed and prohibited.

In addition, she reported at the direction of the COW on April 9, 2015, the Village Attorney has prepared the attached ordinance to restrict the sale, possession and use of e-cigarettes in the same manner as cigarettes are currently regulated and licensed. This action would align with the Village Board's original intentions and policy, and this amendment will continue to protect minors under 18 and persons in proximity of devices in use from the possible risk posed from "second hand" vapors.

As there were no comments, Trustee Meyer moved to approve first reading of the ordinance. 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)	

15. ITEM #14 – TRUSTEE'S REPORT

There was no Trustee's report.

16. ITEM #16 – ADJOURNMENT

Trustee Dewart moved to adjourn the regular meeting. Trustee Josephitis 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	Aaron Towle
Village Administrator	Village Clerk

VILLAGE OF LAKE BLUFF
REQUEST FOR BOARD ACTION

Agenda Item: 7a

Subject: WARRANT REPORT FOR SEPTEMBER 16-30, 2015

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 $292,826.29 for September 16-30, 2015.

Total Expenditures of **$292,826.29**

Reports and Documents Attached:

1. Warrant Report for September 16-30, 2015 $ 292,826.29 (dated 9/28/15)

   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 **$292,826.29**

Date Referred to Village Board: **9/28/2015**

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
A PLUS A PLUS BUILDING SERVICES							
7748	09/14/15	01	PSB CLEANING:OCT 2015	01-70-930-41000 MAINTENANCE-BUILDING		09/28/15	1,360.00
		02	VILL HALL CLEANING:OCT 2015	01-60-900-41000 MAINTENANCE-BUILDING			490.00
		03	DEPOT CLEANING:OCT 2015	01-80-920-41000 MAINTENANCE-BUILDING			200.00
						INVOICE TOTAL:	2,050.00
						VENDOR TOTAL:	2,050.00
ADP ADP INC.							
460512951	09/11/15	01	PAYROLL/TIME/ATTENDANCE	01-60-610-41304 OTHER PROFESSIONAL SERVICE		09/28/15	431.40
						INVOICE TOTAL:	431.40
460970421	09/18/15	01	PAYROLL PROCESSING:9/17/15	01-60-610-41304 OTHER PROFESSIONAL SERVICE		09/28/15	199.35
						INVOICE TOTAL:	199.35
						VENDOR TOTAL:	630.75
ADVBUSGR ADVANCED BUSINESS GROUP LLC							
18854	09/15/15	01	POLICE T-1 LINE CHRG 8/15-9/15	01-70-710-43210 TELEPHONE		09/28/15	387.88
						INVOICE TOTAL:	387.88
						VENDOR TOTAL:	387.88
ALICETRA ALICE TRAINING INSTITUTE							
7918	09/09/15	01	SCHOOL EVACUATION TRNG: OFCR'S	01-70-710-42400 TRAINING/EDUCATION		09/28/15	1,190.00
		02	SCHMIDT & SMIZINSKI	** COMMENT **			
						INVOICE TOTAL:	1,190.00
						VENDOR TOTAL:	1,190.00

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
AMERGAS AMERICAN GASES CORP.							
102303	08/31/15	01	OXYGEN TANKS:FIRE	01-70-730-43570 OPERATING SUPPLIES		09/28/15	14.00
						INVOICE TOTAL:	14.00
						VENDOR TOTAL:	14.00
ANDERPES ANDERSON PEST CONTROL							
3479525	08/01/15	01	PEST CONTROL:VILL HALL	01-60-900-41000 MAINTENANCE-BUILDING		09/28/15	44.29
						INVOICE TOTAL:	44.29
						VENDOR TOTAL:	44.29
AT & T AT & T							
1509 615-2726	09/04/15	01	LCL PH SRVC:WATER TOWER	46-80-800-43210 TELEPHONE		09/28/15	92.04
						INVOICE TOTAL:	92.04
1509 734-5820	09/07/15	01	SPO LEASE	32-70-711-47600 SPO LEASE PAYMENT		09/28/15	617.01
						INVOICE TOTAL:	617.01
						VENDOR TOTAL:	709.05
R0001543 DAVID BERMINGHAM							
FINAL H2O	09/09/15	01	REFUND FINAL H2O:680 GR BAY RD	46-40-403-45000 WATER SALES		09/28/15	248.69
						INVOICE TOTAL:	248.69
						VENDOR TOTAL:	248.69
BCBS BLUECROSS BLUE SHIELD OF IL							
OCT 2015	09/16/15	01	VILLAGE MEDICAL PREM:OCT 2015	01-20-102-20000 ACCOUNTS PAYABLE		09/28/15	60,462.07
						INVOICE TOTAL:	60,462.07
						VENDOR TOTAL:	60,462.07

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CALLONE CALL ONE							
1010-9117-1508	07/15/15	01	POTS LINES:V HALL ELEVATOR	01-60-610-43210 TELEPHONE		09/28/15	28.53
		02	POTS LINES:DISPATCH	01-70-711-43210 TELEPHONE			104.00
		03	POTS LINES:FIRE	01-70-730-43210 TELEPHONE			58.42
		04	POTS LINES:PUB WKS	01-80-910-43210 TELEPHONE			162.29
						INVOICE TOTAL:	353.24
						VENDOR TOTAL:	353.24
CLCJAWA CENTRAL LAKE COUNTY JOINT							
JULY 2015	08/10/15	01	H2O PURCHASES-JULY 2015	46-80-800-44100 WATER PURCHASES		09/28/15	62,403.47
						INVOICE TOTAL:	62,403.47
						VENDOR TOTAL:	62,403.47
BURKECHR CHRISTOPHER BURKE ENGINEERING							
123686	07/22/15	01	RT 41/176 INTERCHANGE STUDY	43-80-840-41305 RT 41/176 INTERCHNGE ENG S		09/28/15	13,352.42
						INVOICE TOTAL:	13,352.42
124612	09/10/15	01	RT 41/176 INTERCHANGE STUDY	43-80-840-41305 RT 41/176 INTERCHNGE ENG S		09/28/15	4,014.11
						INVOICE TOTAL:	4,014.11
						VENDOR TOTAL:	17,366.53
COMED COM ED							
5190012013 1508	09/04/15	01	ELECTR:WALNUT PRKNG LOT LIGHTS	01-80-840-43230 UTILITIES/STREET LIGHTS		09/28/15	54.96
		02	8/6-9/4/15	** COMMENT **			
						INVOICE TOTAL:	54.96
						VENDOR TOTAL:	54.96

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
COMCAST COMCAST CABLE							
9/16-10/15/15	09/09/15	01	COMMUNITY ROOM INTERNET ACCESS	01-70-930-41300 INTERNET/COMPUTER SERVICES		09/28/15	127.85
		02	9/16-10/15/15	** COMMENT **			
						INVOICE TOTAL:	127.85
9/19-10/18/15	09/12/15	01	P WKS CABLE TV/INTERNET ACCESS	01-80-910-43210 TELEPHONE		09/28/15	124.79
		02	9/19-10/18/15	** COMMENT **			
						INVOICE TOTAL:	124.79
						VENDOR TOTAL:	252.64
DELTADEN DELTA DENTAL							
773511	09/28/15	01	PPO DENTAL PREM:OCT 2015	01-20-102-20000 ACCOUNTS PAYABLE		09/28/15	4,178.46
						INVOICE TOTAL:	4,178.46
773513	09/28/15	01	HMO DENTL PREM CREDIT:OCT 2015	01-20-102-20000 ACCOUNTS PAYABLE		09/28/15	-32.89
						INVOICE TOTAL:	-32.89
						VENDOR TOTAL:	4,145.57
DKORGAN DK ORGANICS, LLC							
AUG 2015	08/01/15	01	YARDWASTE COMPOST:AUG 2015	01-80-850-44670 YARD WASTE DISPOSAL		09/28/15	3,369.08
						INVOICE TOTAL:	3,369.08
						VENDOR TOTAL:	3,369.08
ELEVATOR ELEVATOR INSPECTION SERVICES							
51816	05/11/15	01	ELEVATOR INSPECTIONS:TO BE	01-10-201-15020 ELEVATOR INSPECTION RECEIV		09/28/15	532.00
		02	REIMBURSED BY BUSINESSES	** COMMENT **			

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ELEVATOR ELEVATOR INSPECTION SERVICES							
51816	05/11/15	03	ELEVATOR INSPECTION:VILL HALL	01-60-680-41304 OTHER PROFESSIONAL SERVICE		09/28/15	19.00
						INVOICE TOTAL:	551.00
						VENDOR TOTAL:	551.00
FEDEX FEDERAL EXPRESS CORP.							
5-146-27420	09/02/15	01	8/24 FED EX:KANSAS CITY POLICE	01-70-710-43300 POSTAGE		09/28/15	28.53
						INVOICE TOTAL:	28.53
						VENDOR TOTAL:	28.53
FEECEOIL FEECE OIL COMPANY							
3378212	09/10/15	01	GASOLINE:1009 GALLONS	01-10-301-55100 GASOLINE INVENTORY		09/28/15	2,332.41
						INVOICE TOTAL:	2,332.41
						VENDOR TOTAL:	2,332.41
GFOA GOV'T FINANCE OFFICERS ASSN.							
2796887	09/08/15	01	INVESTMENTS WEBINAR:SCHEIBL	01-60-610-42400 TRAINING/EDUCATION		09/28/15	85.00
						INVOICE TOTAL:	85.00
2796890	09/08/15	01	BANKING RFP WEBINAR:SCHEIBL	01-60-610-42400 TRAINING/EDUCATION		09/28/15	85.00
						INVOICE TOTAL:	85.00
						VENDOR TOTAL:	170.00
GALLSINC GALLS, LLC							
004011785	09/02/15	01	MOURNING BANDS:POLICE	01-70-710-43570 OPERATING SUPPLIES		09/28/15	18.90
						INVOICE TOTAL:	18.90
						VENDOR TOTAL:	18.90

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
00000537 GEWALT HAMILTON ASSOC., INC.							
4478.000-30	09/07/15	01	MISC ENGINEERING/PLAN REVIEW	01-60-680-41304 OTHER PROFESSIONAL SERVICE		09/28/15	523.00
		02	WIMBLEDON ESTATES	01-20-202-20563 ZONING ESCROW-WIMBLEDON ES			208.00
						INVOICE TOTAL:	731.00
4478.002-35	09/07/15	01	ITEP SIDEWALK DESIGN	01-80-840-49214 SIDEWALK ADDITIONS		09/28/15	2,961.00
						INVOICE TOTAL:	2,961.00
4478.009-6	09/07/15	01	RT176 ROADWAY IMPROVE/TARGET	01-80-840-41304 OTHER PROFESSIONAL SERVICE		09/28/15	1,526.00
						INVOICE TOTAL:	1,526.00
4478.010-5	09/07/15	01	2015 ROADWAY IMPROVE PROJECT	01-80-840-49216 STREET REHAB PROJECTS NON-		09/28/15	292.00
						INVOICE TOTAL:	292.00
						VENDOR TOTAL:	5,510.00
GRAFGRIL GRAFFITI GRILL, INC.							
91015	09/10/15	01	VILL VOL RECOGNITION DINNER	01-60-650-40800 BOARD/COMMITTEE RECOGNITIO		09/28/15	3,782.00
						INVOICE TOTAL:	3,782.00
						VENDOR TOTAL:	3,782.00
GROOT GROOT INDUSTRIES							
13527902	09/01/15	01	WASTE DISPOSAL/RECYCLNG:SEP 15	01-80-850-41305 WASTE/RECYCLING CONTRACT		09/28/15	45,452.80
						INVOICE TOTAL:	45,452.80
						VENDOR TOTAL:	45,452.80
GUSTERNA NANCY GUSTERINE							

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GUSTERNA NANCY GUSTERINE							
IFSAP TRNG	09/02/15	01	MILEAGE:IL FIRE SRV ADMIN TRNG	01-70-730-42411 MILEAGE		09/28/15	82.04
						INVOICE TOTAL:	82.04
						VENDOR TOTAL:	82.04
HARRIS HARRIS							
MN00002889	08/20/15	01	FINANCIAL ACCT SOFTWARE RENEWL	01-60-610-41200 MAINTENANCE EQUIPMENT		09/28/15	7,053.95
		02	WTR BILLING SOFTWARE RENEWL	46-80-800-41200 MAINTENANCE-EQUIPMENT			2,755.03
		03	11/1/15-10/31/16	** COMMENT **			
						INVOICE TOTAL:	9,808.98
						VENDOR TOTAL:	9,808.98
HAVEYCOM HAVEY COMMUNICATIONS, INC.							
5728	09/09/15	01	REP'R MOBILE RADIO:SQD #22	01-70-710-41100 MAINTENANCE-VEHICLES		09/28/15	169.80
						INVOICE TOTAL:	169.80
5736	09/14/15	01	REP'L SIREN SPEAKER:SQD #21	01-70-710-41100 MAINTENANCE-VEHICLES		09/28/15	165.00
						INVOICE TOTAL:	165.00
5753	09/16/15	01	POLICE OFFCR EAR PIECE/MIC	01-70-710-45900 MINOR EQUIPMENT		09/28/15	104.00
						INVOICE TOTAL:	104.00
						VENDOR TOTAL:	438.80
HDSUPPLY HD SUPPLY WATERWORKS, LTD							
E413205	09/03/15	01	REP'R LINE LOCATOR	46-80-800-41200 MAINTENANCE-EQUIPMENT		09/28/15	377.00
						INVOICE TOTAL:	377.00
						VENDOR TOTAL:	377.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ICMA RET ICMA RETIREMENT TRUST 457							
9/17 PAYROLL DEDUCT	09/17/15	01	9/17 'EE PAYROLL DEDUCTION	01-20-102-45000 ICMA 457 PLAN PAYABLE		09/28/15	168.84
		02	9/17 'EE PAYROLL DEDUCTION	01-20-102-45000 ICMA 457 PLAN PAYABLE			422.08
		03	9/17 'EE PAYROLL DEDUCTION	01-20-102-45000 ICMA 457 PLAN PAYABLE			201.29
						INVOICE TOTAL:	792.21 M
9/17 W/H	09/17/15	01	9/17 'EE W/H	01-20-102-45000 ICMA 457 PLAN PAYABLE		09/28/15	3,478.82 M
						INVOICE TOTAL:	3,478.82
						VENDOR TOTAL:	4,271.03
IFOP IL FRATERNAL ORDER OF POLICE							
9/17 W/H	09/17/15	01	'EE W/HELD FOP DUES:9/17/15	01-20-102-49000 UNION DUES PAYABLE		09/28/15	279.50
						INVOICE TOTAL:	279.50
9/3 W/H	09/03/15	01	'EE W/HELD FOP DUES:9/3/15	01-20-102-49000 UNION DUES PAYABLE		09/28/15	279.50
						INVOICE TOTAL:	279.50
						VENDOR TOTAL:	559.00 M
ILSTPOLI ILLINOIS STATE POLICE							
LIQ CONTROL:AUG 15	08/01/15	01	LIVESCAN LIQUOR CONTROL:AUG 15	01-70-710-41304 OTHER PROFESSIONAL SERVICE		09/28/15	29.75
						INVOICE TOTAL:	29.75
						VENDOR TOTAL:	29.75
IUOEADM INT'L UNION OF OPER ENGINEERS							
9/17 W/H	09/17/15	01	9/17 'EE IUOE ADMIN DUES	01-20-102-49000 UNION DUES PAYABLE		09/28/15	318.77
						INVOICE TOTAL:	318.77
						VENDOR TOTAL:	318.77 M

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
IUOEMEMB INT'L UNION OF OPER ENGINEERS							
9/17 W/H	09/17/15	01	9/17 SEE IUOE MEMBER DUES	01-20-102-49000 UNION DUES PAYABLE		09/28/15	82.39
					INVOICE TOTAL:		82.39
					VENDOR TOTAL:		82.39
00000825 KINNUCAN CO.							
319278	09/16/15	01	LIGHTING FOR VOL RECEPTION	01-60-600-40800 EMPLOYEE RECOGNITION		09/28/15	1,485.00
					INVOICE TOTAL:		1,485.00
					VENDOR TOTAL:		1,485.00
KNOXCOMP THE KNOX COMPANY							
INV00752619	09/09/15	01	FIRE ENGINE KNOX BOX	01-70-730-45900 MINOR EQUIPMENT		09/28/15	600.00
					INVOICE TOTAL:		600.00
					VENDOR TOTAL:		600.00
KOCHCREA KOCH CREATIVE SERVICES, INC.							
151327	07/25/15	01	DESIGN SRVC'S:SUMMER NEWSLETTR	01-60-600-43400 PRINTING		09/28/15	900.00
					INVOICE TOTAL:		900.00
					VENDOR TOTAL:		900.00
KOSKOFLA KOSKO FLAGS & FLAGPOLES LLC							
16153	09/15/15	01	REPLACEMENT FLAG POLES:CBD	01-80-840-43691 STREET SIGNS		09/28/15	1,095.00
					INVOICE TOTAL:		1,095.00
16157	09/16/15	01	REPLACEMENT FLAGS:CBD	01-80-840-43691 STREET SIGNS		09/28/15	88.20
					INVOICE TOTAL:		88.20
					VENDOR TOTAL:		1,183.20

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
POLPEN LAKE BLUFF POLICE PENSION FUND							
9/17 W/H	09/17/15	01	9/17 EE POLPEN W/HELD	01-20-102-45500 POLICE PENSION EE CONTRIBU		09/28/15	4,948.54
					INVOICE TOTAL:		4,948.54
					VENDOR TOTAL:		4,948.54
LCPIPE LAKE COUNTY PIPE & SUPPLY CO							
1/157670	09/17/15	01	SUMP PUMP PIPE:MECHANIC SHOP	01-80-910-43650 MAINTENANCE SUPPLIES-EQUIP		09/28/15	40.00
					INVOICE TOTAL:		40.00
					VENDOR TOTAL:		40.00
LAKFORBP LAKE FOREST BP							
AUG 2015	09/02/15	01	SQUADS WASHED:AUG 2015	01-70-710-41100 MAINTENANCE-VEHICLES		09/28/15	14.00
					INVOICE TOTAL:		14.00
					VENDOR TOTAL:		14.00
LANERMUC LANER, MUCHIN, DOMBROW, BECKER							
472218	09/01/15	01	POLICE GENRL LABOR:8/20/15	01-70-710-41350 LEGAL SERVICES		09/28/15	297.50
		02	FINANCE AUDIT LETTER	01-60-610-41304 OTHER PROFESSIONAL SERVICE			26.50
					INVOICE TOTAL:		324.00
					VENDOR TOTAL:		324.00
LAWSONPR LAWSON PRODUCTS, INC.							
9303544697	09/10/15	01	RIVETS FOR FLAGPOLES	01-80-840-43691 STREET SIGNS		09/28/15	28.99
					INVOICE TOTAL:		28.99
					VENDOR TOTAL:		28.99

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LECHNER LECHNER & SONS UNIFORM RENTAL							
2070747	09/11/15	01	UNIFORMS: FORESTRY	01-80-860-42420 UNIFORMS		09/28/15	4.79
		02	UNIFORMS: STREETS	01-80-840-42420 UNIFORMS			22.91
		03	UNIFORMS: SEWERS	01-80-890-42420 UNIFORMS			1.72
		04	UNIFORMS: PUB WKS	01-80-910-42420 UNIFORMS			18.37
		05	UNIFORMS: WATER	46-80-800-42420 UNIFORMS			1.00
		06	PUB WKS OPERATING SUPPLIES	01-80-910-43660 MAINTENANCE SUPPLIES-BLDG			10.23
						INVOICE TOTAL:	59.02
2073106	09/18/15	01	UNIFORMS: FORESTRY	01-80-860-42420 UNIFORMS		09/28/15	4.79
		02	UNIFORMS: STREETS	01-80-840-42420 UNIFORMS			22.91
		03	UNIFORMS: SEWERS	01-80-890-42420 UNIFORMS			1.72
		04	UNIFORMS: PUB WKS	01-80-910-42420 UNIFORMS			18.37
		05	UNIFORMS: WATER	46-80-800-42420 UNIFORMS			1.00
		06	PUB WKS OPERATING SUPPLIES	01-80-910-43660 MAINTENANCE SUPPLIES-BLDG			10.23
						INVOICE TOTAL:	59.02
						VENDOR TOTAL:	118.04
R0001544 NELS LEUTWILER							
H2O CR BAL	09/08/15	01	H2O CREDIT BAL:38 E HAWTHORNE	46-40-403-45000 WATER SALES		09/28/15	1,538.10
						INVOICE TOTAL:	1,538.10
						VENDOR TOTAL:	1,538.10

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MC MASTE MC MASTER-CARR SUPPLY CO.							
38876021	09/11/15	01	NUTS/WASHERS FOR STREET SIGNS	01-80-840-43691 STREET SIGNS		09/28/15	155.89
						INVOICE TOTAL:	155.89
						VENDOR TOTAL:	155.89
MC HENAN MCHENRY ANALYTICAL WATER LAB							
388722	09/15/15	01	WATER SAMPLES	46-80-800-41490 WATER ANALYSIS		09/28/15	112.50
						INVOICE TOTAL:	112.50
						VENDOR TOTAL:	112.50
MENONIM MENONI & MOCOGNI, INC.							
1154688	09/15/15	01	HAY BALES:FIRE FIGHTER TRNG	01-70-730-42400 TRAINING/EDUCATION		09/28/15	85.25
						INVOICE TOTAL:	85.25
						VENDOR TOTAL:	85.25
MOEWF MIDWEST OP ENGINEERS LOCAL 150							
OCT 2015:J LAWLER	09/22/15	01	P WKS FAMILY MED INS:J LAWLER	01-20-102-20000 ACCOUNTS PAYABLE		09/28/15	1,600.00
		02	OCT 2015	** COMMENT **			
						INVOICE TOTAL:	1,600.00
						VENDOR TOTAL:	1,600.00
MINNLIFE MINNESOTA LIFE							
SEPT 2015	09/08/15	01	IND LIFE PREM:FINANCE SEPT 15	01-60-610-40420 LIFE INSURANCE		09/28/15	204.67
		02	IND LIFE PREM:ADMIN SEPT 15	01-60-600-40420 LIFE INSURANCE			97.95
		03	IND LIFE PREM:POLICE SEPT 15	01-70-710-40420 LIFE INSURANCE			85.75

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MINNLIFE MINNESOTA LIFE							
SEPT 2015	09/08/15	04	IND LIFE PREM:PRK DIST SEPT 15	01-10-201-37200 DUE FROM PARK DISTRICT		09/28/15	36.09
						INVOICE TOTAL:	424.46
						VENDOR TOTAL:	424.46 M
MORANTER TERRY MORAN							
MUSIC PERFORM	08/28/15	01	MUSICL PERFORMANCES:FARMR MRKT	01-60-650-44610 FARMER'S MARKET		09/28/15	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00
MUTUAL'S MUTUAL'S RENTAL PLACE							
136368	09/10/15	01	TENT RENTL:VOLUNTEER RECEPTION	01-60-600-40800 EMPLOYEE RECOGNITION		09/28/15	520.00
						INVOICE TOTAL:	520.00
						VENDOR TOTAL:	520.00 M
NCCPETER NCC PETERSEN PRODUCTS							
67263	06/19/15	01	JANITORIAL SUPPLIES:PSB	01-70-930-43660 MAINTENANCE SUPPLIES-BLDG		09/28/15	533.04
						INVOICE TOTAL:	533.04
67852	09/03/15	01	JANITORIAL SUPPLIES:PSB	01-70-930-43660 MAINTENANCE SUPPLIES-BLDG		09/28/15	308.33
						INVOICE TOTAL:	308.33
67981	09/18/15	01	JANITORIAL SUPPLIES:PUB WKS	01-80-910-43660 MAINTENANCE SUPPLIES-BLDG		09/28/15	413.78
						INVOICE TOTAL:	413.78
						VENDOR TOTAL:	1,255.15
NOSHRWAT NORTH SHORE WATER RECLAMATION							

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
NOSHRWAT NORTH SHORE WATER RECLAMATION							
3115132	09/12/15	01	WSTWTR TRTMNT:V HALL 5/15-8/3	01-60-900-43230 UTILITIES		09/28/15	10.44
					INVOICE TOTAL:		10.44
3115134	09/12/15	01	WSTWTR TRTMNT:PSB 5/14-8/3/15	01-70-930-43230 UTILITIES		09/28/15	32.48
					INVOICE TOTAL:		32.48
3115632	09/12/15	01	WSTWTR TRTMNT:DEPOT 5/4-7/27	01-80-920-43230 UTILITIES		09/28/15	6.96
					INVOICE TOTAL:		6.96
					VENDOR TOTAL:		49.88
OLSONOIL OLSON SERVICE CO.							
225152	08/27/15	01	GASOLINE:1800.1 GALLONS	01-10-301-55100 GASOLINE INVENTORY		09/28/15	4,356.23
		02	DISCOUNT	01-10-301-55100 GASOLINE INVENTORY			-36.00
					INVOICE TOTAL:		4,320.23
					VENDOR TOTAL:		4,320.23
PACIFICT PACIFIC TELEMANAGEMENT SERVICE							
780114	09/17/15	01	PAY PHONE:PSB LOBBY-OCT 15	01-70-710-43210 TELEPHONE		09/28/15	76.50
		02	PAY PHONE:JAIL INTAKE-OCT 15	01-70-710-43210 TELEPHONE			76.50
					INVOICE TOTAL:		153.00
					VENDOR TOTAL:		153.00
PCASH PETTY CASH							
SEPT 2015	09/15/15	01	MISC PETTY CASH EXPENDITURES	01-60-600-40900 OTHER EMPLOYEE BENEFITS		09/28/15	12.83

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PCASH PETTY CASH							
SEPT 2015	09/15/15	02	MISC PETTY CASH EXPENDITURES	01-60-650-40800 BOARD/COMMITTEE RECOGNITIO		09/28/15	233.47
		03	MISC PETTY CASH EXPENDITURES	01-60-650-44610 FARMER'S MARKET			66.58
		04	MISC PETTY CASH EXPENDITURES	01-60-610-43550 OFFICE SUPPLIES			12.40
		05	MISC POLICE PETTY CASH EXPEND	01-70-710-43300 POSTAGE			3.94
		06	MISC POLICE PETTY CASH EXPEND	01-70-710-42400 TRAINING/EDUCATION			51.07
		07	MISC POLICE PETTY CASH EXPEND	01-70-710-41300 COMPUTER SERVICES			19.95
		08	MISC POLICE PETTY CASH EXPEND	01-70-710-42450 RECRUITMENT			63.50
					INVOICE TOTAL:		463.74
					VENDOR TOTAL:		463.74
PRECSERV PRECISION SERVICE & PARTS, INC							
30IV063108	09/14/15	01	STABILIZER BAR BUSHINGS/LINKS	01-70-710-43640 MAINTENANCE SUPPLIES-VEHIC		09/28/15	18.36
		02	SQUAD #25	** COMMENT **			
					INVOICE TOTAL:		18.36
					VENDOR TOTAL:		18.36
R0001545 REBECCA QUACKENBUSH							
PARKWAY BOND	08/25/14	01	REFUND PARKWAY BOND #20140477	01-20-202-20100 PARKWAY BONDS		09/28/15	2,500.00
					INVOICE TOTAL:		2,500.00
					VENDOR TOTAL:		2,500.00
RONDOUT RONDOUT SERVICE CENTER							
4113	09/09/15	01	SAFETY CHECK #304	01-80-840-41100 MAINTENANCE-VEHICLES		09/28/15	23.50

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
RONDOUT RONDOUT SERVICE CENTER							
4113	09/09/15	02	SAFETY CHECK #415	01-80-890-41100 MAINTENANCE-VEHICLES		09/28/15	23.50
					INVOICE TOTAL:		47.00
					VENDOR TOTAL:		47.00
SCHELHAS WILLIAM A. SCHELHAS							
AUG 2015	09/21/15	01	VLB SHARE PROD ASST:AUG 2015	01-60-600-41304 OTHER PROFESSIONAL SERVICE		09/28/15	800.00
					INVOICE TOTAL:		800.00
					VENDOR TOTAL:		800.00
SENSUSME SENSUS METERING SYSTEMS							
ZA16005872	08/31/15	01	ANN'L AUTOREAD SOFTWARE	46-80-800-41304 OTHER PROFESSIONAL SERVICE		09/28/15	1,838.00
		02	10/22/15-10/21/16	** COMMENT **			
					INVOICE TOTAL:		1,838.00
					VENDOR TOTAL:		1,838.00
STAPLES STAPLES ADVANTAGE							
3275799449	08/27/15	01	OFFICE SUPPLIES:POLICE	01-70-710-43550 OFFICE SUPPLIES		09/28/15	13.89
					INVOICE TOTAL:		13.89
3277018392	09/04/15	01	OFFICE SUPPLIES:POLICE	01-70-710-43550 OFFICE SUPPLIES		09/28/15	79.83
					INVOICE TOTAL:		79.83
3277667105	09/12/15	01	OFFICE SUPPLIES:POLICE	01-70-710-43550 OFFICE SUPPLIES		09/28/15	19.99
					INVOICE TOTAL:		19.99
3277667108	09/12/15	01	OFFICE SUPPLIES:VILL HALL	01-60-610-43550 OFFICE SUPPLIES		09/28/15	39.98

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
STAPLES STAPLES ADVANTAGE							
3277667108	09/12/15	02	KITCHEN SUPPLIES:VILL HALL	01-60-900-43660 MAINTENANCE SUPPLIES-BUILD		09/28/15	58.99
					INVOICE TOTAL:		98.97
					VENDOR TOTAL:		212.68
STATEDIS STATE DISBURSEMENT UNIT							
9/17 PAYROLL DEDUCT	09/17/15	01	9/17 'EE PAYROLL DEDUCTION	01-20-102-51000 WAGE ASSIGNMENT PAYABLE		09/28/15	579.69
					INVOICE TOTAL:		579.69
					VENDOR TOTAL:		579.69
TYLININT T.Y. LIN INTERNATIONAL INC.							
000101509062	09/08/15	01	ENG SRVC'S:BIKE PATH BRIDGE	01-60-680-41305 ENGINEERING SERVICES		09/28/15	1,428.15
					INVOICE TOTAL:		1,428.15
101508038	08/07/15	01	ENG SRVC'S:BIKE PATH BRIDGE	01-60-680-41305 ENGINEERING SERVICES		09/28/15	904.65
					INVOICE TOTAL:		904.65
					VENDOR TOTAL:		2,332.80
TASERINT TASER INTERNATIONAL							
SI1411224	09/04/15	01	TASER HARDWARE:POLICE	01-70-710-49400 EQUIPMENT		09/28/15	25,683.90
					INVOICE TOTAL:		25,683.90
					VENDOR TOTAL:		25,683.90
TASERTRA TASER TRAINING ACADEMY							
TASE32915	08/19/15	01	TASER CERTIFICATION:SGT GEHRKE	01-70-710-42400 TRAINING/EDUCATION		09/28/15	390.00
					INVOICE TOTAL:		390.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
TASERTRA TASER TRAINING ACADEMY							
TASE32917	08/19/15	01	TASER CERTIFICATION:SZALKOWSKI	01-70-710-42400 TRAINING/EDUCATION		09/28/15	390.00
						INVOICE TOTAL:	390.00
						VENDOR TOTAL:	780.00
TECHSYS TECH SYSTEMS, INC.							
304328	09/03/15	01	ANN'L ALARM TESTING:LIFT STN'S	01-80-890-43210 TELEPHONE		09/28/15	544.00
		02	& WATER TOWER	** COMMENT **			
						INVOICE TOTAL:	544.00
304367	09/08/15	01	REP'L RADIO/PANEL BATTERIES:	01-80-890-43210 TELEPHONE		09/28/15	332.00
		02	LIFT STATIONS & WATER TOWER	** COMMENT **			
						INVOICE TOTAL:	332.00
304403	09/14/15	01	ISTALL SMOKE ALARM:TANG OAKS	01-80-890-41306 LIFT STATION REPAIRS		09/28/15	213.78
		02	LIFT STATION	** COMMENT **			
						INVOICE TOTAL:	213.78
						VENDOR TOTAL:	1,089.78
TESKA TESKA ASSOCIATES INC.							
6013	07/16/15	01	DOWNTOWN VISIONING PROJECT	01-60-600-41304 OTHER PROFESSIONAL SERVICE		09/28/15	4,919.80
						INVOICE TOTAL:	4,919.80
6166	09/14/15	01	DOWNTOWN VISIONING PROJECT	01-60-600-41304 OTHER PROFESSIONAL SERVICE		09/28/15	2,010.00
						INVOICE TOTAL:	2,010.00
						VENDOR TOTAL:	6,929.80
THEEXCHA THE CHEVY EXCHANGE							

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
THEEXCHA THE CHEVY EXCHANGE							
126006	09/14/15	01	ENGINE REPAIRS:SQD #22	01-70-710-41100 MAINTENANCE-VEHICLES		09/28/15	222.39
					INVOICE TOTAL:		222.39
					VENDOR TOTAL:		222.39
ULINE ULINE							
70433918	09/08/15	01	OFFICE SUPPLIES:COM DEVELOPMNT	01-60-680-43550 OFFICE SUPPLIES		09/28/15	270.61
					INVOICE TOTAL:		270.61
					VENDOR TOTAL:		270.61
UNCOFFEE UNITED COFFEE SERVICE, INC.							
550129	09/03/15	01	COFFEE & SUPPLIES:POLICE	01-70-930-43660 MAINTENANCE SUPPLIES-BLDG		09/28/15	224.60
		02	KITCHEN SUPPLIES:POLICE	01-70-930-43660 MAINTENANCE SUPPLIES-BLDG			60.30
					INVOICE TOTAL:		284.90
550233	09/10/15	01	COFFEE & SUPPLIES:PUB WORKS	01-80-910-43660 MAINTENANCE SUPPLIES-BLDG		09/28/15	194.60
					INVOICE TOTAL:		194.60
550234	09/10/15	01	COFFEE SUPPLIES:VILL HALL	01-60-900-43660 MAINTENANCE SUPPLIES-BUILD		09/28/15	32.65
					INVOICE TOTAL:		32.65
					VENDOR TOTAL:		512.15
USPOSTAL UNITED STATES POSTAL SERVICE							
2015 SEPT	09/22/15	01	REPLENISH BUSINESS REPLY ACCT	46-80-800-43300 POSTAGE		09/28/15	150.00
					INVOICE TOTAL:		150.00
					VENDOR TOTAL:		150.00

M

INVOICES DUE ON/BEFORE 09/28/2015

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
UPS UPS							
0000Y6394W375	09/12/15	01	8/6 UPS:UNITED COMMUNICATIONS	01-70-730-43300 POSTAGE		09/28/15	5.77
						INVOICE TOTAL:	5.77
						VENDOR TOTAL:	5.77
URBANARB URBAN ARBORIST							
FERTILIZE TREE	07/31/15	01	TREE FERTILIZATION:600 SUNRISE	01-80-860-41304 OTHER PROFESSIONAL SERVICE		09/28/15	220.50
						INVOICE TOTAL:	220.50
						VENDOR TOTAL:	220.50
VISIONSE VISION SERVICE PLAN							
OCT 2015	09/17/15	01	VILLAGE VISION PREM:OCT 2015	01-20-102-20000 ACCOUNTS PAYABLE		09/28/15	308.65
		02	PARK DIST VISION PREM:OCT 2015	01-20-102-20000 ACCOUNTS PAYABLE			151.63
		03	LIBRARY VISION PREM:OCT 2015	01-20-102-20000 ACCOUNTS PAYABLE			56.99
						INVOICE TOTAL:	517.27
						VENDOR TOTAL:	517.27
						TOTAL ALL INVOICES:	292,826.29

INVOICES DUE ON/BEFORE 09/28/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
10	ASSETS		
ELEVATOR	ELEVATOR INSPECTION SERVICES	30.00	532.00
FEECEOIL	FEECE OIL COMPANY	19,548.47	2,332.41
MINNLIFE	MINNESOTA LIFE	1,939.89	36.09
OLSONOIL	OLSON SERVICE CO.	5,064.22	4,320.23
	ASSETS		7,220.73
20	LIABILITIES		
00000537	GEWALT HAMILTON ASSOC., INC.	97,120.90	208.00
BCBS	BLUECROSS BLUE SHIELD OF IL	272,823.46	60,462.07
DELTADEN	DELTA DENTAL	19,102.92	4,145.57
ICMA RET	ICMA RETIREMENT TRUST 457	35,413.10	4,271.03
IFOP	IL FRATERNAL ORDER OF POLICE	2,236.00	559.00
IUOEADM	INT'L UNION OF OPER ENGINEERS	2,837.48	318.77
IUOEMEMB	INT'L UNION OF OPER ENGINEERS	741.51	82.39
MOEWF	MIDWEST OP ENGINEERS LOCAL 150	55,800.00	1,600.00
POLPEN	LAKE BLUFF POLICE PENSION FUND	44,898.61	4,948.54
R0001545	REBECCA QUACKENBUSH		2,500.00
STATEDIS	STATE DISBURSEMENT UNIT	5,217.21	579.69
VISIONSE	VISION SERVICE PLAN	2,493.71	517.27
	LIABILITIES		80,192.33
60	ADMINISTRATION		
00000537	GEWALT HAMILTON ASSOC., INC.	97,120.90	523.00
00000825	KINNUCAN CO.	1,625.00	1,485.00
A PLUS	A PLUS BUILDING SERVICES	10,250.00	490.00
ADP	ADP INC.	3,813.36	630.75
ANDERPES	ANDERSON PEST CONTROL	552.14	44.29
CALLONE	CALL ONE	1,853.49	28.53
ELEVATOR	ELEVATOR INSPECTION SERVICES	30.00	19.00
GFOA	GOV'T FINANCE OFFICERS ASSN.	600.00	170.00
GRAFGRIL	GRAFFITI GRILL, INC.		3,782.00
HARRIS	HARRIS		7,053.95
KOCHCREA	KOCH CREATIVE SERVICES, INC.		900.00
LANERMUC	LANER, MUCHIN, DOMBROW, BECKER	2,753.35	26.50
MINNLIFE	MINNESOTA LIFE	1,939.89	302.62
MORANTER	TERRY MORAN	400.00	300.00
MUTUAL'S	MUTUAL'S RENTAL PLACE		520.00
NOSHRWAT	NORTH SHORE WATER RECLAMATION	104.40	10.44

INVOICES DUE ON/BEFORE 09/28/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
60	ADMINISTRATION		
PCASH	PETTY CASH	1,784.86	325.28
SCHELHAS	WILLIAM A. SCHELHAS	4,320.00	800.00
STAPLES	STAPLES ADVANTAGE	2,320.18	98.97
TESKA	TESKA ASSOCIATES INC.	7,559.38	6,929.80
TYLININT	T.Y. LIN INTERNATIONAL INC.		2,332.80
ULINE	ULINE		270.61
UNCOFFEE	UNITED COFFEE SERVICE, INC.	2,177.10	32.65
	ADMINISTRATION		27,076.19
70	PUBLIC SAFETY		
A PLUS	A PLUS BUILDING SERVICES	10,250.00	1,360.00
ADVBUSGR	ADVANCED BUSINESS GROUP LLC	1,205.64	387.88
ALICETRA	ALICE TRAINING INSTITUTE	1,190.00	1,190.00
AMERGAS	AMERICAN GASES CORP.	181.25	14.00
CALLONE	CALL ONE	1,853.49	162.42
COMCAST	COMCAST CABLE	968.73	127.85
FEDEX	FEDERAL EXPRESS CORP.	288.02	28.53
GALLSINC	GALLS, LLC		18.90
GUSTERNA	NANCY GUSTERINE		82.04
HAVEYCOM	HAVEY COMMUNICATIONS, INC.	4,423.40	438.80
ILSTPOLI	ILLINOIS STATE POLICE	238.00	29.75
KNOXCOMP	THE KNOX COMPANY		600.00
LAKFORBP	LAKE FOREST BP	28.00	14.00
LANERMUC	LANER, MUCHIN, DOMBROW, BECKER	2,753.35	297.50
MENONIM	MENONI & MOCOGNI, INC.	46.50	85.25
MINNLIFE	MINNESOTA LIFE	1,939.89	85.75
NCCPETER	NCC PETERSEN PRODUCTS	1,767.11	841.37
NOSHRWAT	NORTH SHORE WATER RECLAMATION	104.40	32.48
PACIFICT	PACIFIC TELEMANAGEMENT SERVICE	765.00	153.00
PCASH	PETTY CASH	1,784.86	138.46
PRECSERV	PRECISION SERVICE & PARTS, INC	2,264.98	18.36
STAPLES	STAPLES ADVANTAGE	2,320.18	113.71
TASERINT	TASER INTERNATIONAL		25,683.90
TASERTRA	TASER TRAINING ACADEMY		780.00
THEEXCHA	THE CHEVY EXCHANGE	2,149.78	222.39
UNCOFFEE	UNITED COFFEE SERVICE, INC.	2,177.10	284.90
UPS	UPS	83.41	5.77
	PUBLIC SAFETY		33,197.01

INVOICES DUE ON/BEFORE 09/28/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
80	PUBLIC WORKS		
00000537	GEWALT HAMILTON ASSOC., INC.	97,120.90	4,779.00
A PLUS	A PLUS BUILDING SERVICES	10,250.00	200.00
CALLONE	CALL ONE	1,853.49	162.29
COMCAST	COMCAST CABLE	968.73	124.79
COMED	COM ED	24,943.41	54.96
DKORGAN	DK ORGANICS, LLC	13,381.46	3,369.08
GROOT	GROOT INDUSTRIES	181,811.20	45,452.80
KOSKOFLA	KOSKO FLAGS & FLAGPOLES LLC	248.80	1,183.20
LAWSONPR	LAWSON PRODUCTS, INC.	1,757.67	28.99
LCPIPE	LAKE COUNTY PIPE & SUPPLY CO		40.00
LECHNER	LECHNER & SONS UNIFORM RENTAL	1,180.40	116.04
MC MASTE	MC MASTER-CARR SUPPLY CO.	1,564.94	155.89
NCCPETER	NCC PETERSEN PRODUCTS	1,767.11	413.78
NOSHRWAT	NORTH SHORE WATER RECLAMATION	104.40	6.96
RONDOUT	RONDOUT SERVICE CENTER	742.00	47.00
TECHSYS	TECH SYSTEMS, INC.		1,089.78
UNCOFFEE	UNITED COFFEE SERVICE, INC.	2,177.10	194.60
URBANARB	URBAN ARBORIST		220.50
	PUBLIC WORKS		57,639.66
EMERGENCY 911 SURCHARGE			
70	PUBLIC SAFETY		
AT & T	AT & T	12,824.95	617.01
	PUBLIC SAFETY		617.01
REDEVELOPMENT PROGRAM FUND			
80	PUBLIC WORKS		
BURKECHR	CHRISTOPHER BURKE ENGINEERING	43,009.54	17,366.53
	PUBLIC WORKS		17,366.53
WATER FUND			
40	REVENUES		
R0001543	DAVID BERMINGHAM		248.69
R0001544	NELS LEUTWILER		1,538.10
	REVENUES		1,786.79

INVOICES DUE ON/BEFORE 09/28/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
WATER FUND			
80	PUBLIC WORKS		
AT & T	AT & T	12,824.95	92.04
CLCJAWA	CENTRAL LAKE COUNTY JOINT	215,530.30	62,403.47
HARRIS	HARRIS		2,755.03
HDSUPPLY	HD SUPPLY WATERWORKS, LTD	9,616.72	377.00
LECHNER	LECHNER & SONS UNIFORM RENTAL	1,180.40	2.00
MC HENAN	MCHENRY ANALYTICAL WATER LAB	290.00	112.50
SENSUSME	SENSUS METERING SYSTEMS		1,838.00
USPOSTAL	UNITED STATES POSTAL SERVICE	4,466.24	150.00
	PUBLIC WORKS		67,730.04
	TOTAL ALL DEPARTMENTS		292,826.29

VILLAGE OF LAKE BLUFF
REQUEST FOR BOARD ACTION

Agenda Item: 12

Subject: A RESOLUTION APPROVING A SITE PLAN FOR THE RENOVATION OF CERTAIN IMPROVEMENTS (Swimming Pool, Wading Pool, Equipment Shed and Related Facilities) AT THE LAKE BLUFF PARK DISTRICT – BLAIR PARK

Action Requested: ADOPTION OF THE RESOLUTION (Roll Call Vote)

Originated By: LAKE BLUFF PARK DISTRICT (Petitioner)

Referred To: ARCHITECTURAL BOARD OF REVIEW

Summary of Background and Reason For Request:

The Lake Bluff Park District (Petitioner) is proposing remodeling and alterations to the pool and changing rooms at Blair Park. The Park and Pool are operated in a residential zoning district under a Special Use Permit that requires changes in site plan to be reviewed by the Architectural Board of Review ("ABR") and Village Board. Changes of note include rebuilding the wading pool in a rectangular shape that is slightly larger to the north, rebuilding the wading pool equipment shed with horizontal fiber cement siding, and installing new shade structures.

The ABR reviewed the proposed changes at its September 15, 2015 meeting. The ABR recommended that the Village Board approve the proposed alterations, subject to the condition that the proposed fence on the north side of the wading pool and the landscaping return for later approval.

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.

Ron Salski, Executive Director of the Park District, as well as Village Staff, will be in attendance at the meeting to answer questions from the Board.

Reports and Documents Attached:

1. A copy of a Resolution Approving Alterations for Blair Park;
2. Drawings of the Proposed Alterations; and
3. A copy of the September 15, 2015 ABR Staff Report (without Attachments).

ABR's Recommendation: Adoption of the Resolution.

Village Administrator's Recommendation: Adoption of the Resolution.

Date Referred to Village Board: **9/28/2015**

RESOLUTION NO. 2015-___

A RESOLUTION APPROVING A SITE PLAN FOR THE RENOVATION OF CERTAIN IMPROVEMENTS (SWIMMING POOL, WADING POOL, EQUIPMENT SHED AND RELATED FACILITES) AT THE LAKE BLUFF PARK DISTRICT - BLAIR PARK

WHEREAS, the Lake Bluff Park District ("***Applicant***") operates and maintains the existing 140-acre park district area and facilities commonly known as Blair Park, generally located south of West Washington Avenue, north of Rockland Road (Illinois Route 176), and west of Green Bay Road in Lake Bluff, Illinois ("***Property***"); and,

WHEREAS, the Subject Property is located in the "E-1," "R-1," and "R-2" Single Family Residence Districts under the Lake Bluff Zoning Regulations; and,

WHEREAS, the use, operation, and maintenance of the Subject Property is subject to a special use permit granted by the Village ("***Special Use Permit***") which requires changes to the approved site plan to be reviewed by the Architectural Board of Review and approved by the Village Board; and,

WHEREAS, the Applicant has requested approval of building permits and a related site plan for the renovation of certain existing improvements on the Property, including alterations to the swimming pool and changing rooms, the rebuilding of the wading pool and related equipment shed, and installing new shade structures ("***Improvements***"), which Improvements will require revisions to the approved site plan; and,

WHEREAS, the Improvements are depicted on the plans prepared by the Applicant, consisting of 27 pages with a last revision date of 7/22/2015, attached to this Resolution as Exhibit A ("***Site Plan***"); and,

WHEREAS, pursuant to Section 10-2-8B of the Zoning Regulations, the Village of Lake Bluff Architectural Board of Review considered and reviewed the Site Plan at a public hearing on September 15, 2015; and,

WHEREAS, pursuant to Section 10-1-9 of the Zoning Regulations, the Village President and Board of Trustees have determined that it would be in the best interest of the Village to approve the Site Plan as set forth in the attached ***Exhibit A*** and in accordance with, and subject to, the conditions, restrictions, and provisions of this Resolution and the Zoning Regulations.

