

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 23, 2015**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:04 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
William Meyer

Absent: John Josephitis

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
Michael Croak, Building Codes Supervisor
Brandon Stanick, Assistant to the Village Administrator (A to VA)
Franco Bottalico, Administrative Intern

2. PLEDGE OF ALLEGIANCE

President O'Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES

Trustee Christensen moved to approve the November 9, 2015 Board of Trustees Meeting Minutes as presented. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

4. NON-AGENDA ITEMS AND VISITORS

There were no requests to address the Board.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Meyer moved to take the Consent Agenda, Items #16 and #7a then return to the regular order of the meeting. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

6. ITEMS #10, #11 AND #12 – CONSENT AGENDA

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

10. Correspondence Delivered in the November 6 and 13, 2015 Informational Reports;
11. Second Reading of an Ordinance Amending Ordinances 98-25, 2004-10 and 2010-27 Concerning the Existing Special Use Permit for the Personal Wireless Facility at the Public Safety Building (45 E. Center Avenue); and
12. First Reading of an Ordinance Adopting by Reference the Lake County Watershed Development Ordinance.

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

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

7. ITEM #16 – AN ORDINANCE AMENDING AN EXISTING SPECIAL USE PERMIT (Ordinance 2008-07) AND GRANTING A VARIATION FROM THE VILLAGE’S GROSS FLOOR AREA REQUIREMENTS TO ALLOW FOR THE CONSTRUCTION OF RENOVATIONS TO AN EXISTING MIDDLE SCHOOL (31 E. Sheridan Place)

President O’Hara reported in October 2015 Lake Bluff School District #65 (Petitioner) Officials and representatives from Wight & Company (Consultant) met with Village Staff to review proposed renovations to the Lake Bluff Middle School located at 31 E. Sheridan Place. The renovations include: (i) an overall reconfiguration of the interior space; (ii) a new fine arts addition (4,300 sq. ft.), (iii) a new classroom addition (5,400 sq. ft.) providing for five new classrooms, (iv) a new storage building (1,200 sq. ft.) placed near the westerly property line, (v) as well as certain modifications to the eastern parking lot along E. Sheridan Place. At its meeting on October 21st, the Joint Plan Commission and Zoning Board of Appeals (PCZBA) and the Architectural Board of Review (ABR) conducted a joint workshop to review and provide feedback on the preliminary plans. Shortly thereafter the Chairs of the PCZBA and ABR met with the Petitioner and the Consultant to review the changes in preparation for an upcoming public hearing with the PCZBA.

President O’Hara reported at its meeting on November 18th the PCZBA conducted a public hearing, received comments from the public and recommended the Village Board, upon a 4-1 vote, approve the following:

- An amendment to Ordinance #2008-07 granting a special use permit (SUP) to operate a school at 31 E. Sheridan Place; and
- A 211% variation from the Village’s maximum gross floor area regulations for the R-4 Residence District, which allows an additional 68,160.20 sq. ft. of floor area for a total floor area

of 100,469 sq. ft. with the following conditions: a) mitigate any noise generated from the mechanical units and ensure any operation of the equipment complies at all times with applicable law, including the Illinois Pollution Control Board sound emission standards and limitations, b) work with the Village to provide additional landscaping improvements and screening around the proposed freestanding storage shed, and c) the Petitioner will use its best efforts to obtain necessary funding to complete the alternate proposals related to providing additional access to natural light and screening of rooftop mechanical units.

In addition, President O'Hara reported to accommodate the Petitioner's project timeline, first reading of the ordinance is being presented to the Village Board with the expectation the Petitioner will meet with the ABR for an advisory site plan review prior to second reading scheduled for December 14th. The second reading version will be a "redline" version incorporating any changes resulting from the ABR's review.

Superintendent of Schools Lake Bluff Elementary School District #65 Dr. Jean Sophie introduced the Principal of Lake Bluff Middle School Nate Blackmer, Lake Bluff School District #65 Board President Mark Barry, Craig Siepka of Wight Architects and Tom Carrano of IHC Construction Companies. Dr. Sophie stated she is excited about bringing a newly renovated Lake Bluff Middle School to the community and thanked the Village Board for their consideration.

Mr. Siepka provided background information on the existing building. He reviewed the proposed site plans and stated there will be modifications to the northeast and southwest sides of the building, a new storage building south of the western parking lot, and reconfiguration of the parking lots located on the east and northeast sides of the building. There are currently 24 parking stalls in the east lot that will be reduced to 18 stalls for use as designated parking for District Administrators and visitors.

Mr. Siepka reviewed the proposed floor plans which include renovation of the science lab, main entranceway reconstructed with a vestibule, a new fine arts addition in the northeast side and a new classroom addition on the southeast side of the building. He stated the library will remain in its current location, and at this time, there are no plans to renovate the gymnasium or band room. Mr. Siepka stated the entire building will be sprinkled for safety measures. He provided information on the alternate proposals being considered by the Petitioner should funding become available.

Mr. Siepka stated the District engaged in an extensive community engagement process and the community had expressed priority for safety and security for the students, renovation of the library, reconfiguration of the science labs and relocate as many classrooms from the basement as possible. Mr. Siepka reviewed the drawings of the proposed lower level and noted approximately five classrooms will be moved from the basement to the new addition on the ground level. The existing basement will be renovated to allow the District Offices to move into the space. Mr. Siepka reviewed the proposed building elevations and noted the same materials will be used as the original building. Lastly, Mr. Siepka stated the modifications are not significant and will not compete with the other surrounding portions of the building. The intent is to be a good neighbor to the surrounding property owners.

Trustee Dewart stated storage issues were discussed during a past Tri-Board meeting and asked if sufficient storage space was included in the proposed plan. Dr. Sophie stated there will never be enough storage space but the intent is to execute an intergovernmental agreement once alternative storage locations have been identified.

Mr. Siepka stated the mitigation of noise generated from the mechanical units is a condition of the PCZBA's recommendation. Mr. Siepka showed a diagram for the new roof top mechanical units that will be placed on the southwest addition and noted any sound impact from the units will be minimized due to its location. He stated an acoustical engineer was hired to ensure the units complies with State regulations and reviewed the proposed methods that will be used to screen any additional noise.

Dr. Sophie stated there will be two separate entrances to the school, the main entrance will be located off of Sheridan Place once the District Office relocates. She also stated the intent is to use the frontis piece from the old east school in the project to honor Lake Bluff's history.

Village Administrator Irvin commented on the conditions outlined in the proposed ordinance and noted the Petitioner will review the overall cost once the construction estimates for the work are received and the Board could see a slightly different ordinance at second reading reflecting the goal of noise attenuation and how those conditions impact the project budget.

Trustee Christensen asked if the noise concerns were discussed with the neighbors. He expressed his appreciation for the modernized proposed plans and his concern regarding funding for the project and construction traffic. Dr. Sophie reported on the communication plan between the neighbors and noted the School District will establish newsletters and post weekly construction traffic updates on its website.

Tom Carrano, IHC Construction Companies, LLC, reviewed the logistics plan and stated fabric will be placed around the construction fence for the two new additions to minimize the visual disturbance. He explained the construction traffic flow and noted the Village will allow construction traffic to turn left onto Sheridan Place to get back to Sheridan Road preventing truck traffic from entering the surrounding neighborhood.

In response to a question from Trustee Dewart, Mr. Carrano stated school will not be in session when the construction begins on a daily basis but when it reconvenes the deliveries will be limited during peak student drop off/pick up hours.

School Board President Mark Barry thanked the Village Board for their consideration and stated the resulting plan is a community vision distilled from a series of community meetings and any additional questions or concerns from the community will be addressed by School Staff.

President O'Hara inquired of the location for the handicapped ramps. Mr. Siepka stated there will be a series of reconfigured stairs and a new ADA accessible ramp at the main entrance. Also, the ramp along the north side will be maintained. He showed the location of the additional ADA access points around the school and noted emergency egress routes have also been established.