NOW, THEREFORE, BE IT RESOLVED 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 into, and made a part of, this Resolution as findings of the Village Board.

Section 2. Public Hearing.

A public hearing to consider the Applicant's request for approval of the Site Plan was duly noticed pursuant to Section 10-2-8B of the Village's Zoning Regulations and held by

the Architectural Board of Review on September 15, 2015, on which date the Architectural Board of Review recommended that the Village Board approve the Site Plan.

Section 3. Approval of the Site Plan.

In accordance with the standards and procedures in Section 10-2-8D of the Zoning Regulations, and subject to and contingent upon the conditions in Section 4 of this Resolution, the Site Plan is approved pursuant to Subsection 10-2-8C of the Zoning Regulations and the home rule powers of the Village.

Section 4. Conditions.

The approval granted in Section 3 of this Resolution is subject to and contingent upon each of the following conditions, restrictions, and provisions:

A. **Compliance with the Site Plan.** Except for minor changes and site work approved by the Village Building Commissioner or Village Engineer in accordance with applicable Village standards, the installation, use, and maintenance of the Improvements on the Property must be in substantial compliance with the Site Plan. In the event of any conflict between the Special Use Permit and the Site Plan concerning the construction and location of the Improvements, the Site Plan will control.

B. **Compliance with Applicable Law.** In addition to the other specific requirements of this Resolution, the Property must comply at all times with all applicable federal, state, and Village statutes, ordinances, resolutions, rules, codes, and regulations, including without limitation the Village's building, electrical, and fire prevention codes, and the Special Use Permit.

C. **Fence and Landscaping.** The proposed fence and landscaping depicted in the Site Plan are not included in this approval. The applicant is required to obtain separate site plan approval of the proposed fence and landscaping prior to the completion of the project.

Section 5. Effect of Approval.

Pursuant to Section 10-2-8E of the Lake Bluff Zoning Regulations, the approval granted pursuant to Section 3 of this Resolution shall not authorize the establishment or extension of any use, nor the development, construction, reconstruction, alteration, or moving of any buildings or structures, but shall merely authorize the preparation, filing, and processing of applications for any permits or approvals that may be required by the codes and ordinances of the Village, including, without limitation, building permits.

Section 6. Amendments.

Any amendments to the Site Plan approved in Section 3 of this Resolution may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Regulations.

Section 7. Effective Date.

This Resolution will be effective only upon passage by the President and Board

of Trustees in the manner required by law.

PASSED this ___ day of _____, 2015, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES: ()

NAYS: ()

ABSTAIN: ()

ABSENT: ()

APPROVED this ___ day of _____, 2015.

_____

_____
Village President

ATTEST:

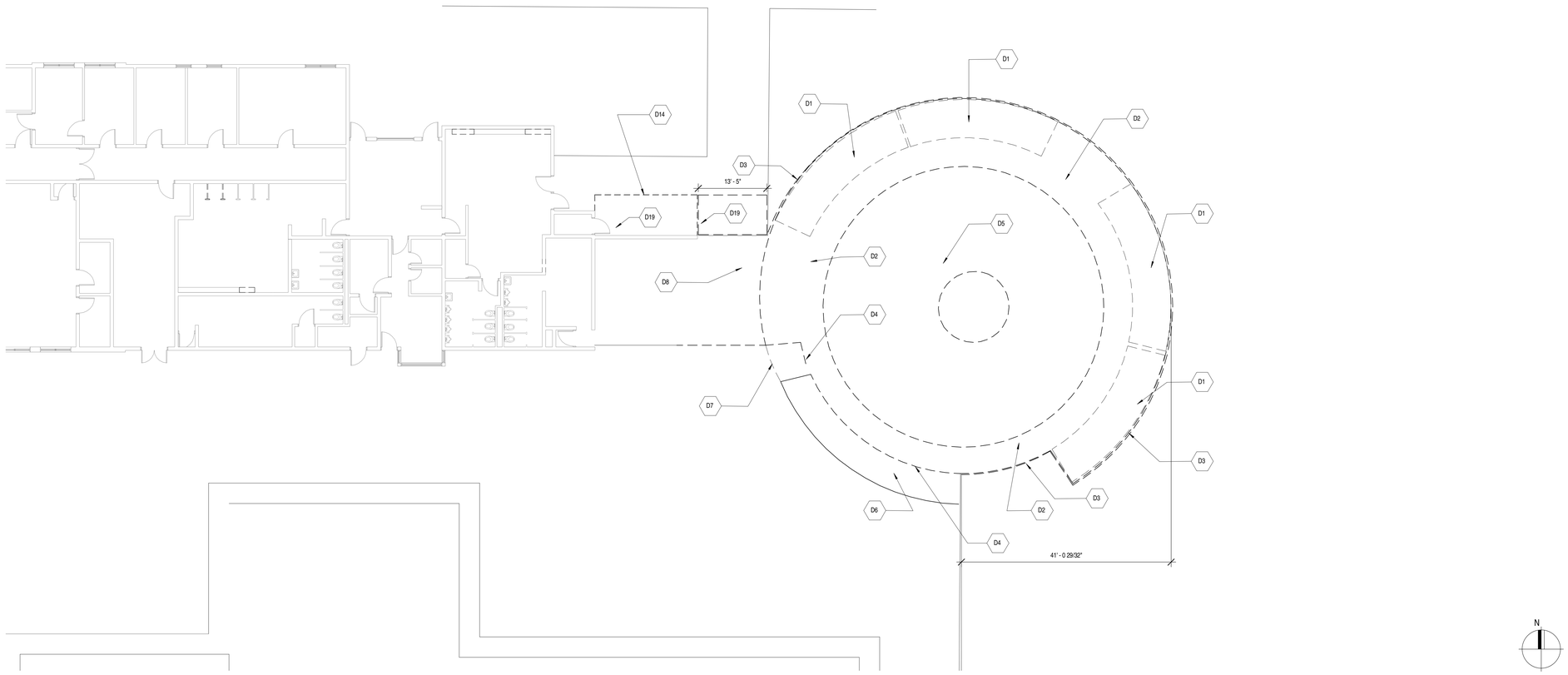
_____
Village Clerk

#36551544_v1

Exhibit A

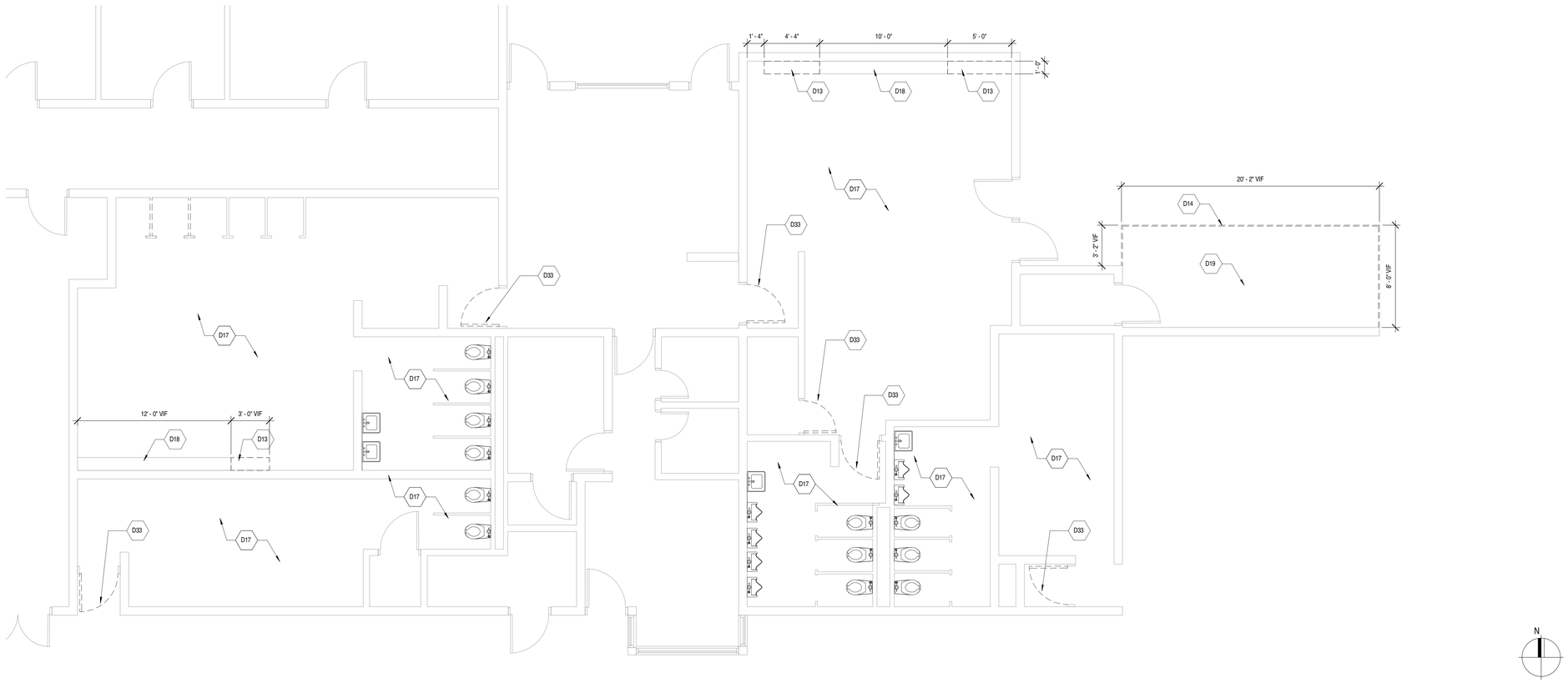
Site Plan

ATTACHMENT 2
CURRENT CONDITIONS



J1 DEMOLITION SITE PLAN

1" = 10'-0"



1 DEMOLITION FLOOR PLAN

1/4" = 1'-0"

KEYNOTES - SHEET-NO D15	
KEY NUMBER	DESCRIPTION
D1	REMOVE WOOD SUNSHADE CONSTRUCTION, INCLUDING ALL FOUNDATIONS.
D2	REMOVE CONCRETE POOL DECK IN ITS ENTIRETY. 1
D3	REMOVE CHAIN LINK FENCING, INCLUDING ALL CONC. PIERS.
D4	REMOVE ORNAMENTAL FENCING.
D5	REMOVE CONC. WADING POOL IN ITS ENTIRETY. SEE M,E,P, SHEETS FOR ADD'L INFORMATION.
D6	EXISTING PLANTING AREA TO REMAIN.
D7	SAWCUT AND REMOVE PORTION OF CONCRETE DECK.
D8	EXISTING SIDEWALKS TO REMAIN.
D13	REMOVE RAISED CONCRETE LOCKER BASE. PREP FLOOR FOR NEW FINISH.
D14	REMOVE WOOD FENCE AND ALL HARDWARE, INCLUDING ALL CONC. PIERS.
D17	REMOVE EXISTING EPOXY FLOORING AND BASE, PREP FLOOR READY FOR NEW WORK
D18	PORTION OF EXISTING LOCKER BASE TO REMAIN.
D19	REMOVE PORTION OF EXISTING CONCRETE SLAB.
D33	REMOVE DOOR, FRAME, AND ALL ASSOCIATED HARDWARE. PREP OPENING READY TO RECEIVE NEW WORK

GENERAL DEMO NOTES

1. WRAP ALL EXPOSED PIPING UNDER LAVATORIES WITH PROTECTIVE INSULATION FOR PROTECTION OF PEOPLE IN WHEEL CHAIRS
2. IF REQUIRED BY THE CONTRACT, PERFORM ASBESTOS ABATEMENT OR OTHER HAZARDOUS OR TOXIC SUBSTANCE REMOVAL WORK INDICATED, IN ACCORDANCE WITH SPECIFICATIONS AND WITH AUTHORITIES HAVING JURISDICTION, PRIOR TO STARTING GENERAL DEMOLITION ACTIVITIES
3. DO NOT BLOCK EXITS AND EXIT PASSAGE WAYS. MAINTAIN EXITS AS INDICATED, AND IF NOT INDICATED, MAINTAIN AT LEAST TWO EXITS OUT OF ALL AREAS IN ACCORDANCE WITH LOCAL JURISDICTION, AT ALL TIMES DURING DEMOLITION.
4. PRIOR TO ANY DEMOLITION OPERATION, SHORE AND PROTECT ADJACENT BUILDING AREA SO AS TO MAINTAIN THE STRUCTURAL INTEGRITY AND STABILITY OF THE PORTIONS OF THE BUILDING TO REMAIN.
5. PROTECT ADJACENT SURFACES TO REMAIN. REPAIR DAMAGED SURFACES SCHEDULED TO REMAIN USING MATERIALS AND METHODS TO MATCH EXISTING CONSTRUCTION.
6. REMOVE ALL WALLS AND PARTITIONS SCHEDULED TO BE REMOVED INCLUDING ALL INCIDENTAL ACCESSORIES THEREIN, INCLUDING BUT NOT LIMITED TO ELECTRICAL MECHANICAL AND PLUMBING APPURTENANCES AND ALL CONDUIT, WIRING AND PIPING.
7. REMOVE CONDUIT, WIRING AND PIPING NOT SCHEDULED TO BE RE-ROUTED, TO NEAREST POINT CONCEALED BEHIND CONSTRUCTION TO REMAIN, AND CAP ENDS.
8. REMOVE ALL DEBRIS FROM SITE ON A DAILY BASIS AND DISPOSE OF LEGALLY
9. DASHED LINES INDICATE MATERIAL TO BE REMOVED. REMOVE CONSTRUCTION UP TO DEFINED LIMITS. REFER TO SHEET KEY NOTES FOR SPECIFIC INFORMATION
10. FOR DETAILED MECHANICAL DEMOLITION NOTES, REFER TO MECHANICAL DRAWINGS
11. FOR DETAILED PLUMBING DEMOLITION NOTES, REFER TO PLUMBING DRAWINGS
12. FOR DETAILED ELECTRICAL DEMOLITION NOTES, REFER TO ELECTRICAL DRAWINGS

ISSUANCE

NO.	DATE	DESCRIPTION
	6/1/15	ISSUED FOR PERMIT/BID
	7/22/15	ISSUED FOR PERMIT

FGM ARCHITECTS
CHICAGO OAK BROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

	Issue Date Author Checker Approver
DATE	
DRAWN	
CHECKED	
APPROVED	

PROFESSIONAL DESIGN FIRM IL # 184-000330

LAKE BLUFF POOL AND SUNRISE BEACH RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

SITE AND OVERALL DEMOLITION PLANS (BASE BID)

SHEET NO.
AD1.1.0A

JOB NO. 15-1966.01

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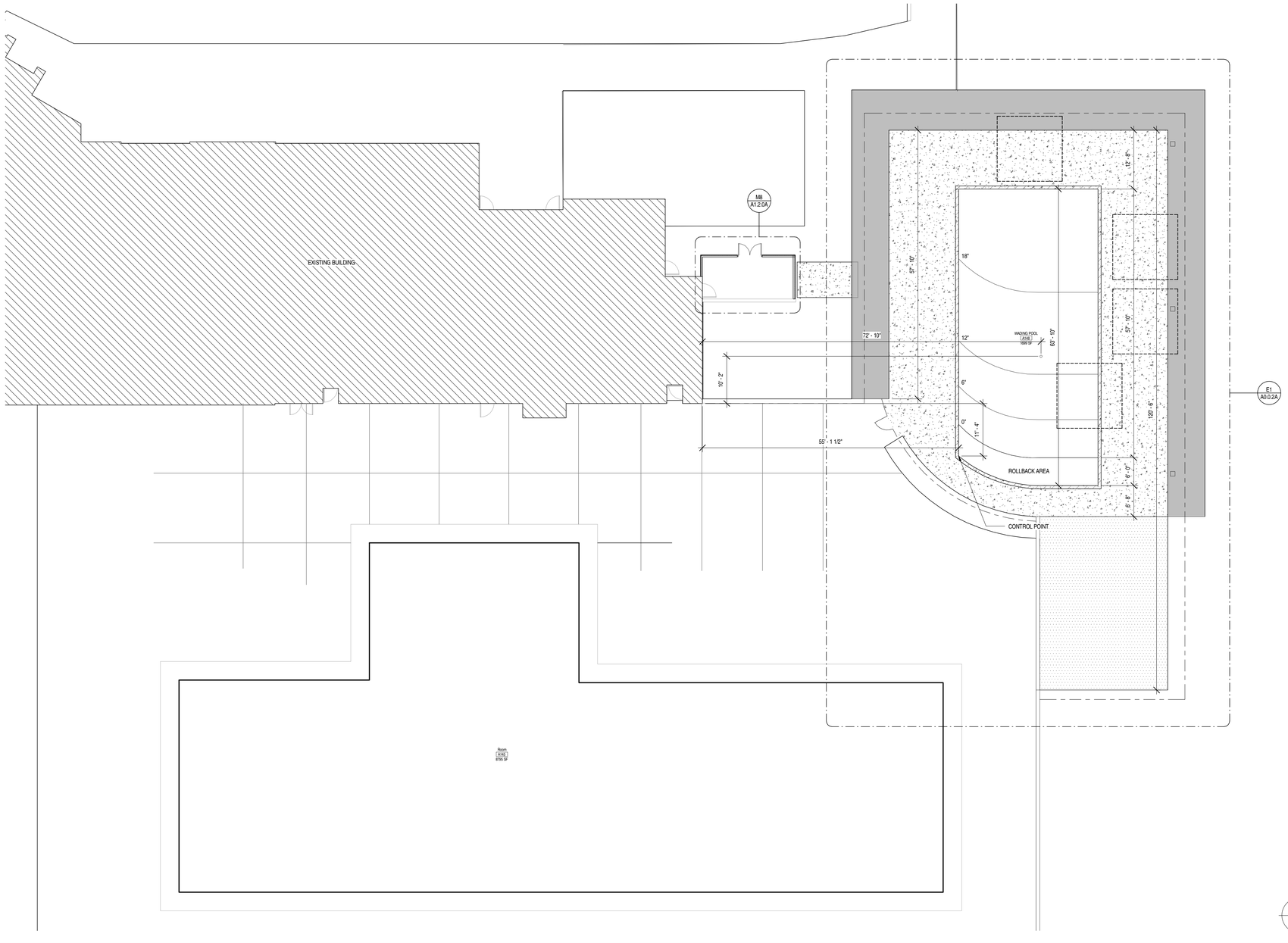

E1 OVERALL SITE PLAN

1" = 10'-0"

KEYNOTES - REFERENCE	
KEY NUMBER	DESCRIPTION

KEYNOTES - SHEET	
KEY NUMBER	DESCRIPTION

ISSUANCE

NO.	DATE	DESCRIPTION
	6/1/15	ISSUED FOR PERMIT/BID
	7/22/15	ISSUED FOR PERMIT

FGM ARCHITECTS
CHICAGO OAK BROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE Issue Date
DRAWN Author
CHECKED Checker
APPROVED Approver

PROFESSIONAL DESIGN FIRM IL # 184-001030

LAKE BLUFF POOL AND SUNRISE BEACH RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

ARCHITECTURAL SITE PLAN

SHEET NO.
A0.0.1A

JOB NO. 15-1966.01

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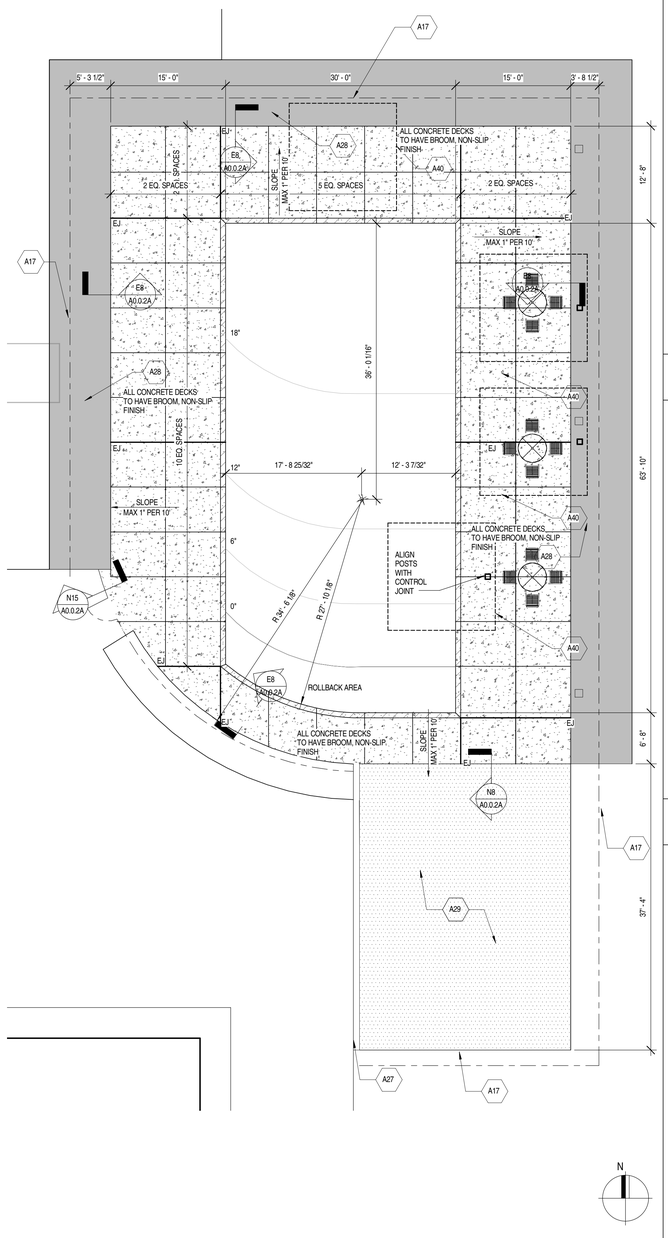
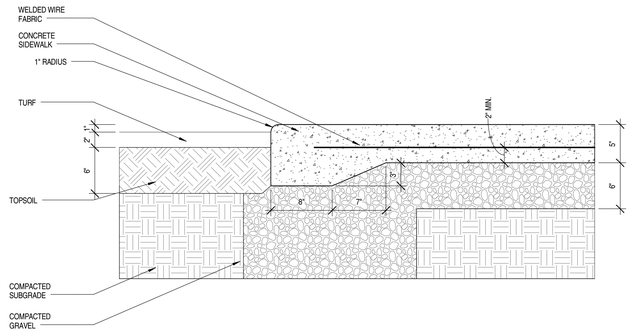


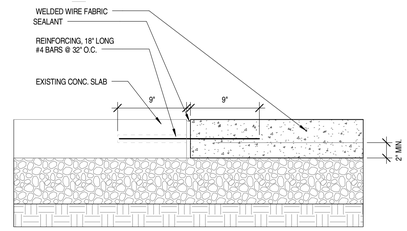
E1 ENLARGED WADING POOL PLAN

1/8" = 1'-0"



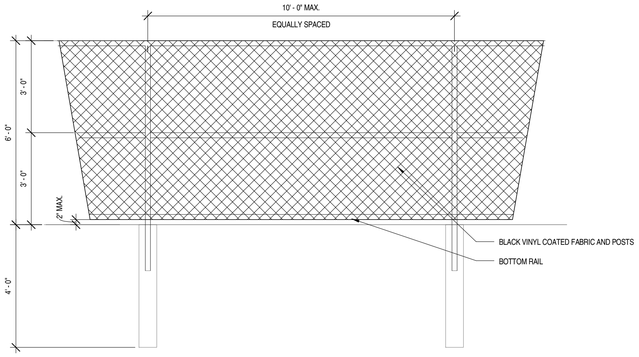
N8 SIDEWALK AT TURF

1 1/2" = 1'-0"



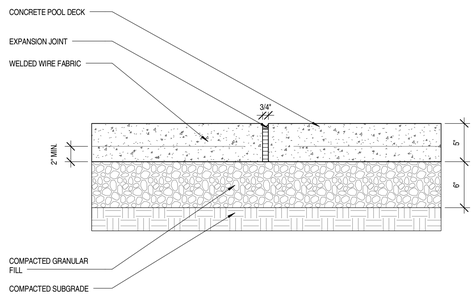
N15 EXISTING SLAB DETAIL

1 1/2" = 1'-0"



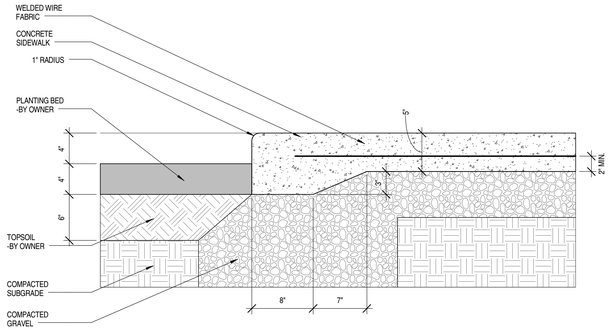
J8 FENCE DETAIL

1/2" = 1'-0"



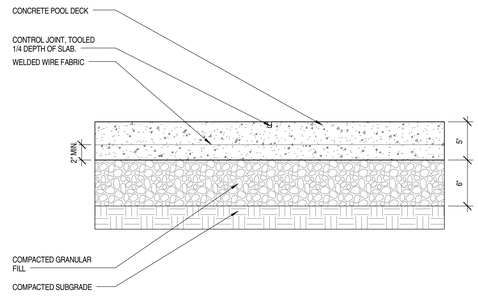
J15 EXPANSION JOINT DETAIL

1 1/2" = 1'-0"



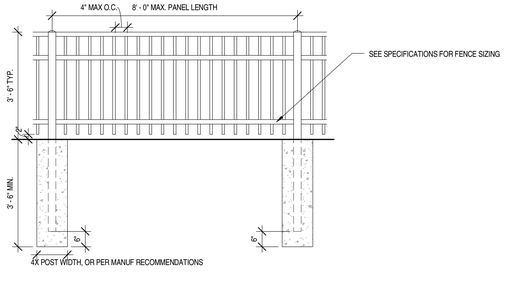
E8 SIDEWALK AT PLANTING BED

1 1/2" = 1'-0"



E15 CONTROL JOINT DETAIL

1 1/2" = 1'-0"



1 INTERIOR FENCE DETAIL

1/2" = 1'-0"

KEYNOTES - SHEET

KEY NUMBER	DESCRIPTION
A17	NEW 6'-0" HIGH CHAINLINK FENCE TO MATCH EXISTING
A27	EXISTING CHAIN LINK FENCE TO REMAIN
A28	NEW PLANTING BED
A29	EXISTING TURF TO REMAIN.
A40	NEW SUNPORT SINGLE POST CANTILEVER PYRAMID SHADE CANOPY. PROVIDE CONCRETE PIER AS REQUIRED BY MANUFACTURER FOR LOCAL WIND LOACLS. COORDINATE EXACT LOCATION IN FIELD.

ISSUANCE

NO.	DATE	DESCRIPTION
	6/1/15	ISSUED FOR PERMIT/BID
	7/22/15	ISSUED FOR PERMIT

FGM ARCHITECTS
CHICAGO OAKBROOK OFALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE
DRAWN Issue Date
CHECKED Author
APPROVED Checker Approver

PROFESSIONAL DESIGN FIRM IL # 184-001350

LAKE BLUFF POOL AND SUNRISE BEACH RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

SITE DETAILS

SHEET NO.

A0.0.2A

JOB NO. 15-1966.01

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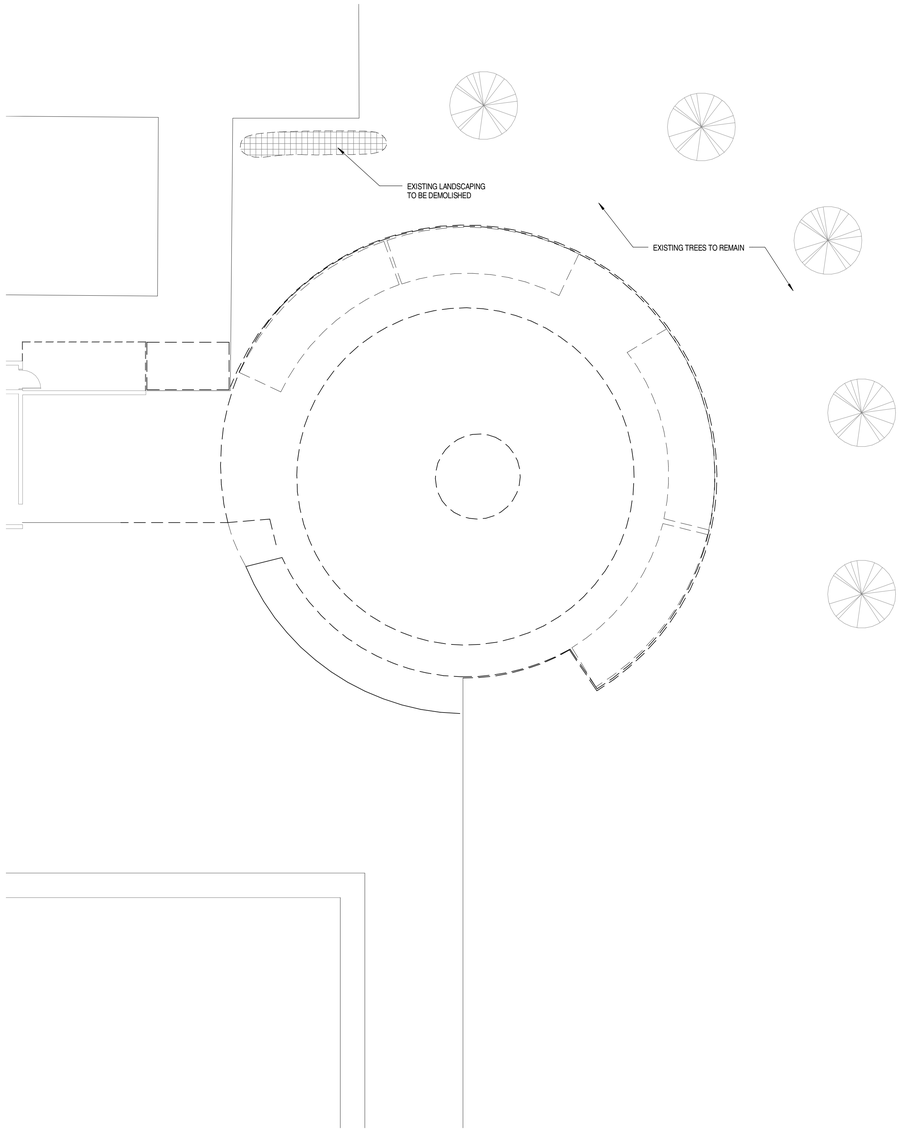
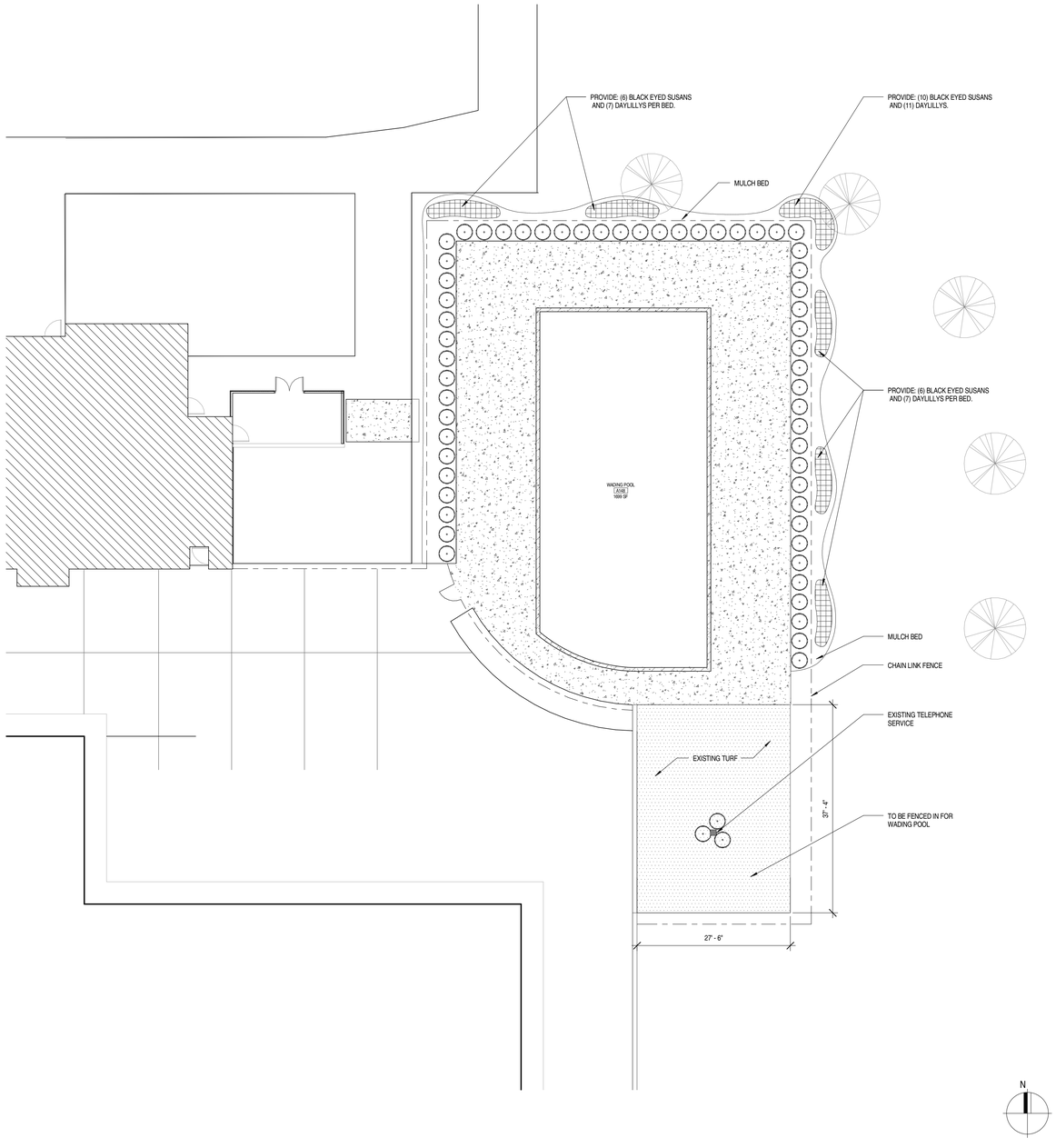


E1 LANDSCAPE DEMOLITION PLAN

1" = 10'-0"



E12 LANDSCAPE PLAN

1" = 10'-0"

PROPOSED EVERGREEN SHRUBS
(DENSE YEW - 30" MIN. AT 42" O.C.)
COUNT - 57

PROPOSED MIXED PERENIAL PLANTINGS
(LITTLE SUZY BLACK EYED SUSAN - 1 GAL. SPACED AT18"
HAPPY RETURNS DAYLILLY - 1 GAL. SPACED AT 18")

CHAIN LINK FENCE

NOTE: ALL LANDSCAPING TO BE PROVIDED BY PARK DISTRICT

A12 PLANTING LEGEND

1/8" = 1'-0"

ISSUANCE

NO.	DATE	DESCRIPTION
	6/1/15	ISSUED FOR PERMIT/BID
	7/8/15	ISSUED FOR IDPH
	8/24/15	ISSUED FOR PERMIT RESPONSE

FGM ARCHITECTS
CHICAGO OAK BROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE	Issue Date
DRAWN	Author
CHECKED	Checker
APPROVED	Approver

PROFESSIONAL DESIGN FIRM
IL # 184-000350

LAKE BLUFF POOL AND SUNRISE BEACH RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

LANDSCAPE PLAN

SHEET NO.
A0.0.3A

JOB NO. 15-1966.01
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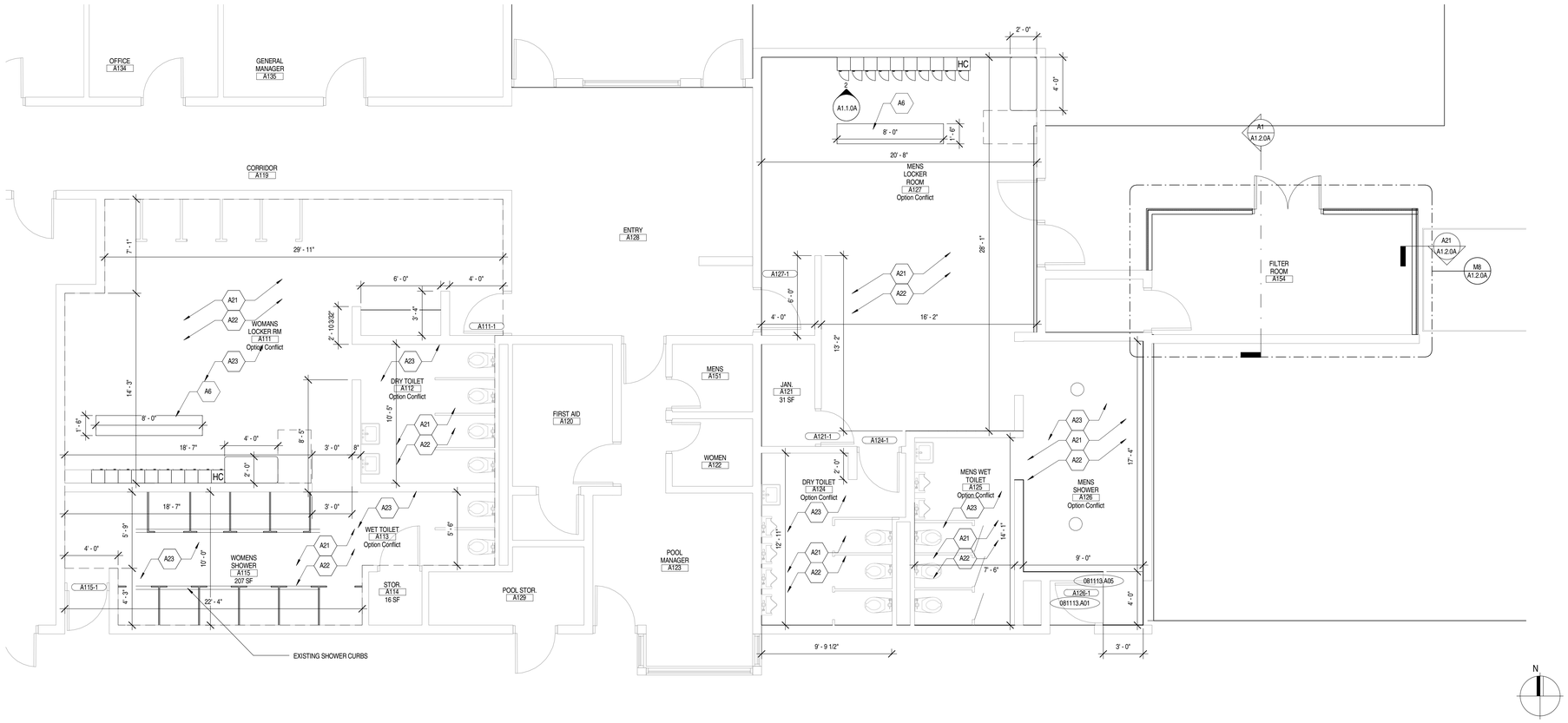


A1 PARTIAL FIRST FLOOR PLAN

1/4" = 1'-0"

KEYNOTES - REFERENCE

KEY NUMBER	DESCRIPTION
079200.A02	SEALANT
081113.A01	HOLLOW METAL DOOR
081113.A05	HOLLOW METAL FRAME
081113.C01	JAMB ANCHOR

KEYNOTES - SHEET

KEY NUMBER	DESCRIPTION
A6	NEW WOOD BENCH.
A21	NEW EPOXY FLOOR AND INTEGRAL BASE.
A22	PAINT ALL WALLS AND CEILING.
A23	EXISTING PLUMBING FIXTURES AND PARTITIONS TO REMAIN.
J11	GROUT SOLID

GENERAL FLOOR PLAN NOTES

1 REFER TO PARTITION TYPES FOR THICKNESS OF WALLS AND PARTITIONS.
2 WALL AND PARTITION DIMENSIONS ARE SHOWN TO FINISHED FACE OF WALL.
3 DIMENSIONS FOR AREAS DRAWN AT A LARGER SCALE ARE SHOWN ON ENLARGED SCALE PLANS. SEE A-4 SERIES DRAWINGS
4 UNLESS OTHERWISE NOTED, WALLS AND PARTITIONS WHICH ARE LAID OUT RADIALLY, ARE DIMENSIONED BY RADIAN (DEGREES) FROM THE NEAREST GRID LINES.
5 UNLESS OTHERWISE NOTED, WALLS AND PARTITIONS WHICH ARE SHOWN TO BE ON A GRID LINE OR IMMEDIATELY NEXT TO A GRID LINE SHALL BE LOCATED PARALLEL WITH THE GRID LINE WITH THE FACE OF THE WALL 1" AWAY FROM THE LEG OF THE STEEL JOIST. (SEE DETAIL A--/A2.--)
6 UNLESS OTHERWISE NOTED, WALL AND PARTITIONS WHICH ARE LAID OUT CONCENTRICALLY ARE DIMENSIONED FROM THE NEAREST GRID AND SHALL BE LAID OUT ALONG THE ESTABLISHED RADIUS.
7 WALLS AND PARTITIONS WHICH ARE NOT INTENDED TO BE LAID OUT ON A RADIUS, ARE SHOWN TO BE PERPENDICULAR (--) OR AT SOME ANGLE) --) TO THE ADJOINING WALLS OR PERPEDICULAR TO A GRID LINE (--)
23 USE OF SPECIFICATION SECTION NUMBERS WITHIN KEY NOTES IS MADE SOLELY FOR CONVENIENCE IN COORDINATION AND WITHOUT LIMITATION. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE WORK IN ACCORDANCE TO THE CONTRACT DOCUMENTS IN THEIR ENTIRETY.
24 USE OF MANUFACTURER'S CONTENT WITHIN THE DRAWINGS IS MADE SOLELY FOR CONVENIENCE IN ILLUSTRATING THE REQUIREMENTS OF THE PROJECT. THE CONTRACTOR IS REQUIRED TO PROVIDE PRODUCTS SPECIFIED AND APPROVED THROUGH THE SUBMITTAL PROCESS.

ROOM SCHEDULE - FINISH

ROOM NUMBER	ROOM NAME	FLOOR MATERIAL	FLOOR FINISH	BASE MATERIAL	BASE FINISH	NORTH WALL MATERIAL	NORTH WALL FINISH	EAST WALL MATERIAL	EAST WALL FINISH	WEST WALL MATERIAL	WEST WALL FINISH	SOUTH WALL MATERIAL	SOUTH WALL FINISH	CEILING MATERIAL	CEILING FINISH	REMARKS
Level 1																
A111	WOMANS LOCKER RM	CONC.	ERF	CMU	ERF	CMU	PT	CMU	PT	CMU	PT	CMU	PT	GB	PT	
A112	DRY TOILET	CONC	ERF	CMU	ERF	CMU	PT	CMU	PT	CMU	PT	CMU	PT	GB	PT	
A113	WET TOILET	CONC	ERF	CMU	ERF	CMU	EX-CT	CMU	EX-CT	CMU	EX-CT	CMU	EX-CT	GB	PT	
A114	STOR.	CONC	-	CMU	-	CMU	-	CMU	-	CMU	-	CMU	-	GB	-	
A115	WOMENS SHOWER	CONC.	ERF	CMU	ERF	CMU	PT	CMU	PT	CMU	PT	CMU	PT	GB	PT	
A121	JAN.	CONC.	-	CMU	PT	CMU	PT	CMU	PT	CMU	PT	CMU	PT	GB	PT	
A124	DRY TOILET	CONC	ERF	CMU	PT	CMU	PT	CMU	PT	CMU	PT	CMU	PT	GB	PT	
A125	MENS WET TOILET	CONC	ERF	CMU	PT	CMU	PT	CMU	PT	CMU	PT	CMU	PT	GB	PT	
A126	MENS SHOWER	ERF	ERF	CMU	ERF	CMU	PT	CMU	PTT	CMU	PT	CMU	PT	GB	PT	1
A127	MENS LOCKER ROOM	ERF	ERF	CMU	PT	CMU	PT	CMU	PT	CMU	PT	CMU	PT	GB	PT	
A152	CONCESSIONS															
A154	FILTER ROOM															

GENERAL ROOM FINISH SCHEDULE NOTES

3 FOR FINISH MATERIAL WHEN MORE THAN ONE MATERIAL OCCURS THE FINISH IS INDICATED THUS '/'
4 START POINT FOR ACT CEILINGS TO BE CENTER OF ROOM UNLESS NOTED BY A START POINT.
5 SEE INTERIOR ELEVATIONS FOR LOCATIONS OF GROUND-FACED BLOCK, GLASS BLOCK AND PAINT ACCENTS.
6 SEE PARTITION TYPES FOR ADDITIONAL FINISH INFORMATION
7 PAINT ALL INTERIOR AND EXTERIOR HOLLOW METAL DOORS, WINDOWS AND FRAMES.
8 PROVIDE TRANSITION STRIP AT ALL LOCATIONS WHERE FLOORING MATERIAL CHANGES
9 EXTEND SCHEDULED PAINT ON WALLS UP TO 1'-0" ABOVE THE FINISHED CEILING. IN ROOMS NOT SCHEDULED TO RECEIVE A CEILING, EXTEND SCHEDULED PAINT UP THE ENTIRE HEIGHT OF THE PARTITION, UNLESS NOTED OTHERWISE
10 AT ALL EXPOSED AREAS, PAINT ALL WALLS, STRUCTURE, INCLUDING CONCRETE, METAL DECK, STEEL BEAMS, COLUMNS, PIPING, CONDUIT, DUCTWORK AND OTHER EQUIPMENT ETC.
11 DO NOT PAINT PRE-FINISHED ACOUSTICAL DECK
12 DO NOT PAINT DOOR AND FRAME FIRE RATING LABELS.
14 UNLESS OTHERWISE NOTED, PROVIDE 4" HIGH RUBBER BASE.
15 PROVIDE LEVEL 4 DRYWALL FINISH AT ALL LOCATIONS SCHEDULED TO RECEIVE PAINT UNLESS OTHERWISE NOTED.