President O'Hara asked what is being done to improve the sight lines from the front entrance to the main office. Mr. Siepka stated the administrative office spaces will be reorganized to allow direct viewing of the security vestibule and more natural lighting into the spaces.

In response to a comment from President O'Hara regarding parking, Mr. Siepka stated there are sufficient parking spaces to accommodate the daily activities; however, any excess parking can be accommodated by on-street parking.

President O'Hara stated it is time the Village will have a school which will reflect the good educational practices performed inside the building.

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

8. ITEM #7A – VILLAGE ADMINISTRATOR'S REPORT CONCERNING A REQUEST FROM LAKE BLUFF SCHOOL DISTRICT #65 TO WAIVE DEVELOPMENT FEES FOR PLANNED RENOVATIONS OF LAKE BLUFF MIDDLE SCHOOL LOCATED AT 31 EAST SHERIDAN PLACE

Village Administrator Irvin stated Lake Bluff School District #65 has submitted a request to waive the development fees for the middle school renovation project. The Regional Office of Education for Lake County will issue the building permit and occupancy permit associated with this project. It is estimated that, without a waiver, the development fees for the project will total \$3,000.

Trustee Ankenman expressed her concern for matching costs where the costs are incurred and that better cost matching procedures should be considered.

Trustee Grenier expressed his agreement with Trustee Ankenman and noted administrative transfer cost, among other costs, should not be incurred by the Village.

President O'Hara stated the matter will be discussed at a future Finance Committee Meeting.

As there were no further comments, Trustee Christensen moved to waive Lake Bluff School District #65 developmental fees. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

9. ITEM #6A – WARRANT REPORT FOR NOVEMBER 16-30, 2015

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$221,464.20 for November 16-30, 2015.

As such, the total expenditures for this period is in the amount of \$221,464.20.

As there were no comments from the Board, Trustee Grenier moved to approve the Warrant Reports. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

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

10. ITEM #8 - VILLAGE ATTORNEY'S REPORT

Village Attorney Peter Friedman had no report.

11. ITEM #9 – VILLAGE PRESIDENT’S REPORT

President O’Hara thanked the Police, Fire and Public Works Departments for their work following the recent snow event. In addition, she wished everyone a safe and happy Thanksgiving Day weekend on behalf of the Village Board.

12. ITEM #13 – A PUBLIC HEARING REGARDING YEAR 2015 PROPERTY TAX LEVY

President O’Hara reported the Village of Lake Bluff, in keeping with past practice, will conduct a public hearing on the proposed YR 2015 property tax levy. Finance Director Griffin will present information on the Finance Committee’s tax levy recommendation. The hearing notice was published in the *Lake County News Sun* on November 13, 2015 and on the Village’s website on October 30, 2015.

President O’Hara declared the public hearing open.

Finance Director Susan Griffin presented a chart showing the 2014 property taxes for all governmental agencies applicable to most Lake Bluff taxpayers and noted the Sanctuary Subdivision property taxes differ because they do not pay into the Village’s fire protection or Central Lake County Joint Action Water Agency. She stated the Village and the Library are responsible for 9% and 3% of the total tax bill, respectively. The Local School Districts are 59% of the total property tax bill and the Mosquito Abatement District levy is less than 1% of the total tax bill.

Finance Director Griffin stated the property tax levy partially finances police protection, fire protection, sanitation, recycling collection, street, sidewalk and bike path maintenance, street lighting, sewer maintenance and the ancillary services that support these personnel.

Finance Director Griffin explained the Village’s role in the property tax process. The Village as a home rule community is not subject to the Property Tax Extension Limitation Act (PTELL) but passed a Resolution in 2005 committing to abide by the PTELL limit.