ROOM FINISH SCHEDULE REMARKS

1 ALTERNATE- PROVIDE TILE AT ALL SHOWER WALLS UP TO 7'-0" HEIGHT

FINISHES- BASIS OF DESIGN
FRP – MARLITE DESIGNER WALL SYSTEM - ARTIZAN FRP
TILE – CROSSVILLE – COLOR BLOCKS PRICE GROUP 1
LOCKERS- PLASTIC LOCKERS (3 TIER)
TOILET PARTITIONS- PLASTIC 5'-0" HEIGHT
FLOOR- TROWLED EPOXY FLOORING WITH INTEGRAL 4" BASE

ROOM FINISH ABBREVIATIONS

CMU-#	CONCRETE MASORY UNIT
CONC-#	EXPOSED CONCRETE
CT-#	CERAMIC TILE
EP-#	EPOXY PAINT
ERF-#	EPOXY RESINOUS FLOORING
RF-#	RESINOUS FLOORING

DOOR AND FRAME SCHEDULE

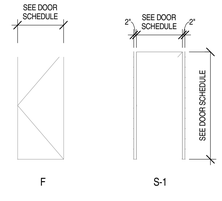
WTWT	ROOM NAME	DOOR LEAF	DOOR WIDTH	DOOR HEIGHT	DOOR TYPE	DOOR MATL	DOOR FINISH	DOOR GLASS	FRAME TYPE	FRAME MATL	FRAME FINISH	FRAME GLASS	DETAIL HEAD	DETAIL JAMB	DETAIL JAMB	DETAIL THRESH OLD	DETAIL LABEL (MIN.)	SIGN	H'WARE SET	REMARKS
Level 1																				
A111-1	WOMANS LOCKER RM	1	3' - 0"	7' - 0"	F	HM	PT	-	S-1	HM	PT	-	A17	E17	E17	A21	0	-	1	
A115-1	WOMENS SHOWER	1	3' - 0"	7' - 0"	F	HM	PT	-	S-1	HM	PT	-	A17	E17	E17	A21	0	-	1	
A121-1	MENS LOCKER ROOM	1	2' - 6"	7' - 0"	F	HM	PT	-	S-1	HM	PT	-	A17	E17	E17	A21	0	-	1	
A124-1	MENS SHOWER	1	3' - 0"	7' - 0"	F	HM	PT	-	S-1	HM	PT	-	A17	E17	E17	A21	0	-	1	
A126-1	MENS SHOWER	1	3' - 0"	7' - 0"	F	HM	PT	-	S-1	HM	PT	-	A17	E17	E17	A21	0	-	1	
A127-1	ENTRY	1	3' - 0"	7' - 0"	F	HM	PT	-	S-1	HM	PT	-	A17	E17	E17	A21	0	-	1	

DOOR LEGEND
F - # FLUSH

MATERIAL LEGEND
HM - HOLLOW METAL
PT - PAINT

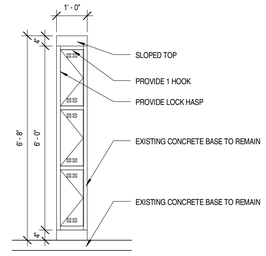
HARDWARE LEGEND
SEE SPECIFICATIONS FOR HARDWARE ALLOWANCE

FRAME LEGEND
S-# SINGLE



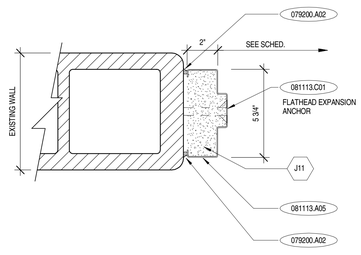
DOOR SCHEDULE LEGEND

12" = 1'-0"



2 TRIPLE TIER LOCKER ELEVATION

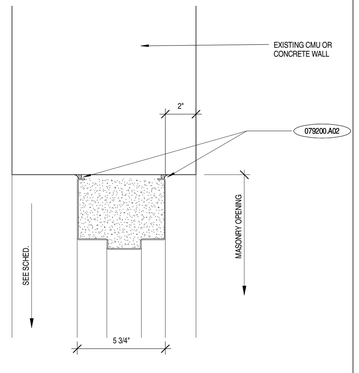
1/2" = 1'-0"



E17 DOOR JAMB DETAIL

3" = 1'-0"

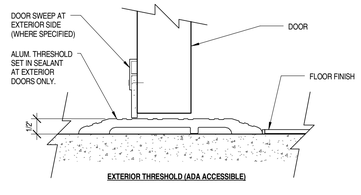
C1030.101.006



A17 DOOR HEAD DETAIL

3" = 1'-0"

C1030.101.005



EXTERIOR THRESHOLD (ADA ACCESSIBLE)

A21 DOOR THRESHOLD DETAIL

6" = 1'-0"

NO.	DATE	DESCRIPTION
	6/1/15	ISSUED FOR PERMIT/BID
	7/22/15	ISSUED FOR PERMIT

ISSUANCE

FGM ARCHITECTS
CHICAGO OAKBROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE
DRAWN
CHECKED
APPROVED

Issue Date
Author
Checker
Approver

PROFESSIONAL DESIGN FIRM
IL # 184-000350

LAKE BLUFF POOL AND SUNRISE BEACH RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

OVERALL FLOOR PLAN (BASE BID)

SHEET NO.
A1.1.0A

JOB NO. 15-1966.01

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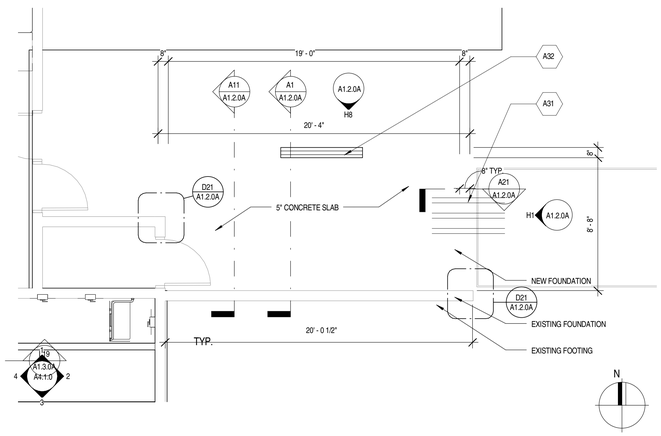
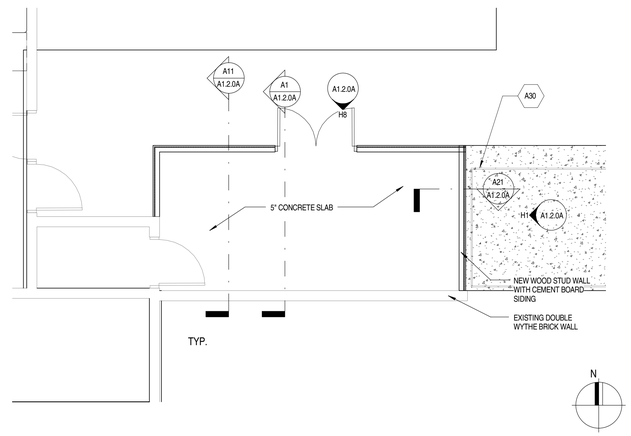
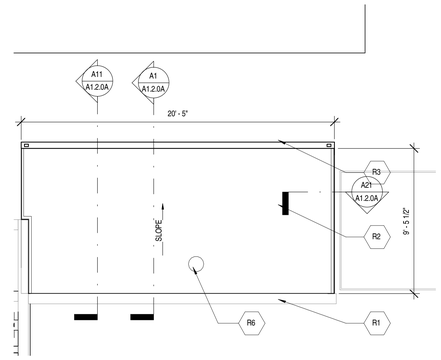


M1 FILTER BUILDING FOUNDATION PLAN
1/4" = 1'-0"



M8 FILTER BUILDING PLAN
1/4" = 1'-0"



M15 FILTER BUILDING ROOF PLAN
1/4" = 1'-0"

KEYNOTES - SHEET	
KEY NUMBER	**DESCRIPTION**
A30	NEW 4" CONCRETE WALK
A31	PROVIDE SLEEVES AT POOL PIPING THROUGH NEW FOUNDATION WALL
A32	PROVIDE 8" DEPRESSION IN FOUNDATION WALL AT DOOR OPENING.
R1	NEW ALUMINUM COPING
R2	NEW EPDM MEMBRANE
R3	NEW PRE-FINISHED GUTTER AND DOWNSPOUT
R4	EXTEND EPDM MEPBRANE OVER TOP OF EXISTING MASONRY WALL.
R5	NEW METAL COPING. PROVIDE TREATED WOOD BLOCKING. ANCHOR WITH TAPCONS @ 16" O.C. INTO EACH WYTHE OF EXISTING BRICK.
R6	NEW FLUE THRU ROOF. SEE MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION. PROVIDE FLASHING AT EPDM PENETRATION
R7	EXISTING MASONRY WALL

KEYNOTES - REFERENCE	
KEY NUMBER	**DESCRIPTION**
033000.A06	CONCRETE FOOTING
033000.A07	CONCRETE FOUNDATION WALL
033000.A08	CONCRETE SLABS-ON-GRADE
042000.D38	ANCHOR BOLT
061000.A01	FRAMING WITH DIMENSION LUMBER
061000.B09	JOIST HANGER
061000.C02	SILL-SEALER GASKETS; CLOSED-CELL NEOPRENE FOAM
061600.B02	WALL SHEATHING
061600.B10	ROOF SHEATHING
072500.A00	WEATHER BARRIERS
074646.A00	FIBER-CEMENT SIDING SYSTEM
074646.A01	FIBER-CEMENT SIDING PANEL
074646.C02	FIBER CEMENT TRIM
075323.A00	ETHYLENE-PROPYLENE-DIENE-MONOMER (EPDM) ROOFING
075323.B02	SHEET FLASHING
076200.A01	GUTTER
076200.A08	COPING
077100.A03	CANTED ROOF EDGE FASCIA AND OR GRAVEL STOP
077100.A08	DOWNSPOUT
081113.A01	HOLLOW METAL DOOR
081113.A05	HOLLOW METAL FRAME

GENERAL FLOOR PLAN NOTES

1 REFER TO PARTITION TYPES FOR THICKNESS OF WALLS AND PARTITIONS.
2 WALL AND PARTITION DIMENSIONS ARE SHOWN TO FINISHED FACE OF WALL
3 DIMENSIONS FOR AREAS DRAWN AT A LARGER SCALE ARE SHOWN ON ENLARGED SCALE PLANS. SEE A-4 SERIES DRAWINGS
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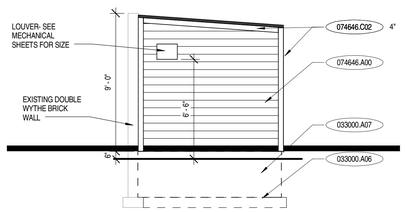
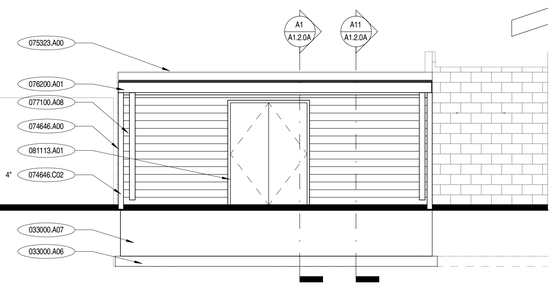
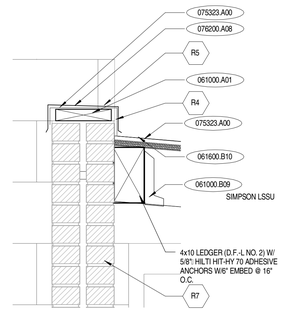
6 UNLESS OTHERWISE NOTED, WALL AND PARTITIONS WHICH ARE LAID OUT CONCENTRICALLY ARE DIMENSIONED FROM THE NEAREST GRID AND SHALL BE LAID OUT ALONG THE ESTABLISHED RADIUS.
7 WALLS AND PARTITIONS WHICH ARE NOT INTENDED TO BE LAID OUT ON A RADIUS, ARE SHOWN TO BE PERPENDICULAR (--) OR AT SOME ANGLE) --) TO THE ADJOINING WALLS OR PERPEDICULAR TO A GRID LINE (--).
23 USE OF SPECIFICATION SECTION NUMBERS WITHIN KEY NOTES IS MADE SOLELY FOR CONVENIENCE IN COORDINATION AND WITHOUT LIMITATION. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE WORK IN ACCORDANCE TO THE CONTRACT DOCUMENTS IN THEIR ENTIRETY
24 USE OF MANUFACTURER'S CONTENT WITHIN THE DRAWINGS IS MADE SOLELY FOR CONVENIENCE IN ILLUSTRATING THE REQUIREMENTS OF THE PROJECT. THE CONTRACTOR IS REQUIRED TO PROVIDE PRODUCTS SPECIFIED AND APPROVED THROUGH THE SUBMITTAL PROCESS.



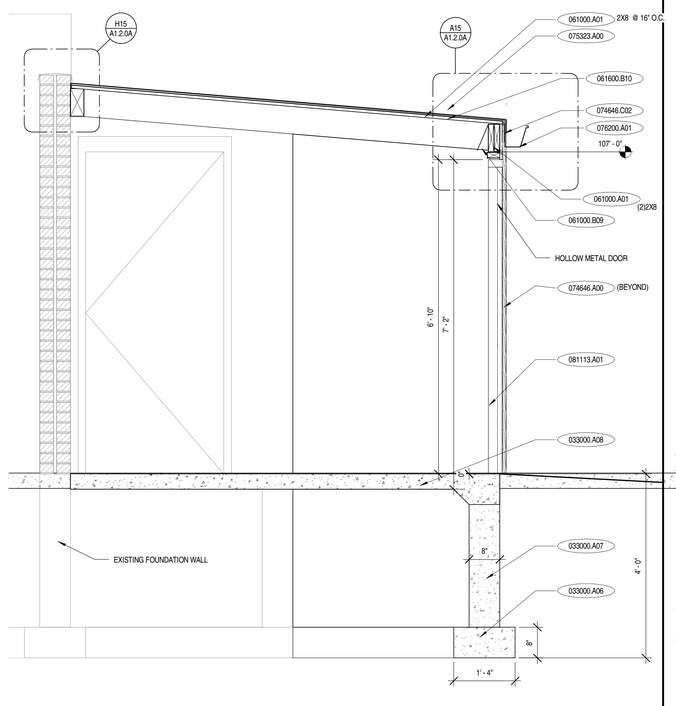
H1 FILTER BUILDING EAST ELEVATION
1/4" = 1'-0"



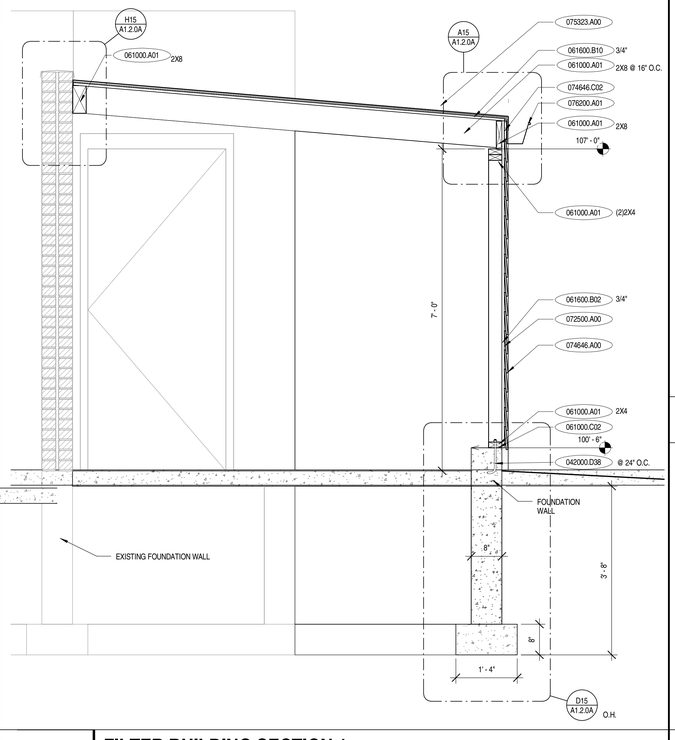
H8 FILTER BUILDING NORTH ELEVATION
1/4" = 1'-0"



H15 COPING DETAIL
1 1/2" = 1'-0"



A1 FILTER BUILDING SECTION 3
3/4" = 1'-0"



A11 FILTER BUILDING SECTION 1
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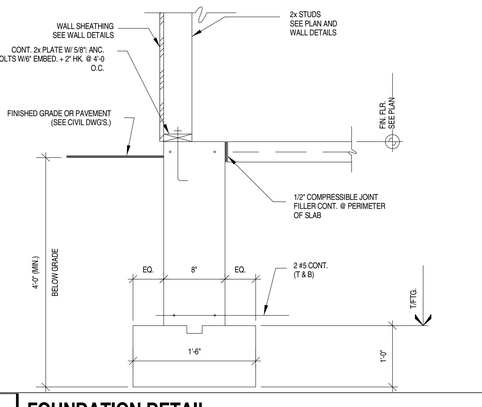
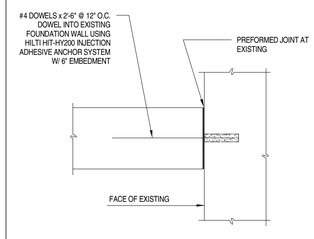
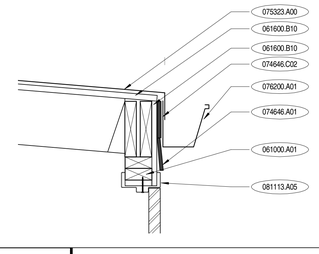


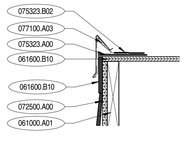
D15 FOUNDATION DETAIL
1" = 1'-0"



D21 SLAB DETAIL AT EXIST FDN
3/4" = 1'-0"



A15 DETAIL AT GUTTER
1 1/2" = 1'-0"



A21 GRAVEL STOP
1 1/2" = 1'-0"

ISSUANCE		
NO.	DATE	DESCRIPTION
	6/1/15	ISSUED FOR PERMIT/BID
	7/22/15	ISSUED FOR PERMIT

FGM ARCHITECTS
CHICAGO OAKBROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE Issue
DRAWN Date
CHECKED Author
APPROVED Checker
Approver

PROFESSIONAL DESIGN FIRM
IL # 184-001030

LAKE BLUFF POOL AND SUNRISE BEACH RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

FILTER BUILDING PLAN, SECTIONS, AND ELEVATION

SHEET NO.
A1.2.0A

JOB NO. 15-1966.01

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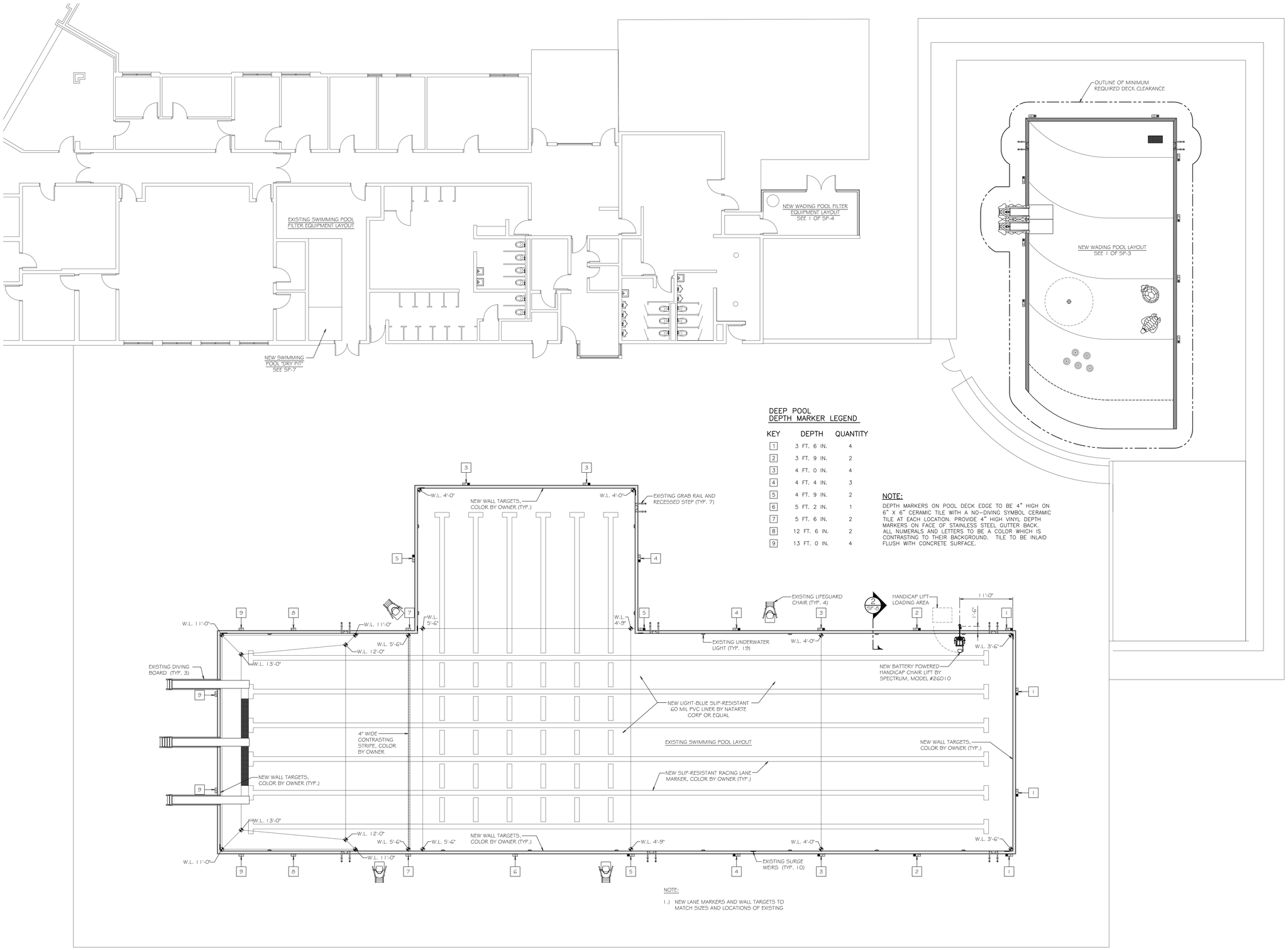

DEEP POOL DEPTH MARKER LEGEND

KEY	DEPTH	QUANTITY
1	3 FT. 6 IN.	4
2	3 FT. 9 IN.	2
3	4 FT. 0 IN.	4
4	4 FT. 4 IN.	3
5	4 FT. 9 IN.	2
6	5 FT. 2 IN.	1
7	5 FT. 6 IN.	2
8	12 FT. 6 IN.	2
9	13 FT. 0 IN.	4

NOTE:

DEPTH MARKERS ON POOL DECK EDGE TO BE 4" HIGH ON 6" X 6" CERAMIC TILE WITH A NO-DIVING SYMBOL CERAMIC TILE AT EACH LOCATION. PROVIDE 4" HIGH VINYL DEPTH MARKERS ON FACE OF STAINLESS STEEL GUTTER BACK. ALL NUMERALS AND LETTERS TO BE A COLOR WHICH IS CONTRASTING TO THEIR BACKGROUND. TILE TO BE INLAID FLUSH WITH CONCRETE SURFACE.

NOTE:

1.) NEW LANE MARKERS AND WALL TARGETS TO MATCH SIZES AND LOCATIONS OF EXISTING

1 NEW AQUATIC FACILITY LAYOUT

SCALE: 1/8" = 1'-0"

ISSUANCE

NO.	DATE	DESCRIPTION
	3/20/15	50% DESIGN DEVELOPMENT SUBMITTAL
	6/1/15	ISSUED FOR BID/PERMIT

FGM ARCHITECTS
CHICAGO OAKBROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE	03/18/15
DRAWN	RRD
CHECKED	RRD
APPROVED	RRD

PROFESSIONAL DESIGN FIRM: IL # 184-000350

AQUATIC FACILITY & RECREATION CENTER RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

NEW AQUATIC FACILITY LAYOUT

SHEET NO.

SP-2

JOB NO. 15-1966.01

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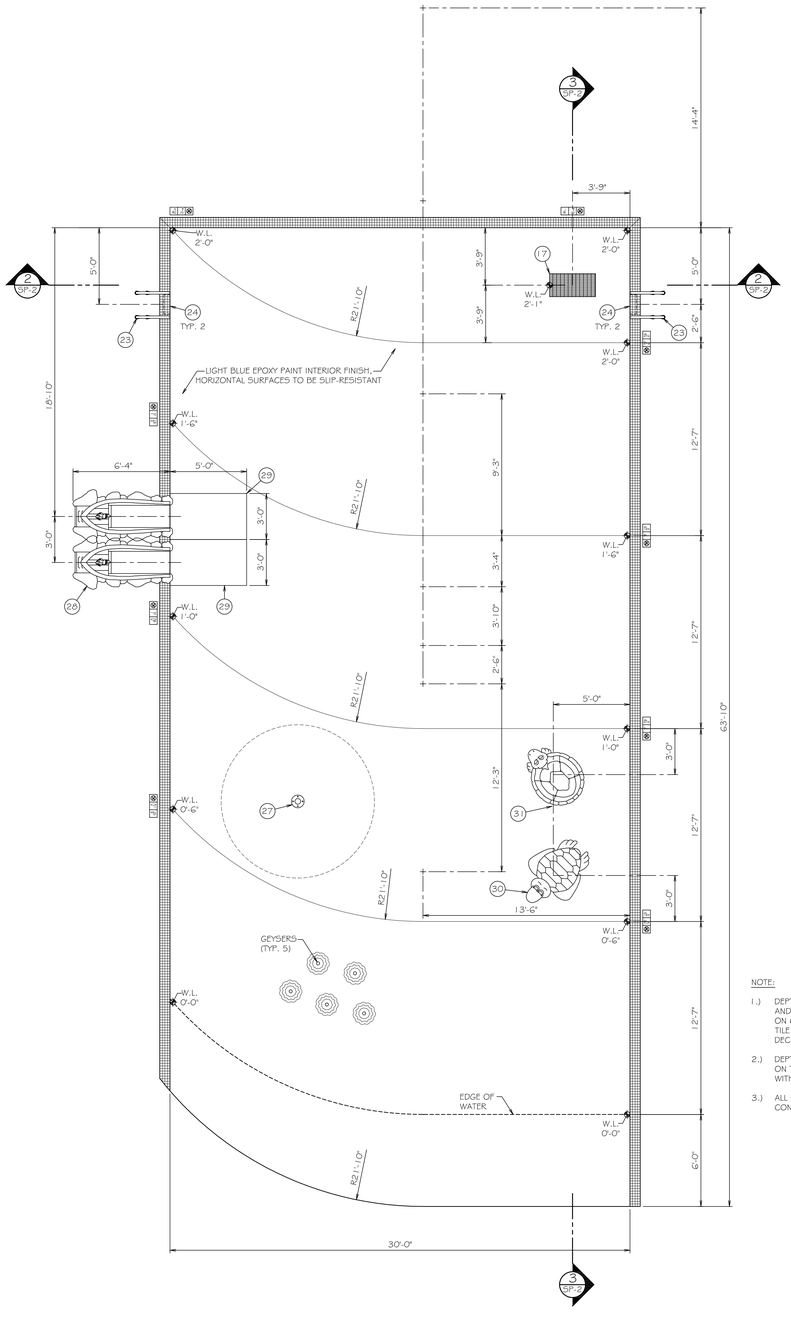


1 NEW WADING POOL LAYOUT
SCALE: 1/4" = 1'-0"

NOTE:

1.) DEPTH MARKERS ON POOL DECK EDGE AND FACE OF POOL WALL TO BE 4" HIGH ON 6" X 6" CERAMIC TILE WITH A CERAMIC TILE NO-DIVING SYMBOL ON THE POOL DECK EDGE AT EACH LOCATION.

2.) DEPTH MARKERS AND NO-DIVING SYMBOLS ON THE POOL DECK TO BE INLAID FLUSH WITH DECK AND SLIP-RESISTANT.

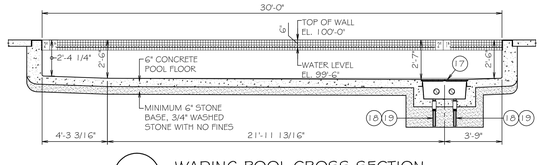
3.) ALL NUMBERS AND LETTERS SHALL BE CONTRASTING TO THE BACKGROUND.

WADING POOL EQUIPMENT LIST

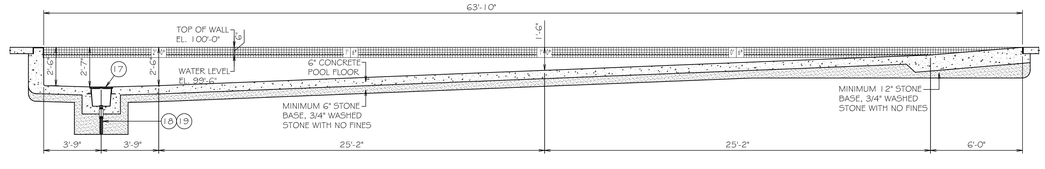
THE EQUIPMENT MANUFACTURERS AND CATALOG NUMBERS LISTED BELOW, AND NOT SPECIFICALLY MENTIONED IN THE SPECIFICATIONS, ARE SHOWN TO PROVIDE A STANDARD. EQUIPMENT BY OTHER MANUFACTURERS WILL BE APPROVED IF SAID EQUIPMENT IS SHOWN TO BE EQUAL TO THAT SPECIFIED.

ITEM	DESCRIPTION	MANUFACTURER	CATALOG NO.	QTY.
1	FILTER, HI-RATE SAND, 30" DIA., W/ 4.91 SQ.FT. OF FILTER AREA EACH, 12.12 G.P.M./SQ.FT. FILTRATION RATE, W/ PRESSURE GAUGE, MANUAL AIR RELIEF VALVE AND MULTI-PORT VALVE #261050.	PENTAIR	TR-100C	2
2	FILTRATION PUMP AND MOTOR, W/ INTEGRAL STRAINER, SELF-PRIMING, 119 G.P.M. @ 71 FT. T.D.H., 3 H.P. 208-230/460 VOLT, 3-PHASE, 2" SUCTION, 2" DISCHARGE, W/ EXTRA STRAINER BASKET.	PENTAIR	WFK-12	1
3	FEATURE PUMP AND MOTOR, W/ INTEGRAL STRAINER, SELF-PRIMING, 161 G.P.M. @ 73 FT. T.D.H., 5 H.P. 208-230/460 VOLT, 3-PHASE, 3" SUCTION, 3" DISCHARGE, W/ EXTRA STRAINER BASKET.	PENTAIR	XFK-20	1
4	HEATER, NATURAL GAS, 300,000 BTU INPUT, WITH CUPRO-NICKEL HEAT EXCHANGER, VENT KIT, AUTOMATIC HIGH LIMIT SHUT-OFF, ASME PRESSURE RELIEF VALVE, ASME CODE # LABEL.	LOCHINVAR	ERN-302-A	1
5	THERMOMETER, 30° TO 130° FAHRENHEIT RANGE WITH 1° GRADATIONS.	TRERICE	BX9 2 403	2
6	AQUASTAT, SET AT 115° FAHRENHEIT.	HONEYWELL	L400GA1959	1
7	VACUUM GAUGE, 30" TO 0", 2 1/2" DIAL, LIQUID FILLED, W/ STAINLESS STEEL TUBE AND SOCKET, SNUBBER NO. 872-2 AND GAUGE COCK NO. 865MFG.	TRERICE	700LF55	2
8	PRESSURE GAUGE, 0 TO 60 PSI, 2 1/2" DIAL, LIQUID FILLED, W/ STAINLESS STEEL TUBE AND SOCKET, SNUBBER NO. 872-2 AND GAUGE COCK NO. 865MFG.	TRERICE	700LF55	4
9	FLOWMETER, 3", 60 TO 600 G.P.M. SCALE.	BLUE-WHITE	RB30058GPM1	2
10	FLOWMETER, 2", 30 TO 300 G.P.M. SCALE.	BLUE-WHITE	RB20058GPM1	1
11	AUTOMATIC CHEMICAL CONTROLLER, 115 VOLT, 1-PHASE, W/ WIRELESS CAPABILITIES.	AQUASOL	WTC	1
12	CHLORINATOR, CALCIUM HYPOCHLORITE, 120 LBS/DAY CAPACITY W/ VENTURI ASSEMBLY, 3/4 H.P. BOOSTER PUMP AND MOTOR, 115/208-230 VOLT, 1-PHASE.	ARCH CHEMICALS	PULSAR III PS5000	1
13	PH (SODIUM BISULFATE) METERING PUMP, 10 G.P.D., 110-VOLT, 1-PHASE.	STENNER	45M2	1
14	PH STORAGE TANK, 55 GALLON CAPACITY, POLYETHYLENE CONSTRUCTION, PROVIDE LABEL INDICATING CONTENTS.	CHEM-TAINER	2038	1
15	AUTOMATIC WATER LEVEL CONTROLLER, WITH ELEVEN POLE BASE #ZPD11, PROBES #A94-10 AND MOISTURE PROOF ENCLOSURE #C1-C, 115 VOLT, 1-PHASE.	CARLOS GAVAZZI	5194-156-115	1
16	REFLECTION AND FILL PIPE FITTINGS, 2".	HAYWARD	SP-1019	2
17	MOLDED MAIN DRAIN SUMP WITH 18" X 36" GRATE, 15" DEEP, W/ TWO 4" CONNECTION.	LAWSON AQUATICS	F1-SG-1836-15	1
18	HYDROSTATIC RELIEF VALVE.	HAYWARD	SP-1056	2
19	HYDROSTATIC COLLECTION TUBE.	HAYWARD	SP-1055	2
20	SURFACE SKIMMER, AUTOMATIC.	HAYWARD	SP1082FVE	4
21	INLET FITTINGS, 1 1/2" CONNECTION W/ DIRECTIONAL EYEBALL FITTING, 1/2" ORIFICE #SP-1419-C.	HAYWARD	SP-10225	6
22	FLOOR INLET, W/ ADJUSTABLE DIFFUSER, 1 1/2" CONNECTION.	STA-RITE	08417-0000	2
23	GRAB RAILS, STAINLESS STEEL, 1.90" O.D. W/ .109" TUBING WALL THICKNESS.	PARAGON AQUATICS	30102	2 PR.
24	RECESSED STEPS, HEAVY DUTY PLASTIC.	PARAGON AQUATICS	32102	4
25	WEDGE ANCHOR, BRONZE.	PARAGON AQUATICS	28102	8
26	ESCUTCHEON, STAINLESS STEEL.	PARAGON AQUATICS	28303	8
27	MUSHROOM MAZE, 40 G.P.M.	WATER ODYSSEY	W010	1
28	DOUBLE BROKE BOAT AQUA SLIDE, 16 G.P.M.	WATER ODYSSEY	F1123 CUSTOM	1
29	SLIDE PAD, 3' X 5' X 1" W/ HARDWARE.	LINCOLN AQUATICS	63-285	2
30	CLIMBABLE SEA TURTLE, SOFT-PLAY CONSTRUCTION WITH STAINLESS STEEL HARDWARE.	WATER ODYSSEY	CUSTOM	1
31	CLIMBABLE BOX TURTLE, SOFT-PLAY CONSTRUCTION WITH STAINLESS STEEL HARDWARE.	WATER ODYSSEY	CUSTOM	1
32	TEST KIT, D.P.D., FREE CHLORINE, W/ CYANURIC ACID TEST.	TAYLOR	K-2005	1
33	TELESCOPIC POLE, 8 FT., EXTENDING, ALUMINUM.	PENTAIR	R191090	2
34	LEAF RAKE.	PENTAIR	R121230	1
35	WALL BRUSH.	PENTAIR	R111646	1
36	FIRST AID KIT, WITH MOUNTING CASE, 24 UNIT, PER ILLINOIS DEPT. OF PUBLIC HEALTH.	SWIFT FIRST AID	35-P24UF	1
37	RING BUOY, 24" DIA., USCG APPROVED, W/ 30'-0" OF 3/4" THROW ROPE.	LINCOLN EQUIP.	44-075	1
38	LIFE HOOK, W/ 16FT. ALUMINIUM POLE #R191106.	PENTAIR	R221026	1

DATA	FLOOR INLETS	WALL INLETS	TOTAL
SURFACE AREA:	755 SQ.FT.	942 SQ.FT.	1,697 SQ. FT.
PERIMETER:	-	-	170'-4"
WATER DEPTHS:	0'-0" TO 1'-0"	1'-0" TO 2'-1"	0'-0" TO 2'-1"
CAPACITY:	4,443 GALLONS	9,742 GALLONS	14,185 GALLONS
FILTER FLOWRATE:	37 G.P.M.	82 G.P.M.	119 G.P.M.
TURNOVER RATE:	2 HOURS	2 HOURS	2 HOURS



2 WADING POOL CROSS SECTION
SCALE: 1/4" = 1'-0"



3 WADING POOL LONGITUDINAL SECTION
SCALE: 1/4" = 1'-0"

NO.	DATE	DESCRIPTION
	3/20/15	50% DESIGN DEVELOPMENT SUBMITTAL
	6/1/15	ISSUED FOR BID/PERMIT

ISSUANCE

FGM ARCHITECTS
CHICAGO OAKBROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE 03/18/15
DRAWN RRD
CHECKED RRD
APPROVED RRD

PROFESSIONAL DESIGN FIRM: IL # 184-000330

AQUATIC FACILITY & RECREATION CENTER RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE, LAKE BLUFF, IL 60044

WADING POOL LAYOUT, SECTIONS AND DATA

SHEET NO.
SP-3

JOB NO. 15-1966.01

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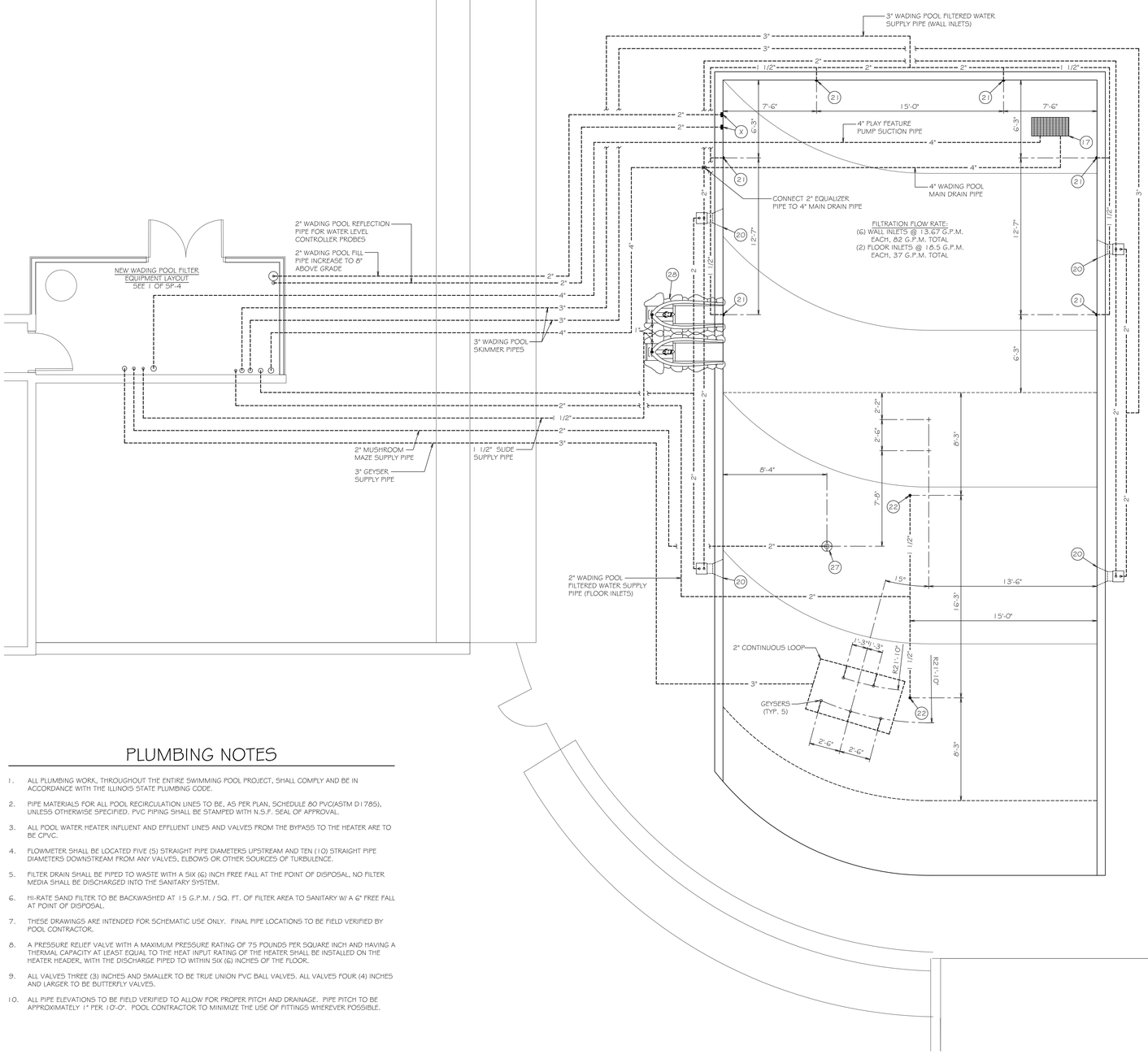

PLUMBING NOTES

1. ALL PLUMBING WORK, THROUGHOUT THE ENTIRE SWIMMING POOL PROJECT, SHALL COMPLY AND BE IN ACCORDANCE WITH THE ILLINOIS STATE PLUMBING CODE.
2. PIPE MATERIALS FOR ALL POOL RECIRCULATION LINES TO BE, AS PER PLAN, SCHEDULE 80 PVC(ASTM D1785), UNLESS OTHERWISE SPECIFIED. PVC PIPING SHALL BE STAMPED WITH N.S.F. SEAL OF APPROVAL.
3. ALL POOL WATER HEATER INFLUENT AND EFFLUENT LINES AND VALVES FROM THE BYPASS TO THE HEATER ARE TO BE CPVC.
4. FLOWMETER SHALL BE LOCATED FIVE (5) STRAIGHT PIPE DIAMETERS UPSTREAM AND TEN (10) STRAIGHT PIPE DIAMETERS DOWNSTREAM FROM ANY VALVES, ELBOWS OR OTHER SOURCES OF TURBULENCE.
5. FILTER DRAIN SHALL BE PIPED TO WASTE WITH A SIX (6) INCH FREE FALL AT THE POINT OF DISPOSAL. NO FILTER MEDIA SHALL BE DISCHARGED INTO THE SANITARY SYSTEM.
6. HI-RATE SAND FILTER TO BE BACKWASHED AT 15 G.P.M. / SQ. FT. OF FILTER AREA TO SANITARY W/ A 6" FREE FALL AT POINT OF DISPOSAL.
7. THESE DRAWINGS ARE INTENDED FOR SCHEMATIC USE ONLY. FINAL PIPE LOCATIONS TO BE FIELD VERIFIED BY POOL CONTRACTOR.
8. A PRESSURE RELIEF VALVE WITH A MAXIMUM PRESSURE RATING OF 75 POUNDS PER SQUARE INCH AND HAVING A THERMAL CAPACITY AT LEAST EQUAL TO THE HEAT INPUT RATING OF THE HEATER SHALL BE INSTALLED ON THE HEATER HEADER, WITH THE DISCHARGE PIPED TO WITHIN SIX (6) INCHES OF THE FLOOR.
9. ALL VALVES THREE (3) INCHES AND SMALLER TO BE TRUE UNION PVC BALL VALVES. ALL VALVES FOUR (4) INCHES AND LARGER TO BE BUTTERFLY VALVES.
10. ALL PIPE ELEVATIONS TO BE FIELD VERIFIED TO ALLOW FOR PROPER PITCH AND DRAINAGE. PIPE PITCH TO BE APPROXIMATELY 1" PER 10'-0". POOL CONTRACTOR TO MINIMIZE THE USE OF FITTINGS WHEREVER POSSIBLE.

1 AQUATIC FACILITY PIPING PLAN
SCALE: 1/4" = 1'-0"

ISSUANCE

NO.	DATE	DESCRIPTION
	3/20/15	50% DESIGN DEVELOPMENT SUBMITTAL
	6/1/15	ISSUED FOR BID/PERMIT

FGM ARCHITECTS
CHICAGO OAKBROOK O'FALLON

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE	03/18/15
DRAWN	BRD
CHECKED	RRD
APPROVED	BRD

PROFESSIONAL DESIGN FIRM IL # 184-000350

AQUATIC FACILITY & RECREATION CENTER RENOVATIONS
LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE, LAKE BLUFF, IL 60044

WADING POOL PIPING PLAN AND PLUMBING NOTES

SHEET NO.
SP-5

JOB NO. 15-1966.01

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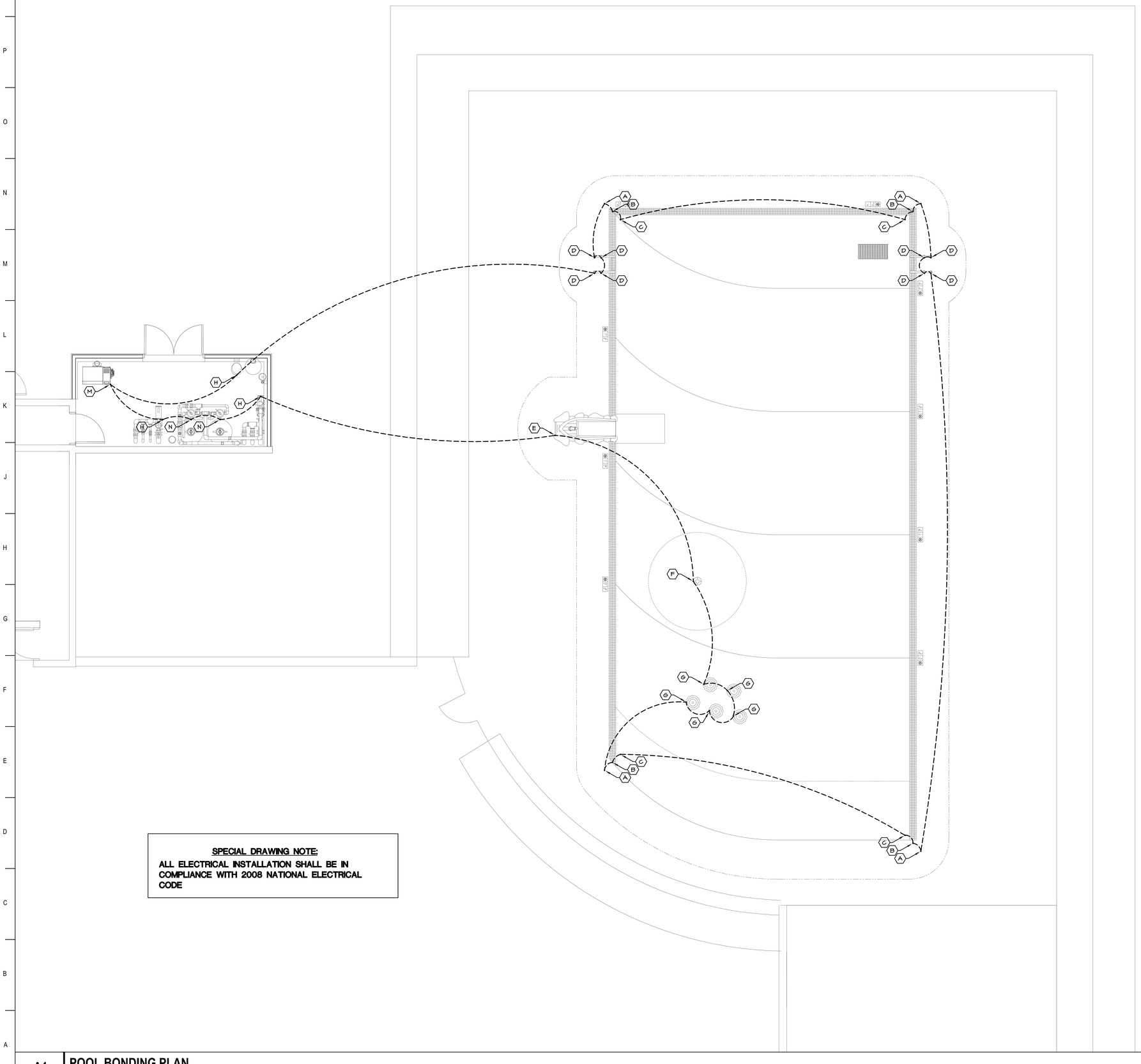


SPECIAL DRAWING NOTE:

ALL ELECTRICAL INSTALLATION SHALL BE IN COMPLIANCE WITH 2008 NATIONAL ELECTRICAL CODE

POOL BONDING REQUIREMENTS

WHERE BONDING CLAMPS ARE USED, THEY SHALL BE OF THE APPROVED TYPE.

ALL METALLIC PARTS OF THE POOL STRUCTURE, INCLUDING THE REINFORCING METAL OF THE POOL SHELL AND DECK.

ALL METAL FITTINGS WITHIN OR ATTACHED TO THE POOL STRUCTURE.

DETAIL "C" ILLUSTRATES A TYPICAL METHOD FOR BONDING GRAB RAILS, HAND RAILS, LADDERS, ETC.

METAL PARTS OF ELECTRIC EQUIPMENT ASSOCIATED WITH THE POOL WATER CIRCULATING SYSTEM, INCLUDING PUMP MOTORS.

METAL-SHEATHED CABLES AND RACEWAYS, METAL PIPING, AND ALL FIXED METAL PARTS THAT ARE WITHIN 5 FEET HORIZONTALLY OF THE INSIDE WALLS OF THE POOL, AND WITHIN 12 FEET ABOVE THE MAXIMUM WATER LEVEL OF THE POOL, OR ANY OBSERVATION STANDS, TOWERS, OR PLATFORMS, OR FROM ANY DIVING STRUCTURES, AND THAT ARE NOT SEPARATED FROM THE POOL BY A PERMANENT BARRIER.

ALL PARTS LISTED ABOVE SHALL BE CONNECTED TO A COMMON BONDING GRID WITH A BARE SOLID COPPER CONDUCTOR NOT SMALLER THAN No. 8. ALL CONNECTIONS SHALL BE EXOTHERMIC WELDING OR PRESSURE WELDING OR CLAMPS THAT ARE SUITABLE FOR THE PURPOSE OF THE FOLLOWING MATERIAL STAINLESS STEEL, BRASS, COPPER OR COPPER ALLOY.

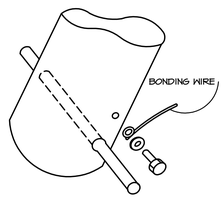
THE FOLLOWING BONDING GRID SHALL BE PERMITTED TO BE OF THE FOLLOWING:
1. STRUCTURAL REINFORCING RODS BONDED TOGETHER BY STEEL WIRES.
2. THE WALL OF A BOLTED OR WELDED METAL POOL.
3. BARE SOLID COPPER CONDUCTORARE NOT SMALLER THAN No. 8.
4. RIGID METAL CONDUIT OR INTERMEDIATE METAL CONDUIT OF BRASS.

STRUCTURAL REINFORCING STEEL OR THE WALLS OF BOLTED OR WELDED METAL POOL STRUCTURES SHALL BE PERMITTED AS A COMMON BONDING GRID FOR NON-ELECTRICAL PARTS WHERE CONNECTIONS CAN BE MADE IN ACCORDANCE WITH SECTION 250-8.

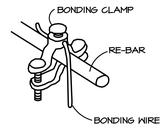
ELECTRICAL CONTRACTOR MUST BOND ALL COMPONENTS IN ACCORDANCE WITH 2008 NEC, SECTION 680-26.

THE FOLLOWING ITEMS ASSOCIATED WITH THE WATER PLAYGROUND SHALL BE ELECTRICALLY BONDED TOGETHER WITH A #8 MINIMUM SOLID COPPER CONDUCTOR TO COMPLY WITH 2008 NEC ARTICLES 250 AND 680-26:

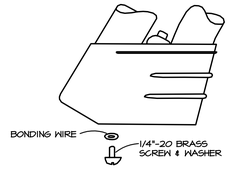
TAG	DESCRIPTION
A	DECK RE-BAR & MESH, SEE DETAIL-B
B	POOL WALL RE-BAR & MESH, SEE DETAIL-B
C	POOL FLOOR RE-BAR & MESH, SEE DETAIL-B
D	GRAB RAIL
E	AQUA SLIDE
F	PLAY FEATURE
G	GEYSER
H	MOTOR
M	POOL HEATER
N	FILTER



DETAIL-A
NOT TO SCALE



DETAIL-B
NOT TO SCALE



DETAIL-C
NOT TO SCALE

A1 **POOL BONDING PLAN**
1/4" = 1'-0"

W-T MECHANICAL/ELECTRICAL ENGINEERING, LLC.
MECHANICAL AND ELECTRICAL ENGINEERS
2675 Pratum Avenue
Hoffman Estates, Illinois 60192
PH: (224) 293-6333 FAX: (224) 293-6444
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NO.	DATE	DESCRIPTION
	6/1/2015	ISSUED FOR BID/PERMIT

ISSUANCE

FGM ARCHITECTS
CHICAGO OAK BROOK O'FALLON

MARK O. VENTRELLA
062-060025
REGISTERED PROFESSIONAL ENGINEER
OF ILLINOIS

SIGNED: 06/01/2015

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE	3-20-15
DRAWN	DM/RC/JH
CHECKED	STT
APPROVED	STT

PROFESSIONAL DESIGN FIRM IL # 184-000350

AQUATIC FACILITY & RECREATION CENTER RENOVATIONS

LAKE BLUFF PARK DISTRICT
355 W. WASHINGTON AVE. LAKE BLUFF, IL 60044

POOL BONDING PLAN

SHEET NO.
E1.1.2.

JOB NO. 15-1966.01

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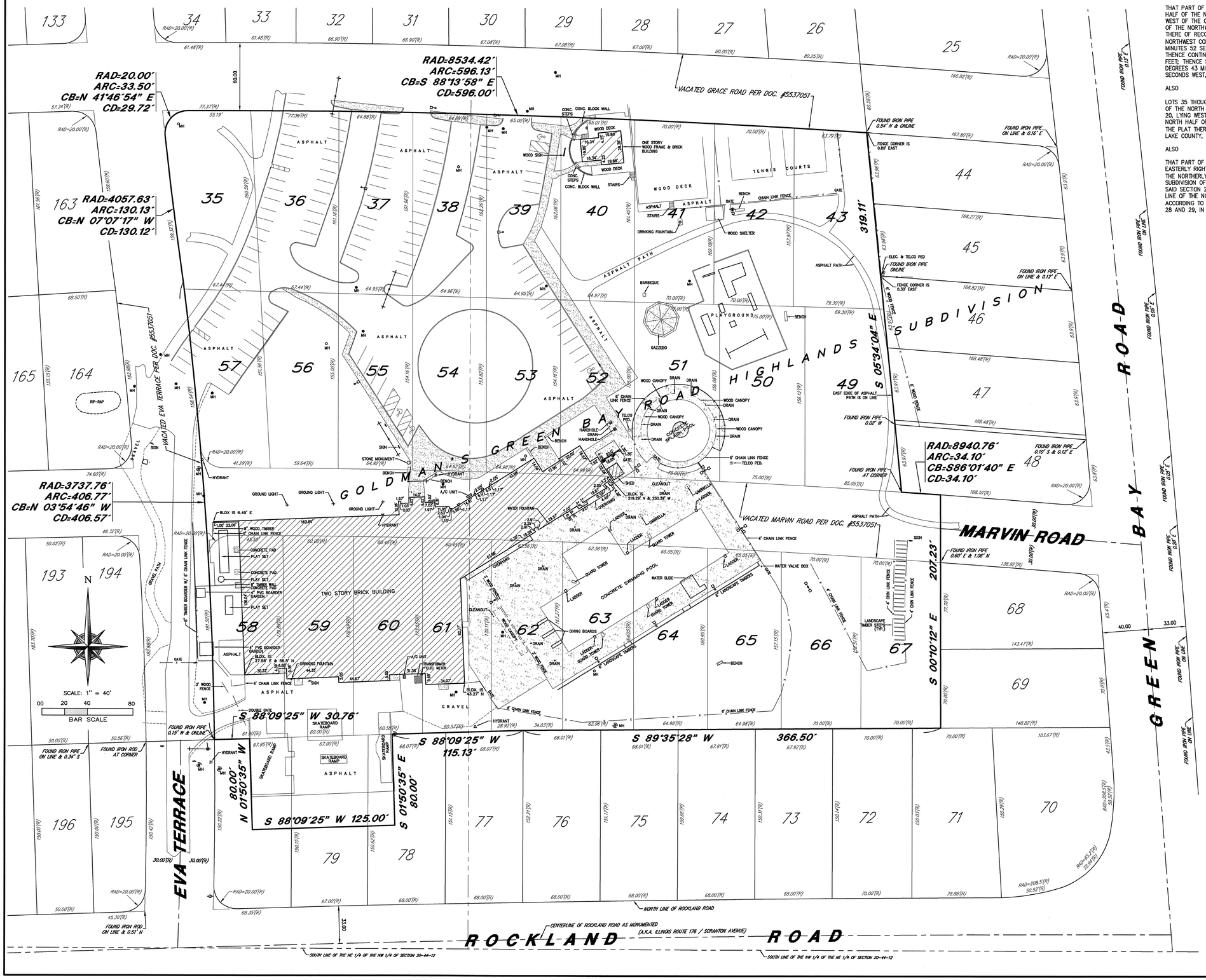
BOUNDARY SURVEY



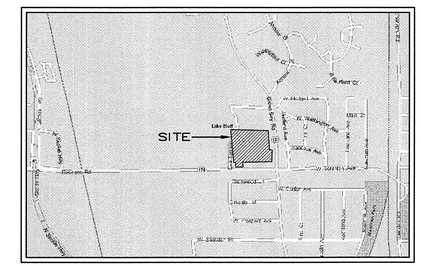
THAT PART OF LOTS 78, 79 AND 80 IN GOLDMAN'S GREEN BAY ROAD HIGHLANDS, BEING A SUBDIVISION OF THE NORTH HALF OF THE NORTHWEST QUARTER OF SECTION 20, ALL THAT PART OF THE NORTH HALF OF SAID SECTION 20, LYING WEST OF THE CENTER OF GREEN BAY ROAD, AND ALL OF THE LAND LYING BETWEEN THE SOUTH LINE OF THE NORTH HALF OF THE NORTHWEST QUARTER OF SAID SECTION 20 AND THE NORTH LINE OF ROCKLAND ROAD ACCORDING TO THE PLAT THERE OF RECORDED JULY 20, 1925 AS DOCUMENT NO. 261628, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF LOT 80 IN SAID GOLDMAN'S GREEN BAY ROAD HIGHLANDS; THENCE NORTH 89 DEGREES 43 MINUTES 52 SECONDS EAST ALONG THE NORTH LINE OF LOT 80 A DISTANCE 30.76 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89 DEGREES 43 MINUTES 52 SECONDS EAST ALONG SAID NORTH LINE A DISTANCE OF 125.00 FEET; THENCE SOUTH 00 DEGREES 16 MINUTES 08 SECONDS EAST, A DISTANCE OF 80.00 FEET; THENCE SOUTH 89 DEGREES 43 MINUTES 52 SECONDS WEST A DISTANCE OF 125.00 FEET; THENCE NORTH 00 DEGREES 16 MINUTES 08 SECONDS WEST, A DISTANCE OF 80.00 FEET TO THE POINT OF BEGINNING, IN LAKE COUNTY, ILLINOIS.

ALSO

LOTS 35 THOUGH 43 AND LOTS 49 THROUGH 67 ALL IN GOLDMAN'S GREEN BAY ROAD HIGHLANDS, BEING A SUBDIVISION OF THE NORTH HALF OF THE NORTHWEST QUARTER OF SECTION 20, ALL THAT PART OF THE NORTH HALF OF SAID SECTION 20, LYING WEST OF THE CENTER OF GREEN BAY ROAD, AND ALL OF THE LAND LYING BETWEEN THE SOUTH LINE OF THE NORTH HALF OF THE NORTHWEST QUARTER OF SAID SECTION 20 AND THE NORTH LINE OF ROCKLAND ROAD ACCORDING TO THE PLAT THERE OF RECORDED JULY 20, 1925 AS DOCUMENT NO. 261628, IN BOOK "O" OF PLATS, PAGES 28 AND 29, IN LAKE COUNTY, ILLINOIS.

ALSO

THAT PART OF VACATED MARVIN ROAD PER DOCUMENT NUMBER 5537051 RECORDED APRIL 14th, 2004 LYING EAST OF THE EASTERLY RIGHT OF WAY OF EVA TERRACE TO A LINE EXTENDED FROM THE NORTHEAST CORNER OF LOT 68, NORTH TO THE NORTHERLY RIGHT OF WAY OF SAID MARVIN ROAD, ALL BEING IN GOLDMAN'S GREEN BAY ROAD HIGHLANDS, BEING A SUBDIVISION OF THE NORTH HALF OF THE NORTHWEST QUARTER OF SECTION 20, ALL THAT PART OF THE NORTH HALF OF SAID SECTION 20, LYING WEST OF THE CENTER OF GREEN BAY ROAD, AND ALL OF THE LAND LYING BETWEEN THE SOUTH LINE OF THE NORTH HALF OF THE NORTHWEST QUARTER OF SAID SECTION 20 AND THE NORTH LINE OF ROCKLAND ROAD ACCORDING TO THE PLAT THERE OF RECORDED JULY 20, 1925 AS DOCUMENT NO. 261628, IN BOOK "O" OF PLATS, PAGES 28 AND 29, IN LAKE COUNTY, ILLINOIS.



NOTES:

1. THE LOCATION OF UNDERGROUND UTILITIES WAS DETERMINED BY FIELD OBSERVATION AND VISIBLE MARKINGS ONLY.

2. PROPERTY AREA: 8.014 ACRES (349,080 SQUARE FEET)

3. FIELD WORK COMPLETED: 3–30–10

4. SURVEY PREPARED WITHOUT THE AID OF A TITLE REPORT, REFER TO A CURRENT TITLE REPORT, DEED AND LOCAL CODES FOR ANY EASEMENT, BUILDING SETBACKS AND OTHER LOCAL RESTRICTIONS NOT SHOWN HERON.

5. SURVEY PREPARED FOR: SURVEY PREPARED FOR: LAKE BLUFF PARK DISTRICT, 355 WEST WASHINGTON AVENUE, LAKE BLUFF, ILLINOIS 60044

6. BUILDING TIES & DIMENSIONS SHOWN ARE MEASURED FROM THE OUTSIDE FACE OF THE BUILDING.

7. BASIS OF BEARINGS IS TRUE NORTH BASED ON ILLINOIS STATE PLANE COORDINATE SYSTEM, ILLINOIS EAST 1201 ZONE.

8. ANY DISCREPANCIES FOUND WITHIN THIS DOCUMENT NEED TO BE REPORTED TO THE SURVEYOR AS SOON AS POSSIBLE.

LEGEND

PROPERTY LINE	TYPICAL SIGN
CENTER LINE	FLARED END SECTION
EASEMENT LINE	CLOSED MANHOLE
BUILDING SETBACK	OPEN GRATE MANHOLE
(R) RECORD DATA	BEEHIVE GRATE MANHOLE
XXX.XX TOP OF (CURB,WALL, ETC.) XXX.XX SPOT GRADE FLOW OF (GROUND, GUTTER)	GUTTER FRAME
CONCRETE	VALVE VAULT
EVERGREEN\ DECIDUOUS	FIRE HYDRANT
SHRUB	B-BOX / SERVICE VALVE
GAS VALVE	POST LIGHT\GROUND LIGHT
UTILITY POLE	AREA LIGHT
	MAST ARM LIGHT
	HANDHOLE (electric\traffic)
	GAS METER
	ELECTRIC METER
	PEDESTAL(teleco,elec,cable)
	TELEPHONE VAULT
	GUY WIRE ANCHOR
	CONTOUR LINE
	TREE LINE/SHRUB LINE
	EDGE GRAVEL/STONE
	FENCE LINE
	STORM SEWER
	SANITARY SEWER
	COMBO SEWER
	WATER SERVICE LINE
	WATERMAIN
	OVERHEAD LINE
	GAS LINE
	U.G. TELECO LINE
	U.G. ELECTRIC LINE

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

WE W–T LAND SURVEYING, INC. DO HEREBY DECLARE THAT WE HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THIS PLAT IS A CORRECT REPRESENTATION OF SAID SURVEY. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

GIVEN UNDER OUR HAND AND SEAL THIS 15th DAY OF APRIL A.D. 2010 AT HOFFMAN ESTATES, ILLINOIS.

W–T LAND SURVEYING, INC. ILLINOIS

PROFESSIONAL LAND SURVEYOR FRANJO I. MATICIC, PLS 035-003556 HOFFMAN ESTATES ILLINOIS STATE OF ILLINOIS

FRANJO I. MATICIC – PLS #035–003556 EXPIRES 11/30/2010
ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 187–004387

REVISIONS	DATE	BY
ISSUED PRELIMINARY	4/9/10	MO
ISSUED FINAL SURVEY	4/15/10	MO

W-T LAND SURVEYING, INC.
LAND AND CONSTRUCTION SURVEYORS
2875 Putnam Avenue
Hoffman Estates, Illinois 60192
PH: (224) 293-5300 FAX: (224) 293-5444
www.wtengineering.com
IL. License No.: 184-004387 Exp. 04/30/11

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LAKE BLUFF RECREATION CENTER
355 W WASHINGTON STREET
LAKE BLUFF, ILLINOIS

BOUNDARY SURVEY

DATE :	4/7/10
SCALE :	1"=40'
DRAWN :	MWO
BOUNDARY :	FIM
FIELD WORK :	BSA
CHECK :	FIM
JOB :	S10013
SHEET	S-1
REVISION	

OF THREE SHEETS

TOPOGRAPHIC SURVEY

1. RIM=702.34'(STORM)
24" CONCRETE STRUCTURE
INV=699.16'(6" PVC NE)
INV=699.11'(6" PVC SW)
INV=699.54'(4" PVC SE)

2. RIM=701.90'(STORM)
24" CONCRETE STRUCTURE
INV=698.68'(8" PVC NE & SW)

3. RIM=701.54'(STORM)
24" CONCRETE STRUCTURE
INV=698.29'(8" PVC W)
INV=698.37'(8" PVC NE)

4. RIM=701.53'(STORM)
36" CONCRETE STRUCTURE
INV=698.23'(8" PVC E)
INV=698.18'(8" RCP SW)

5. RIM=703.19'(SAN)
48" CONCRETE STRUCTURE
INV=699.09'(6" CLAY NNW & SSE)
INV=699.65'(4" PVC ENE)

6. RIM=703.34'(SAN)
48" CONCRETE STRUCTURE
INV=697.92'(6" CLAY NNW & SSE)

7. RIM=699.18'(STORM)
36" CONCRETE STRUCTURE
INV=695.93'(8" CLAY SE)
NO OTHER PIPES FOUND
WATER LEVEL=696.28'
DEBRIS LEVEL=695.63'

8. RIM=700.54'(STORM)
36" CONCRETE STRUCTURE
INV=696.89'(8" CLAY SE)
NO OTHER PIPES FOUND
WATER LEVEL=696.89'
BTM OF STRUCTURE=694.99'

9. RIM=700.48'(STORM)
48" CONCRETE STRUCTURE
INV=695.18'(12" CLAY E & W)
INV=695.58'(8" CLAY NE)
INV=695.43'(10" CLAY SE)

10. RIM=704.88'(STORM)
24" CONCRETE STRUCTURE
INV=702.65'(12" RCP W)

11. RIM=696.82'(STORM)
24" CONCRETE STRUCTURE
INV=695.20'(8" PVC SE)

12. RIM=696.33'(STORM)
24" CONCRETE STRUCTURE
INV=694.68'(12" CLAY NE)
INV=694.68'(12" CLAY SW)

13. RIM=696.98'(STORM)
48" CONCRETE STRUCTURE
INV=694.18'(12" RCP NE & E)
INV=694.83'(8" PVC NW)
INV=694.13'(15" RCP W)

14. RIM=697.33'(STORM)
48" CONCRETE STRUCTURE
INV=694.38'(12" DI W)
INV=694.43'(12" RCP S)

15. RIM=700.39'(WATER)
48" CONCRETE STRUCTURE
694.04' AT TOP OF 12" N/S PIPE

16. RIM=702.35'(STORM)
48" CONCRETE STRUCTURE
INV=695.87'(12" RCP N)
INV=695.95'(12" RCP E)
INV=695.98'(12" RCP S)

17. RIM=701.98'(STORM)
48" CONCRETE STRUCTURE
INV=696.91'(12" RCP N)
INV=696.96'(12" RCP E & S)

18. RIM=701.98'(WATER)
60" CONCRETE STRUCTURE
696.63' AT TOP OF 12" N PIPE
696.78' AT TOP OF 18" E/W PIPE

19. RIM=703.29'(WATER)
60" CONCRETE STRUCTURE
697.29' AT TOP OF 18" E/W PIPE

20. RIM=701.10'(STORM)
36" CONCRETE STRUCTURE
INV=698.26'(12" CLAY S)

21. RIM=679.63'(STORM)
24" PVC STRUCTURE
INV=675.20'(24" CPP E/W)

22. RIM=702.63'(STORM)
48" CONCRETE STRUCTURE
INV=697.13'(12" CLAY E & W)

23. RIM=702.82'(STORM)
48" CONCRETE STRUCTURE
INV=698.62'(12" CLAY WNW)
INV=699.17'(4" PVC NE)
INV=699.82'(4" CPP SE)
INV=700.47'(6" PVC SW)
INV=698.32'(6" DI S)

24. RIM=708.56'(WATER)
48" CONCRETE STRUCTURE
703.26' AT TOP OF 18" E/W PIPE

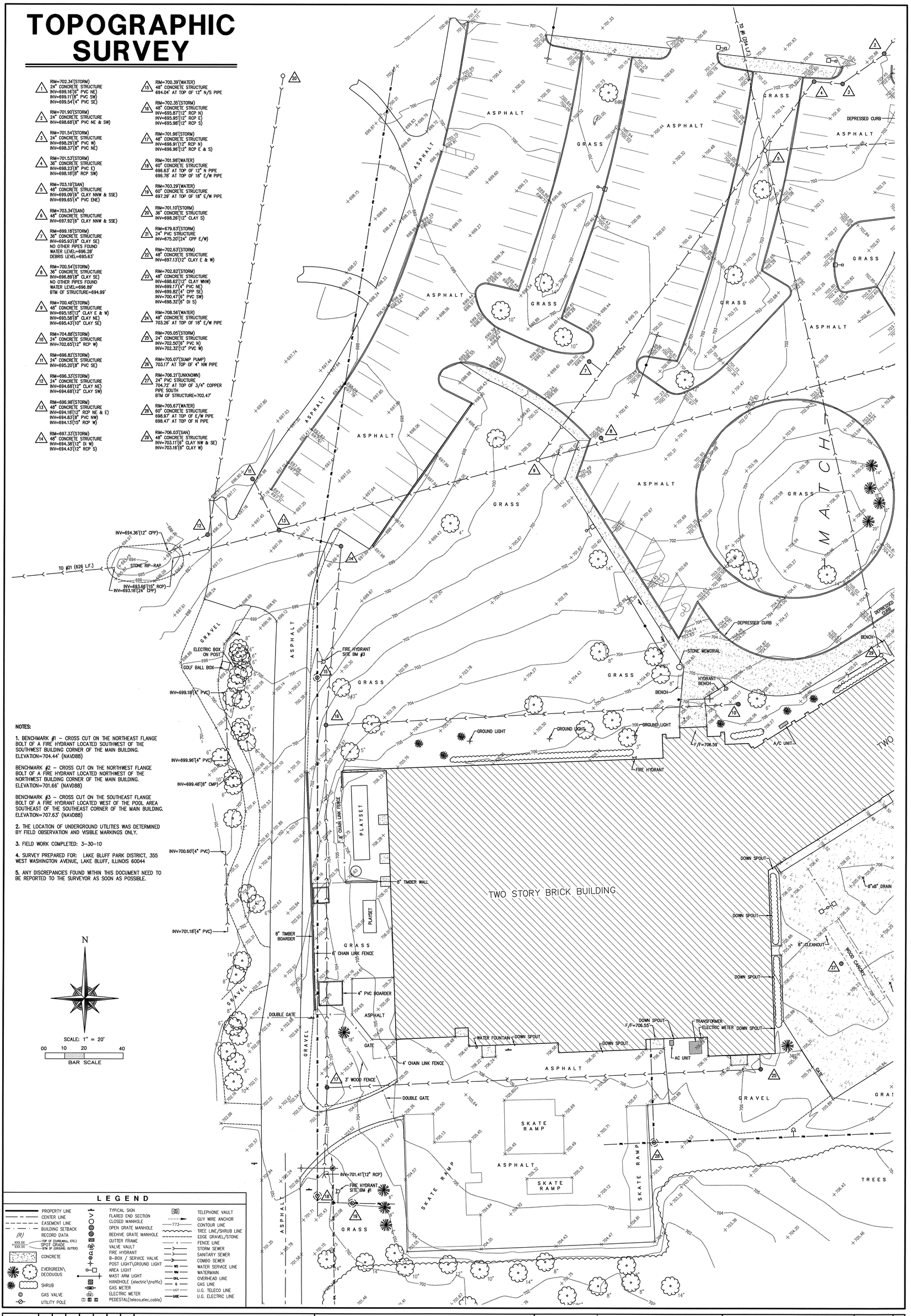
25. RIM=705.05'(STORM)
24" CONCRETE STRUCTURE
INV=702.50'(6" PVC N)
INV=702.32'(12" PVC W)

26. RIM=705.07'(SUMP PUMP)
703.17' AT TOP OF 4" NW PIPE

27. RIM=706.21'(UNKNOWN)
24" PVC STRUCTURE
704.72' AT TOP OF 3/4" COPPER PIPE SOUTH
BTM OF STRUCTURE=702.47'

28. RIM=705.67'(WATER)
60" CONCRETE STRUCTURE
698.97' AT TOP OF E/W PIPE
698.47' AT TOP OF N PIPE

29. RIM=706.03'(SAN)
48" CONCRETE STRUCTURE
INV=703.11'(8" CLAY NW & SE)
INV=703.16'(6" CLAY W)



NOTES:

1. BENCHMARK #1 – CROSS CUT ON THE NORTHEAST FLANGE BOLT OF A FIRE HYDRANT LOCATED SOUTHWEST OF THE SOUTHWEST BUILDING CORNER OF THE MAIN BUILDING. ELEVATION=704.44' (NAVD88)

BENCHMARK #2 – CROSS CUT ON THE NORTHWEST FLANGE BOLT OF A FIRE HYDRANT LOCATED NORTHWEST OF THE NORTHWEST BUILDING CORNER OF THE MAIN BUILDING. ELEVATION=701.66' (NAVD88)

BENCHMARK #3 – CROSS CUT ON THE SOUTHEAST FLANGE BOLT OF A FIRE HYDRANT LOCATED WEST OF THE POOL AREA SOUTHEAST OF THE SOUTHEAST CORNER OF THE MAIN BUILDING. ELEVATION=707.63' (NAVD88)

2. THE LOCATION OF UNDERGROUND UTILITIES WAS DETERMINED BY FIELD OBSERVATION AND VISIBLE MARKINGS ONLY.

3. FIELD WORK COMPLETED: 3-30-10

4. SURVEY PREPARED FOR: LAKE BLUFF PARK DISTRICT, 355 WEST WASHINGTON AVENUE, LAKE BLUFF, ILLINOIS 60044

5. ANY DISCREPANCIES FOUND WITHIN THIS DOCUMENT NEED TO BE REPORTED TO THE SURVEYOR AS SOON AS POSSIBLE.

LEGEND

- PROPERTY LINE
- CENTER LINE
- EASEMENT LINE
- BUILDING SETBACK
- (R) RECORD DATA
- XXX.XX TOP OF (CURB,WALL ETC.) / XXX.XX SPOT GRADE / BTM OF (GRAVEL, GUTTER)
- CONCRETE
- EVERGREEN\ DECIDUOUS
- SHRUB
- GAS VALVE
- UTILITY POLE
- TYPICAL SIGN
- FLARED END SECTION
- CLOSED MANHOLE
- OPEN GRATE MANHOLE
- BEEHIVE GRATE MANHOLE
- GUTTER FRAME
- VALVE VAULT
- FIRE HYDRANT
- B-BOX / SERVICE VALVE
- POST LIGHT\GROUND LIGHT
- AREA LIGHT
- MAST ARM LIGHT
- HANDHOLE (electric\traffic)
- GAS METER
- ELECTRIC METER
- PEDESTAL(telecoelec,cable)
- TELEPHONE VAULT
- GUY WIRE ANCHOR
- 773 CONTOUR LINE
- TREE LINE/SHRUB LINE
- EDGE GRAVEL/STONE
- FENCE LINE
- STORM SEWER
- SANITARY SEWER
- COMBO SEWER
- WS WATER SERVICE LINE
- WM WATERMAIN
- OHL OVERHEAD LINE
- G GAS LINE
- UCT U.G. TELECO LINE
- UCE U.G. ELECTRIC LINE

SHEET S-2 OF THREE SHEETS	REVISION	JOB : S10013	CHECK : FIM	FIELD WORK : BSA	BOUNDARY : FIM	DRAWN : MWO	SCALE : 1"=20'	DATE : 4/7/10

TOPOGRAPHIC SURVEY

LAKE BLUFF RECREATION CENTER
355 W WASHINGTON STREET
LAKE BLUFF, ILLINOIS

W-T LAND SURVEYING, INC.
LAND AND CONSTRUCTION SURVEYORS
2675 Pratum Avenue
Hoffman Estates, Illinois 60192
PH: (224) 293-6333 FAX: (224) 293-6444
www.wtengineering.com
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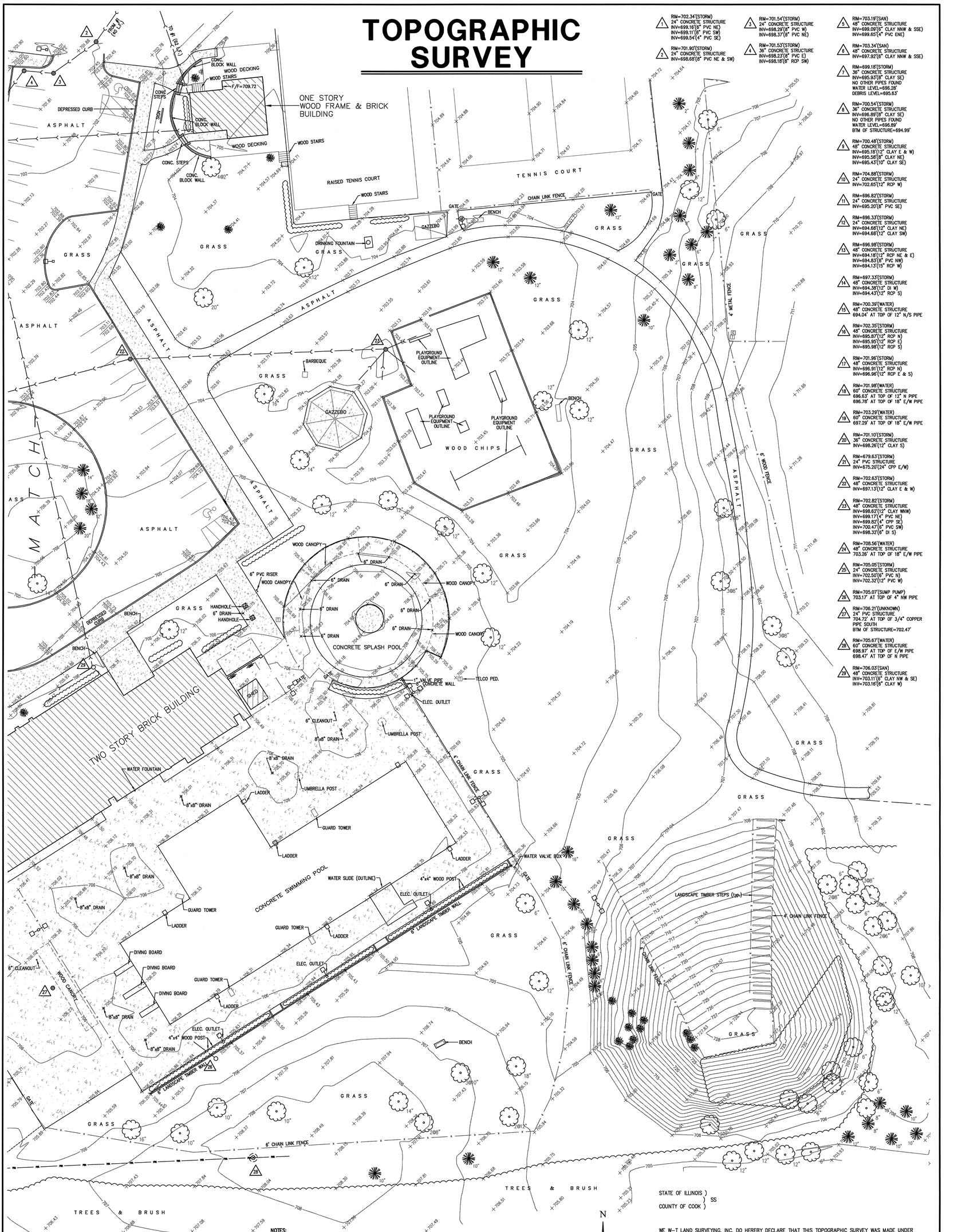
REVISIONS	DATE	BY

TOPOGRAPHIC SURVEY



1 RIM=702.34'(STORM) 24" CONCRETE STRUCTURE INV=699.16'(6" PVC NE) INV=699.11'(6" PVC SW) INV=699.54'(4" PVC SE)

2 RIM=701.90'(STORM) 24" CONCRETE STRUCTURE INV=698.68'(8" PVC NE & SW)

3 RIM=701.54'(STORM) 24" CONCRETE STRUCTURE INV=698.29'(8" PVC W) INV=698.37'(8" PVC NE)

4 RIM=701.53'(STORM) 36" CONCRETE STRUCTURE INV=698.23'(8" PVC E) INV=698.18'(8" RCP SW)

5 RIM=703.19'(SAN) 48" CONCRETE STRUCTURE INV=699.09'(6" CLAY NNW & SSE) INV=699.65'(4" PVC ENE)

6 RIM=703.34'(SAN) 48" CONCRETE STRUCTURE INV=697.92'(6" CLAY NNW & SSE)

7 RIM=699.18'(STORM) 36" CONCRETE STRUCTURE INV=695.93'(8" CLAY SE) NO OTHER PIPES FOUND WATER LEVEL=696.28' DEBRIS LEVEL=695.63'

8 RIM=700.54'(STORM) 36" CONCRETE STRUCTURE INV=696.89'(8" CLAY SE) NO OTHER PIPES FOUND WATER LEVEL=696.89' BTM OF STRUCTURE=694.99'

9 RIM=700.48'(STORM) 48" CONCRETE STRUCTURE INV=695.18'(12" CLAY E & W) INV=695.58'(8" CLAY NE) INV=695.43'(10" CLAY SE)

10 RIM=704.88'(STORM) 24" CONCRETE STRUCTURE INV=702.65'(12" RCP W)

11 RIM=696.82'(STORM) 24" CONCRETE STRUCTURE INV=695.20'(8" PVC SE)

12 RIM=696.33'(STORM) 24" CONCRETE STRUCTURE INV=694.68'(12" CLAY NE) INV=694.68'(12" CLAY SW)

13 RIM=695.98'(STORM) 48" CONCRETE STRUCTURE INV=694.18'(12" RCP NE & E) INV=694.83'(8" PVC NW) INV=694.13'(15" RCP W)

14 RIM=697.33'(STORM) 48" CONCRETE STRUCTURE INV=694.38'(12" DI W) INV=694.43'(12" RCP S)

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18 RIM=701.98'(WATER) 60" CONCRETE STRUCTURE 696.63' AT TOP OF 12" N PIPE 696.78' AT TOP OF 18" E/W PIPE

19 RIM=703.29'(WATER) 60" CONCRETE STRUCTURE 697.29' AT TOP OF 18" E/W PIPE

20 RIM=701.10'(STORM) 36" CONCRETE STRUCTURE INV=698.26'(12" CLAY S)

21 RIM=679.63'(STORM) 24" PVC STRUCTURE INV=675.20'(24" CPP E/W)

22 RIM=702.63'(STORM) 48" CONCRETE STRUCTURE INV=697.13'(12" CLAY E & W)

23 RIM=702.82'(STORM) 48" CONCRETE STRUCTURE INV=698.62'(12" CLAY WNW) INV=699.17'(4" PVC NE) INV=699.82'(4" CPP SE) INV=700.47'(6" PVC SW) INV=698.32'(8" DI S)

24 RIM=708.56'(WATER) 48" CONCRETE STRUCTURE 703.26' AT TOP OF 18" E/W PIPE

25 RIM=705.05'(STORM) 24" CONCRETE STRUCTURE INV=702.50'(6" PVC N) INV=702.32'(12" PVC W)

26 RIM=705.07'(SUMP PUMP) 703.17' AT TOP OF 4" NW PIPE

27 RIM=706.21'(UNKNOWN) 24" PVC STRUCTURE 704.72' AT TOP OF 3/4" COPPER PIPE SOUTH BTM OF STRUCTURE=702.47'

28 RIM=705.67'(WATER) 60" CONCRETE STRUCTURE 698.97' AT TOP OF E/W PIPE 698.47' AT TOP OF N PIPE

29 RIM=706.03'(SAN) 48" CONCRETE STRUCTURE INV=703.11'(8" CLAY NW & SE) INV=703.16'(8" CLAY W)

LEGEND

- PROPERTY LINE
- CENTER LINE
- EASEMENT LINE
- BUILDING SETBACK
- (R) RECORD DATA
- XXX.XX / XXX.XX SPOT GRADE — TOP OF CURB(WALL, ETC.) / BTM OF GRAVEL, GUTTER
- CONCRETE
- EVERGREEN\ DECIDUOUS
- SHRUB
- GAS VALVE
- UTILITY POLE
- TYPICAL SIGN
- FLARED END SECTION
- CLOSED MANHOLE
- OPEN GRATE MANHOLE
- BEEHIVE GRATE MANHOLE
- GUTTER FRAME
- VALVE VAULT
- FIRE HYDRANT
- B-BOX / SERVICE VALVE
- POST LIGHT\GROUND LIGHT
- AREA LIGHT
- MAST ARM LIGHT
- HANDHOLE (electric\traffic)
- GAS METER
- ELECTRIC METER
- PEDESTAL(telco,elec,cable)
- TELEPHONE VAULT
- GUY WIRE ANCHOR
- 773 CONTOUR LINE
- TREE LINE/SHRUB LINE
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- COMBO SEWER
- WATER SERVICE LINE
- WATERMAIN
- OHL OVERHEAD LINE
- G GAS LINE
- UGT U.G. TELECO LINE
- UGE U.G. ELECTRIC LINE

NOTES:

1. BENCHMARK #1 – CROSS CUT ON THE NORTHEAST FLANGE BOLT OF A FIRE HYDRANT LOCATED SOUTHWEST OF THE SOUTHWEST BUILDING CORNER OF THE MAIN BUILDING. ELEVATION=704.44' (NAVD88)

BENCHMARK #2 – CROSS CUT ON THE NORTHWEST FLANGE BOLT OF A FIRE HYDRANT LOCATED NORTHWEST OF THE NORTHWEST BUILDING CORNER OF THE MAIN BUILDING. ELEVATION=701.66' (NAVD88)

BENCHMARK #3 – CROSS CUT ON THE SOUTHEAST FLANGE BOLT OF A FIRE HYDRANT LOCATED WEST OF THE POOL AREA SOUTHEAST OF THE SOUTHEAST CORNER OF THE MAIN BUILDING. ELEVATION=707.63' (NAVD88)

2. THE LOCATION OF UNDERGROUND UTILITIES WAS DETERMINED BY FIELD OBSERVATION AND VISIBLE MARKINGS ONLY.

3. FIELD WORK COMPLETED: 3-30-10

4. SURVEY PREPARED FOR: LAKE BLUFF PARK DISTRICT, 355 WEST WASHINGTON AVENUE, LAKE BLUFF, ILLINOIS 60044

5. ANY DISCREPANCIES FOUND WITHIN THIS DOCUMENT NEED TO BE REPORTED TO THE SURVEYOR AS SOON AS POSSIBLE.

N

SCALE: 1" = 20'

00 10 20 40

BAR SCALE

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

WE W-T LAND SURVEYING, INC. DO HEREBY DECLARE THAT THIS TOPOGRAPHIC SURVEY WAS MADE UNDER OUR DIRECTION AND SUPERVISION. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR TOPOGRAPHIC SURVEYS.

GIVEN UNDER OUR HAND AND SEAL THIS 15th DAY OF APRIL A.D. 2010 AT HOFFMAN ESTATES, ILLINOIS.

W-T LAND SURVEYING, INC. ILLINOIS

PROFESSIONAL LAND SURVEYOR FRANJO I. MATICIC, PLS 035-003556 HOFFMAN ESTATES ILLINOIS

FRANJO I. MATICIC – PLS 035-003556 EXPIRES 11/30/2010
ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 187-004387

SHEET	S-3
REVISION	
OF THREE SHEETS	
JOB :	S10013
CHECK :	FIM
FIELD WORK :	BSA
BOUNDARY :	FIM
DRAWN :	MWO
SCALE :	1"=20'
DATE :	4/7/10

TOPOGRAPHIC SURVEY

LAKE BLUFF RECREATION CENTER
355 W WASHINGTON STREET
LAKE BLUFF, ILLINOIS

W-T

W-T LAND SURVEYING, INC.
LAND AND CONSTRUCTION SURVEYORS
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REVISIONS	DATE	BY

VILLAGE OF LAKE BLUFF

Memorandum

TO: Chairman Hunter and Members of the Architectural Board of Review

FROM: Mike Croak, Building Codes Supervisor

DATE: September 11, 2015

SUBJECT: **Agenda Item #4 – A Public Hearing to Consider a Site Plan to Review Changes to Blair Park Pool at 355 W Washington Avenue**

The Park District of Lake Bluff is proposing remodeling and alterations to the pool and changing rooms at Blair Park. The Park and Pool are operated in a residential zoning district under a Special Use Permit that requires changes in site plan to be reviewed by the Architectural Board of Review. Changes of note to the ABR include rebuilding the wading pool with a rectangular footprint that is slightly larger to the north, rebuilding the wading pool equipment shed with horizontal fiber cement siding, and installing new shade structures.

Recommendation:
It is recommended the ABR conduct a public hearing to consider the modifications to the site plan, appropriately question the Petitioner as needed, entertain public comments and questions from the petitioner and make one of the following recommendations regarding the site plan:

- Recommend that the Village Board approve the proposed site plan as presented or with conditions;
- Recommend that the Village Board deny the proposed site plan; or
- Request the petitioner to provide additional information for the ABR's consideration.

Ron Salski, Executive Director of the Lake Bluff Park District, will be in attendance at Tuesday's meeting to respond to questions from the ABR. If you should have any questions regarding this matter, please feel free to contact me at 847-283-6885.

Attachments:
- Color Rending of Wading Pool
- Survey of Property
- Architectural Drawings

VILLAGE OF LAKE BLUFF
REQUEST FOR BOARD ACTION

Agenda Item: 13

Subject: A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT (GovITC Consortium) REGARDING INFORMATION TECHNOLOGY SERVICES AND EQUIPMENT

Action Requested: ADOPTION OF THE RESOLUTION

Originated By: VILLAGE STAFF

Referred To: VILLAGE BOARD

Summary of Background and Reason For Request:

In January 2014 the Village Board authorized an Information Technology ("IT") services contract with InterDev LLC following a joint RFI/RFP process with the Villages of Buffalo Grove, Glenview, Kenilworth, and Lincolnshire; as announced at that time, the municipalities' goals were twofold: (i) move to a common service provider immediately to begin achieving the added value from a shared support model more quickly, and (ii) research and plan for an IT consortium. Over the past year the communities have worked together to develop an IT consortium model and now the group is recommending formation of a separate intergovernmental entity (GovITC) in order to achieve:

- Economies of Scale - IT assets can be jointly purchased, reducing individual community expenses and risks;
- Improved Vendor Management – Formal meetings will be scheduled with the IT services vendor to review and plan projects and schedules, monitor performance and service level agreement metrics. The vendor would also be measured on progress for transitioning and further consolidating the environments; and
- Strategic Planning - alignment of priorities and projects across multiple complex environments, as well as growth management of the Consortium.

There is no immediate additional cost for formalizing GovITC. Functions typically associated with a separate entity, such as budgeting and auditing, are expected to be handled by the Consortium officers for the next few years until such time that the Consortium would grow and may require outside additional resources. As the Consortium begins to strategically plan, some joint purchases may be recommended in the next year in order to reduce duplication of equipment and maintenance (reduce costs) and work towards common standards for assets. The working group has identified a handful of projects to pursue once the formal consortium structure is in place including a shared offsite backup solution, shared email archiving, improved vendor management, and shared network monitoring.

Reports and Documents Attached:

1. Resolution Authorizing an IGA Regarding IT Services & Equipment (with Agreement & By-Laws);
2. Current Agreement with InterDev; and
3. Key Terms of the By-Laws.

Village Administrator's Recommendation: Consideration of the Resolution.

Date Referred to Village Board: **9/28/2015**

RESOLUTION NO. 2015-___

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT (GovITC Consortium) REGARDING INFORMATION TECHNOLOGY SERVICES AND EQUIPMENT

WHEREAS, the Village desires to participate in a consortium to develop and share information technology services, staffing, and equipment with other municipalities in order to operate more efficiently, reduce risk, and provide for a collaborative environment for innovation and continuous improvement; and,

WHEREAS, the Village desires to participate in the consortium, which will be known as GovITC ("***GovITC***"), as a charter member along with the Villages of Buffalo Grove, Glenview, Kenilworth, and Lincolnshire; and,

WHEREAS, the GovITC members have prepared an intergovernmental agreement to provide for the establishment and operation of GovITC, a copy of which is attached hereto as Exhibit A ("***Intergovernmental Agreement***"); and,

WHEREAS, the Village President and Board of Trustees have determined that it is in the best interests of the Village to approve and authorize the execution of the Agreement pursuant to the terms of this Resolution.

NOW, THEREFORE, BE IT RESOLVED 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 of the President and Board of Trustees.

Section 2. Approval of Intergovernmental Agreement.

The Intergovernmental Agreement is hereby approved in substantially the form attached as ***Exhibit A*** and in final form approved by the Village Attorney.

Section 3. Authorization and Execution of Intergovernmental Agreement.

The Village President and the Village Clerk are authorized and directed to execute and seal, on behalf of the Village, the Intergovernmental Agreement, only after receipt by the Village Clerk of at least one original copy of the Agreement executed by each of the other participating municipalities.

Section 4. Effective Date.

This Resolution shall be in full force and effect from and after this Resolution's passage and approval in the manner required by law.

PASSED this ___ day of _____, 2015, by vote of the Board of Trustees of the Village of Lake Bluff, Illinois, as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this ___ day of _____, 2015.

_____
Village President

ATTEST:

_____
Village Clerk

#36630791_v1

EXHIBIT A

INTERGOVERNMENTAL AGREEMENT

INTERGOVERNMENTAL AGREEMENT FOR MEMBERSHIP
IN A GOVERNMENT INFORMATION TECHNOLOGY CONSORTIUM (GovITC)

This Intergovernmental Agreement ("Agreement") is entered into this 28th day of September, 2015, by and between the municipalities that have executed this Agreement pursuant to its terms (collectively referred to as "Parties").

W I T N E S S E T H:

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act authorize and encourage the entering into of Intergovernmental Agreements between units of local government;

WHEREAS, the Parties desire to enter into an Intergovernmental Agreement setting forth the responsibilities of the Parties with regard to the operation of a consortium to develop and share information technology services, staffing, and equipment; and

WHEREAS, the Parties wish to establish a long-term information technology shared service and support consortium to operate more efficiently, reduce risk, and provide for a collaborative environment for innovation and continuous improvement.

NOW, THEREFORE, in consideration of the mutual covenants of this Agreement and other good and valuable consideration, the Parties agree as follows:

I. General Purpose; Authority

Section 1. The general purpose of this Agreement is to establish a long-term shared information technology service and support consortium and to establish its governing Board and Members.

Section 2. The Members agree to establish GovITC as an intergovernmental entity to implement the functions, services, and responsibilities described in this Agreement.

Section 3. The GovITC consortium shall operate in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq*., and the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq*.

Section 4. GovITC shall comply with all applicable federal and State laws, rules, and regulations.

Section 5. The Members agree that no one unit shall be responsible or liable, in whole or in part, for the acts of GovITC, or the agents or contractors of GovITC, or any other Members acting separately or in conjunction with the implementation of the activities of GovITC.

II. Construction and Definitions

Section 1. The language in the text of this Agreement shall be interpreted in accordance with the following rules of construction:

(a) The singular number includes the plural number and the plural the singular,

(b) The word "shall" is mandatory; the word "may" is permissive; and

(c) The masculine gender includes the feminine and neuter

Section 2. When the following words and phrases are used, they shall, for the purposes of this Agreement, have the meanings respectively ascribed to them in this Section, except when the context otherwise indicates.

(a) "ACCOUNT" - the account or accounts established and funded by the Members to: (1) pay the joint administrative expenses of GovITC; (2) fund it's pro rata share of certain approved technology initiatives for GovITC; and (3) pay any other expenditure approved by the Board and/or otherwise authorized by the terms of this Agreement.

(b) "AGREEMENT" - this Intergovernmental Agreement for Membership in a Government Information Technology Consortium.

(c) "ANNUAL CONTRIBUTION" – the annual proportional amount paid by each member for Shared Initiatives plus any agreed upon administration fees such as the annual audit.

(d) "BOARD" - the Board of Directors of GovITC, consisting of one (1) Director from each Member.

(e) "BY-LAWS" – the by-laws of the GovITC Board, attached as Exhibit B, as the Board may be amend from time to time.

(f) “CHARTER MEMBER” – the founding members of the GovITC.

(g) “CHIEF ADMINISTRATIVE OFFICER” - the City or Village Manager or Administrator for each Member.

(h) “CORPORATE AUTHORITIES” - the governing body of each Member.

(i) “FISCAL YEAR” - the twelve month period commencing on January 1 of a particular year.

(j) “FORMER MEMBER” - any Unit, which was once a Member, but has either withdrawn from GovITC or whose status as a Member was terminated pursuant to this Agreement.

(k) “FUND BALANCE” - the amount of Shared Assets exceeding liabilities at any point in time using generally accepted accounting principles.

(l) “GOVERNMENT INFORMATION TECHNOLOGY CONSORTIUM” or “GovITC” - the consortium created pursuant to this Agreement.

(m) “INITIAL MEMBERSHIP FEE” - the fee paid upon joining GovITC to gain the advantage of innovations, standardization processes and shared platforms developed within consortium.

(n) “INTELLECTUAL PROPERTY” - any and all software, data, maps, or related items generated by or for GovITC. Such intellectual property shall be considered privileged and confidential trade secrets and shall constitute valuable formulae, design and research data or which Members have given substantial consideration.

(o) “IT” or “INFORMATION TECHNOLOGY”- information technology systems, equipment, software, equipment, and related services.

(p) “MASTER CONTRACT” - the standard contract agreement between GovITC and a Member.

(q) “MEMBER” - a Unit which enters into this Agreement and is, at any specific time not in default as set forth in this Agreement.

(r) “MEMBERS ATTRITION FORMULA” - the distribution of Shared Assets based on Member original contribution amount and date and its age.

(s) “MEMBER GUIDELINES” - the procedures established by the Board to implement operations under this Agreement.

(t) “MEMBERS RESERVE ACCOUNT” or “ACCOUNT” - the account for holding Members Annual Contributions.

(u) “MINIMUM MEMBERSHIP CRITERIA” - the evaluation criteria used by the Board for consideration of new Members as defined in Exhibit A.

(v) “QUORUM” - the required percentage of Directors necessary for the Board to hold a meeting. A quorum is present when a majority (more than 50%) of the Directors is present at a duly called meeting of the Board.

(w) “RESERVES” - the amount established through an excess of Annual Contributions over expenses and established to reduce the volatility of IT expenses.

(x) “SERVICE CATALOG” – the schedule of IT services and fees provided by the Service Provider to Members and approved by the Board on an annual basis.

(y) “SERVICE PROVIDER” - any professional services firm(s) that GovITC designates as the firm(s) to establish, operates, maintain or support Information Technology for the Members.

(z) “SECONDARY SERVICE PROVIDER” - a Service Provider not limited to a supplier of software, hardware, or other services.

(aa) “SHARED ASSETS” - the collective investments in hardware, software, communications and other information technology equipment made and used by the Members pursuant to this Agreement.

(bb) “SHARED INITIATIVES” - the programs or Shared Assets where the cost will be shared by the Members and held by GovITC.

(cc) “SOFTWARE” - the computer programs, form designs, user manuals, data specifications and associated documentation employed as part of each Member’s IT.

(dd) "TRANSFER PLAN" - the plan upon Members suspension, withdrawal, or termination from GovITC for the transfer of the Member's assets, if any, from GovITC including without limitation schedule, tasks, responsibilities and final sign off.

(ee) "UNIT OF LOCAL GOVERNMENT" or "UNIT" - includes any political subdivision of the State of Illinois or any department or agency of the state government or any city, village or any taxing body that is not a Member.

III. Membership

Section 1. The Charter Members of GovITC shall be Buffalo Grove, Glenview, Kenilworth, Lake Bluff and Lincolnshire.

Section 2. Units may apply and obtain for membership in GovITC as provided in the By-Laws. Any new Unit joining GovITC must meet Minimum Membership Criteria, as the Board may amend from time to time. Any exceptions to the Minimum Membership Criteria must be approved by two-thirds (2/3) affirmative vote of the entire Board, with the new Unit defining and committing to a plan to meet the full Minimum Membership Criteria within a specified timeframe.

IV. Board of Directors

Section 1. The governing body of GovITC shall be its Board of Directors, which shall operate pursuant to the By-Laws attached as Exhibit B, as they may be amended by the Board from time to time.

Section 2. The Chief Administrative Officer of each Member shall appoint one (1) Director to the Board, who shall have one (1) vote, and shall also appoint one alternate Director who shall be entitled to attend meetings of the Board but may only vote in the absence of the Member's Director. The Chief Administrative Officer shall promptly fill any vacant Director or alternate Director position.

Section 3. The officers of the Board shall consist of a President, a Vice-President, a Treasurer, and a Secretary, who shall exercise those powers and duties described in the By-Laws.

V. Powers and Duties of the Board

Section 1. The powers and duties of the Board shall include the powers to:

(a) Take such action, as it deems necessary and appropriate, to accomplish the general purposes of this Agreement, including negotiating with a Service Provider to determine annual rates and service levels for the Members and exercising other ancillary administrative powers.

(b) Authorize all GovITC expenditures.

(c) Establish and collect the Initial Membership Fee.

(d) Establish and collect annual contributions for services to Members and to others.

(e) Establish an annual budget and cause an annual financial accounting report in writing to its Members as described in this Agreement.

(f) Establish reserves for the purposes of operating GovITC.

(g) Manage reserves including but not limited to the investment thereof.

(h) Establish general policies and procedures necessary to implement GovITC's authority and purpose consistent with this Agreement and the By-Laws, including without limitation the Minimum Membership Criteria, Member Guidelines, Members' Reserve Account policy, and other policies as deemed necessary by the Board.

(i) Establish strategic goals for GovITC.

(j) Have an independent audit of GovITC prepared and submitted to the Members.

(k) Exercise any other power necessary and incidental to the implementation of its powers and duties and the operation of GovITC pursuant to this Agreement.

VI. Board Voting Requirements

Section 1. The following matters require approval by the affirmative two-thirds (2/3) vote of the entire Board:

(a) Merger of GovITC with another consortium;

(b) Selection of a Service Provider(s) and other necessary parties (accountants, attorneys, etc.);

(c) Approval of annual and three-year budgets of GovITC including the amount of each Member's annual contributions;

(d) The acquisition of Shared Assets in the form of capital expenditures;

(e) Approval or conditional approval of any proposed new Member(s);

(f) Approval of any strategic plan documents;

(g) Suspension, termination, expulsion, or reinstatement of a Member;

(h) Dissolution and/or Termination of GovITC.

(i) Amendments of the By-Laws

(j) Any other matters specified in this Agreement as requiring the affirmative two-thirds (2/3) vote of the entire Board.

Section 2. Any and all other action consistent with the other terms of this Agreement which the Board deems necessary shall be considered routine in matter and approved by an affirmative majority vote of the entire Board.

VII. Master Contract

Section 1. The GovITC goal is to have one Master Contract that governs the duties and obligations of the Service Provider to each Member.

Section 2. Prior to the completion and execution of the Master Contract, each Member shall be individually responsible for contracting with their Service Provider. Members shall

enter into an IT service contract with the Service Provider substantially conforming to the GovITC Service Provider Contract as may be modified by the Board, within one (1) year of signing this Agreement, until such time as there is a Master Contract. Members are expected to enter into any agreements with Secondary Service Providers deemed necessary for the functioning of GovITC within a reasonable time as determined by the Board of Directors.

Section 3. Upon completion of the Master Contract and execution by each Member, the Master Contract shall control any existing Service Provider Contract shall be of no effect.

VIII. Service Provider

Section 1. Each Director shall make a recommendation to their respective Chief Administrative Officer to contract with a Service Provider whose duties for GovITC are listed in Subsection 7 of this Article VIII below.

Section 2. The term of any Service Provider shall be as set forth in the Service Provider Agreement and/or Master Contract.

Section 3. The Board may at any time vote to name a new Service Provider by two-third (2/3) affirmative vote of the entire Board, whose term shall begin at such time as the Board may authorize.

Section 4. A Service Provider's term shall be renewed upon such terms as the Board may approve.

Section 5. The Board may terminate the services of a Service Provider at any time, subject only to the Service Provider Agreement and/or Master Contract.

Section 6. The Board may enter into agreements with more than one Service Provider if it deems it appropriate.

Section 7. The Service Provider shall be the principal operating manager of GovITC and shall supervise and control day-to-day operations of GovITC and carry out the purpose of GovITC as directed by the Board. Among the duties and authority of the Service Provider shall be the following:

(a) To sign on behalf of GovITC any instrument which the Board has authorized to be executed, by a formal vote or written authority, and, in general, to perform all duties pertinent to GovITC and such other duties as may be prescribed by the Board consistent with this Agreement from time to time.

(b) To prepare a proposed annual budget indicating staffing and annual contributions and to submit such proposals to the Board.

(c) To prepare projections of future anticipated expenses through development of a three-year (3) budget.

(d) To make recommendations regarding policy decisions, the creation of other Board offices and the retention of agents, employees and independent contractors.

(e) At each regular meeting of the Board and at such other times as requested to do so by the Board, to present a full report of the Service Provider's activities and shared initiatives of GovITC.

(f) To report monthly to each Member on performance measures and summary of services performed for each Member pursuant to Service Provider Agreement and/or Master Contract.

(g) Within the constraints of the budget approved by the Board, to make or direct distributions from the Reserves account for payment of hardware, software, or other expenses of GovITC and maintain accurate and detailed records and accounts of all transactions and all Shared Assets.

(h) Act as liaison officer with the Board and each individual Member's Director.

(i) Prepare Board agendas and meeting minutes in conjunction with the Secretary or President.

(j) Monitor billings from Secondary Service Providers to ensure that they are received in a timely fashion and in the correct amount.

(k) Secure bids and request for proposals for hardware, software, and other IT services and make recommendations for the selection of vendors for adoption by the Board.

(l) Expend reasonable funds in an emergency with written notice to the Board.

(m) Provide necessary information to the Board's selected certified public accountant in conjunction with the preparation of the annual reports.

(n) Solicit new Members with direction from strategic goals adopted by the Board.

(o) Draft GovITC and Board goals for each coming year for review and approval by the Board.

IX. Obligations of Members

Section 1. The obligations of each Member shall be as follows:

(a) To execute a contract with the Service Provider until such time as a Master Contract is available;

(b) To appropriate or budget for and, where necessary, to levy for, and pay promptly all monthly and supplementary or other payments following the Illinois Prompt Payment Act and in such amounts as are established within the scope of this Agreement;

(c) To select promptly a Director to serve on the Board and an alternate;

(d) To cooperate fully with the Service Provider, GovITC's attorneys and auditors and any agent, employee, officer or independent contractor of GovITC in any matter relating to the purpose and powers of GovITC;

(e) To review all proposed changes to IT strategic plans prior to the Board's final vote on such changes;

(f) To act promptly on all matters requiring Board approval and to not withhold such approval unreasonably or arbitrarily;

(g) To purchase and maintain hardware, software, and other necessary agreements that are individual Member initiatives which are not Shared Assets or a Shared Initiative; and.

(h) To purchase and maintain Comprehensive General Liability (CGL) and Workers Compensation insurance covering liability arising out of the Member's participation in GovITC, including any liability arising from the

actions of the Member's Representative acting in his/her scope of authority under this Agreement.

Section 2. At the discretion of the Board, non-performance of Member obligations, whether in whole or in part, may be the basis for a recommendation to terminate pursuant to Article XI of this Agreement.

X. Financial Matters

Section 1. The Fiscal Year of GovITC shall be from January 1 through December 31.

Each Member shall be liable for and pay to GovITC a share of the total Annual Contribution required in each GovITC Fiscal Year which shall be calculated by the Board on an allocation basis that is divided by the number of participants and weighted by criteria such as storage volume, bandwidth demand, the number of units to support, etc. or as otherwise determined by the Board.

Section 2. The proposed revenue requirements and corresponding Member contribution for GovITC's next ensuing Fiscal Year will be presented to the GovITC Board annually in due course, but in no event later than 90 days before the start of such Fiscal Year. The Annual Contribution for the ensuing Fiscal Year and the amount of each Member's share shall be determined by the affirmative two-thirds (2/3) vote of the entire Board.

Section 3. Each Member shall remit at least fifty percent (50%) of its Annual Contribution to GovITC on or before April 1 of the Fiscal Year to which the contribution pertains. The balance of each Member's annual contribution is to be paid by September 1. Each Member shall be liable for the complete payment of its annual contributions.

Section 4. Billings for all charges shall be made by the Board and shall be due when rendered. Any Member whose charges have not been paid within 90 days after billing shall be in default and shall not be entitled to further voting privileges or to have its director hold any office on the Board and shall not use any GovITC facilities or programs until such time as such Member is no longer in default. Members in default shall be subject to the provisions within this Agreement. In the event that such charges have not been paid within 90 days of such billing, such defaulting Member shall be deemed to have given, on such 90th day, notice of withdrawal from Membership by the Board. In the event of a bona fide dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it. Withdrawal shall not relieve any such Member from its financial obligations as set forth in this Agreement.

Section 5. Nothing contained in this Agreement shall prevent the Board from charging non-Members for services rendered by GovITC on such basis as the Board shall deem appropriate.

Section 6. It is anticipated that GovITC may be in a position to receive financial assistance in the form of grants. The Board may credit any such grants against charges for any Member, Members, or GovITC in a manner agreed to by the Board. The Board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges, which may be made in the future.

Section 7. The amount required for Reserves shall be calculated on an annual basis for presentation and acceptance by the Board as part of the annual budget process.

XI. Termination of Membership

Section 1. Failure to enter into an agreement with the Service Provider within one (1) year of GovITC's designation of the Service Provider shall be cause for the termination of Membership. A 30-day written notice will be given to a Member that fails to enter into an agreement with the Service Provider as provided in this Section. Upon the failure to enter into an agreement at the end of the thirty-day (30) notice period, its Membership shall be terminated.

Section 2. Failure to enter into an agreement within thirty 30 days of expiration of the previous agreement with Service Provider shall result in Membership termination.

Section 3. A Member shall be terminated for cause including not participating as a Board Member, not paying dues, not signing a Master Contract, not maintaining the minimum standards of the organization, violating the security standards of the organization, or other activities determined by the Board and based on an affirmative vote of two-thirds (2/3) of the entire Board..

Section 4. Upon termination of any Member, the Member shall be responsible for:

(a) All of its pro-rated share of any obligations;

(b) Its share of all charges to the effective date of termination;

(c) Restitution for damages or malicious actions outside of insurance;

(d) A Transfer Plan prepared by the Service Provider, paid for by the Member, and approved by the Board; and

(e) Any contractual obligations it has separately incurred with GovITC or the Service Provider.

Section 5. A Member terminated from Membership at a time when such termination does not result in dissolution of GovITC, shall forfeit its claim to any Shared Assets of GovITC. Any terminated Member shall be subject to the provisions described elsewhere in this Agreement.

Section 6. If a Member remains in default for a period of more than 90 days on any billing from GovITC, the Membership automatically shall terminate.

XII. Withdrawal

Section 1. All new Members of GovITC shall be committed as Members for an initial three (3) year Membership.

Section 2. After the period of an initial three-year Membership, any Member may withdraw from GovITC at the end of a Fiscal Year of GovITC upon giving of at least eight (8) months prior written notice of such withdrawal. Such notice shall be addressed to the Board of Directors of the GovITC and shall be accompanied by a resolution of the Corporate Authorities of the Member electing to withdraw from GovITC.

Section 3. The nonpayment of charges as set forth in this Agreement or the refusal or declination of any Member to be bound by any obligation to GovITC shall constitute written notice of withdrawal, but shall not relieve Member of its obligations.

Section 4. Upon effective withdrawal the withdrawing Member shall continue to be responsible for:

(a) All of its pro-rated share of any obligations;

(b) Its share of all charges to the effective date of termination;

(c) A Transfer Plan prepared by the Service Provider, paid for by the Member, and approved by the Board; and

(d) Any contractual obligations it has separately incurred with GovITC or the Service Provider(s).

Section 5. A Member withdrawing from Membership at a time when such withdrawal does not result in dissolution of GovITC shall forfeit its claim to any Shared Assets of GovITC. Any Member that withdraws shall be subject to the provisions of this Agreement. The Service Provider will act on the behalf of the withdrawing Member to transition Member out during the period specified in the Transfer Plan. If withdrawing Member cannot meet specific period, withdrawing Member must pay Service Provider on a month-to-month basis or as mutually agreed upon. The withdrawing Member shall, within thirty (30) days of withdrawal, file a certification with the Board, verifying compliance with this Section.

XIII. Dissolution

Section 1. GovITC shall be dissolved whenever:

(a) A sufficient number of Members withdraw from GovITC to reduce the total number of Members to less than two (2); or

(b) By affirmative two-thirds (2/3) vote of the entire Board.

Section 2. In the event of dissolution, the Board shall determine the procedures necessary to affect the dissolution and shall provide for the taking of such measures as promptly as circumstances permit subject to the provisions of this Agreement.

Section 3. Upon dissolution, after payment of all obligations, the remaining Shared Assets of GovITC shall be distributed among the then existing Members in accordance with the Members Attrition Formula applied to any surplus value found with the sale of the Shared Assets.

Section 4. If, upon dissolution and the sale of the Shared Assets and the application of reserves, there is an organizational deficit, such deficit shall be charged to and paid by the Members and withdrawing Member(s) that caused the dissolution in accordance with obligations as described in Article XI on a pro-rata basis calculated from the Members Attrition Formula.

Section 5. In the event of dissolution and once all obligations have been paid, the following provisions shall govern the distribution of Shared Assets owned by GovITC:

(a) Each Member shall be required to transition software in the name of GovITC to each own organization as applicable.

(b) A Member may continue to use any intellectual property developed on their behalf during the term of its Membership.

(c) Each organization is responsible for making their information technology support backbone ready to accept their data volume and transfer of Shared Assets.

(d) Reserves will be distributed by applying the initiation fee formula to the remaining Members and the affirmative 2/3 majority vote of the entire Board.

XIV. Merger of the Consortium

Section 1. GovITC may merge with any other consortium established under the Illinois Intergovernmental Cooperation Act upon the affirmative two-thirds (2/3) majority vote of the entire Board.

XV. General Conditions

Section 1. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered in person or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to GovITC:

President of GovITC
With a copy to the Service Provider

If to Member:

Village/City Manager
Name of Village/City

Address

Legal Firm Name of Village/City
Address

Each party shall have the right to designate other addresses for service of notices, provided notice of change of address is duly given.

Section 2. The Parties certify that they are not barred from entering into this Agreement as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code and that they each have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4).

Section 3. Except as set forth herein, no Member may, by its own actions, obligate GovITC or any other Member.

Section 4. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Illinois.

Section 5. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

Section 6. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

XVI. Duration

This Agreement shall continue in effect indefinitely, until terminated in accordance with its term or until GovITC is dissolved.

XVII. Intellectual Property

Section 1. Members agree that no assignments, licenses, sales, authorization of reuse by others, giveaways, transfer or any other grant of Intellectual Property rights will be made to any third party without written permission from the Board.

Section 2. It is understood that this Agreement does not grant to any Member or any employees, partners or other business associates thereof, any rights in any Intellectual

Property or any inherent protectable interests, except those specifically provided by this Agreement.

XVIII. Execution of Agreement

This Agreement may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as GovITC and the Members or additional Members shall preserve undestroyed, shall together constitute but one and the same instrument.

THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Creation of a Government Information Technology Consortium to be executed in the Members respective name, and have caused this Agreement for the Creation of a Government Information Technology Consortium to be attested, all by their duly authorized officers and representatives, and have caused the Agreement for the Creation of a Government Information Technology Consortium to be dated this day of, 20___.

By:_____

Its: _____

ATTEST:

_____

Village Clerk

Seal

EXHIBIT A

Minimum Membership Criteria

1. Participating entities must agree to upgrade or replace hardware, or software that has reached end of support by the manufacturer within a reasonable timeframe unless otherwise waived by the Consortium Board per the voting standards set forth in the agreement.
   a. Hardware that has reached end of support should be replaced by the end of the first year of consortium participation.
   b. Software, such as operating systems or desktop applications (i.e. Microsoft Office, Adobe, etc.) should be upgraded by the end of the first year of service.
   c. Software such as ERP/Line of business that have reached end of support, should have a plan for upgrade by the end of the first year of service, and migrated to a supported platform within 36 months.
2. Entities must agree to transition and operate primarily on a platform that is used and supported by the Consortium (i.e. Windows Server/desktop) or agree to move to a supported platform within 18 months. An example of an exception is a system such as the L3 mobile video system that run on a Linux OS will be supported as long as maintenance with the vendor is maintained.
3. Entities seeking membership must contract for a minimum of 0.2 FTE equivalent staffing.
4. The current state of the network and infrastructure will be assessed to determine environment/condition of potential new member and the appropriate initiation fee and managed services pricing.
5. There must be a technical point of contact to ensure appropriate communication with village/city management.
6. Participation requires a minimum three (3) year membership due to hardware/equipment investment and strategic planning.

EXHIBIT B

Initial By-Laws of GovITC Board of Directors

INITIAL BY-LAWS OF THE

GOVERNMENT INFORMATION TECHNOLOGY CONSORTIUM (GovITC)

ARTICLE I – GENERAL PROVISIONS

Section 1. This document establishes the Initial By-laws of the GovITC consortium pursuant to that certain Intergovernmental Agreement dated _____ ("Agreement"), attached hereto as Exhibit A.

Section 2. Definitions set forth in the Agreement shall apply herein.

Section 3. GovITC shall operate in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq*., and the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq*.

ARTICLE II - AUTHORITY

Section 1. GovITC is formed pursuant to Section 10 of Article VII of the Illinois Constitution of 1970 and Section 3 of the Illinois Intergovernmental Cooperation Act, which authorizes and encourages the entering into of Intergovernmental Agreements between Members of local government.

ARTICLE III - MEMBERSHIP

Section 1. Any Unit may be eligible and can apply to the Board to become a Member of GovITC. The Unit should be able to help progress the mission and goals of GovITC as described in the Agreement and to fulfill the growth strategy set by the Board.

Section 2. Any Unit joining GovITC must meet the Minimum Membership Criteria, as the Board may amend from time to time. Any exceptions to the Minimum Membership Criteria must be approved by two-thirds (2/3) affirmative vote of the Board, with the new Unit defining and committing to a plan to meet the full Minimum Membership Criteria within a specified timeframe.

Section 3. A Unit desiring to be a Member must undergo a network and security assessment of their Information Technology environment by the Service Provider on behalf of GovITC.

(a) The assessment will be funded by the Unit applying for membership, unless otherwise approved by the Board, and the applying Unit shall be obligated to provide relevant information and access to facilities needed for the assessment;

(b) The Service Provider shall conduct the assessment based on certain standards, including, but not limited to, hardware age, network and backup status, and adherence to update protocols with a weighted score for each with poor condition being weighted more heavily; and

(c) The assessment scores of the Unit shall be used to help determine the Initial Membership Fee.

Section 4. A Unit desiring to be a Member shall execute a counterpart of the Agreement and shall pay the Initial Membership Fee. Payment shall be made to the Treasurer of GovITC who will deposit such payment into the GovITC Account. Thereupon, the clerk or other corresponding officer of the Member shall file a duly executed copy of the Agreement, together with a certified copy the authorizing resolution or other action, with the GovITC President. The resolution authorizing the execution of the Agreement shall also designate the first Director and alternate Director for the Member.

Section 5. Addition of a new Member must be made on a vote of the entire Board by two-thirds (2/3) affirmative vote of the entire Board.

Section 6. Approved new Members normally enter the program on January 1 (beginning of Fiscal Year) or July 1. Entry in to the program at other times may be permitted, the terms and conditions of which to be mutually agreed upon by the new Member and GovITC. In its discretion, the Board may allow entry to the program at other times and may impose restrictions, limitations, etc. with respect to such entry. Any Member joining GovITC agrees, upon joining, that if it is to become a Former Member, it

will be bound by all of the obligations of a Former Member as set forth in this Agreement.

Section 7. Former Members will require a two-thirds (2/3) affirmative vote of the entire Board in order to rejoin GovITC.

ARTICLE IV – BOARD COMPOSITION AND PROCEDURES

Section 1. The Board shall consist of the Directors and alternate Directors appointed by the Chief Administrative Officer of each Member. In order for GovITC to be of maximum value, the Members shall appoint, as their Directors and alternates, an administrative officer that is a department head or an employee with significant management responsibility and experience. The Board shall be the governing body of GovITC, with authority to take all appropriate actions and to perform all duties to accomplish the purposes of GovITC.

Section 2. The Board shall be responsible for establishing all GovITC policies, the annual budget and the annual contribution rate for the operation of the GovITC, all non-budgeted capital outlays and strategic IT plans of which these By-laws and subsequent policies or procedures are an integral part, to provide a system of communications among its members for enforcement purposes, or as otherwise approved by the Board.

Section 3. The Executive Committee of the Board shall consist of the President, Vice-President, Secretary and Treasurer, as elected by the Directors ("Executive Committee"), who shall hold office for a term of two (2) years or until a successor has been elected. The Executive Committee will be divided into two classes in order to stagger the terms of said members and achieve continuity of governance of GovITC as follows: The President and Vice-President, whose terms expire at the end of the final meeting of the Board in even-numbered years; and the Treasurer and Secretary, whose initial terms shall be for one year, and for whom subsequent terms shall expire at the end of the final meeting of the Board in odd-numbered years.

Section 4. When a vacancy occurs on the Executive Committee, a special meeting of the Board should be called to elect a successor for the remainder of the term of office.

Section 5. The Board may under special circumstances allow for electronic voting. All votes must be cast in accordance with the By-laws.

Section 6. Each Director and alternate Director shall be appointed to serve until a successor is appointed.

Section 7. When the Chief Administrative Officer of a Member appoints a Director or an alternate Director notice of such appointment shall be given to GovITC in writing. Such notice shall include the mailing address and email address of each person so appointed. The names and addresses shown on such notices may be used as the official names and addresses for the purposes of giving any notices required by this Agreement or by the By-laws of GovITC. Notice to GovITC shall be made to the Secretary of GovITC at the address of the President with copy to the Service Provider.

Section 8. Any Director or alternate Director shall be subject to removal by the appointing Chief Administrative Officer of the Member, at any time, with or without cause.

Section 9. The Chief Administrative Officer of the Member whose Director position on the Board is vacant shall fill a vacancy on the Board.

Section 10.A Director (or alternate) shall not be eligible to vote on behalf of the Member during the time that such Member is in default on any contribution to GovITC or on any contract with GovITC. During the existence of any default, the vote(s) of such Member shall not be counted as eligible vote(s). If a Member remains in default for a period of more than 90 days on any billing from GovITC, the membership of such Member automatically shall terminate. Notwithstanding the foregoing, however, all outstanding financial obligations to GovITC shall remain enforceable.

Section 11.The Board shall be authorized to indemnify and protect its members and GovITC employees and contractors against damage claims and suits arising from acts alleged to have been committed within the scope of their employment with or duties to GovITC, to the fullest extent permitted by law.

ARTICLE V - MEETINGS

Section 1. Regular meetings of the Board shall be held annually at a time and place determined by the Executive Committee. Special meetings may be called by the President, a majority of the Executive Committee, or by one-third (1/3) of the Directors.

Section 2. The Executive Committee shall meet when called by the President or a majority of the Executive Committee members.

Section 3. A majority of the members shall constitute a quorum for meetings of the Board and Executive Committee.

Section 4. The current edition of Robert's Rules of Order shall govern meetings in all cases in which they are applicable and not inconsistent with these By-laws. In the event of a conflict between these By-laws and Robert's Rules of Order, these By-laws shall control.

Section 5. At the final meeting of the Board in even numbered years, the Board shall elect from its Directors a President and a Vice-President and in odd numbered years, the Board shall elect from its Directors a Secretary and a Treasurer.

Section 6. Regular public meetings of the Board shall be held at least annually. Notice of regular meetings of the Board shall be given to the Directors and alternates by the Secretary of the Board at least fifteen (15) days in advance and the agendas for such meetings shall accompany the notice. However, business at regular meetings of the Board need not be limited to matters set forth in the agenda.

Section 7. Special meetings of the Board may be called by the President or upon the request of a majority of the Directors. Five (5) days' notice of special meetings shall be given to the Directors and alternates. Such notice shall include the agenda for the special meetings.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. The President shall preside at all Board meetings including the final meeting prior to the new Board and will appoint members of all committees with the advice and consent of the Board. New officers shall take office at the adjournment of the

annual meeting of the Board at which they are elected. Upon vacancy occurring in any office, the Board shall fill such position at the next meeting of the Board.

Section 2. The Vice-President shall serve as an assistant to the President and shall perform the duties of the President and act as President in their absence.

Section 3. The Secretary shall keep an accurate record of the proceedings from all official meetings, carry on official correspondence of GovITC as directed by the Board, provide to each Director the official minutes of all meetings and maintain all official GovITC records. Any persons may be engaged to perform such services under the Secretary's supervision and direction.

Section 4. The Treasurer shall be responsible for financial oversight of GovITC. The Treasurer shall ensure GovITC has the custody of the GovITC funds and shall ensure that GovITC keeps full and accurate accounts of receipts and disbursements of GovITC, and shall ensure that all the deposit of monies and other valuables are in the name and to the credit of GovITC into depositories designated by the Board. The Treasurer shall give financial reports as required by the Board and perform such other duties pertaining to the office including but not limited to member invoicing and receipting, bank reconciliation, account balances, etc.

ARTICLE VII - COMMITTEES

Section 1. The President or Board may create such committees as are deemed necessary to accomplish the purposes of GovITC.

ARTICLE VIII – ANNUAL CONTRIBUTION AND INITIAL MEMBERSHIP FEE

Section 1. The annual contribution and initial membership fee as described in the Intergovernmental Agreement shall be prescribed by the Board and shall be payable to GovITC. All assessments approved by the Board shall be binding upon all members and payment shall be a condition of membership.

Section 2. Any Member who fails to tender the annual dues or assessments as described in the In Agreement may subject to penalties up to and including termination of Membership as provided herein and in the Agreement.

ARTICLE IX - COMPENSATION

Section 1. Officers and members of the Board shall serve without compensation.

Section 2. The Board may approve compensation, as needed, for all other professional services required by GovITC.

Section 3. GovITC may accept donations, apply for and use grants or loans of money or other property from state or federal institutions, or any other Members or organizations, and may enter into agreements and may hold, use and dispose of such money or property in accordance with the terms of the donation, grant, loan or agreement.

ARTICLE X – FINANCES

Section 1. The Fiscal Year of GovITC shall be from January 1 through December 31.

Section 2. The proposed revenue requirements and corresponding member contribution for GovITC's next ensuing Fiscal Year will be presented to the GovITC Board annually in due course, but in no event later than 60 days before the start of such Fiscal Year. The annual contribution for the ensuing Fiscal Year and the amount of each member agency's share shall be determined by two-thirds (2/3) vote of the entire Board.

Section 3. The Board must approve all disbursements of funds as set forth in the Master Agreement.

Section 4. All checks issued by the GovITC must have dual signature for the President and Treasurer.

Section 5. The Board shall direct that an annual independent audit of the GovITC shall be prepared and submitted to each Member.

ARTICLE XI - PROPERTY

Section 1. The equipment, property and supplies purchased by GovITC through assessments or otherwise acquired in its name, shall remain the property of GovITC. Any equipment, property and supplies titled to GovITC at the time of the adoption of these By-laws shall remain titled to GovITC.

Section 2. GovITC or its designee shall maintain a list concerning the description and location of such equipment, property and supplies.

Section 3. GovITC equipment shall not be changed or modified without approval of the Board for reasons other than routine management and maintenance.

ARTICLE XII - AMENDMENTS

Section 1. These By-laws may be amended at any meeting of the Board by a two-thirds (2/3) affirmative vote of the entire Board, provided the amendment and notice of the meeting shall have been sent to the Directors not less than fifteen (15) days prior to the meeting.

ARTICLE XIII – DISSOLUTION

Section 1. If at any regular meeting or at a special meeting called for the purpose of dissolution, GovITC shall be dissolved whenever (a) a sufficient number of Members withdraw from GovITC to reduce the total number of Members to less than two (2) or (b) by two-thirds (2/3) vote of entire Board. The Board shall determine and implement procedures governing the dissolution.

ARTICLE XV - EFFECTIVE DATE

These By-laws shall be in full force and effect from and after their passage and approval.

AYES: _____ NAYS: _____

PASSED this _____ day of _____, _____

APPROVED this _____ day of _____, _____

APPROVED:

_____

President

_____

Vice-President

ATTEST:

_____

Secretary

ARTICLE XVI – AYES SIGNATURE

VILLAGE OF LAKE BLUFF
PROFESSIONAL SERVICES AGREEMENT
FOR INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT is dated as of the 27th day of March, 2014 (***"Agreement"***) and is by and between the **VILLAGE OF LAKE BLUFF**, an Illinois home rule municipal corporation (***"Village"***) and the Consultant identified in Subsection 1A below.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in the 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 to provide all necessary professional consulting services to perform the work in connection with the project identified below:

InterDev, LLC ***("Consultant")***
2700 Patriot Blvd, Suite 250
Glenview, IL 60026
Telephone: (847) 503-0660
Email: gnichols@interdev.com

B. Project Description. Information Technology Services for the three years beginning on the Commencement Date.

C. Representations of Consultant. The Consultant has submitted to the Village a description of the services to be provided by the Consultant, a copy of which is attached as Exhibit A to this Agreement (***"Services"***). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the professional consulting services set forth in Exhibit A in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

D. Agreement Amount. The total amount billed by the Consultant for the Services under this Agreement shall not exceed $59,926, for each of the three years beginning on the Commencement Date, including reimbursable expenses, unless amended pursuant to subsection 8A of this Agreement.

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 by the Consultant 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 Work, but in no event later than agreed to by the Village Administrator after the date of the execution of this Agreement (***"Time of Performance"***).

D. Reporting. The Consultant shall regularly report to the Finance Director, or her 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 billed for the Proposal during the term of this Agreement shall not exceed the amount identified as the Agreement Amount in Subsection 1D of this Agreement, without the prior express written authorization of the Village.

B. Invoices and Payment. The Consultant shall submit invoices to the Village in an approved format for those portions of the Services performed and completed by the Consultant. The amount billed in any such invoice shall be based on the method of payment set forth in Exhibit B. The Village shall pay to the Consultant the amount billed within 30 days after its receipt and approval of such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under the Agreement. The records shall be made available to the Village at reasonable times during the Agreement period, and for three years after the termination of the Agreement.

D. Claim In Addition To Agreement Amount. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Village, the Consultant shall provide written notice to the Village of such claim within 7 days after occurrence of such action as provided by Subsection 8D of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Subsection. Any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Subsection 8A of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the Services required to complete the Services under this Agreement as determined by the Village without interruption.

E. Taxes, Benefits and Royalties. The Agreement Amount includes all applicable federal, state, and local 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. Any claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

F. 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 Exhibit C 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, reassigning, 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 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 the 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, 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. Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of said information to the Consultant under this Agreement (***"Time of Disclosure"***); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) 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 (iv) 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 to 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 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. WARRANTY; INDEMNIFICATION; INSURANCE.

A. Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with the highest 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 warranty expressed shall be in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

B. Indemnification. The Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or the Consultant, indemnify, save harmless, and defend the Village, and its officials, employees, agents, and attorneys against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Consultant, except to the extent caused by the sole negligence of the Village.

C. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant shall provide certificates and policies of insurance, all with coverages and limits acceptable to the Village, and evidencing at least the minimum insurance coverages and limits as set forth in Exhibit D to this Agreement. For good cause shown, the Village Administrator may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Village Administrator may impose in the exercise of his sole discretion. Such certificates and policies shall be in a form acceptable to the Village and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Village. The Consultant shall, at all times during the term of this Agreement, maintain and keep in force, at the Consultant's expense, the insurance coverages provided above, including, without limitation, at all times while correcting any failure to meet the warranty requirements of Subsection 6A, Warranty of Services, of 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 (i) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (ii) 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, (i) no Village official, employee or agent is interested in the business of the Consultant or this Agreement; (ii) as of the date of this Agreement neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (iii) neither the Consultant nor any person employed by or associated with the Consultant will 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 (i) 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 (ii) 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 is 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 will, at the Village's option, be null and void.

D. Sexual Harassment Policy. The Consultant certifies that is has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

E. Termination. Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 30 days prior 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 determined as provided in Exhibit B.

F. Term. The Time of Performance of this Agreement, unless terminated pursuant to the terms of this Agreement, shall expire on the date the Village Administrator determines that all of the Services under this Agreement, including warranty services, are completed. A determination of completion shall not constitute a waiver of any rights or claims which the

Village may have or thereafter acquire with respect to any breach hereof by the Consultant or any right of indemnification of the Village by the Consultant.

G. Compliance with Laws and Grants. 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: the Fair Labor Standards Act; any statutes regarding qualification to do business; 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.* Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services. 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 Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

H. 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.

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.

I. 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.

J. Change in Status. The Consultant shall notify the Village immediately of any change in its status resulting from any of the following: (a) Consultant is acquired by another party; (b) change in greater than 5% ownership interest; (c) Consultant becomes insolvent; (d) Consultant, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Consultant ceases to conduct its operations in normal course of business. The Village shall have the option to terminate its agreement with the Consultant immediately on written notice based on any such change in status.

K. Village Administrator 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 Administrator. The Village shall not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Administrator.

L. 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 of the Services to complete the Work and with any other consultants engaged by the Village.

M. News Releases. The Consultant shall not issue any news releases or other public statements regarding the Services without prior approval from the Village Administrator.

N. 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 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.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

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 Parties hereto and their agents, successors, and assigns.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth

below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. 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) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Subsection, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such 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 E. Center Ave.
Lake Bluff, Illinois 60062
Attention: R. Drew Irvin, Village Administrator
E-mail: dirvin@lakebluff.org

With a copy to:

Holland & Knight LLP
131 South Dearborn Street, 30th Floor
Chicago, Illinois 60603
Attention: Peter Friedman
E-mail: peter.friedman@hklaw.com

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

InterDev, LLC
Gary Nichols, CEO
2650 Holcomb Bridge Rd
Suite 310
Alpharetta, GA 30022
Facsimile: 678-672-1503
Email: gnichols@interdev.com

E. **Third Party Beneficiary.** No claim as a third party beneficiary under this Agreement by any person, firm, or corporation other than the Consultant 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 this Agreement.

H. **Governing Laws.** This Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

I. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Proposal and the Services.

J. **Waiver.** No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

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

L. **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 such rights, remedies, and benefits allowed by law.

M. **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.

ATTEST:

By: Susan M. Griffin
Finance Director

VILLAGE OF LAKE BLUFF

By: _____
Village Administrator

ATTEST:

By: Susan M. Griffin
Title: Finance Director
Village of Lake Bluff

InterDev, LLC

By: Gary E. Nichols
Its: CEO

5150754_v1

EXHIBIT A

SCOPE OF SERVICES

1. North Shore IT Consortium Proposal #213037 Submission
2. Exhibit B.1 – IT Base Service Requirements
3. Exhibit B.2 – IT Transformation Requirements
4. Sample Annual Technology Work Plan and Metrics

EXHIBIT B

METHOD OF PAYMENT

Monthly upon receipt of invoice.

EXHIBIT C

KEY PROJECT PERSONNEL

[TO BE INSERTED]

EXHIBIT D

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. Comprehensive 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 (must expressly cover the indemnity provisions of the Contract)

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 against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

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 on a following-form basis 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 and 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, employees, agents, attorneys, consultants, and representatives. The Village of Lake Bluff shall be endorsed as an additional insured on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the contract term.

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
_____	_____

INTERDEV

Managed IT Security

North Shore IT Consortium
RFP # 213037

Updated Staffing Plan for
Shared Information Technology Services
1-14-14

InterDev Offices

Atlanta
2650 Holcomb Bridge Road
Suite 310, Alpharetta, GA 30022

Chicago
5250 Old Orchard Road
Suite 300, Skokie, IL 60077

Jacksonville FL
7901 Baymeadows Way
Suite 3, Jacksonville, FL 32256

Executive Summary

Our original proposal discussed many of the plans for transition and potential areas of improvement that can be realized by the NSITC through careful consolidation and shared services. Economies of scale can bring forth areas of savings and efficiencies that will benefit all consortium members. InterDev has had the opportunity to visit and interview management and staff at each of the core five NSITC municipalities. InterDev used this time to gauge the individual village's IT goals, IT challenges and service level expectations. This input has aided in the fine tuning of our proposal to the NSITC selection committee.

InterDev firmly believes in the consolidation plans for the municipalities. We feel there are tangible benefits for providing shared services for the participating Villages. Challenges surface because of the varied Village needs and service level expectations. Allocation of partial resources will need to account for all levels of IT services not just the Help Desk. InterDev has addressed this need by consolidating resources in Glenview and Buffalo Grove so the right level of resource can be assigned to handle specific requirements to support the goals of each Village in a timely fashion. It is important to note that partial FTE allocation is NOT limited to Help Desk specialists but includes all levels and specialties from Help Desk to CIO, including strategic IT planning, network and infrastructure design, server, PC, and appliance installation, backup, and security.

Staffing Plan

Staffing reflected in the attached pricing is based on requirements for the Services resources necessary to provide the requested IT support for Glenview, Buffalo Grove, Kenilworth, Lincolnshire, and Lake Bluff (Core Villages). The staffing process will begin with Glenview and a management team necessary for the initial Core Villages. As additional Villages are brought under the consortium umbrella, additional technical resources with the required skill sets will be deployed to handle the increased workload. The following Plan describes InterDev's proposal for staffing. The staffing table includes a column for Transition employees. This staff is allocated for the express purpose of managing the critical ramp-up and conversion period. These are additional resources provided by InterDev to ensure the successful move to our Managed Services model. The NSITC will only be billed for the permanent staffing proposed in each Plan at the beginning of their work effort.

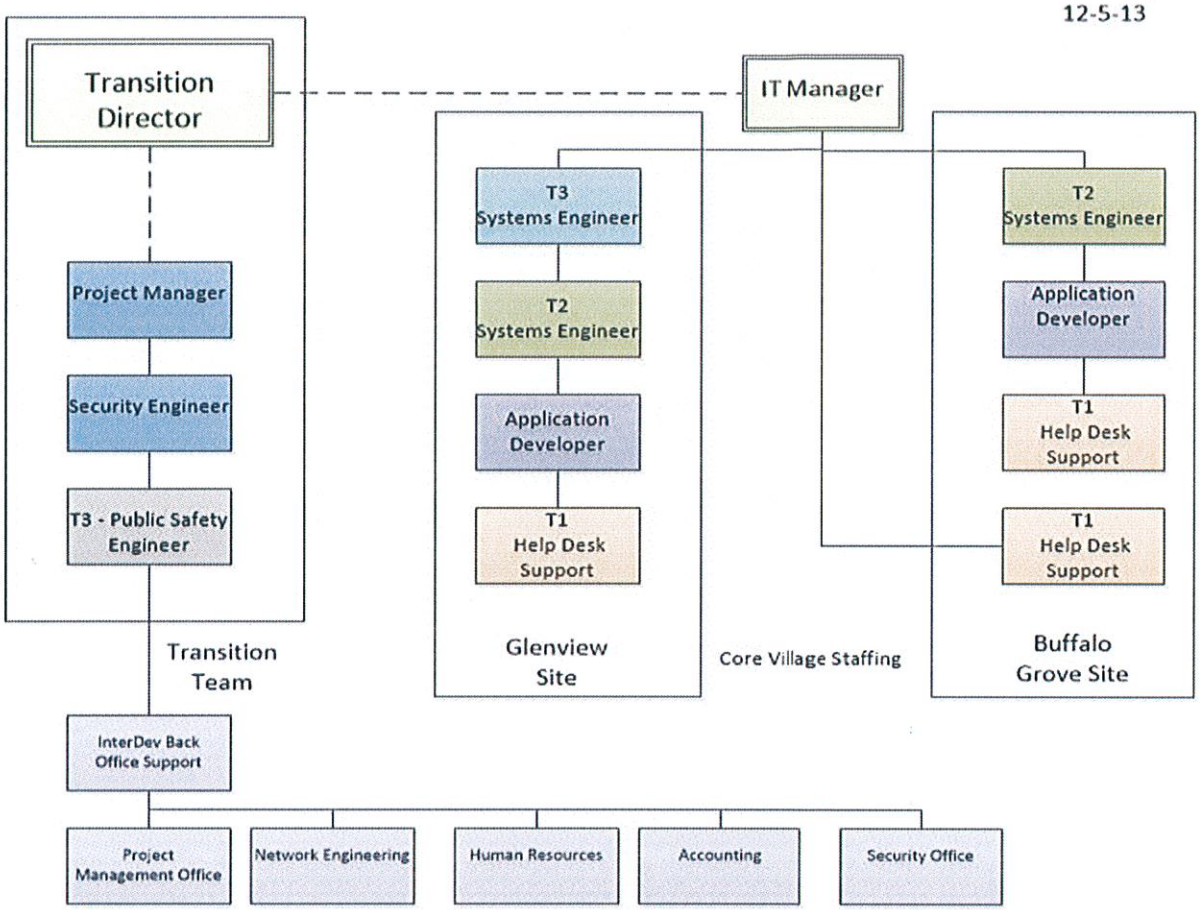
Staffing

InterDev's original proposal was designed and specifically staffed to provide an aggressive timeline for the successful implementation of the NSITC goals and objectives. InterDev has a reputation for being nimble and accomplishing impressive goals within very limited timeframes. The NSITC has a progressive set of goals for this environment and its member municipalities. These goals include the successful and rapid transition from the current IT vendors and staffing to a single more proactive IT service provider. The deployment of data center technologies, server and switch virtualization, comprehensive backup and Disaster Recovery models are all technologies and services that can be immediately beneficial to the member municipalities. In addition to reducing costs by standardizing the consortium's hardware and software solutions the municipalities will benefit from comprehensive IT planning and budgeting for future IT, compliance, and security requirements. There is also an effective 5% reduction in years 2 and 3 built in to the first 3 years of the budget as we are proposing to keep our charges flat through this period, despite the fact that we will be providing our employees full merit and cost of living raises. Our standard agreement typically includes a 5% annual escalator. This escalator can be negotiated for future years at the end of year three should the consortium decide to issue a 5 year agreement.

InterDev's solution notably includes the staffing of an Application Developer specifically to support the customized Lotus Notes environment found at Buffalo Grove and an Application Developer to support Munis reporting and SharePoint development at Glenview. The service and staffing levels proposed in this plan provide a solid foundation for the consortium and is scalable as additional villages join the consortium.

NSITC IT Staffing

12-5-13



InterDev Proposed Staffing Levels

Job Description	Transition Employees	Permanent Staffing
Transition Director	1	
Information Technology Manager	1	1
Network Engineer III	1	1
Systems Engineer II	2	2
Help Desk Support Technician	3	3
Telephony Engineer	.25	
Application Developer (BG)		
Application Developer (GLV)		1
Security Engineer	.5	
Senior Project Manager	1	
Service Delivery Manager	.5	
Transitional Staff Total	**10.25**	
Permanent Staff Total		**8**

I. CORE SCOPE

	Year 1	Year 2	Year 3	Year 4	Year 5
VILLAGE OF BUFFALO GROVE	$374,536.00	$374,536.00	$374,536.00	$385,772.00	$397,345.00
VILLAGE OF GLENVIEW	$596,607.34	$546,380.00	$546,380.00	$562,711.00	$579,655.00
VILLAGE OF KENILWORTH	$29,962.85	$29,962.85	$29,962.85		
VILLAGE OF LAKE BLUFF	$59,925.70	$59,925.70	$59,925.70		
VILLAGE OF LINCOLNSHIRE	$76,405.27	$76,405.27	$76,405.27		
Core Scope Total:	$1,137,437.16	$1,087,209.82	$1,087,209.82		

II. POTENTIAL/INCREMENTAL SCOPE

	Year 1	Year 2	Year 3		
Potential/Incremental Total:	$2,089,751.22	$2,089,751.22	$2,089,751.22		

Pricing – Supporting Documents

InterDev has based the pricing for the North Shore IT Consortium on the following information.

Staffing:

- Base Salary is based on hiring experience and published industry standards by job description and tier, regionally adjusted.
- Fully Burdened Rate includes the full salary, taxes, benefits, and equipment.

Training and Equipment

- Training – InterDev supports the continued training and education of all staff in order to stay competitive and provide best of breed solutions in an ever changing field. Our targeted training allocation is an average of $3,000 per employee per year.
- Computer Equipment – notebook computers with docking stations and dual monitors are standard issue for all InterDev staff and are included in our pricing model.
- Communications Equipment – Smartphones and voice/data service plans are required to ensure the support team is in touch and available whenever and wherever needed.

Pricing/Estimating Techniques and Basis of Estimates

Our pricing model is based on historical and projected salary requirements for the position classes that are best suited to the task work order. We have taken into consideration our current staff compensation, current and projected economic conditions, research from Robert Half Technologies, web resources such as rht.com, salary.com, the Illinois Department of Labor, and research from other local consulting firms.

Our corporate philosophy is to hire for life. While we understand not all employees will be around for the gold watch, we select candidates that exhibit the qualities we have worked so hard for decades to deliver to our clients. Turnover is very expensive for the company and our clients, so we strive provide a compensation package that attracts, rewards, and retains the best individuals.

Our Fully Burdened Rate (FBR) model includes the following:

- Base salary
- Medical/Dental/Vision benefits
- Life insurance
- Time off (vacation, sick, personal, bereavement)
- Incentive pay
- Bonus pay
- 401(k) Retirement plan
- Taxes (FICA, Medicare, SUI, FUTA)
- Administrative
- Accounting
- Management oversight
- Legal and professional
- Dues
- Office space
- Utilities
- Telephone
- Internet
- Communications
- Software
- Equipment

And a variety of lesser expense categories

Pricing – Alternate Plans

Recognizing that one size does not fit all when it comes to providing outsourced IT solutions, we have created the following options for the Villages of Buffalo Grove and Lincolnshire in order to more closely match their desired service offering.

Village of Buffalo Grove

The largest dedicated expense to the Village of Buffalo Grove is centered on the existing Lotus Notes application. Cost controls and future planning models must consider this application as end of life and plans must be developed to replace it.

Lotus Notes Migration – The Village needs to immediately begin the process to select and initiate implementation of a Public Works and Community Development software solution. The Village must assess the value of historical data and determine if it is to be kept only as an archived reference in the existing Lotus Notes system or if it is to be migrated/imported into the chosen commercial off the shelf software solution. The conversion cost of historical data must be carefully considered before this process is begun. This is a project based transition which will have defined costs and work schedules to establish transition timeline and project scope.

Option A – Keep application developer on staff

This plan represents continuing the status quo of needing a fulltime application developer, specifically with Lotus Notes development expertise. Naturally, this is counter to the direction that most parties would desire, but should be evaluated as the baseline for cost of operations for continuing with custom applications. There are also hidden costs associated with risk of being dependent upon the knowledge contained within a single developer vs. working with a major commercial vendor's off the shelf application. Analysis should include the concept of "What do we do so different in Buffalo Grove vs. all other communities of our size in the US that we need custom software?" No commercial package will cover absolutely every need, but the exceptions should be minor in scale and cost.

Option A	Year 1	Year 2	Year 3
VILLAGE OF BUFFALO GROVE	$567,615.62	$567,615.62	$567,615.62

Option B – Phase out Lotus Notes within 2 years

This plan includes an applications developer for the first two years with the initiative to migrate off of Lotus Notes in that time frame. This plan would require the commitment of the Village to allocate funds for purchase of replacement applications as well as required staff and vendor time to implement work processes into the new system and adequately test and train.

The Application Developer is full time employee for a maximum of two years. This position would be phased out by the end of the year two which would require a full commitment by the Village management and staff to move off of Lotus Notes for all business applications within that timeframe. It is in our interest and that of the Buffalo Grove to virtually eliminate the need for custom application development. It should be noted that if the target of migration to commercial off the shelf software is not met within 24 months, there will be an ongoing cost for that development resource that will need to be renegotiated into year 3 of the agreement. Depending upon software platforms used, this could range from minor expense for contracting of Lotus Notes application maintenance as needed to utilizing a shared development resource typically attached to another member village.

Option B	Year 1	Year 2	Year 3
VILLAGE OF BUFFALO GROVE	$567,615.62	$567,615.62	$374,535.64

Option C – Freeze Lotus Notes development and contract maintenance only as needed

This option is focused on the immediate cessation of all Lotus Notes development and maintenance. As there would be no Application Developer priced into this scenario, support for current Notes applications would be contracted on an hourly basis as needed and would be outside of the financial scope of the main contract. The success and true cost of this model would be dependent upon the state and stability of critical applications currently in Notes. The main advantage is that development dollars can instead go immediately and directly in to moving to new off the shelf ERP systems. Significant risks of non-fixed support costs and lack of accessibility to the original developer are the main disadvantages.

Option C	Year 1	Year 2	Year 3
VILLAGE OF BUFFALO GROVE	$374,535.64	$374,535.64	$374,535.64

Village Lincolnshire

The Village of Lincolnshire presents several unique challenges and opportunities. The infrastructure of Novell NetWare and GroupWise are both significantly aged and non-mainstream. As a result, much work needs to be done throughout the entire system to bring it up to par. A total overhaul of the system would also include a move to virtualization.

Priced into our normal model is the complete responsibility burden for all IT. Lincolnshire has two resources that provide various levels of IT support as a secondary responsibility to their main job. End user support by Youssef (Administrative Intern) and Leslie (Administrative Assistant) has been a valuable asset to the Village. Youssef in particular appears to have a good foundation in IT and could be instrumental in the implementation and support of new systems. As long Youssef and Leslie continue to be responsible for end user and application support, significant savings can be realized. Therefore, we are providing an option for two levels of support.

Option A – Full service

This plan includes full IT support and strategic planning, as well as the resources needed to move off of GroupWise and Novell onto a more mainstream platform. It also includes other projects such as virtualization of other dated servers, remote monitoring and management, backup/disaster recovery planning, VDI, and data center implementation.

Option A	Year 1	Year 2	Year 3
VILLAGE OF LINCOLNSHIRE	$76,405.27	$76,405.27	$76,405.27

Option B – Limited service

With this option, we provide remote monitoring and management and the similar level of support the Village is currently receiving. InterDev can provide additional resources and consulting through the purchase of blocks of time. Projects will be handled on a time and materials basis. InterDev will provide scope of work, timelines and budgetary costs for each requested project.

Option B	Year 1	Year 2	Year 3
VILLAGE OF LINCOLNSHIRE	$38,202.63	$38,202.63	$38,202.63

EXHIBIT B.1. - IT BASE SERVICE REQUIREMENTS

Area	Requirement Reference	Requirement	Does Not Meet Partially Meets Meets Exceeds	Comments
1.0 Management & Administration				
Resource Management	B1.1.01	Ensure adequate coverage and backup to sustain the services and service levels.		
	B1.1.02	Provide a transition management plan when changes in key personnel resources occur, subject to the Municipalities' approval. Replace key personnel with a resource that possesses a level of skill commensurate with that necessary in order to provide services.		
Customer/Business Management	B1.1.03	Provide customer facing IT liasons who focus on translating business requirements into technology requirements and IT solutions.		
	B1.1.04	Implement a Single Point of Contact (SPOC), in addition to the service desk, for the Municipalities that provides day-to-day oversight of the services and a channel for escalation of issues related to the services		
	B1.1.05	Provide an on-going process (at least quarterly) for vendor's management level organization to participate in and oversee on-going performance of the services and long-term strategy for the relationship and services		
	B1.1.06	Conduct a Supplier administered Customer Satisfaction Survey on an annual basis. Vendor will share the results the Municipalities and develop action plans to improve service where applicable.		
Metrics and Reporting	B1.1.07	Provide service and technology productivity metrics and reporting on a monthly basis and provide an annual report.		
Process Documentation	B1.1.08	Create and maintain documentation of all operations procedures.		
Innovation and Improvement	B1.1.09	Review and make best practice recommendations on IT policies according to industry standards.		
	B1.1.10	Develop and employ a service improvement program designed to promote performance of the services at a high level of quality, focusing on measuring and improving reliability, system performance, cost effectiveness, and customer satisfaction		
	B1.1.11	Develop technical solutions to add value to business processes.		
Service Catalog and Billing	B1.1.12	Provide an IT service catalog and billing process that will provide a clear understanding of the service offerings and enable cost chargeback to each community.		
	B1.1.13	Provide monthly invoices broken out by municipality		
IT Strategy	B1.1.14	Coordinate, develop, evaluate, and update IT strategic plans and roadmaps for each Municipality and across the Municipalities.		
	B1.1.15	Help facilitate the development and adoption of standard IT processes and policies across the Municipalities		
IT Service Mgmt Tools	B1.1.16	- Provide IT Service management tools to manage the processes and services outlined herein - Provide all necessary software licenses to allow the Municipalities to interface with the IT Service Management tools		
IT Procurement	B1.1.17	Lead and manage purchasing of all in scope hardware and software: - Help drive standards to the most cost effective platforms and solutions - Coordinate purchasing activity across the Municipalities to develop the best bulk purchasing opportunities - Achieve purchasing efficiencies and cost savings for the Municipalities		
	B1.1.18	Handle all shipping and receiving as related to IT hardware and software acquisition and disposal		
	B1.1.19	Manage hardware asset disposal according to Municipality policies		

	B1.1.20	Manage/Coordinate all software and hardware maintenance agreements for items in scope		
Incident Management	B1.1.21	Manage system related incidents including: - Provide single contact number (i.e. Service Desk) for coordination of all incident activity - Log and classify reported incidents in an incident tracking tool - Prioritize incidents according to agreed severity levels - Resolve incidents in a timely manner per severity and SLA guidelines - Provide monthly reporting and metrics on incident activity - Perform Problem Management (Root Cause Analysis) and take corrective actions for reoccurring problems		
Change Management	B1.1.22	Utilize a formal change management process to make changes to the managed environment including: - Document planned changes in a change management system, including procedures for executing the change and back out procedures - Coordinate and manage the change management process - Obtain approval from Municipality representatives for all changes before the change is executed - Provide monthly reporting and metrics on change activity		
Asset Management	B1.1.23	- Maintain up to date asset inventory for all hardware and software components that are in scope - Provide reporting on all assets under management		
Software License Compliance Management	B1.1.24	- Proactively monitor and audit all software use for any in scope software - Immediately address any software license compliance issues associated with the services - Monitor the equipment for the presence of any unauthorized software - Provide support to any software license compliance audit requests		
Technology Refresh	B1.1.25	- Provide for all tech refresh and technical currency activities related to the services for the purpose of meeting the Municipalities business requirements, resolving technological obsolescence or failure, responding to volume changes, ensuring the ability to increase efficiency, enhancing ability to lower costs, and/or maintaining required third-party support - Refresh assets according to the timeframes. - Manage all aspects of the technical refresh process to minimize business disruption, including planning, procurement, change management, and implementation		
Architecture and Engineering	B1.1.26	Develop hardware and software platforms standards across all in scope platforms to promote cost effective acquisition and support of the technologies utilized by the Municipalities		
Project Management	B1.1.27	Provide structured project management for hardware and/or software/application technology refresh upgrades or updates.		
Capacity and Performance Management	B1.1.28	Proactively manage the capacity and performance of the in scope hardware, software, and application environment including: - Establish system thresholds and alerts to identify and address potential issues - Work across platforms and with Municipalities if necessary to resolve capacity and/or performance issues - Provide monthly trend reporting		
IT Security	B1.1.29	Collaborate with the Municipalities to develop and implement an overall IT Security Policy and Strategy including: - An understanding of security risks and controls to manage the risks - Security solutions that will help to implement the controls - Security awareness and education (Municipality wide) to implement those controls and ensure a secure IT environment		
	B1.1.30	Provide on-going management of any specific security infrastruction and tools such as firewalls, intrusion detection, end point protection, etc.		

Service Levels	B1.1.31	Provide a process and tools for SLA management including the following: - Defining, base-lining, and changing service levels to those that would be considered typical and industry best practice in each service area - Measuring service levels using best practice tools - Providing a reporting capability that provides feedback on SLAs on a monthly and annual basis. - Utilizing a weighted priorities framework for SLAs to allow the Municipalities to manage and change overall service priorities over time - Put at least 10% of the price of the monthly Services at risk for meeting service levels that have been base-lined and approved via the SLA process.		
	B1.1.32	For the purposes of communicating initial service level expectations and for establishing a consistent basis for Proposers to build estimates for the services, the following expectations represent the service level requirements: - The standard maintenance window will be weekends and weekdays from 6:00pm to 6:00am. Scheduled changes occurring during this standard maintenance window would not detract from total availability of the respective services. - 99.5% (or higher) monthly availability of the in scope applications and infrastructure. Application availability includes the ability for Municipalities to access and use the applications.		
	B1.1.33	Incident Response/Resolution For the following SLA expectations, the vendor is expected to achieve these metrics on 95% or more of the incidents. - Severity 1 Incidents o Time to respond and communicate to Municipality: 15 minutes o Resources assigned and working on issue: 30 minutes o Resolution: 2 hours o Root Cause Analysis completed within 5 business days - Severity 2 Incidents o Time to respond and communicate to Municipality: 30 minutes o Resources assigned and working on issue: 2 hour o Resolution: 4 hours - Severity 3 Incidents o Time to respond and communicate to Municipality: 1 hour o Resources assigned and working on issue: 4 hour o Resolution: 2 business days		
2.0. End User Services				
PC Architecture and Engineering	B1.2.01	Develop and deploy standard image process to streamline support and technology refresh		
PC Acquisition	B1.2.02	Follow standards and practices set forth by the IT Shared Service Group, including manufacturer and model selection, refresh policies, warranty management, operating systems, and applications.		
	B1.2.03	Manage bulk purchasing of equipment and coordinate procurement schedules.		
PC Disposal	B1.2.04	Dispose of all obsolete PC and Printer hardware according to the Municipalities disposal policies		
PC Support	B1.2.05	Provide day-to-day support for all in scope PC hardware and software		
	B1.2.06	Handle all Installs, Moves, Adds and Changes		
	B1.2.07	Provide and utilize remote management tools to provide support to end users in the quickest and most efficient manner		
Printer Support	B1.2.08	Maintain printer infrastructure, including all print, fax, scan, and copier devices, and other miscellaneous peripheral devices. This includes all networked, personal, and enterprise print devices.		
	B1.2.09	Follow community-approved service desk escalation policies, categorization of work tickets, and provide routine reporting.		

Service Desk	B1.2.10	Perform user administration, including setting up new accounts, changing position titles and contact information in active directory, and disabling accounts as requested.		
	B1.2.11	Perform user administration including assign application access and rights as determined by position.		
	B1.2.12	Maintain all personal computer (PC), tablets, workstations, toughbooks, image creation, and hardware refresh programs.		
3.0. Data Center Services				
Operations and Monitoring	B1.3.01	Maintain the system and/or batch schedules per Municipality requirements, including the overall batch workflow, dependencies, priorities, etc.		
	B1.3.02	Monitor batch schedules and resolve ABENDS caused by conditions external to production programs and perform job restarts in accordance with the Municipalities's jobs restart instructions.		
	B1.3.03	Provide monthly reporting and metrics on batch execution		
	B1.3.04	Monitor the system(s) for mutually agreed upon alerts or events - Resolve alerts or events and/or notify the Municipalities if the issue requires the Municipalities's assistance to bring resolution - Install, maintain, and administer alert thresholds - Generate monthly monitoring event reports - Utilize Supplier's incident management process to report monitoring related incidents to the Municipalities		
Data Center Facilities	B1.3.05	Manage all data center facilities and related infrastructure equipment and systems to achieve the overall service level expectations		
	B1.3.06	Install, move, add, and change equipment and related peripherals in accordance with change management procedures		
	B1.3.07	Perform the startup and shutdown of systems as necessary to support the systems		
	B1.3.08	Restrict physical access to the data center and hardware infrastructure to only authorized people		
Server Administration	B1.3.09	Provide break/fix and incident management support for the server hardware and software environment		
	B1.3.10	Provide operating system and licensed program product support		
	B1.3.11	Install and configure operating system software and supporting software/middleware		
	B1.3.12	Identify and perform routine system housekeeping tasks		
	B1.3.13	Apply upgrades and patches from the manufacturer as required to keep software up to date and secure per the Municipalities patching guidelines		
	B1.3.14	Manage and support the server hardware platform. Coordinate with hardware suppliers to resolve any hardware related problems		
	B1.3.15	Configure and setup the servers' network and storage configurations, including network interfaces, routing tables (default gateway/static routes), local host files, DHCP (Dynamic Host Configuration Protocol) client, and DNS (Domain Name Service client)		
Storage	B1.3.16	Provide break/fix and incident management support for the storage hardware and software environment		
	B1.3.17	Provide operating system and related utility software support.		
	B1.3.18	Install and configure operating system software and supporting software/middleware, etc. per the manufacturer's instructions.		
	B1.3.19	Identify and perform routine system housekeeping tasks		
	B1.3.20	Apply upgrades and patches from the manufacturer as per the change management process		
	B1.3.21	Assign and initialize disk storage volumes as required for performance of the Services		
	B1.3.22	Configure and zone the SAN storage and respond to user requests for changes to storage needs		

	B1.3.23	Configure and support the SAN fabric and zoning, including resolving any HBA and switch version/compatibility issues		
Backup	B1.3.24	Provide break/fix and incident management support for the backup hardware and software environment		
	B1.3.25	Set up and configure backup processes for new applications or services		
	B1.3.26	Execute scheduled backups including full weekly backups and incremental daily backups		
	B1.3.27	Monitor backup jobs and address issues as required		
	B1.3.28	Restore data from backups as required		
	B1.3.29	Install and configure backup system software and supporting software/middleware, etc.		
	B1.3.30	Manage backup media (if tape is used)		
Disaster Recovery	B1.3.31	Develop and routinely update DR plans that implement industry standards and include off-site storage, priority of restoration, communications, and recovery procedures.		
	B1.3.32	Develop detailed recovery procedures in support of the DR plans		
4.0. Network and Telecommunications				
	B1.4.01	Manage and support all networking equipment including switches, Virtual Private Network ("VPN") connections, domains, virtual local area networks (VLANs), firewall, routing protocols and security including: - Update and remove accounts as user change. - Install and configure network operating system software per the manufacturer's instructions - Address IP address management, router table management, NAT administration, switch administration, and firewall administration - Provide break/fix and incident management support - Identify and perform routine maintenance and housekeeping tasks - Apply upgrades and patches as necessary to maintain a secure and well functioning network environment		
	B1.4.02	Manage web applications for virus and spam filtering.		
	B1.4.03	Manage/Coordinate telecommunications and telephony components and contracts, including, but not limited to, cell phones, analog and digital phone systems, alarms, circuits, POTs lines, and data connections. - Update and remove accounts as user change. - Install and configure network operating system software per the manufacturer's instructions - Address IP address management, router table management, NAT administration, switch administration, and firewall administration - Provide break/fix and incident management support - Identify and perform routine maintenance and housekeeping tasks - Apply upgrades and patches as necessary to maintain a secure and well functioning network environment		
5.0. Applications Support				
Application Support	B1.5.01	Coordinate with the Municipalities to evaluate, schedule and apply installation and testing of software patches, upgrades, or releases.		
	B1.5.02	Provide application configuration and testing support		
	B1.5.03	Provide application support, including - Break/fix and incident management support - Installation and configuration of applications and 3rd party software		
	B1.5.04	Establish and maintain security groups and privileges		
	B1.5.05	Manage software maintenance agreement terms		
	B1.5.06	Provide recommendations for upgrade or replacement of software programs		
	B1.5.07	Provide application user support		

	B1.5.08	Provide application training recommendations		
Application Development	B1.5.09	Provide skilled application development resources for technologies listed in the Exhibit F Key Technologies Experience		
Database Support	B1.5.10	Administer database instances including: - Provide break/fix and incident support - Manage database security - Install and configure database system software and supporting software/middleware, etc. per the manufacturer's instructions - Identify and perform routine maintenance and housekeeping tasks - Apply upgrades and patches from the manufacturer as necessary - Stop and start databases as necessary - Configure and manage database connectivity		

EXHIBIT B.2. - IT TRANSFORMATION REQUIREMENTS

Requirement Ref. No.	Requirement	Expected Timeframe (From Start of Services)	Does Not Meet Partially Meets Meets Exceeds	Comments
Organization, Policy, Governance				
B.2.1.01	Facilitate development of standard policies across the participating Municipalities regarding: - Security and Acceptable Use - Tech refresh standards for each hardware platform - Data retention and archiving policies	1 year		
B.2.1.02	Coordinate joint procurement across Municipalities and achieve leverage through bulk purchases	6 mos.		
End User Services				
B.2.2.01	Recommend PC hardware and software standards and facilitate adoption of the standards by members of the consortium. Limit the number of manufacturers (</= 4) and models (</=8) to reduce acquisition and support costs.	6 mos.		
B.2.2.02	Consolidate email systems to the most economical solution for all members of the consortium - Include standard anti-spam solution	6 mos. for Strategy/Plans 1 to 2 years for implementation		
B.2.2.03	Implement a shared Service Desk to support members of the consortium	6 mos.		
B.2.2.04	Develop a strategy and plan to optimize print management including: - survey and analysis to establish print requirements across the consortium - recommendation and adoption of a small number of highly efficient printer models to reduce printer acquisition and support costs - plans to consoidate and reduce the number of printer devices	1 year for Strategy/Plan Phased implementation in Year 2		
Data Center and Network/Telecomm Services				

EXHIBIT B.2. - IT TRANSFORMATION REQUIREMENTS

B.2.3.01	Transform Data Center Services and Network/Telecommunications platforms and support including: - consolidate and optimize server, storage, and backup platforms - consolidate and opimize telephony solutions - increase virtualize of servers (target 80%+) - consolidate data center - develop disaster recovery strategy and approach - develop/modify network environment and infrastructure to support new environments outlined above - develop all standards and architecture recommendations necessary to achieve the transformation strategy - provide cost implications and financial analysis of proposed strategies - develop and utilize project plans to accomplish the strategy	6 mos. for Strategy/Plans Phased implementation over years 1 and 2		
Applications Management				
B.2.4.01	Consolidate and standardize network technologies.	6 mos. for Strategy/Plans Phased implementation over years 1 and 2		
B.2.4.02	Consolidate application technologies and license agreements and training programs in order to reduce application maintenance and support costs.	1 year for Strategy/Plan Phased implementation in Year 2 and 3		

City of Dunwoody

Annual Technology Work Plan

Fiscal Year 2013

Submitted by:

INTERDEV
Managed IT Security

Created on: 8/29/2012
:

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Overview

In accordance with the City of Dunwoody Information Technology Strategic Plan, the IT Department has prepared an annual time-phased plan of all projects for the Fiscal Year 2013. This Annual Technology Work Plan proposal presents a realistic timeline for projected work, which can be used by IT management to communicate timelines and progress to various operating departments. The IT Department will present quarterly project updates on the Annual IT Work Plan to City management. The projects listed in this proposal will follow the goals and ideology of the City's IT Strategic Plan.

Background

The projects defined within this plan are to be carried out during Fiscal Year 2013. Each project has been based on an acceptable technological and administrative need; and all projects have been thoroughly reviewed by the City's IT management. The proposed projects for Fiscal Year 2013 are listed below (please note CE denotes a Capital Enhancement).

- Server Virtualization Upgrade (CE)
- Microsoft Open Value Program Enrollment (CE)
- Information Technology Security Audit (CE)
- Develop a Website Optimization and Mobile Application Strategy
- Create and Implement Information Technology Disaster Mitigation and Recovery Plan
- Create and Implement a Data Loss Security Strategy

The final list of projects for Fiscal Year 2013 has not been officially approved, because the budgeting process to date has not been completed. However, as soon as the final projects have been approved by the City for funding this plan will be updated to reflect any changes.

Goals and Business Initiatives

The goals of the Information Technology Department for Fiscal Year 2013 will build upon the principal goals set in the City of Dunwoody Information Technology Strategic Plan.

- Consolidated, Reliable Infrastructure and Services
- Secure and Compliant Environment
- Dynamic Web and Mobile Application Presence
- Promote a Catalytic and Collaborative Environment

In keeping with the above goals the business initiatives for this upcoming fiscal year are as follows:

- Virtualize Data Center
- Improve Data Center Operations
- Develop a Comprehensive Disaster Mitigation and Recovery Plan
- Utilize Cloud-based Services to Improve Operations
- Develop a Mobile Application Strategy
- Data Loss Security Strategy
- Security Focused Social Engineering and Training
- Conduct Yearly IT Security Audit

Challenges and Opportunities

Economic

All projects listed that are denoted with a "CE" represent Capital Enhancements that have been approved by for Fiscal Year 2013. Due to the gap in time between the budgeting process and new fiscal year there is the chance that projected cost for a project may increase.

Resources

Complex projects can present coordination challenges for the City in terms of how to plan and manage tasks. Projects that require input or collaboration from multiple departments may encounter more time and organization due to the consultant-based environment. To date, issues have been minimal.

Technological

The potential for upcoming changes in the technology selected for use on approved projects may pose a challenge. Additional consideration needs to be taken concerning changes in software licensing and warranty requirements.

Strategy and Actions

As mentioned in the City's Information Technology Strategic Plan, the approach to all major projects in the IT Department will use a projectized structure to manage the process. The management of each project will adhere closely to PMI standards and practices. The IT Department will reserve the right to cancel, reschedule, or modify any of the following projects or project details. Proper notification will be given to City Management if major changes need to be made to any of these projects.

Project: Server Virtualization Upgrade (CE)

Summary

The versions of VMware that are running on the City's ESX and ESXi hosts are not current. The ESXi server, which is running version 4.1, is utilizing the open version of VMware, which does not qualify for VMware support. The major drawback to running an open 4.1 version is that it cannot be backed up on the City's Unitrends systems, because it lacks the necessary options included with the purchased version. Currently, the ESXi 4.1 host runs the City's Zoom Call recorder utilized by the Police Department, SSL VPN, and the City's Xmedius fax server for e-faxing.

The other server that needs to be upgraded to vSphere 5 is an ESX 3.5 host that is presently not covered under a service contract. This version of VMware is now two versions behind the current version. The ESX 3.5 server hosts the City's ESRI server software and the Sire training server. However, upgrading the host to the proposed vSphere 5 acceleration kit would bring the two VM hosts into current contracts. Licensing benefits will also include: support, DRP options, future growth into High Availability, better remote support, and central management for the current VM host, as well as any future growth.

Costs

The estimated cost is $12,913.19, based on a quote dated 7/31/2012

Benefits

- Reduction in long-term capital costs
- Reduction in operational costs
- Increased management capabilities and efficiencies
- Greater flexibility in deploying new systems
- Increase backup and data protection capabilities

Server Virtualization Upgrade			
Business Initiative(s): Virtualize Data Center; Improve Data Center Operations			
Action	**Target Date**	**Resources**	**Progress Update**
Review Project Scope	January 9, 2013	Neil Matchan, IT Director Ashley Smith, IT Manager Jairus Hendley, Network Engineer	
Schedule Time for Upgrade	January 9, 2013	Neil Matchan, IT Director Ashley Smith, IT Manager Jairus Hendley, Network Engineer	
Backup for Current VM Hosts	January 24, 2013	Neil Matchan, IT Director Ashley Smith, IT Manager Jairus Hendley, Network Engineer	
Install / Upgrade New	January 25, 2013	Neil Matchan, IT Director	

VMware vSphere		Ashley Smith, IT Manager Jairus Hendley, Network Engineer	
Project Close-out	February 1, 2013	Ashley Smith, IT Manager	

Project: Microsoft Open Value Program Enrollment (CE)

Summary

The Microsoft Open Value program is a licensing program designed for small to mid-sized organizations that allows them to stay up-to-date with their current Microsoft software, while being able to upgrade to new versions of the software packages as they are released. The Open Value program also allows the City to maintain all Microsoft licenses under one agreement number, instead of the multiple licenses we currently in place. It will also help bring the City in compliance with Microsoft's licensing guidelines.

Costs

The estimated cost is $10,642.66, based on a quote dated 06/12/2012

Benefits

Microsoft Open Value Program Enrollment			
Business Initiative(s): IMPLEMENT TECHNOLOGIES THAT FACILITATES GREATER USER INTERACTION			
Action	**Target Date**	**Resources**	**Progress Update**
Receive Updated Quote to Verify Pricing	January 15, 2013	Ashley Smith, IT Manager	
Submit PO for Purchase to Finance Department	January 17, 2013		
Submit PO to CDWG	January 21, 2013		
Receive and Enroll Dunwoody Licenses in Microsoft Enrollment Portal	n/a		
Project Close-out	n/a		

Project: Information Technology Security Audit (CE)

Summary

As part of the IT Department's Security plan for the City, we believe it is necessary to include an annual IT Security Audit by a separate third-party consultant. A security audit from an outside consultant is needed to obtain an unbiased assessment on the security level of the City's network, endpoints, workflow processes, and how thorough the governing Information Security policies have been at the City. This audit will also evaluate how well the City is complying with ISO27000, PCI, COBIT5, HIPAA, PCI, NCIC, CJIS, and FISMA regulation and standards.

Costs

The estimated cost is $15,000, based on a proposal dated 02/27/2012

Benefits

- Increased visibility into potential network vulnerabilities
- Improvement of end-user work processes to limit the City's exposure to security threats and non-compliance with State and Federal regulations
- Recommendations for improving IT policies and procedures pertaining to security

Information Technology Security Audit			
Business Initiative(s): Conduct Yearly IT Security Audit; Security Focused Social Engineering and Training; Data Loss Security Strategy			
Action	**Target Date**	**Resources**	**Progress Update**
Develop RFP for Services	February 5, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer	
Release RFP for Security Audit Services	February 25, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer	
Request Process Closes and Submittal Review Begins	March 18, 2013	RFP Review Committee	
Announce RFP Reward	April 3, 2013	Ashley Smith, IT Manager	
Project Start	May 6, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer Consultant Firm	
Project Review (Findings Presentation)	n/a	Ashley Smith, IT Manager Renelle Francis, Security Engineer Consultant Firm Neil Matchan, IT Director Gary Nichols, CEO, InterDev	
Project Close-out	n/a	Ashley Smith, IT Manager	

Project: Develop a Website Optimization and Mobile Application Strategy

Summary

As part of an ongoing effort to improve the use of technology at the City, the IT Department plans to re-evaluate the design of the City's current website, along with evaluating how well the back-end Content Management System (CMS) addresses the needs of the City staff. The objective is to make better use of the City's website, and to help facilitate the needs of residents and visitors. To this end, a Website Optimization Strategy Plan is recommended to accomplish this goal.

In addition, the increasing use of mobile applications by City residents, visitors, and employees requires that a plan be developed to outline how the City will utilize and possibly develop mobile applications for both internal and external use in the future. Since both the use of websites and mobile applications are tightly associated with each other, the IT Department proposes we create one plan that will cover both website optimization and a mobile application development to use as a roadmap.

Cost

This project is covered under our existing contract and there is no additional cost for this project.

Benefits

- Roadmap for future mobile application development
- Increased access to government resources and information by citizens
- Assessment of potential shortcomings for current website CMS
- Increased efficiency in user management of City website
- Improved site navigation
- Increased ease of use for website visitors

Develop a Website Optimization and Mobile Application Strategy			
Business Initiatives(s): Develop a Mobile Application Strategy; Implement Self-Help Features Onto City's Website; Website Content Management Replacement and Website Redesign			
Action	**Target Date**	**Resources**	**Progress Update**
Create a Website and Mobile Apps Planning Committee	May 13, 2013	Ashley Smith, IT Manager	
Define Goals and Objectives of Committee	May 29, 2013	Website and Mobile App Committee	
Create Outline for Proposed Strategy	June 10, 2013	Ashley Smith, IT Manager Website and Mobile App Committee	
Solicit Information / Input From Committee and City	June 13, 2013	Website and Mobile App Committee	

Management		City Department Heads	
Create First Draft of Plan	June 17, 2013	Ashley Smith, IT Manager Website and Mobile App Committee	
Review First Draft Make Corrections / Produce Additional Drafts as Needed	June 25, 2013	Website and Mobile App Committee	
Submit Final Draft to City Manager	n/a	Ashley Smith, IT Manager Website and Mobile App Committee	
Project Close -Out	n/a (Project should be closed out before submittal of 2014 budget)	Ashley Smith, IT Manager	

Project: Create and Implement IT Disaster Mitigation and Recovery Plan

Summary

To better ensure the protection and reliability of City IT assets and services during emergency situations; the IT Department will create a Technology Disaster Mitigation and Recovery Plan. The purpose of the plan will be to establish policies and procedures that govern how IT responds when emergencies happen, and to identify what needs to be in place to reduce the risk of technology failures during an emergency situation.

Cost

This project is covered under our existing contract and there is no additional cost for this project at this time. However, there may be findings during the planning process that may identify costs associated with making necessary changes to meet the plans final requirements.

Benefits

- Increased efficiencies in disaster recovery procedures
- Reduced downtime during emergency situations
- Better protection of mission critical systems
- Increased protection of all City data

Create and Implement Information Technology Disaster Mitigation and Recovery Plan			
Business Initiative(s): Develop a Comprehensive Disaster Mitigation and Recovery Plan			
Action	**Target Date**	**Resources**	**Progress Update**
Evaluate Current IT Infrastructure in Regards to Disaster Mitigation and Recovery Capabilities	August 15, 2013	Ashley Smith, IT Manager Carleeta Sanders, System Admin Neil Matchan, IT Director	
Create Plan Outline / Strategy	August 22, 2013	Ashley Smith, IT Manager Neil Matchan, IT Director	
Develop First Draft of Plan / Review Draft with City Management	August 26, 2013	Ashley Smith, IT Manager Neil Matchan, IT Director	
Make Edits / Create Additional Drafts as Needed	September 18, 2013	Ashley Smith, IT Manager Carleeta Sanders, System Admin Neil Matchan, IT Director Gary Nichols, CEO Interdev	
Submit Final Draft to City Manager	October 11, 2013	Ashley Smith, IT Manager Neil Matchan, IT Director	
Project Close-out	October 15, 2013	Ashley Smith, IT Manager	

Project: Create and Implement a Data Loss Security Strategy

Summary

In keeping with the standards set in the City of Dunwoody's IT Security Policy, the IT Department will develop a Data Loss Security Strategy. The proposed plan will address the storage of sensitive information, use of removable storage, access to critical information, and other issues concerning the security of data loss prevention. This plan will also address the active monitoring and protection of critical information on the City network.

Costs

This project is covered under our existing contract and there is no additional cost for this project at this time. However, there may be findings during the planning process that identify costs associated with making necessary changes to meet plan final requirements.

Benefits

- Decreased exposure to legal liability due to loss of sensitive information
- Compliance with ISO27000, PCI, COBIT5, HIPAA, PCI, NITS, CJIS, NCIC
- Improvement in IT security processes and procedures

Project: Create and Implement a Data Loss Security Strategy			
Business Initiative (s): Data Loss Security Strategy			
Action	**Target Date**	**Resources**	**Progress Update**
Assessment of All Critical Data Stored on City Network	September 23, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer	
Look at Current Prevention Capabilities	September 25, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer	
Analyze Risks Associated With Current Procedures / Policies	October 7, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer	
Develop Strategy Outline	October 14, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer	
Create First Draft of DLP Strategy	October 17, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer Neil Matchan, IT Director	
Submit First Draft for Review	November 7, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer Neil Matchan, IT Director Gary Nichols, CEO Interdev	
Make Edits / Create	November 15, 2013	Ashley Smith, IT Manager	

Additional Drafts as needed		Renelle Francis, Security Engineer	
Submit Final Draft to City Manager	November 22, 2013	Ashley Smith, IT Manager Neil Matchan, IT Director Gary Nichols, CEO Interdev	
Implement Strategy Upon Approval of Final Draft by City Manager	December 4, 2013	Ashley Smith, IT Manager Renelle Francis, Security Engineer	
Project Close-Out	December 20, 2013	Ashley Smith, IT Manager	

APPENDIX A

Employee Education and Professional Development

Employee Education and Professional Development

InterDev is committed to offering ongoing education and professional development for all staff. We offer educational assistance to encourage personal development through formal education so employees can maintain and improve their job skills and enhance their ability for professional growth.

In January 2012, InterDev sponsored a three-day intense training class for the Project Management Professionals (PMP) certification exam taught by Velociteach, a premier project management education and certification company. Twenty five InterDev employees, including the City of Dunwoody's IT Manager, Ashley Smith and System Administrator, Carletta Sanders attended and earned 18 education hours in Project Management.

1. InterDev has acquired a 12-month unlimited-course training track for Microsoft products to further employee certification and technical growth. InterDev's unlimited Microsoft training license allows employees to access a variety of Microsoft professional classes online. Currently, Carletta Sanders is scheduled to complete the Microsoft Certification Technology Specialist (MCTS) certification by February 2013.

2. InterDev offers its employees monetary bonuses upon the completion of a number of Information Technology certifications: Cisco Certified Network Associate (CCNA), Cisco Certified Network Professional (CCNP), Certified Information Systems Security Professional (CISSP); Microsoft Certified Information Technology Professional (MCITP) and Project Management Professional.

3. InterDev's staff may participate in speaking engagements when scheduling permits. In July, Ashley Smith, IT Manager at the City, participated as an instructor at the Georgia Municipal Association Conference in Savannah. He conducted a class on Information Technology Best Practices for Local Governments. The class size was about 80 - 90 attendees, which included various City Council Members, City Managers, and other City staff from the local region.

Educational and Development Plan for FY 2013

- Both Ashley Smith and Carleeta Sanders plan to complete either the MCTS or MCITP by the end of the first quarter of FY 2013
- Expand training on VMWare and other virtualization platforms
- Continued use of the 12-month unlimited-course training for Microsoft (MS) products
- Increase training for the City's enterprise applications like, SIRE, INCODE, OSSI, etc.
- Further employee knowledge of PMP best practices and procedures

APPENDIX B

Annual Technology Work Plan, FY 2013, Schedule

Dunwoody
Smart people – Smart city

Information Technology

Annual Technology Work Plan

ID		Task Mode	Task Name	Duration	Start	Finish	Resource Names
0			**2013 Annual Technology Work Plan**	**347 days**	**Fri 8/24/12**	**Mon 12/23/13**	
1			**Server Virtualization Upgrade (CE)**	**18 days**	**Wed 1/9/13**	**Fri 2/1/13**	**Ashley Smith-IT Manager,Jariu**
2			Review project scope	1 day	Wed 1/9/13	Wed 1/9/13	
3			Schedule time for upgrade	1 day	Wed 1/9/13	Wed 1/9/13	
4			Backup for current VM hosts	2 days	Thu 1/24/13	Fri 1/25/13	
5			Install / upgrade new VMware vSphere	2 days	Fri 1/25/13	Sat 1/26/13	
6			Project close-out	1 day	Fri 2/1/13	Fri 2/1/13	
7							
8			**Microsoft Open Value Program Enrollment (CE)**	**24 days**	**Tue 1/15/13**	**Fri 2/15/13**	**Ashley Smith-IT Manager**
9			Receive updated Quote to verify pricing	2 days	Tue 1/15/13	Wed 1/16/13	
10			Submit PO for purchase to Finance Dept.	1 day	Thu 1/17/13	Thu 1/17/13	
11			Submit PO to CDWG	1 day	Mon 1/21/13	Mon 1/21/13	
12			Receive and enroll City licenses in Microsoft enrollment portal				
13			Project close-out	1 day	Fri 2/15/13	Fri 2/15/13	
14							
15			**Information Technology Security Audit (CE)**	**127 days**	**Tue 2/5/13**	**Wed 7/31/13**	**Ashley Smith-IT Manager,Carleeta**
16			Develop RFP for services	12 days	Tue 2/5/13	Wed 2/20/13	
17			Release RFP for Security Audit services	16 days	Mon 2/25/13	Mon 3/18/13	
18			Request process closes and submittal review begins	13 days	Mon 3/18/13	Wed 4/3/13	
19			Announce RFP reward	2 days	Wed 4/3/13	Thu 4/4/13	
20			Project start	24 days	Mon 5/6/13	Thu 6/6/13	
21			Project review (findings presentation)				
22			Project close-out				
23							

INTERDEV

ID		Task Mode	Task Name	Duration	Start	Finish	Resource Names
24			**Develop a Website Optimization and Mobile Application Strategy**	**42 days**	**Mon 5/13/13**	**Tue 7/9/13**	**Ashley Smith-IT Manager,Carleeta**
25			Create a website and Mobile Apps Planning Committee	5 days	Mon 5/13/13	Fri 5/17/13	
26			Define goals and objectives of committee	3 days	Wed 5/29/13	Fri 5/31/13	
27			Create outline for proposed strategy	3 days	Mon 6/10/13	Wed 6/12/13	
28			Solicit Information / input from Committee and Dunwoody Management	3 days	Thu 6/13/13	Mon 6/17/13	
29			Create First draft of plan	7 days	Mon 6/17/13	Tue 6/25/13	
30			Review first draft make corrections / Produce additional drafts as needed	12 days	Tue 6/25/13	Wed 7/10/13	
31			Submit final draft to City Manager	11 days	Fri 7/12/13	Fri 7/26/13	
32			Project close-out	3 days	Mon 7/29/13	Wed 7/31/13	
33							
34			**Create and Implement Information Technology Disaster Mitigation and Recovery Plan**	**44 days**	**Thu 8/15/13**	**Tue 10/15/13**	**Ashley Smith-IT Manager,Carleeta Sanders-System Admin,Lori Rolleri-Project Support,Neil Matchan-IT Director**
35			Evaluate current IT infrastructure in regards to disaster mitigation and recovery capabilities	5 days	Thu 8/15/13	Wed 8/21/13	
36			Create plan outline / strategy	1 day	Fri 8/24/12	Fri 8/24/12	
37			Develop first draft of plan / review draft with City Management	15 days	Mon 8/27/12	Fri 9/14/12	
38			Make edits / create additional drafts as needed	15 days	Wed 9/18/13	Tue 10/8/13	
39			Submit final draft to City Manager	5 days	Mon 10/15/12	Fri 10/19/12	
40			Project close-out	3 days	Tue 10/22/13	Thu 10/24/13	
41							

ID		Task Mode	Task Name	Duration	Start	Finish	Resource Names
42			**Create and Implement a Data Loss Security Strategy**	**65 days**	**Mon 9/23/13**	**Fri 12/20/13**	**Ashley Smith-IT Manager,Carleeta Sanders-System Admin,Gary Nichols-CEO-InterDev,Neil Matchan-IT Director,Renelle Francis-Security Engineer**
43			Assessment of all critical data stored on City of Dunwoody's network	2 days	Mon 9/23/13	Tue 9/24/13	
44			Look at current prevention capabilities	6 days	Wed 9/25/13	Wed 10/2/13	
45			Analyze risks associated with current procedures / policies	5 days	Mon 10/7/13	Fri 10/11/13	
46			Develop strategy outline	4 days	Mon 10/14/13	Thu 10/17/13	
47			Create first draft of DLP strategy	13 days	Thu 10/17/13	Mon 11/4/13	
48			Submit first draft for review	7 days	Thu 11/7/13	Fri 11/15/13	
49			Make edits / create additional drafts as needed	6 days	Fri 11/15/13	Fri 11/22/13	
50			Submit final draft to City Manager	6 days	Fri 11/22/13	Fri 11/29/13	
51			Implement strategy upon approval of final draft by City Manager	12 days	Wed 12/4/13	Thu 12/19/13	
52			Project close-out	2 days	Fri 12/20/13	Mon 12/23/13	

Attachment 3

Key Terms of the By-Laws and Membership Agreement

- ✓ **Board of Directors:** The Board of Directors shall consist of the Directors and alternate Directors appointed by the Chief Administrative Officer of each Member. The Board shall appoint an Executive Committee consisting of a President, Vice-President, Secretary and Treasurer. Each representative can cast one vote, regardless of the size of the community.

- ✓ **Powers and Duties of the Board:** Authorize all expenditures, establish and collect initial Membership Fee and Annual Contributions, establish an annual budget, establish and manage reserves, establish general policies and procedures necessary, establish strategic goals for GovITC, and others as defined on page 6 of the Membership Agreement. At this time, the following representatives are to serve as the inaugural board upon ratification of the membership agreements: Brad Burke (Lincolnshire) – Secretary; Jennifer Maltas (Buffalo Grove) – President; Drew Irvin (Lake Bluff) – Vice President; and, Amy Ahner (Glenview) – Treasurer.

- ✓ **Matters Requiring Two-Thirds (2/3) approval by Board:** Selection of Service Provider, approval of budgets including Member annual contributions, approval of new Members, suspension, termination or expulsion of a Member, approval of any strategic plans, and dissolution or termination of the Consortium.

- ✓ **Initial Membership Fee and Minimum Membership Criteria:** There are no initial fees for the GovITC charter Members. A new potential Member must undergo an IT assessment to analyze IT environment and ensure that addition of the Member would not adversely impact other municipalities, or if an additional cost is required to bring the new Member up to minimum operating standards. Participation in GovITC involves a 3-year minimum commitment.

- ✓ **Service Provider:** Each Member must enter into an agreement with the Service Provider. Two-thirds (2/3) affirmative vote of Board is required to authorize a Service Provider for the Consortium. The Service Provider shall be the principle operating manager and shall supervise and control day-to-day operations of GovITC.

- ✓ **Annual Contribution:** The Board shall determine an Annual Contribution required by each Member dependent upon the Member's participation and use of shared equipment.

RESOLUTION 2015-____

A RESOLUTION HONORING THE 25TH ANNIVERSARY OF THE PASSAGE OF THE AMERICANS WITH DISABILITIES ACT

WHEREAS, nearly 1 in 5 residents of the United States have a disability; and,

WHEREAS, the population of people with disabilities is increasing among all age groups; and,

WHEREAS, the Americans with Disabilities Act (ADA) was signed into law on July 26, 1990 by President George H. W. Bush; and,

WHEREAS, it is appropriate to pause and celebrate/recognize the ADA as a wide ranging and landmark piece of civil rights legislation that prohibits discrimination based on disability; and,

WHEREAS, in enacting the ADA, Congress recognized that persons with disabilities have a history of being subjected to unequal treatment, and that the nation's goals regarding individuals with disabilities are to assure equality of opportunity, full participation, independent living, and economic self sufficiency; and,

WHEREAS, the ADA has expanded opportunities for Americans with disabilities by reducing barriers and changing perceptions, and increasing full inclusion in community life; and,

WHEREAS, despite the great strides that people with disabilities have made as a result of the ADA, barriers remain; and,

WHEREAS, the goals of ADA 25 are to foster public recognition that disability is a natural part of the human experience and expand opportunities for people with disabilities to participate fully in civic, social and economic life of the nation, our state and our community.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LAKE BLUFF, COUNTY OF LAKE AND STATE OF ILLINOIS, that: the most effective way in which to celebrate this milestone 25th Anniversary of the ADA is to reaffirm our opposition to discrimination based on disability and to strive to promote full implementation of the ADA.

BE IT FURTHER RESOLVED, that we encourage the reduction of stigma and discrimination against people with disabilities through education and training as well as support the pursuit of programs to ensure that the spirit and founding provisions of the ADA are maintained, implemented, and enforced.

DATED this 28th day of September, 2015, at the Village of Lake Bluff, Lake County, Illinois.

ATTEST:

_____ _____

Village President Village Clerk

VILLAGE OF LAKE BLUFF
REQUEST FOR BOARD ACTION

Agenda Item: 15

Subject: SECOND READING OF AN ORDINANCE AMENDING TITLE VII OF THE LAKE BLUFF MUNICIPAL CODE REGARDING SMOKING REGULATIONS (E-Cigarettes)

Action Requested: ADOPTION OF THE ORDINANCE

Originated By: VILLAGE STAFF

Referred To: VILLAGE BOARD

Summary of Background and Reason For Request:

In 2008 the Village Board supported an aggressive ordinance to restrict smoking in all enclosed public areas, all places of employment and in certain unenclosed public areas such as park grounds and school grounds. The purpose of the restrictions was to ensure that non-smokers may breathe air free from the hazardous effects of second hand smoke. In recent years, manufacturers have developed electronic devices intended to simulate cigarette smoking and designed to deliver nicotine, other chemicals and flavors by using a heating element to turn the nicotine, other chemicals and flavors into an aerosol, gas or vapor that is inhaled or "vaped" by the user.

The United States Food & Drug Administration, the Center for Disease Control and Prevention, the World Health Organization, and many leading public health organizations have expressed concern about (i) the dramatic increase in the use of e-cigarettes by minors under eighteen (18) years of age, (ii) the marketing of e-cigarettes without appropriate health warnings or age-restrictions including the marketing of sweet flavors targeted to minors under eighteen (18) years of age, and (iii) the lack of clinical studies on the potential health risks posed by e-cigarettes. E-cigarettes remain unregulated at the federal level, leaving states and local governments to adopt their own regulation regarding the smoking of e-cigarettes in public places and work places, the sale and distribution of e-cigarettes to minors under eighteen (18) years of age, and the possession of e-cigarettes by minors under eighteen (18) years of age. In an effort to respond to these concerns, several municipalities have amended their ordinances to include e-cigarettes in the same manner that cigarettes are regulated/licensed and prohibited.

At the direction of the Committee-of-the-Whole (COW) (April 9, 2015), the Village Attorney has prepared the attached ordinance to restrict the sale, possession and use of e-cigarettes in the same manner as cigarettes are currently regulated and licensed. This action would align with the Village Board's original intentions and policy, and this amendment will continue to protect minors under 18 and persons in proximity of devices in use from the possible risk posed from "second hand" vapors. The Village Board approved first reading of the ordinance at its meeting on September 14, 2015.

Reports and Documents Attached:

- Revised Ordinance.

The following documents were provided as part of the September 14th Village Board Agenda Packet:

- Memo To COW dated April 8, 2015; and
- Excerpt from April 13, 2015 COW meeting minutes.

Village Administrator's Recommendation: Adoption of the Ordinance

Date Referred to Village Board: **9/28/2015**

ORDINANCE NO. 2015-___

AN ORDINANCE AMENDING TITLE VII OF THE LAKE BLUFF MUNICIPAL CODE REGARDING SMOKING REGULATIONS (E-Cigarettes)

WHEREAS, pursuant to Chapter 5 of Title 4 of the Village of Lake Bluff Municipal Code ("Village Code"), the Village broadly prohibits smoking in enclosed areas within public places and places of employment; and,

WHEREAS, pursuant to Section 5-8-4 of the Village Code, the Village prohibits the purchase and possession of tobacco products by minors; and,

WHEREAS, recent studies indicate that electronic smoking devices, commonly known as "e-cigarettes," pose significant health risks to both users of e-cigarettes and to those in the vicinity of users; and,

WHEREAS, the United States Food and Drug Administration has issued a caution related to e-cigarettes because the safety and efficacy of e-cigarettes have not been fully researched and studied, and it is not known if the use of e-cigarettes may lead young people to try tobacco products, including conventional cigarettes, which are known to cause disease and lead to premature death; and,

WHEREAS, pursuant to the home rule powers of the Village, the Village Board desires to amend: (i) Chapter 5 of Title 4 of the Village Code to prohibit the use of e-cigarettes at all locations within the Village at which smoking is currently prohibited; and (ii) Section 5-8-4 of the Village Code to prohibit the purchase and possession of e-cigarettes by minors; and,

WHEREAS, the Village Board has determined that it will serve and be in the best interest of the Village and its residents to amend the Village Code pursuant to this Ordinance.

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 into, and made a part of, this Ordinance as the findings of the Village Board.

Section 2: Amendments to Section 4-5-1 of the Village Code.

Section 4-5-1, titled "Introduction," of Chapter 5, titled "Smoking Regulations," of Title 4, titled "Health, Sanitation, and Environment," of the Village Code is hereby amended further to read as follows:

"4-5-1: INTRODUCTION:

Smoking creates the hazard of injury to the personal health of those in the environment of such smoke as well as the potential damage to property which may result from the combustible nature of such substance. It has been determined that breathing ambient smoke is a health hazard to both smokers and nonsmokers.

Cigarette smoking also produces several substances that are considered hazardous to health including carbon monoxide, hydrogen cyanide, nitrous oxide and formaldehyde. Secondhand smoke (68 percent of the smoke produced by a cigarette) affects the health of the bystander, interfering with respiratory tract defenses, often causing nonsmokers to have allergic or irritative reactions, and is a known cause of lung cancer.

The use of e-cigarettes, as an alternative to smoking traditional cigarettes, has proliferated in recent years. Although often marketed as safe, the United States Food and Drug Administration has issued a caution related to e-cigarettes because the safety and efficacy of e-cigarettes have not been fully researched and studied, and it is not known if the use of e-cigarettes may lead young people to try tobacco products, including conventional cigarettes, which are known to cause disease and lead to premature death.

Because the hazards of smoking **and the use of e-cigarettes** have a potentially harmful effect, material and direct, on the public health, safety, welfare, comfort and property of residents of the Village, it is, therefore, necessary and desirable to establish regulations that prohibit smoking **and the use of e-cigarettes** in all enclosed public places, in all places of employment, and in certain unenclosed public places."

Section 3: Amendments to Section 4-5-2 of the Village Code.

Section 4-5-2, titled "Title; Purpose," of Chapter 5, titled "Smoking Regulations," of Title 4, titled "Health, Sanitation, and Environment," of the Village Code is hereby amended further to read as follows:

"4-5-2: TITLE; PURPOSE:

This chapter may be cited as the Lake Bluff Smoking Ban Ordinance, the purpose of which is to protect the public health, comfort and environment by prohibiting smoking **and the use of e-cigarettes** in all enclosed public places, all places of employment, and in certain unenclosed public areas, in order to ensure that nonsmokers may breathe air free from the hazardous effects of secondhand smoke."

Section 4: Amendments to Section 4-5-3 of the Village Code.

Section 4-5-3, titled "Definitions," of Chapter 5, titled "Smoking Regulations," of Title 4, titled "Health, Sanitation, and Environment," of the Village Code is hereby amended further by adding the following new definition to be inserted in correct alphabetical order:

"4-5-3: DEFINITIONS:

Wherever the following words or phrases are used, they shall, for purposes of this chapter, have the meanings ascribed to them in this section, except when the context otherwise indicates. If a word or phrase is not specifically defined in this section, it shall have the meaning ascribed thereto in the Smokefree Illinois Act.

* * *

E-CIGARETTE: An electronic device that typically includes a mouthpiece, a heating element or atomizer, a battery, and electronic circuits; provides a gas derived from a liquid that includes nicotine, propylene glycol, or similar substance and perhaps other substances; and is inhaled by a user in a manner that simulates or resembles smoking. The term "e-cigarette" includes all manner of these devices, regardless of the details of a device's appearance or marketed name, that are manufactured to resemble a cigarette, cigar, pipe, or other smoking device. The term "e-cigarette" includes the cartridges and component parts of an e-cigarette, individually or in any combination."

* * *

Section 5: Amendments to Section 4-5-4 of the Village Code.

Section 4-5-4, titled "Applicability of Smoke Free Illinois Act," of Chapter 5, titled "Smoking Regulations," of Title 4, titled "Health, Sanitation, and Environment," of the Village Code is hereby amended further to read as follows::

"4-5-4: APPLICABILITY OF THE SMOKE FREE ILLINOIS ACT:

The Village hereby acknowledges that the Smoke Free Illinois Act is applicable, and is in full force and effect, within the Village. No person shall smoke**, or use an e-cigarette,** in any place in the Village within which smoking is prohibited pursuant to the Smoke Free Illinois Act. In the event of a conflict between the Smoke Free Illinois Act and the provisions of this chapter, the most restrictive provision shall control."

Section 6: Amendments to Section 4-5-5 of the Village Code.

Section 4-5-5, titled "Prohibitions and Exceptions," of Chapter 5, titled "Smoking Regulations," of Title 4, titled "Health, Sanitation, and Environment," of the Village Code is hereby amended further to read as follows:

"4-5-5: PROHIBITIONS AND EXCEPTIONS:

A. Unenclosed Public Places: No person shall smoke**, or use an e-cigarette,** in the following unenclosed public places:

(1) Outdoor venues;

(2) Park grounds;

(3) School grounds;

(4) Public transportation loading areas and platforms;

(5) Public golf driving ranges;

(6) The Lake Bluff golf course, except for those areas on the golf course located at least seventy five feet (75') from the clubhouse building;

(7) Village owned parking lots;

(8) Outdoor eating areas; provided, however, that this prohibition shall not apply to any person who is temporarily in any portion of an outdoor eating area that is located on a public sidewalk for the sole purpose of walking or traversing through such area;

(9) Public sidewalks within 25 feet of an outdoor eating area; provided, however, that this prohibition shall not apply to any person who is temporarily in such area for the sole purpose of walking or traversing through such area;

(10) The Village Green; and

(11) Gasoline or fuel stations.

B. Entrances: Smoking**, and the use of e-cigarettes,** shall be prohibited within 25 feet of an entrance to any place (enclosed or unenclosed) within which smoking is prohibited; provided, however, that this prohibition shall not apply to any person who is temporarily in such area for the sole purpose of walking or traversing through such area.

C. Public Meetings: Smoking**, and the use of e-cigarettes,** shall be prohibited in all public meetings.

D. Common Residential Areas: No person shall smoke**, or use an e-cigarette,** in any common or public place (including, without limitation, lobbies, hallways, reception areas, public restrooms, and elevators) of any apartment building, condominium, dormitory building, nursing home, long-term care facility, or other multiple-family residential structures; provided, however that smoking**, and the use of e-cigarettes,** shall be permitted in semi-private rooms in a nursing home or long-term care facility of which all of the occupants (1) are smokers **and/or habitual users of e-cigarettes**, and (2) have requested in writing to be placed or to remain in a room where smoking**, and/or the use of e-cigarettes,** is permitted.

Section 7: Amendments to Section 4-5-6 of the Village Code.

Section 4-5-6, titled "Signs and Ashtrays," of Chapter 5, titled "Smoking Regulations," of Title 4, titled "Health, Sanitation, and Environment," of the Village Code is hereby amended further to read as follows:

"4-5-6: SIGNS AND ASHTRAYS:

Each owner, operator, manager, or other person in control of any place within which smoking **or the use of e-cigarettes** is prohibited pursuant to this chapter shall:

A. Signs Posted: Conspicuously post signs indicating that smoking is prohibited in the same manner as is described in sections 20(a) and 20(b) of the Smoke Free Illinois Act; provided, however, that in the event that there is no clearly defined entrance to a

place within which smoking is prohibited pursuant to this chapter, such signs shall be posted on or adjacent to an existing identification sign located on the property

B. Ashtrays Removed: Remove all ashtrays from the place within which smoking is prohibited, in the same manner as is described in section 20(c) of the Smoke Free Illinois Act."

Section 8: Amendments to Section 4-5-7 of the Village Code.

Section 4-5-7, titled "Owner and Occupant Responsibility" of Chapter 5, titled "Smoking Regulations," of Title 4, titled "Health, Sanitation, and Environment," of the Village Code is hereby amended further to read as follows:

"4-5-7: OWNER AND OCCUPANT RESPONSIBILITY:

It shall be unlawful for any person who is the owner, occupant, or lessee of any place where smoking **or the use of e-cigarettes** is prohibited pursuant to this chapter to permit smoking **or the use of e-cigarettes** in that place."

Section 9: Amendments to Section 5-8-4 of the Village Code.

Section 5-8-4, titled "Tobacco Products," of Chapter 8, titled "Minors," of Title 5, titled "Police and Public Safety," of the Village Code is hereby amended further to read as follows:

"5-8-4: TOBACCO PRODUCTS **AND E-CIGARETTES**:

A. Definitions. For the purposes of this section, the following terms, phrases, and words shall have the meanings given to them in this subsection. All terms, phrases, and words used in this section but not defined in this subsection shall have the meanings given to them elsewhere in this code.

E-CIGARETTE: An electronic device that typically includes a mouthpiece, a heating element or atomizer, a battery, and electronic circuits; provides a gas derived from a liquid that includes nicotine, propylene glycol, or similar substance and perhaps other substances; and is inhaled by a user in a manner that simulates or resembles smoking. The term "e-cigarette" includes all manner of these devices, regardless of the details of a device's appearance or marketed name, that are manufactured to resemble a cigarette, cigar, pipe, or other smoking device. The term "e-cigarette" includes the cartridges and component parts of an e-cigarette, individually or in any combination.

MINOR: A person under the age of eighteen (18) years.

TOBACCO PRODUCT: Any item, product, or substance containing tobacco leaf, including specifically, but without limitation, cigarettes, cigars, snuff, and pipe, chewing, or dipping tobacco.

B. Sale By Minors: It shall be unlawful for any minor to sell, give, dispense, furnish, or otherwise distribute any tobacco product **or e-cigarette** to any person or business within the corporate limits of the Village.

C. Sale To Minors: It shall be unlawful for any person or business to sell, give, dispense, furnish, or otherwise distribute any tobacco product **or e-cigarette** to any minor within the corporate limits of the Village.

D. Purchase By Minors: It shall be unlawful for any minor to purchase or otherwise acquire any tobacco product **or e-cigarette** within the corporate limits of the Village.

E. Possession And Use By Minors: It shall be unlawful for any minor to possess or use a tobacco product **or e-cigarette** within the corporate limits of the Village; provided, however, that the possession or use of any tobacco product **or e-cigarette** by any minor under the direct supervision and control of the parent or guardian of any such minor in the privacy of such parent's or guardian's home shall not be unlawful.

F. Notice Required:

1. It shall be unlawful for any person or business to engage in the sale or distribution of tobacco products **or e-cigarettes** within the corporate limits of the village unless such person or business prominently displays as part of every display of tobacco products **or e-cigarettes** offered for sale the following notice:

   THE PURCHASE OF TOBACCO PRODUCTS **OR E-CIGARETTES** BY ANY PERSON UNDER AGE OF 18 IS PROHIBITED BY LAW.

2. Such notice shall be displayed in red letters at least one inch (1") in height on a white background.

G. Responsibility For Agent Or Employee: Any act constituting a violation of this section by an agent or employee of any person or business shall be deemed and held to be the act of such person or business, and such person or business shall be punishable in the same manner as if such act had been done by such person or business personally.

H. Penalties:

1. Any minor who violates any provision of this section shall be punished by a fine not to exceed twenty-five dollars ($25.00) for a first offense, fifty dollars ($50.00) for a second offense, and one hundred dollars ($100.00) for a third or subsequent offense.

2. Any person, other than a minor, who violates any provision of this section shall be punished by a fine not to exceed two hundred dollars ($200.00) for a first offense, four hundred dollars ($400.00) for a second offense, and six hundred dollars ($600.00) for a third or subsequent offense."

Section 10: Effective Date.

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

PASSED this ____ day of _____, 2015, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this ____ day of _____, 2015.

_____
Village President

ATTEST:

_____
Village Clerk

FIRST READING: September 14, 2015

SECOND READING: _____

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM_____

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VILLAGE OF LAKE BLUFF
REQUEST FOR BOARD ACTION

Agenda Item: 16

Subject: AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A BREWPUB AT 16 E. SCRANTON AVENUE

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

Originated By: LAKE EFFECT HOLDINGS, LLC (Petitioner)

Referred To: PLAN COMMISSION & ZONING BOARD OF APPEALS (PCZBA)

Summary of Background and Reason For Request:

On August 25, 2015 the Village received a zoning petition from Lake Effect Holdings, LLC, ("Petitioner") owner of the Village Commons building, seeking a special use permit (SUP) to operate a brewery/brewpub at 16 E. Scranton Avenue. Currently, the Lake Brewing Company operates at this location pursuant to a SUP authorized pursuant to Ord. #2010-08; however, the establishment will soon change ownership to Lake Bluff Craft Brewing Company which will require a new SUP under the new ownership. If approved, the Petitioner would then hold the SUP and be authorized to establish a brewery/brew pub that is consistent with any conditions required of the SUP and would not require a public hearing with the PCZBA for any future brewery/brew pub tenants.

On September 16th the PCZBA conducted a public hearing to consider the zoning petition and recommended the Village Board approve the Petitioner's request subject to the following conditions:

- The business owner obtains adequate, but no fewer than four, downtown employee parking permits (for parking at the Train Station) to increase the availability of parking for downtown visitors and customers;
- Extend permissible hours of operation to allow an establishment to open one hour earlier, Monday - Thursday (from 11:00 a.m. to 11:00 p.m.), one hour earlier, Friday and Saturday (11:00 a.m. to 12:00 a.m.), and one hour earlier/one hour later on Sundays (from 11:00 a.m. to 11:00 p.m.); and
- Require deliveries to and distribution from the establishment be made pursuant to Ord. #2007-14 (an ordinance approving the Village Commons development), including from the rear of the building and in the designated loading zones along E. Scranton and Walnut Avenues.

Robert Douglass (of Lake Effect Holdings, LLC) and Dave Burns (of the Lake Bluff Brewing Co.), as well as Village Staff, will be in attendance at the meeting to address questions from the Board.

Reports and Documents Attached:

1. Ordinance Granting a SUP for a Brewpub at 16 E. Scranton Ave.;
2. PCZBA Staff Report Dated September 11, 2015 (with attachments); and
3. A Letter Dated September 23, 2015 from Robert Douglass Requesting Second Reading Waiver.

PCZBA's Recommendation: Approve the Ordinance.

Village Administrator's Recommendation: Consideration of First Reading Approval.

Date Referred to Village Board: **9/28/2015**

ORDINANCE NO. 2015-__

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A BREWPUB

(Lake Effect Holdings, LLC – 16 East Scranton Avenue)

Passed by the Board of Trustees, _____, 2015

Printed and Published, _____, 2015

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. 2015-__

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A BREWPUB (Lake Effect Holdings, LLC – 16 East Scranton Avenue)

WHEREAS, pursuant to a special use permit approved by the Village in 2010 and amended in 2011 ("***Existing Special Use Permit***"), Lake Bluff Brewing Company LLC ("***Operator***") has operated a brew pub ("***Brewpub***") on the property located at 16 East Scranton Avenue within the Village's "CBD" Central Business District and legally described in ***Exhibit A*** to this Ordinance ("***Subject Property***"); and,

WHEREAS, the Owner, Lake Effect Holdings, LLC, ("***Owner***") is the owner of the subject property; and,

WHEREAS, the Subject Property was developed pursuant to Ordinance Number 2007-14, in which the Village approved a final plat of subdivision and related relief for the Subject Property ("***Final Plat Approval Ordinance***") and the March 31, 2007 development agreement by, between, and among the Village, the Owner, and John Griffith, Inc. d/b/a Griffith, Grant & Lackie Realtors ("***Development Agreement***"); and,

WHEREAS, the Owner and the Operator desire to continue the operation of the Brewpub at the Subject Property, but the parties desire, and the Owner has requested, that the Owner hold the special use permit for the Brewpub ("***New Special Use Permit***"), and that the Operator relinquish the Existing Special Use Permit but continue to operate the Brewpub on behalf of the Owner pursuant to the New Special Use Permit; and,

WHEREAS, following a properly noticed public hearing, the Village's Joint Plan Commission and Zoning Board of Appeals ("***PCZBA***") recommended that the Board of Trustees approve the Owner's request for the New Special Use Permit; and,

WHEREAS, the Board of Trustees has determined that it would be in the best interest of the Village to approve the New Special Use Permit in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance.

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 the findings of the Lake Bluff Board of Trustees.

Section 2. Public Hearing.

A public hearing to consider the application for the Revised Special Use Permit was duly advertised on or before September 1, 2015, in the *News-Sun*, and was

commenced and completed by the PCZBA on September 16, 2015, on which date the PCZBA recommended that the Board of Trustees approve the Revised Special Use Permit subject to the conditions set forth in Section 4 of this Ordinance.

Section 3. New Special Use Permit Approval and Revocation of Existing Special Use Permit.

A. Revised Special Use Permit Approval. Pursuant to the standards and procedures set forth in Section 10-4-2E of the Lake Bluff Zoning Regulations and subject to and contingent on the conditions in Section 4 of this Ordinance, the Board of Trustees hereby approves the New Special Use Permit for the Brewpub on the Subject Property by the Owner.

B. Revocation of Existing Special Use Permit. The Existing Special Use Permit granted to the Operator, consisting of Ordinance No. 2010-08 as amended by Ordinance No. 2011-1, is hereby revoked and upon the effective date of this Ordinance the Existing Special Use Permit shall be of no further force or effect.

Section 4. Conditions.

The approval granted in Section 3 of this Ordinance is hereby expressly subject to and contingent on each of the following conditions, restrictions, and provisions:

A. Compliance with Application. The Brewpub must be constructed, used, and maintained in substantial accordance with the Owner's Zoning Application and accompanying documents attached to this Ordinance as ***Exhibit B***.

B. Compliance with Applicable Law. In addition to the other specific requirements of this Ordinance, the Brewpub, the Subject Property, and all operations conducted thereon and therein must comply at all times with all applicable federal, state, and Village statutes, ordinances, resolutions, rules, codes, and regulations, including without limitation this Ordinance.

C. Hours of Operation. The Brewpub may be open for business to the public no earlier than 11:00 a.m. on any day, no later than 11:00 p.m. on Sunday through Thursday and no later than 12:00 a.m. on Friday and Saturday, unless otherwise approved by the Village Board of Trustees by resolution duly adopted, provided that the Brewpub may remain open until 1:00 a.m. on New Year's Eve.

D. Liquor License. No alcoholic beverages may be sold, served, or consumed at the Brewpub unless and until the Village has issued a valid liquor license for the operation of the Brewpub in accordance with the Village's liquor licensing standards, regulations, and procedures. The adoption of this Ordinance is not and will not be deemed as a guaranty or actual approval of the liquor license or licensing regulations required to allow alcoholic beverages to be sold, served, or consumed at the Brewpub.

E. Final Plat Approval Ordinance Provisions Apply. The Brewpub and Brewpub Space are subject to, and must comply with, the specific requirements

provided in the Final Plat Approval Ordinance for the Subject Property, including without limitation, those requirements concerning refuse removal, snow removal, screening of refuse containers, delivery parking and loading, location of required parking spaces, customer parking, public use of parking spaces after business hours, tenant and employee parking, and compliance with a parking plan approved by the Village Administrator.

F. Parking. The Owner shall at all times maintain sufficient downtown parking permits, in no case fewer than four in number, to provide parking in the train station parking lot for all Brewpub employees working in the Brewpub at any one time.

G. Outdoor Service. Outdoor service areas will be permitted on or adjacent to the Brewpub only with the advance approval of the Village Board of Trustees by resolution duly adopted pursuant to Village Ordinance No. 94-13. The adoption of this Ordinance is not and will not be deemed as a guaranty or actual approval of an outdoor service area at the Brewpub.

Section 5. Failure To Comply With Conditions.

Upon failure or refusal of the Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approval granted in Section 3 of this Ordinance will, at the sole discretion of the Board of Trustees, by ordinance duly adopted, be revoked and become null and void.

Section 6. Binding Effect.

The privileges, obligations, and provisions of each and every section of this Ordinance are for the benefit of and bind the Owner, unless otherwise explicitly set forth in this Ordinance. Nothing in this Ordinance will be deemed to allow this Ordinance to be transferred to any person or entity other than the Owner without a new application for approval.

Section 7. Effective Date.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

i. Passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law; and

ii. Publication in pamphlet form in the manner required by law; and

iii. The filing by the Owner with the Village Clerk, for recording in the Office of the Lake County Recorder of Deeds, of an unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance. The unconditional agreement and consent must be executed by the Owner. The unconditional agreement and consent must be substantially in the form attached hereto and incorporated herein as ***Exhibit C***.

B. In the event that the Owner does not file with the Village Clerk the unconditional agreement and consent required by Paragraph 7.A(iii) of this Ordinance within 60 days after the date of final passage of this Ordinance, the Board of Trustees of Trustees will have the right, in their sole discretion, to declare this Ordinance null and void and of no force or effect.

PASSED this __ day of _____, 2015, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this ___ day of _____, 2015.

_____
Village President

ATTEST:

_____
Village Clerk

FIRST READING: _____

SECOND READING: _____

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

Exhibit A

Description of Subject Property

LOT 1 OF VILLAGE COMMONS, BEING A RE-SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 26, 2007 AS DOCUMENT NUMBER 6246797 IN LAKE COUNTY, ILLINOIS.

Commonly known as 16 East Scranton Avenue, Lake Bluff, Illinois.

Exhibit B

Zoning Application

Exhibit C

Owner's Unconditional Agreement and Consent

TO: The Village of Lake Bluff, Illinois ("***Village***"):

WHEREAS, pursuant to a special use permit approved by the Village in 2010 and amended in 2011 ("***Existing Special Use Permit***"), Lake Bluff Brewing Company LLC ("***Operator***") has operated a brew pub ("***Brewpub***") on the property located at 16 East Scranton Avenue within the Village's "CBD" Central Business District and legally described in ***Exhibit A*** to this Ordinance ("***Subject Property***"); and,

WHEREAS, the Owner, Lake Effect Holdings, LLC, ("***Owner***") is the owner of the subject property; and,

WHEREAS, the Subject Property was developed pursuant to Ordinance Number 2007-14, in which the Village approved a final plat of subdivision and related relief for the Subject Property ("***Final Plat Approval Ordinance***") and the March 31, 2007 development agreement by, between, and among the Village, the Owner, and John Griffith, Inc. d/b/a Griffith, Grant & Lackie Realtors ("***Development Agreement***"); and,

WHEREAS, the Owner and the Operator desire to continue the operation of the Brewpub at the Subject Property, but the parties desire, and the Owner has requested, that the Owner hold the special use permit for the Brewpub ("***New Special Use Permit***"), and that the Operator relinquish the Existing Special Use Permit but continue to operate the Brewpub on behalf of the Owner pursuant to the New Special Use Permit; and,

WHEREAS, Ordinance No. _____, adopted by the President and Board of Trustees of the Village of Lake Bluff on _____, 2015, ("***Ordinance***") grants the requested special use permit approval for the Brewpub and the Subject Property, subject to certain modifications, conditions, restrictions, and provisions; and,

WHEREAS, Subsection 7.B of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Owner files with the Village Clerk, within 60 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each of the terms, conditions and limitations set forth in said Ordinance.

NOW, THEREFORE, the Owner does hereby agree and covenant as follows:

1. The Owner hereby unconditionally agrees to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of the Ordinance.

2. The Owner acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

3. The Owner acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's issuance of any permits for the use of the Brewpub and the Subject Property, including, without limitation, the special use permit and site plan approved in the Ordinance, and that the Village's issuance of any such permits or approvals does not, and will not, in any way, be deemed to insure the Owner against damage or injury of any kind and at any time.

4. The Owner agrees to and does hereby hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the operation and use of the Brewpub or the Subject Property, or the Village's adoption of the Ordinance.

Dated: _____, 2015.

ATTEST:

By:_____

Its:_____

LAKE EFFECT HOLDINGS, LLC

By:_____

Its:_____

VILLAGE OF LAKE BLUFF

Memorandum

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

FROM: Brandon J. Stanick, Assistant to the Village Administrator

DATE: September 11, 2015

SUBJECT: **Agenda Item #5 -** Special Use Permit to Operate a Brewery/Brew Pub at 16 E. Scranton Ave.

Applicant Information:	Lake Effect Holdings, LLC (Petitioner & Property Owner)
Location:	16 E. Scranton Avenue
Existing Zoning:	Central Business District (CBD)
Purpose:	Operate a brewery/brew pub at 16 E. Scranton Avenue.
Requested Action:	A recommendation to the Village Board to approve, approve with conditions or deny the request Special Use Permit to operate a brewery/brew pub at 16 E. Scranton Ave.
Public Notice:	*Lake County News Sun* – September 1, 2015
Tenant Space:	1,120 sq. ft.
Existing Land Use:	Commercial service & manufacturing establishment
Surrounding Land Use:	• North: Parking lot & multi-family residential • East: Commercial • South: Village Green park • West: Train Station
Comprehensive Plan Land Use Objectives:	• Promote orderly redevelopment of the Central Business District
Zoning History:	• Village Commons development relevant zoning relief (2007): o Allows multiple principle structures on 1 lot, o 56% variation from required parking spaces (28 of 40 spaces are onsite / 10 of the 28 are designated customer parking), o 20% variation from required parking lot buffer width of 5 ft. (4 ft. buffer provided); • Ordinance granting SUP for a brewery at 16 E. Scranton Ave. (Ord. 2010-8 and amended by Ord. 2011-11 concerning hrs. of operation); and • Ordinance granting SUP for a restaurant w/out a drive thru at 18-20 E. Scranton Ave. (Ord. 2014-06).
Applicable Land Use Regulations:	SUP is required to operate breweries/brew pubs in the CBD.

Background and Summary

On August 25, 2015 the Village received a zoning petition from Lake Effect Holdings, LLC (Petitioner), owner of the Village Commons building, seeking a special use permit (SUP) to operate a brewery/brewpub at 16 E. Scranton Avenue. Currently, the Lake Brewing Company operates at this location pursuant to a SUP authorized pursuant to Ord. #2010-08; however, the establishment will soon change ownership to Lake Bluff Craft Brewing Company and would require a separate SUP under the new ownership. If approved, the Petitioner will hold the SUP, and therefore, be authorized to establish a brewery/brew pub that is consistent with any conditions required of the SUP and will not require a public hearing with the PCZBA for any future brewery/brew pub tenants.

Zoning Analysis

The Village Commons development was approved pursuant to Ordinance #2007-14 and establishes specific parking requirements to meet the needs of the various tenants of the building. The proximity to on-street parking should be able to adequately serve customer parking needs. The Petitioner notes that employee parking will remain the same; however, there is insufficient detail regarding the manner by which employee parking will be addressed. **It is recommended the PCZBA consider a condition requiring the business owner to obtain an adequate number of parking permits (for parking at the Train Station) for the employees at this location.**

The following is a summary of the existing authorized hours of operation pursuant to Ord. #2011-11 compared to new proposed hours of operation:

Authorized Hours:	New Proposed Hours:
Monday through Thursday, 12:00 pm to 11:00 pm	Monday through Thursday, 11:00 am through 11:00 pm
Friday and Saturday, 12:00 pm to 12:00 am	Friday and Saturday, 11:00 am to 12:00 am
Sunday, 12:00 pm to 10:00 pm	Sunday, 11:00 am to 11:00 pm

No traffic demands or safety hazards are foreseen with this type of use. The Petitioner advises deliveries will not change from the current method; however, there is insufficient detail regarding the method by which the establishment currently receives deliveries and/or distributes product from the establishment. **It is recommended the PCZBA consider a condition requiring that deliveries to and distribution from the establishment be made from the rear of the building and during early morning hours to limit the impact on traffic in the CBD.**

There will be minimum impact to public utilities as adequate water and sewer services are currently available.

Sanitation service will be provided by the Petitioner's contractor and is currently provided at the rear of the building several times per week.

Because of the established history with this type of use being sought to continue at this location, Village Staff does not anticipate any irregular impacts to police and/or fire services.

PCZBA Authority

The PCZBA has the authority to:

- Recommend the Village Board approve, approve with conditions or deny the request for a SUP.

Recommendation

Following the public hearing to consider the requested SUP, the PCZBA should take one of the following actions:

- If more information is required, continue the public hearing to a date certain to allow the Petitioner to provide additional information; or

- If more information is not required, vote to:
    - Approve, approve with conditions, or deny the Petitioner's request.

Attachments

- Petitioner's zoning application and related material;
- Ordinance #2010-08 (with attachments); and
- Ordinance #2011-11 (without attachments).

If you should have any questions concerning the information provided in this memorandum please feel free to contact me at 847-283-6889.

lake *effect*

HOLDINGS, LLC

RECEIVED
SEP 10 2015
BY: .....

September 10, 2015

Mr. Steve Kraus, Chairman
Plan Commission & Zoning Board of Appeals
40 East Center Avenue
Lake Bluff, Illinois 60044

Re: Lake Effect Holdings Special Use permit application

Dear Chairman Kraus,

The Lake Bluff Brewing Company will be changing their name to Lake Bluff Craft Brewing Company. Consistent to other Special Use Permits within the Village Commons building (Maevery's Public House and Lake Forest Bank & Trust Company's teller drive-thru), Lake Effect Holdings is requesting to hold the Special Use Permit.

The existing use as a brewery will not change. The retail space will continue primarily as a sit down establishment. Lake Effect Holdings will not operate a "fast food" establishment and will not have any external pick up windows. Lake Effect would like to maintain outdoor dining and will follow the necessary process and will be the Village Board's decision (this is an authorization to use public ROW). The operator of the business will reapply for new a liquor license which will be applied for through the Village to be issued by the Liquor Commissioner. Refuse pickup, employee parking and deliveries will remain the same. Lake Effect Holding will have all of the provisions of the Special Use Permit tied directly to the Lease with the Tenant.

If there are any additional questions I will be more than happy to answer them at the public meeting on ~~October~~ Sept. 16th.

Cordially,
LAKE EFFECT HOLDINGS, LLC

Robert D. Douglass, AIA
Managing Member

cc: Rodd Specketer

P.O. Box 155 Lake Bluff, Illinois 60044 Tel. 847.234.5844 Fax. 847.234.8911 E. rob@leffect.com

FEE PAID:
RECEIPT NUMBER:

RECEIVED
DATE RECEIVED BY VILLAGE: AUG 25 2015
BY: .....

VILLAGE OF LAKE BLUFF

APPLICATION FOR ZONING VARIATION, SPECIAL USE PERMIT, REZONING, OR PRD

SUBJECT PROPERTY

Address: 16 E. Scranton Avenue Lake Bluff, IL
(Property address for which application is submitted)

Zoning District: CBD

Current Use: Vacant restaurant
(Residential, Commercial, Industrial, Vacant, Etc.)

PIN Number: 12-21-109-028

APPLICANT

Applicant: Lake Effect Holdings, LLC

Address: 16 E. Scranton Avenue Lake Bluff, IL
(Address if different than subject property)

Relationship of Applicant to Property: Owner
(Owner, Contract Purchaser, Etc.)

Home Telephone: _____

Business Telephone: 847/234-4688

OWNER

Owner - Title Holder

Name: Lake Effect Holdings, LLC
Address: P.O. Box 155
Lake Bluff, IL 60044
Daytime Phone: 847/234-4688

If Joint Ownership

Joint Owner: _____
Address: _____
Daytime Phone: _____

If ownership is other than individual and/or joint ownership, please check appropriate category and provide all additional ownership information as an attachment.

- ☒ Corporation
- ☐ Land Trust
- ☐ Partnership
- ☐ Trust
- ☐ Other: _____

Are all real estate taxes, special assessments and other obligations on the subject property paid in full?

☒ **Yes** ☐ **No** **If No, Explain:** _____

ACTION REQUESTED

To provide time for legal notification requirements, any application requiring a Public Hearing before the Zoning Board of Appeals must be received at least 25 days prior to the next meeting date.

- ☐ Zoning Variation
- ☒ Special Use Permit
- ☐ Text Amendment
- ☐ Rezoning
- ☐ Planned Residential Development
- ☐ Other: Special Use Permit

Applicable Section(s) of Zoning Ordinance, if known: CBD

Narrative description of request:
Lake Bluff Brewing Company will be changing their name to Lake Bluff Craft Brewing Company. The owner of the building, Lake Effect Holdings, LLC, is requesting to hold the Special Use Permit.

The function of the business will remain the same as before and will continue the operating the space with the same hours Sunday through Thursday 11:00am to 11:00pm, Friday & Saturday from 11:00am to 12:00am. The restaurant will provide seating and standing area for 56 with additional outdoor seating during summer months.

STANDARDS FOR VARIATIONS AND SPECIAL USE PERMITS

The Zoning Board is required by the Illinois State Statutes to apply the following standards in reviewing requests for Variations and Special Use Permits. The Board may only grant a variation or recommend that the Village Board grant a variation in cases where there are practical difficulties and particular hardships brought about by the strict application of the Zoning Ordinance and not by any persons, presently or formerly, having an interest in the property. **The applicant has the burden of establishing each of these standards both in writing and at the Public Hearing**. Please attach additional materials if necessary.

STANDARDS FOR VARIATIONS:

1. **Practical Difficulty or Hardship**: Describe the practical difficulty or particular hardship that would result from the strict application of the Zoning Ordinance.

2. **Unique Physical Condition**: Describe the unique characteristics of the lot or structures on the subject property which are exceptional, such as: a) existing unique structures or uses, b) irregular lot shape, size, or location, c) exceptional topographical features, or d) other extraordinary physical conditions.

3. **Special Privilege**: Describe how the request will not simply provide the applicant with a special privilege that other property owners do not enjoy. The request must be for relief from the regulations due to hardship, and not simply to reduce inconvenience or to provide for financial gain.

4. **Code Purposes**: Describe how the request does not violate the intentions of the regulations. The applicant must show that the request does not adversely impact surrounding properties or the general welfare.

5. **Public Health and Safety**: Describe how the request will not: a) adversely impact the supply of light and air to adjacent properties, b) increase traffic congestion, c) increase the hazard of fire, d) endanger public safety, e) diminish the value of property within the surrounding area, or f) impair the public health, safety, comfort, morals, and welfare of the people.

STANDARDS FOR SPECIAL USE PERMITS:

1. **General Standard**: Describe how the proposed use will not adversely impact adjacent properties.

There are no adverse inpact to the adjacent properties. The business is consistent with the other businesses with the Block One development and will maintain similar hours to the existing restaurant.
Proposed hours of operation: Sunday to Thursday 11:00am - 11:00pm
Friday & Saturday 11:00am - 12:00am

2. **No Interference with Surrounding Development**: Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

The proposed business will not adversely inpact adjacent businesses but rather enhance the CBD by keeping similar hours to the existing businesses, offering a variety of mico-brewing product which compliments the food selections in town. All deliveries will be serviced from the rear of the building primarily during the morning hours.

3. **Adequate Public Facilities**: Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.

The existing building is already served by existing streets, public utilites, police & fire service, etc. Nothing will be changing with the tenant occupant of the retail space.

4. **No Traffic Congestion**: Describe how the proposed use will not cause undue traffic and traffic congestion.

Because the brewing company hours are similar to the other businesses and they are in close proximity to one another, traffic congestion will remain consistent and parking demands will not change. To help address this issue, the property ownership has allowed parking at the rear of the building during the evening hours. As mentioned in item 2, deliveries will occur behind the building minimizing obstruction of existing parking.

5. **No Destruction of Significant Features**: Describe how the proposed use will not destroy or damage natural, scenic or historic features.

The Village Commons is an existing building and the operations of this type of business does not necessitate a change to the existing building and will not destroy or damage natural, scenic or historic feaures.

STANDARDS FOR TEXT AMENDMENTS

The wisdom of amending the Village Zoning Map or the text of the Zoning Code is a matter committed to the sound legislative discretion of the Village Board of Trustees and is not dictated by any set standard. In determining whether a proposed amendment will be granted or denied the Board of Trustees may be guided by the principle that its power to amend this title should be exercised in the public good.

TEXT AMENDMENT GUIDING PRINCIPLES:

In considering whether the principle is satisfied in amending the text of the Zoning Code, the Board of trustees may weigh, among other factors, the following:

1. **The consistency of the proposed amendment with the purposes of this title:**

2. **The community need for the proposed amendment and any uses or development it would allow:**

3. **The conformity of the proposed amendment with the village's comprehensive plan and zoning map, or the reasons justifying its lack of conformity:**

APPLICATION MATERIALS

LEGAL DESCRIPTION - MUST BE PROVIDED

LOT 1 OF VILLAGE COMMONS, BEING A RESUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 44, NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 28, 2007, AS DOCUMENT 6246797, IN LAKE COUNTY, ILLINOIS.

Required*

- ☐ Plat of survey including legal description.
- ☒ Evidence of title to property for which relief is sought or written documentation of contractual lease.
- ☒ Scale site plan showing building locations and dimensions.
- ☐ Scale site plan showing addition, new construction, modification, etc.
- ☒ Schematic drawings showing floor plan, elevations, and exterior mechanical equipment.
- ☒ Floor Area Calculation Table (if applicable)
- ☒ Other: Store Front Elevation

Optional

- ☐ Landscape Plan
- ☐ Photographs of subject property and surrounding properties.
- ☐ Testimony from neighbors is strongly encouraged.

*15 copies no larger then 11x17, must be submitted

SIGNATURES

The undersigned hereby represent, upon all of the penalties of the law, for the purpose of inducing the Village of Lake Bluff to take the action herein requested, that all statements herein and on all related attachments are true and that all work here mentioned will be done in accordance with the ordinances of the Village of Lake Bluff and the laws of the State of Illinois. **The owner must sign the application.**

Owner **Signature:** _____ **Date:** August 25, 2015

Lake Effect Holdings, LLC

Print Name: Robert D. Douglass, Managing Partner

Applicant **Signature:** _____ **Date:** _____

(If other than owner)

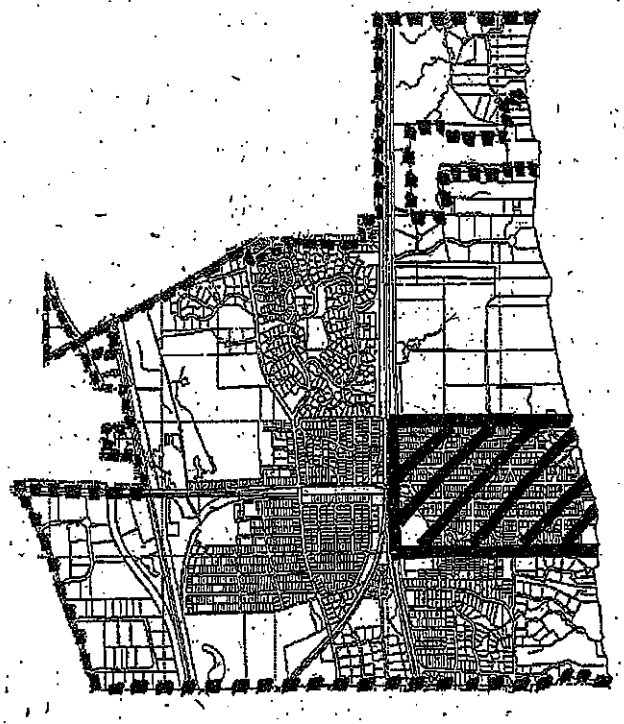
Print Name: _____

Objectives - Land Use Area 2

LU2. A) Promote orderly redevelopment of the Central Business District.

B) Preserve the unique residential character of the area.

C) Encourage rehabilitation and control redevelopment of property in an orderly manner compatible with neighboring properties.



East of Sheridan Road, north of East Sheridan Place and Ravine Avenue and south of Blodgett Avenue.

Policies - Land Use Area 2

LU2-1. Pursue a comprehensive review of the Central Business District as a Special Study Area. The future land use map outlines the proposed area. A moratorium on changes in use, or significant alterations to existing structures and/or uses, should be considered as part of a Special Study of the Central Business District. The Study should be completed within one year of the adoption of the Plan. *See "Economic Development" for a map of the study area. See policies ED1-1 and H3-2.*

LU2-2. Maintain the existing zoning classifications for the area considering the following special features:

a) Develop an ordinance regulating development of properties near or in ravines. *See policy PO3-2.*

b) Inventory and then vacate and dispose of surplus public alleys.

c) Consider an ordinance pertaining to architectural preservation/conservation or a historic district designation.

LU2-3. Review the creation of, and subsequent rezoning to, a public use zoning classification where appropriate.

LU2-4. Retain, and expand as possible, the open space buffer areas along Sheridan Road, outside of the Central Business District.

LU2-5. As a general policy, retain existing public rights-of-way throughout the Village. Inventory and categorize existing Village rights-of-way. Develop a process, standards and criteria for identifying rights-of-way which, if vacated, sold or otherwise disposed of, would not adversely impact the character of the Village.

ORDINANCE NO. 2010-18

AN ORDINANCE GRANTING A SPECIAL USE PERMIT

(Lake Bluff Brewing Company – 16 East Scranton Avenue)

Passed by the Board of Trustees, August 23, 2010

Printed and Published, August 24, 2010

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. 2010-18

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
(Lake Bluff Brewing Company – 16 East Scranton Avenue)

WHEREAS, Lake Bluff Brewing Company LLC ("***Applicant***") desires to operate a brew pub ("***Facility***") on the property located at 16 East Scranton Avenue within the Village's "CBD" Central Business District and legally described in ***Exhibit A*** to this Ordinance ("***Subject Property***"); and,

WHEREAS, on August 23, 2010, the Board of Trustees adopted Ordinance No. 2010-17, which Ordinance amended the text of the Village's Zoning Regulations to permit "breweries and brew pubs" as a special use within the CBD District; and,

WHEREAS, the Applicant has requested approval of a special use permit to permit the operation of the Facility at the Subject Property ("***Special Use Permit***"); and,

WHEREAS, following a properly noticed public hearing, the Zoning Board of Appeals made the following findings:

1. The Facility will not have a substantial or undue adverse effect upon adjacent property, the character of the area, or the public health, safety and general welfare;

2. The Facility will be constructed, arranged, and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the CBD District regulations;

3. The Facility will be served adequately by essential public facilities;

4. The Facility will not cause undue traffic or traffic congestion;

5. The Facility will not result in the destruction, loss, or damage of natural scenic or historic features of significant importance;

6. The Facility will comply with all additional standards imposed thereon by the Zoning Regulations; and

7. The Facility will be in harmony with the general and specific purposes for which the Zoning Regulations and the CBD district were enacted;

and recommended that the Board of Trustees approve the Special Use Permit; and,

WHEREAS, the Board of Trustees has determined that it would be in the best interest of the Village to approve the Special Use Permit in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance.

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 the findings of the Lake Bluff Board of Trustees.

Section 2. Public Hearing.

A public hearing to consider the application for the Special Use Permit was duly advertised on or before June 30, 2010 in the *News-Sun*, and held by the Zoning Board of Appeals on July 21, 2010, on which date the Zoning Board of Appeals recommended that the Board of Trustees approve the Special Use Permit subject to the conditions set forth in Section 4 of this Ordinance.

Section 3. Special Use Permit Approval.

Pursuant to the standards and procedures set forth in Section 10-4-2E of the Lake Bluff Zoning Regulations and subject to and contingent on the conditions in Section 4 of this Ordinance, the Board of Trustees hereby approves the Special Use Permit for the operation of the Facility on the Subject Property.

Section 4. Conditions.

The approval granted in Section 3 of this Ordinance is hereby expressly subject to and contingent on each of the following conditions, restrictions, and provisions:

A. Compliance with Application. The Facility, and the Subject Property must be constructed, used, and maintained in substantial accordance with the Applicant's July 9, 2010 Zoning Application and accompanying documents attached to this Ordinance as ***Exhibit B***.

B. Compliance with Applicable Law. In addition to the other specific requirements of this Ordinance, the Facility, the Subject Property, and all operations conducted thereon and therein must comply at all times with all applicable federal, state, and Village statutes, ordinances, resolutions, rules, codes, and regulations, including without limitation this Ordinance.

C. Maintenance of Village Alcoholic Liquor License. Applicant must apply for, receive, and maintain in good standing at all times the appropriate alcoholic beverage license for the Facility pursuant to Chapter 2 of Title 3 of the Village's Municipal Code.

D. Operating Hours. The Applicant may operate the Facility only between the hours of 4:00 p.m. and 10:00 p.m. on Sunday through Thursday, and between the hours of 4:00 p.m. and 12:00 a.m. on Friday and Saturday.

Section 5. Failure To Comply With Conditions.

Upon failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approval granted in Section 3 of this Ordinance will, at the sole discretion of the Board of Trustees of Trustees, by ordinance duly adopted, be revoked and become null and void.

Section 6. Binding Effect.

The privileges, obligations, and provisions of each and every section of this Ordinance are for the benefit of and bind the Applicant, unless otherwise explicitly set forth in

this Ordinance. Nothing in this Ordinance will be deemed to allow this Ordinance to be transferred to any person or entity other than the Applicant without a new application for approval.

Section 7. Effective Date.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

i. Passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law; and

ii. Publication in pamphlet form in the manner required by law; and

iii. The filing by the Applicant with the Village Clerk, for recording in the Office of the Lake County Recorder of Deeds, of an unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance. The unconditional agreement and consent must be executed by the Applicant. The unconditional agreement and consent must be substantially in the form attached hereto and incorporated herein as ***Exhibit C***.

B. In the event that the Applicant does not file with the Village Clerk the unconditional agreement and consent required by Paragraph 7.A(iii) of this Ordinance within 60 days after the date of final passage of this Ordinance, the Board of Trustees of Trustees will have the right, in their sole discretion, to declare this Ordinance null and void and of no force or effect.

PASSED this 23rd day of August, 2010, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES: (5) Barkhausen, Carney, Josephitis, Lesser and O'Hara

NAYS: (0)

ABSENT: (1) Rener

APPROVED this 23rd day of August, 2010.

Village President

ATTEST:

Village Clerk
9674959_v1

FIRST READING: August 9, 2010

SECOND READING: August 23, 2010

PASSED: August 23, 2010

APPROVED: August 23, 2010

PUBLISHED IN PAMPHLET FORM: August 24, 2010

Exhibit A

Description of Subject Property

LOT 1 OF VILLAGE COMMONS, BEING A RE-SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 26, 2007 AS DOCUMENT NUMBER 6246797 IN LAKE COUNTY, ILLINOIS.

Commonly known as 16 East Scranton Avenue, Lake Bluff, Illinois.

Exhibit B

Zoning Application

MEMORANDUM

Date: July 16, 2010

To: Members of the Zoning Board of Appeals

From: Ryan J. Waller, Assistant Village Administrator

Subject: Agenda Item # 4 – A Public Hearing to Consider (i) an Amendment to the Text of the Zoning Regulations Establishing "Breweries and Brew Pubs (SIC 2082)" as a Special Use in the Central Business District (CBD), (ii) a Special Use Permit for 16 E. Scranton Avenue to Allow for the Operation of a Brewery, and (iii) any other Zoning Relief as Required

PETITIONER:	Lake Bluff Brewing Company, LLC
LOCATION:	16 E. Scranton Avenue
EXISTING ZONING:	Central Business District ("CBD")
REQUESTED ACTION:	1. Amend the Text of the Zoning Regulations to Establish "Breweries and Brew Pubs (SIC 2082)" as a Special Use in the Central Business District; and 2. A Special Use Permit to Allow for the Operation of a Brewery.
PURPOSE:	To Allow for the Operation of a Brewery in the Central Business District.
APPLICABLE REGULATIONS:	1. Section 10-2-9 (Amendments); 2. Section 10-4-2E3 (Standards for Special Use Permits); and 3. Section 10-13-3 (Zoning Use Table).

Summary and Background Information

The Village of Lake Bluff ("Village") was contacted by Mr. David Burns and Mr. Rodd Specketer, managers of Lake Bluff Brewing Company, LLC ("Petitioners"), concerning a proposed brewery in the vacant store front located at 16 E. Scranton Avenue in the Central Business District (CBD) Zoning District ("Property"). While drinking places accessory to permitted eating places are classified as special uses, breweries and brew pubs (SIC 2082) are not. As such, the Petitioners submitted a zoning application (**attachment 1**) that seeks:

(i) An amendment to the text of the zoning regulations to establish "Breweries and Brew Pubs (SIC 2082)" as a special use in the Central Business District (CBD); and

(ii) A Special Use Permit for 16 E. Scranton Avenue to Allow for the Operation of a Brewery with limited distribution.

Procedurally, the Zoning Board of Appeals ("ZBA") should consider the requested text amendment first followed by the request for a special use permit.

Text Amendment

As the Zoning Board of Appeals ("ZBA") is aware, amending the text of the zoning regulations is a matter that is committed to the sound legislative discretion of the Village Board and is not dictated by any set standard. In recommending whether the Village Board should grant or deny a text amendment, the ZBA should examine whether the requested amendment is consistent with the Village's zoning regulations and is in the best interest of the Village. To assist the ZBA's consideration of the requested text amendment and, as required by the Zoning Code, the Petitioners addressed the following guidelines in attachment 1:

1. *The consistency of the proposed amendment with the purposes of the Lake Bluff Zoning Code;*
2. *The community need for the proposed amendment and any uses or development it would allow; and*
3. *For an amendment to the text of this Title, a statement that the proposed amendment conforms with the Village's Comprehensive Plan and Zoning Map, or a statement of reasons justifying its lack of conformity.*

Recommended ZBA Action – Text Amendment
It is recommended that the ZBA consider the Petitioners' responses to the aforementioned guidelines, as well as any additional information the ZBA believes necessary to develop a recommendation for approval or denial to the Village Board concerning the requested text amendment.

After conclusion of this aspect of the Petitioners' zoning application, it is recommended that the ZBA proceed with deliberation of the requested special use permit. However, if the ZBA recommends denial of the text amendment request, the ZBA should also recommend denial of the special use permit, because the special use permit cannot exist without the text amendment.

Special Use Permit
The Petitioners have provided statements addressing the standards for special use, which may be found in the attached application for the requested special use permit. The ZBA should consider if the Petitioners' statements and submitted materials satisfy the established standards for special use permits.

Recommended ZBA Action – Special Use Permit
It is recommended that the ZBA consider recommending approval or denial of the requested special use permit, provided that if the ZBA recommends denial of the text amendment request, the ZBA should also recommend denial of the special use permit, because the special use permit cannot exist without the text amendment.

Relevant Attachments
A copy of the Petitioners' application with supporting documentation is attached.

Please be advised that Village Staff has ensured that the required public hearing notice was published in the June 30, 2010 edition of the Lake County News Sun and that a notice letter to neighboring properties concerning the public hearing was mailed. If any ZBA member would like a copy of either of the aforementioned documents, or if there are any questions concerning the information provided in this memorandum, please feel free to contact me at (847) 283-6889.

Attachment 1

JUL - 9 2010

APPLICATION PACKAGE

FOR

TEXT AMENDMENT, AND

SPECIAL USE PERMIT

16. E SCRANTON AVENUE

Applicant: Lake Bluff Brewing Company, LLC
500 E. North Avenue
Lake Bluff, IL 60044

FEE PAID:
RECEIPT NUMBER: [ ]

DATE RECEIVED
BY VILLAGE: [ ]

VILLAGE OF LAKE BLUFF

APPLICATION FOR ZONING VARIATION, SPECIAL USE PERMIT, REZONING, OR PRD

SUBJECT PROPERTY

Address: _____ Zoning District: _____
(Property address for which application is submitted)

Current Use: _____
(Residential, Commercial, Industrial, Vacant, Etc.)

PIN Number: _____

APPLICANT

Applicant: Lake Bluff Brewing Company, LLC

Address: 500 E. North Ave, Lake Bluff, IL 60044
(Address if different than subject property)

Relationship of
Applicant to Property: Tenant
(Owner, Contract Purchaser, Etc.)

Home Telephone: 847-370-0327 Business Telephone: 847-370-0327

OWNER

Owner - Title Holder

Name: _____
Address: _____
Daytime Phone: _____

If Joint Ownership

Joint Owner: _____
Address: _____
Daytime Phone: _____

If ownership is other than individual and/or joint ownership, please check appropriate category and provide all additional ownership information as an attachment.

- ☐ Corporation
- ☐ Partnership
- ☐ Land Trust
- ☐ Trust
- ☐ Other: _____

Are all real estate taxes, special assessments and other obligations on the subject property paid in full?

☐ **Yes** ☐ **No** **If No, Explain:** _____

*Checks should be made payable to the Village of Lake Bluff and attached to this application.

ACTION REQUESTED

To provide time for legal notification requirements, any application requiring a Public Hearing before the Zoning Board of Appeals must be received **at least 25 days** prior to the next meeting date.

- ☐ Zoning Variation
- ☐ Special Use Permit
- ☐ Planned Residential Development
- ☐ Rezoning
- ☒ Other: Text Amendment to allow brewery in the CBD.

Applicable Section(s) of Zoning Ordinance, if known: _____

Narrative description of request:

See Attachment A

(Please attach additional written explanation, if necessary)

STANDARDS FOR VARIATIONS AND SPECIAL USE PERMITS

The Zoning Board is required by the Illinois State Statutes to apply the following standards in reviewing requests for Variations and Special Use Permits. The Board may only grant a variation or recommend that the Village Board grant a variation in cases where there are practical difficulties and particular hardships brought about by the strict application of the Zoning Ordinance and not by any persons, presently or formerly, having an interest in the property. **The applicant has the burden of establishing each of these standards both in writing and at the Public Hearing.** Please attach additional materials if necessary.

STANDARDS FOR VARIATIONS:

1. **Practical Difficulty or Hardship:** Describe the practical difficulty or particular hardship that would result from the strict application of the Zoning Ordinance.

2. **Unique Physical Condition:** Describe the unique characteristics of the lot or structures on the subject property which are exceptional, such as: a) existing unique structures or uses, b) irregular lot shape, size, or location, c) exceptional topographical features, or d) other extraordinary physical conditions.

3. **Special Privilege:** Describe how the request will not simply provide the applicant with a special privilege that other property owners do not enjoy. The request must be for relief from the regulations due to hardship, and not simply to reduce inconvenience or to provide for financial gain.

4. **Code Purposes:** Describe how the request does not violate the intentions of the regulations. The applicant must show that the request does not adversely impact surrounding properties or the general welfare.

5. **Public Health and Safety:** Describe how the request will not: a) adversely impact the supply of light and air to adjacent properties, b) increase traffic congestion, c) increase the hazard of fire, d) endanger public safety, e) diminish the value of property within the surrounding area, or f) impair the public health, safety, comfort, morals, and welfare of the people.

STANDARDS FOR SPECIAL USE PERMITS:

1. **General Standard:** Describe how the proposed use will not adversely impact adjacent properties.

2. **No Interference with Surrounding Development:** Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties.

3. **Adequate Public Facilities:** Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.

4. **No Traffic Congestion:** Describe how the proposed use will not cause undue traffic and traffic congestion.

5. **No Destruction of Significant Features:** Describe how the proposed use will not destroy or damage natural, scenic or historic features.

APPLICATION MATERIALS

LEGAL DESCRIPTION - MUST BE PROVIDED

(Attach separate legal description, if lengthy.)

Required*

- ☐ Plat of survey including legal description.
- ☐ Evidence of title to property for which relief is sought or written documentation of contractual lease.
- ☐ Scale site plan showing building locations and dimensions.
- ☐ Scale site plan showing addition, new construction, modification, etc.
- ☐ Schematic drawings showing floor plan, elevations, and exterior mechanical equipment.
- ☐ Floor Area Calculation Table (if applicable)
- ☐ Other: _____

Optional

- ☐ Landscape Plan
- ☐ Photographs of subject property and surrounding properties.
- ☐ Testimony from neighbors is strongly encouraged.

*13 copies, no larger than 11x17, must be submitted

SIGNATURES

The undersigned hereby represent, upon all of the penalties of the law, for the purpose of inducing the Village of Lake Bluff to take the action herein requested, that all statements herein and on all related attachments are true and that all work here mentioned will be done in accordance with the ordinances of the Village of Lake Bluff and the laws of the State of Illinois. The owner must sign.

Owner **Signature:** _____ **Date:** 6.29.10

Print Name: Robert D. Douglass

Applicant **Signature:** _____ **Date:** 6/28/10
(if other than owner)

Print Name: David Burns

GENERAL INFORMATION

Attachment A: Narrative description of request

Reason for adopting the text amendment

To allow the establishment of a microbrewery in the Central Business District (CBD) to provide for limited production and retail sales of beer and food to enhance the vitality of the CBD and provide for a more diverse and high growth source of tax revenue for the Village of Lake Bluff.

Overview

Unmet Need
The Brewers' Association® defines a craft brewery as, "...small, independent and traditional." Only 30 years ago, there were fewer than 50 breweries in the United States. Today America is experiencing a craft brewing revival - there are now more than 1,500 craft breweries in operation and American brewers lead the world in variety of styles, innovation and quality. In 2009, American craft breweries produced 9,115,635 barrels of beer, up 7.2% from 2008's levels. This growth is quite impressive considering we are experiencing the worst economic recession in modern times, a time when overall beer sales for the same time period were down by 2.2% (total sales of $101 Billion).

At present, however, there are no craft-breweries in the North Shore area of Chicago, and no breweries in Lake County that distribute beer wholesale to other food and beverage establishments.

Proposed Business
The proposed business will consist of a limited production three-barrel brewing system (See Attachment C – Picture of 3 BBL Brewing System) together with a modest tasting room (See Attachment E – Preliminary Floor Plan). The brewing system will be used for the production of beer for a small number (less than 25) of wholesale accounts and for onsite consumption in the tasting room. At full capacity, the production from this brewing system will be approximately two barrels per day. The brewing system will also be used to develop new recipes in small batch sizes. The tasting room will consist of a serving area for beer, wine, champagne and non-alcoholic beverages together with a seating area. We anticipate that approximately 40% of the space will be used for the tasting room and will accommodate ~25 customers. As the brewery increases its number of accounts, it is per our plan to install a larger brewing system in the industrial zoned area of Lake Bluff to accommodate the greater need for capacity, while the brewing system located in the CBD will focus on new recipes and will continue to supply beer to the tasting room.

Ready-made food products (pretzels, popcorn, sandwiches, snacks, etc.) will be available for purchase in the tasting room. Walk-in customers may also order take-out food from local restaurants or bring in their own food. We have been in discussions with John des Rosiers, owner/chef of Inovasi, about creating a smaller, customized menu of food items specifically developed for Lake Bluff Brewing Company to be either ordered for take-out and walked over to the tasting room, or kept refrigerated and easily warmed-up on-site at the tasting room. We intend to have similar discussions with Rich Bentsen, owner of the Noodle Bar.

The beer in the tasting room will be available for onsite consumption in two sizes: pint and sampler. 64-ounce reusable glass containers, called "growlers", will be available for sale and will be filled on-site for take-away. Growlers are a "green" alternative for short-term beer packaging and distribution as it allows the consumer to take-away and enjoy fresh draft beer for up to three days through the use of a reusable container. The tasting room will have limited hours up to the following: Sunday through Thursday – 4:00 pm until 10:00 pm, Friday and Saturday – 4:00 pm until 12:00 am.

Brewing Process
For some, there is a misconception about the size, noise, smell, and overall impact of a brewery. A brewery is very much like other food preparation facilities, and in many ways, is less of a disturbance. The beer brewing process can be summarized in the following way:

- Preparation: Barley malt is crushed and water is heated to ~170 deg F.
- Mash: Malted barley is soaked in a tank with the heated water for ~1 hour and the resulting sugary liquid, or wort, is drained into the brew kettle.
- Boil: The wort is boiled for 1-2 hours. During this time, hops are added to the kettle for bittering, flavor and aroma.
- Cooling: After the boil is complete: the wort is cooled to fermentation temperature (~70 deg F) using a glycol chiller and water to be used for the next batch.
- Fermentation: The cooled wort is moved to a fermentation vessel where yeast is added, and remains there for 2 weeks. The main by-product of the fermentation is carbon dioxide.
- Carbonation and kegging: When fermentation is complete, the beer is moved to another tank for carbonation by bubbling carbon dioxide into the tank and then transferred to kegs for the tasting room and distribution.

The only considerable waste products are the spent grains from the Mash process and will be donated to local farmers to feed livestock and/or horses. The warm water (and heat energy contained within) resulting from the cooling process will be used for subsequent batches. The left-over yeast after fermentation will be collected, stored in a refrigerator and used for subsequent batches. A production facility of this size requires no special permit from the IL EPA or other regulatory agency.

Deliveries

Given the limited capacity of the brewery, the only significant incoming deliveries will be that of malted barley. It is anticipated that at full capacity the brewery will require two deliveries of malt per month from one supplier, with each delivery equal to two pallets totaling 2,000 lbs packaged in 50 lb bags that can be manually moved into the facility. These deliveries will be scheduled for early morning hours to limit the impact on the traffic within the CBD. Outgoing deliveries will be limited as well, as defined by the capacity of the brewing system. At full capacity, approximately 100 half-barrels will be produced per month, of which ~75 barrels will be delivered to accounts. The deliveries to accounts will happen only once or twice per week. Deliveries to accounts will be done either by Lake Bluff Brewing Company through self-distribution, or through a licensed distributor. In either case, there will be only one company handling the pick-up and delivery of outgoing beer to accounts which also limits the traffic impact.

Impact / Compatibility

As described above, the brewing process is quiet, has almost no impact on the environment, and will not be a disturbance to the neighboring businesses. Furthermore, the process of brewing is similar to that of a bakery. In a bakery, raw materials including a variety of grains are mixed with water and yeast, allowed to rise through fermentation, and heated to produce a finished product. The brewing process could also be compared to that of making barley soup in a restaurant. Water, barley, and flavoring ingredients are boiled over a period of time and served or packaged for take-out.

In addition, the products being offered are complimentary to the products and offerings of the surrounding businesses. Many patrons of the proposed business will come to the brewery's tasting room before or after dining at one of the local restaurants. The brewery will also attract people from other North Shore communities to consume beer onsite, or for take-away in a Growler, further enhancing the image of Lake Bluff as a destination community. This increase in

appeal will have a positive effect on the overall economic health of the Lake Bluff business community.

Management

The two Managing Members of the proposed business are Rodd Specketer and David Burns. Both individuals are well qualified to provide an attractive addition to the Lake Bluff business community.

David Burns is an accomplished home brewer with several years of brewing experience. David has 15+ years of engineering, marketing, operations and general management experience including the responsibility of a global business unit located in Stuttgart, Germany with a manufacturing plant in eastern Slovakia with a Fortune 300 company. David has earned Master Black Belts in various lean manufacturing tools and holds an MBA from Kellogg Graduate School of Management and a Master's of Mechanical Engineering from Northwestern University. He will lead the brewing operations and product development, and share in the general management of the company. David currently resides in Lake Bluff, and is 10+ year resident of the Lake Bluff/Lake Forest community.

Rodd Specketer has 15+ years experience as a senior financial executive with a top 5 global bank and will help lead the Company's financial management, fundraising and general business management. Rodd has experience in structured finance, project management, M&A, global funding and corporate treasury. Rodd has earned an MBA from the Kellstadt Graduate School of Business at DePaul University. He is a home brewer and has helped craft one of the flagship beers for the brewery. Rodd also has experience in the bar and restaurant industry and will be responsible for the tasting room as well as local cause marketing efforts. Rodd currently resides in Lake Bluff, is a 30+ year resident of the Lake Bluff/Lake Forest community, and is a second-generation CBD business owner/operator.

Not only are the managers interested in creating a successful and sustainable business, but as residents of Lake Bluff, they are interested in improving the overall image, reputation, and vitality of the community in which they live.

Compliance with General Standards for Amendments

The consistency of the proposed amendment with the purposes of this title

As stated in section 10-1-1: INTERPRETATION, PURPOSE AND CONFLICT, "The regulations contained in this title shall be held to be the minimum requirements necessary for the promotion of the public safety, health, convenience, comfort, morals, prosperity and general welfare. They shall not nullify the more restrictive provisions of covenants, agreements, resolutions, other ordinances or laws, but shall prevail, notwithstanding such provisions which are less restrictive. (Ord. 87-38, 12-14-1987)", the proposed business meets these requirements as described above in the Overview. The Title already recognizes restaurants with bars as acceptable uses within CBD. The proposed business is an extension of these uses with similar (if not less impactful) equipment, processes, and affect on the community and environment.

The community need for the proposed amendment and any uses or development it would allow

As mentioned above, there is an unmet need for a craft-brewery on the North Shore that allows for fresh, locally brewed, high quality beer for onsite consumption and take-away. In addition, there is further need in Lake Bluff for a casual venue for socializing. The proposed business satisfies this unmet need while improving the appeal of the Village as a destination for high quality food and beverage through a synergistic relationship with the local restaurants. Attracting

more people to Lake Bluff will not only increase the tax revenue through the brewery and surrounding businesses, but will diversify the tax base with a new category of business.

The conformity of the proposed amendment with the village's comprehensive plan and zoning map, or the reasons justifying its lack of conformity

Previous Village discussions with the Advisory Boards and Commissions have been focused on opportunities for increasing sales tax revenue. As mentioned above, the growth rate of craft breweries in the United States grew 7.2% from 2008-2009. The proposed business will take advantage of this economic trend to provide a new and growing source of tax revenue for the Village.

As described in the brewing process above, the proposed business will be in harmony with other businesses in the CBD. The process of producing beer is not unlike that of converting similar raw ingredients into baked goods using water, grains, and yeast in the bakery and making soup in the restaurants.

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VILLAGE OF LAKE BLUFF

APPLICATION FOR ZONING VARIATION, SPECIAL USE PERMIT, REZONING, OR PRD

SUBJECT PROPERTY

Address: 16 E. Scranton Avenue Zoning District: CBD
(Property address for which application is submitted)

Current Use: Vacant
(Residential, Commercial, Industrial, Vacant, Etc.)

PIN Number: 12-21-109-028

APPLICANT

Applicant: Lake Bluff Brewing Company, LLC

Address: 500 E. North Ave, Lake Bluff, IL 60044
(Address if different than subject property)

Relationship of Applicant to Property: Tenant
(Owner, Contract Purchaser, Etc.)

Home Telephone: 847-370-0327 Business Telephone: 847-370-0327

OWNER

Owner - Title Holder

Name: Lake Effect Development III, LLC

Address: 134 E. Center Ave.
Lake Bluff, IL 60044

Daytime Phone: 847-234-4688

If Joint Ownership

Joint Owner:

Address:

Daytime Phone:

If ownership is other than individual and/or joint ownership, please check appropriate category and provide all additional ownership information as an attachment.

- ☒ Corporation
- ☐ Land Trust
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- ☐ Other: _____

Applicable Section(s) of Zoning Ordinance, if known: _____

Narrative description of request:

This application requests the issuance of a permit for a newly created Special Use which the Applicant has requested as part of this Zoning petition.

(Please attach additional written explanation, if necessary)

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   See Attachment B

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3. **Adequate Public Facilities:** Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries and other public services.

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- ☐ Plat of survey including legal description.
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Owner **Signature:** _____ **Date:** 6.29.10

Print Name: Robert D. Douglass

Applicant **Signature:** _____ **Date:** 6/29/10
(if other than owner)

Print Name: David Burns

GENERAL INFORMATION

Attachment B: Standards for Special Use Permits

Re: 16 E. Scranton ("Property") [See Attachment D – Photographs of Property]
Lake Bluff Brewing Company ("Applicant")
Lake Effect Development III, LLC ("Owner")

General Standard: Describe how the proposed use will not adversely impact adjacent properties

Parking

The proposed use will have hours of retail operation that provide complimentary parking and traffic flows to the neighboring businesses that operate during daily business hours. Specifically, Baytree National Bank and Trust, Griffth, Grant & Lackie, and Wildflour Bakery operate during traditional daily business hours until 5:00 pm. The brewery will operate during hours primarily after these neighbors have closed their businesses for the day, limiting congestion and creating available customer parking in the rear of the Village Commons building. Furthermore, we believe most of our customers will arrive through public transportation (Metra, Abbott Shuttle) or on foot or bicycle from their homes in Lake Bluff.

Fit

The proposed use will be in harmony with Wild Flour Bakery, Noodle Bar, and Inovasi through our use of similar ingredients and production processes. Furthermore, the proposed use will provide synergies with these neighbors by enhancing the image of Lake Bluff as a destination for high quality food and beverages.

Safety

The products of proposed business will be targeted to a segment of consumers that appreciate the quality and taste of beer as a beverage, and are not drinking it solely for the alcohol content. The price points of the beer ($5 to $8 per pint) will be in keeping with local North Shore demographics generally associated with lower crime rates and few safety concerns. In addition, the hours [4:00 pm until 10:00 pm Sunday - Thursday, 4:00 pm until 12:00 am Friday and Saturday] will be limited to reduce opportunities for misconduct.

Other

The brewing process is a quiet, low-impact, environmentally conscious process that will not impact the neighboring properties. Specifically,

Noise: There is no considerable noise generated in the brewing process. The only operation that generates noise is grinding the malt, which will take 15 minutes per batch, and will take place in the basement. At full capacity, we will process 6 batches per week.

Smoke/Particulate Matter: There is no smoke or particulate matter generated from the brewing process.

Odors: The boiling process produces a mild, sweet smelling aroma, similar to that of making soup, which takes approximately 60-90 minutes and will occur 6 times per week.

Noxious gases: There are no noxious gasses produced in the brewing process.

Glare/heat: There is no glare or excessive heat generated in the brewing process that would affect the neighboring properties. The boiling process is done in an insulated brewing vessel similar to a gas-fired water heater.

Vibrations: There are no significant vibrations caused in the brewing process.

No interference with surrounding development: Describe how the proposed use will not hinder or interfere with the development or use of surrounding properties

The proposed use will be located in an existing building on an already developed lot and will not negatively affect the surrounding properties or general welfare.

Adequate Public Facilities: Describe how the proposed use will be served by streets, public utilities, police and fire service, drainage, refuse disposal, parks, libraries, and other public services

The proposed use will be located in an existing building and is presently served by public utilities and the brewery process will not require any extraordinary utility needs.

No traffic congestion: Describe how the proposed use will not create undue traffic and traffic congestion

Based on the limited capacity of the proposed use, deliveries will take place once or twice per week and will be scheduled for the early morning hours to reduce the impact on traffic congestion. The hours of operation, as described above, will provide compilmentary traffic and parking hours to the other businesses in the CBD that operate during the daily business hours.

No Destruction of Significant Features: Describe how the proposed use will not destroy or damage natural, scenic, or historic features

The proposed use is fully integrated into the Village Commons Development and will not destroy natural, scenic, or historic features.

INDEX

APPLICATION PACKAGE FOR TEXT AMENDMENT AND APPLICATION FOR SPECIAL USE PERMIT

1. Application for Text Amendment
2. Application for Special Use Permit

ATTACHMENTS

Attachment A - Narrative Description of Request

Attachment B - Standard for Special Use Permits

Attachment C - Picture of 3 BBL Brewing System

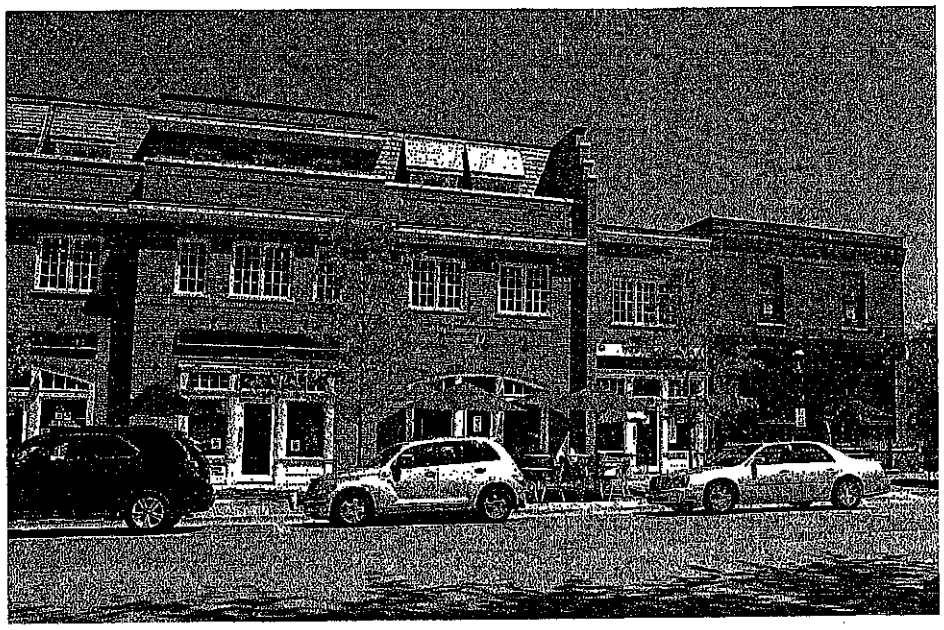
Attachment D - Photographs of Property

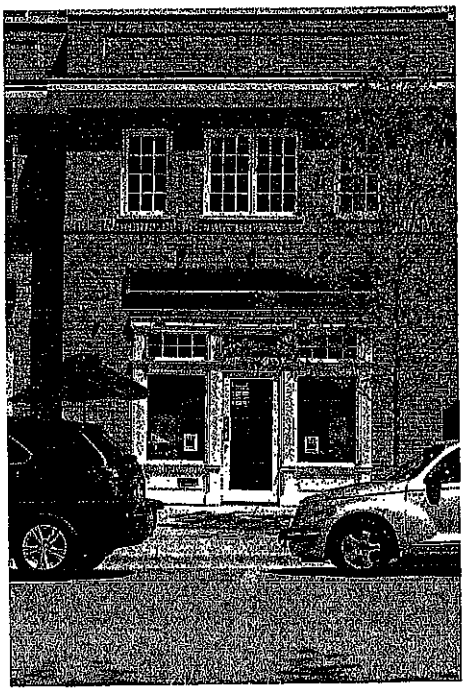
Attachment E - Preliminary Floor Plan

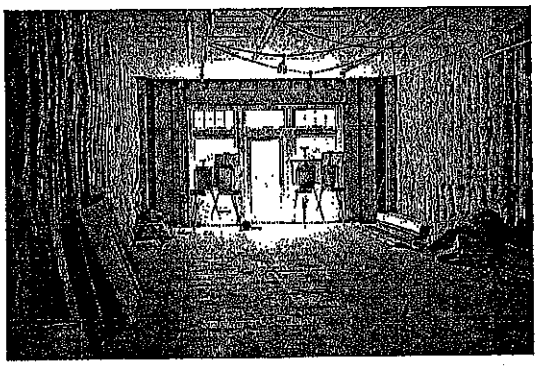
Attachment F - Letter of Intent

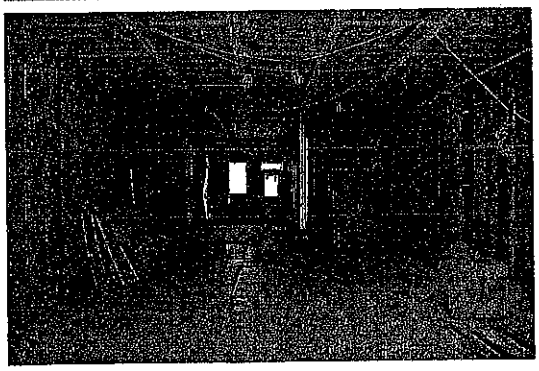
ATTACHMENT C - PICTURE OF 3 BBL BREWING SYSTEM

ATTACHMENT D – PHOTOGRAPHS OF PROPERTY

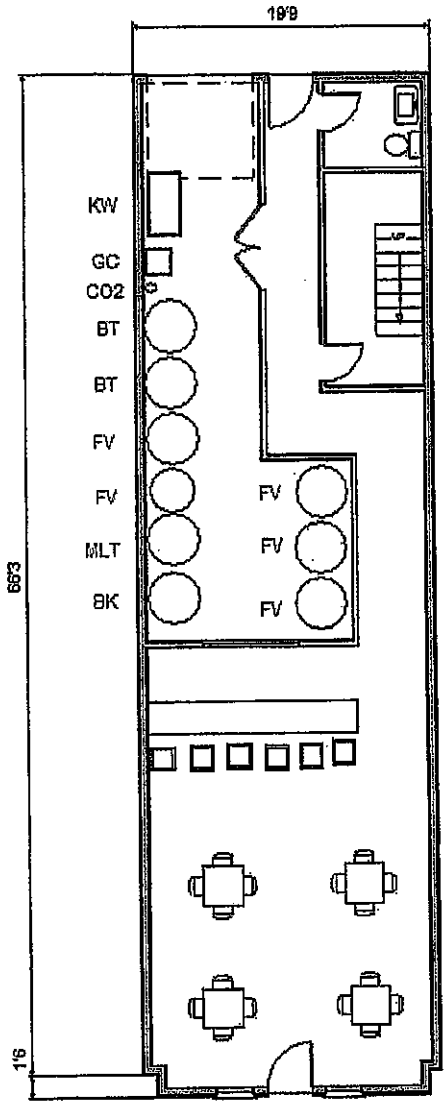








ATTACHMENT E – PRELIMINARY FLOOR PLAN



FV = Fermentation Vessel (Passive)

BK = Brew Kettle (Active)
- Gas supply
- Steam vent
- Gas vent

MLT = Mash/Lauter Tun (Passive)

BT = Bright Tank (Active)

GC = Glycol Chiller (Active)
- Electric

KW = Keg Washer (Active)
- Electic
- Water
- Drain

ATTACHMENT F
LETTER OF INTENT

lake effect

June 16, 2010

Mr. David Burns
Mr. Rodd Specketer
Lake Bluff Brewing Company
Lake Bluff, IL 60044

Re: Proposal to lease retail space

Dear David,

This letter of intent contains the proposed terms that may become part of a lease if the parties eventually enter into such a definitive lease agreement. However, this document is not intended to impose any obligations whatsoever on either party, except for the sole exception of an obligation to bargain in good faith based on the business understandings enumerated herein. The parties do not intend to be bound by any other agreement until both agree to and sign a formal written contract. This paragraph supersedes all other conflicting language in this document.

The following are the proposed terms for a lease agreement between Lake Effect Development III, LLC, an Illinois Limited Liability Company (Landlord), and The Lake Bluff Brewry Company (Tenant) for 16 East Scranton Avenue located in The Village Commons of Lake Bluff (Premises) for the use and purposes described below:

PREMISES:	The Village Commons 16 East Scranton Avenue Lake Bluff, Illinois 60044
SQUARE FOOTAGE:	1,119 net square feet of first floor retail 542 net square feet of basement at no charge
USE:	Brewry and tasting room
COMMENCEMENT:	October 1, 2010
OCCUPANCY DATE:	March 1, 2011
SECURITY DEPOSIT:	One month's rent
HVAC EQUIPMENT:	Landlord to verify proper operation of the HVAC system, and shall warrant all major components for one year.
UTILITIES:	Tenant is responsible for gas and electric. Proportionate share of common area maintenance (CAM) shall be the responsibility of the Tenant.
SIGNAGE:	Per Rules & Regulations. Landlord to provide sign above the entrance. Design to be consistent with the sign design as approved by the Village of Lake Bluff ABR.
ASSIGNMENT OF LEASE:	Subject to Landlord's approval.
GUARANTY:	Personal

INITIAL TERM:	• 3 years as follows: Year 1: [redacted] Year 2: [redacted] Year 3: [redacted]
RENEWAL OPTIONS:	• One two-year option with a 3% annual increase: Year 4: [redacted] Year 5: [redacted] • Following the two-year option a one five-year option to renew at a mutually agreed upon amount based on comparable market rent.
LANDLORD WORK:	Landlord will provide an allowance of [redacted] toward buildout. Lake Effect will provide a [redacted] allowance of architectual services equaling [redacted] hours at $[redacted] per hour to design the interior and provide permit and construction documents.
ADDITIONAL EXPENSES:	Triple Net, estimated at an annual CAM of [redacted] per square foot and Real Estate Taxes of $[redacted] per square foot. The projected CAM is based upon 2009 actual expenses. Real estate taxes are projected based upon the 2009 evaluation x the multiplier 5.014%.

The above proposed terms are subject to negotiation and execution of a mutually agreeable lease agreement, which shall be executed by both parties prior to July 31, 2010. In the event a mutually agreeable lease is not executed by both parties by July 31, 2010, either party may terminate the negotiation without further obligations to either party. A refundable lease reservation deposit in the amount of [redacted] shall be paid to Landlord concurrently with the execution of this letter of intent. This amount will be credited to the tenant with the execution of a lease.

LAKE BLUFF BREWING COMPANY

By: David Burns
Its: Partner

Date: 6/18/10

By: Rodd Speckeier
Its: Partner

Date: 6/18/10

LAKE EFFECT DEVELOPMENT III, LLC,
an Illinois limited liability company

By: Robert D. Douglass
Its: Member

Date: 6.20.10

ORDINANCE NO. 2011-11

AN ORDINANCE AMENDING AN EXISTING SPECIAL USE PERMIT REGARDING HOURS OF OPERATION

(Lake Bluff Brewing Company – 16 East Scranton Avenue)

Passed by the Board of Trustees, June 13, 2011

Printed and Published, June 14, 2011

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. 2011-11

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
(Lake Bluff Brewing Company – 16 East Scranton Avenue)

WHEREAS, Lake Bluff Brewing Company LLC ("***Applicant***") operates a brew pub ("***Facility***") on the property located at 16 East Scranton Avenue within the Village's "CBD" Central Business District and legally described in ***Exhibit A*** to this Ordinance ("***Subject Property***"); and,

WHEREAS, pursuant to Ordinance No. 2010-18, the Board of Trustees approved a special use permit to permit the operation of the Facility at the Subject Property ("***Special Use Permit***"); and,

WHEREAS, pursuant to Resolution No. 2011-22, the Board of Trustees approved the Applicant's subsequent request to establish an Outdoor Service Area at the Subject Property ("***Outdoor Service Area Approval***"); and,

WHEREAS, the Applicant now requests an amendment to the Special Use Permit to extend the hours of operation of the Facility as provided in this Ordinance and to allow the Village Administrator, in consultation with the Village Board, to administratively approve any subsequent revisions, if necessary, to the Facility's hours of operation (collectively, the "***SUP Amendments***"); and,

WHEREAS, following a properly noticed public hearing, the Zoning Board of Appeals recommended that the Board of Trustees approve the SUP Amendments; and,

WHEREAS, the Board of Trustees has determined that it would be in the best interest of the Village to approve the SUP Amendments in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance.

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 the findings of the Lake Bluff Board of Trustees.

Section 2. Public Hearing.

A public hearing to consider the application for the SUP Amendments was duly advertised on or before May 3, 2011 in the *News-Sun*, and held by the Zoning Board of Appeals on May 18, 2011, on which date the Zoning Board of Appeals recommended that the Board of Trustees approve the SUP Amendments subject to the conditions set forth in Section 4 of this Ordinance.

Section 3. Approval of SUP Amendments.

Pursuant to the standards and procedures set forth in Section 10-4-2E of the Lake Bluff Zoning Regulations and subject to and contingent on the conditions in Section 4 of this Ordinance, Section 4.D of the Special Use Permit is hereby amended to be and read as follows:

"D. Operating Hours.

1. The Applicant may operate the Facility only between the hours of ~~4:00~~ 12:00 p.m. and 10:00 p.m. on Sunday ~~through Thursday~~, **between the hours of 12:00 p.m. and 11:00 p.m. on Monday through Thursday,** and between the hours of ~~4:00~~ 12:00 p.m. and 12:00 a.m. on Friday and Saturday **(the *"Hours of Operation"*).**

2. **The Applicant may only operate the Outdoor Service Area during the Hours of Operation of the Facility or until 11:00 p.m., whichever is earlier (the "*Outdoor Service Area Hours*").**

3. **The Village Administrator is authorized, upon the request of the Applicant and after consultation with the Board of Trustees, to administratively approve subsequent revisions to the Hours of Operation and the Outdoor Service Area Hours, provided that the Applicant remains in compliance with this Ordinance, the Special Use Permit, the Outdoor Service Area Approval, and all applicable Village codes, regulations, and approvals for the Subject Property.**

Section 4. Conditions.

The approval granted in Section 3 of this Ordinance is hereby expressly subject to and contingent on each of the following conditions, restrictions, and provisions:

A. Compliance with Application. The Facility, and the Subject Property must be constructed, used, and maintained in substantial accordance with the Special Use Permit, the Outdoor Service Area Approval, and Applicant's April 25, 2011 Zoning Application and accompanying documents attached to this Ordinance as ***Exhibit B.***

B. Compliance with Applicable Law. In addition to the other specific requirements of this Ordinance, the Facility, the Subject Property, and all operations conducted thereon and therein must comply at all times with all applicable federal, state, and Village statutes, ordinances, resolutions, rules, codes, and regulations, including without limitation this Ordinance.

C. Continued Effect. Ordinance No. 2010-18 and Resolution No. 2011-22 remain in full effect, except that this Ordinance shall control as to the Hours of Operation and the Outdoor Service Area Hours. In the event of any other conflict between the language of this Ordinance, Ordinance No. 2010-18, or Resolution No. 2011-22, the language providing the greatest protection to the Village shall control.

Section 5. Failure To Comply With Conditions.

Upon failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approval granted in Section 3 of this Ordinance will, at the sole discretion of the Board of Trustees of Trustees, by ordinance duly adopted, be revoked and become null and void.

Section 6. Binding Effect.

The privileges, obligations, and provisions of each and every section of this Ordinance are for the benefit of and bind the Applicant, unless otherwise explicitly set forth in this Ordinance. Nothing in this Ordinance will be deemed to allow this Ordinance to be transferred to any person or entity other than the Applicant without a new application for approval.

Section 7. Effective Date.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

i. Passage by the Board of Trustees of the Village of Lake Bluff in the manner required by law; and

ii. Publication in pamphlet form in the manner required by law; and

iii. The filing by the Applicant with the Village Clerk, for recording in the Office of the Lake County Recorder of Deeds, of an unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance. The unconditional agreement and consent must be executed by the Applicant. The unconditional agreement and consent must be substantially in the form attached hereto and incorporated herein as ***Exhibit C.***

B. In the event that the Applicant does not file with the Village Clerk the unconditional agreement and consent required by Paragraph 7.A(iii) of this Ordinance within 60 days after the date of final passage of this Ordinance, the Board of Trustees of Trustees will have the right, in their sole discretion, to declare this Ordinance null and void and of no force or effect.

PASSED this 13th day of June, 2011, by vote of the Board of Trustees of the Village of Lake Bluff, as follows:

AYES: (5) Christensen, Dewart, Josephitis, O'Hara and Rener

NAYS: (0)

ABSENT: (1) Carney

APPROVED this 13th day of June, 2011.

Village President

ATTEST:

Village Clerk

FIRST READING: June 13, 2011

SECOND READING: Waived

PASSED: June 13, 2011

APPROVED: June 13, 2011

PUBLISHED IN PAMPHLET FORM: June 14, 2011

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Attachment 3

lake effect

HOLDINGS, LLC

RECEIVED
SEP 23 2015
BY: .....

September 23, 2015

President Kathleen O'Hara
The Village Board of Trustees
40 East Center Avenue
Lake Bluff, Illinois 60044

Re: Lake Effect Holdings Special Use permit application

Dear President O'Hara and the Village Trustees,

Due to the fact the Village Board will not have a meeting on October 12th, Lake Effect Holdings would like to request waving the second reading for the Special Use permit. If there are any questions I will be more than happy to answer them at the Village Board meeting on September 28th.

Cordially,
LAKE EFFECT HOLDINGS, LLC

Robert D. Douglass, AIA
Managing Member

cc: Rodd Specketer