Finance Director Griffin noted the Village requests a dollar amount from the property tax collected by the County, but does not assess the property. She provided information regarding the assessment process and noted additional information is available on the websites of the State of Illinois Department of Revenue and Lake County. Finance Director Griffin stated the assessor uses income generating capabilities in the calculation of the market value for commercial property. She presented a chart showing the assessed value by class for the past 10 years along with the tax extension over the same period. She further noted that residential EAV has consistently been 89% of the Village’s total EAV.

Finance Director Griffin stated the aggregate levy for 2015 is \$4,079,460 or 1.39% higher than the previous year, in compliance with the PTELL amount. She explained the PTELL amount includes a Consumer Price Index-Urban of 0.8% and new construction estimated at just under \$3 million. The equalized assessed valuation (EAV) is projected to increase approximately seven percent. The Village share of the levy is \$3,193,412, providing \$43,717 new dollars to the Village. The property tax revenue represents 29% of the 2015-16 governmental fund and police pension fund revenue projections. Sales taxes are projected to surpass the property tax as the largest source of revenue for all Village funds excluding the Water Fund (which does not receive property taxes.) Sales tax revenue is 31% or \$3.4 million of the \$11 million revenue projections for the year. The Library levy, submitted by the Library

Board, is \$886,048, providing \$12,130 new dollars and represents 96% of 2015-16 total revenue projections.

Finance Director Griffin reviewed the levy breakdown by function and noted on a percentage basis there was no change from the previous year. The Library represents 22%, general 18%, police 10%, liability insurance 5%, fire 8%, pensions 24% and sanitation 13% of the total funds levied. She stated it is important to note the levy does not fully fund these functions as the Village relies on multiple sources of revenue, such as: sales and other taxes, building permits and other user fees, licenses, and fines to cover the costs.

Finance Director Griffin reviewed the long term budget considerations remarking that sales tax revenue is heavily reliant on auto sales, future state-shared revenue sources are uncertain, grant funds are very limited, low or negative investment returns requires larger pension contributions, and significant annual funding is required to maintain the aging infrastructure. Along with diversifying revenue sources, the Village has implemented many changes to its expenditures to maintain financial stability and will continue to explore municipal partnering and other cost savings opportunities. These actions included: (i) reducing personnel from 50 to 35 employees over the past six years; (ii) outsourcing household waste collection; (iii) partnering with other agencies and outsourcing dispatch operations; (iv) strategically investing in technology infrastructure and services to improve system security and reliability and to enhance employee productivity; and (v) facilitating commercial development opportunities such as Target and Heinen's Grocery store.

Finance Director Griffin reported the proposed tax levy is expected to decrease the Village tax rate from .839 to .795 per \$100 of EAV. The increase in the Village's portion of the tax bill on a home with a market value of \$600,000, if no change in the Village's EAV from the previous year, would decrease by approximately \$88. If the EAV increases by 7%, the tax bill increase is estimated at \$23.

Trustee Grenier commented on the employee reduction and asked how many of the positions were outsourced as opposed to job elimination. Finance Director Griffin stated that the six Public Works employees affected by the outsourcing of household waste collection were offered a job with Groot and three of the five police dispatchers who were not retained as Records Clerks were offered the opportunity to pursue employment at the joint dispatch center.

Finance Committee Chair Trustee Christensen stated this is a very deliberative process and this levy represents the lowest increase in the past 10 years. The Finance Committee discussed the possibility of not increasing the levy; however, there were a number of issues that caused the members to levy the PTELL amount. These concerns include reliance on volatile auto sales, the uncertainty of future state shared revenue sources, and the over \$10 million in infrastructure improvements with unspecified funding. Finance Committee Chair Trustee Christensen thanked Finance Director Griffin for her presentation and stated he feels comfortable with the information presented.

As there were no comments from the Public, President O'Hara closed the public hearing

13. ITEM #14 – AN ORDINANCE LEVYING PROPERTY TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2015 AND ENDING APRIL 30, 2016 FOR THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS

President O'Hara reported pursuant to State law, on or before the last Tuesday in December, the Village must file with the County Clerk an Ordinance requesting a property tax to be levied on all taxable property within the Village. After review of levy estimates and financial projections as presented by staff, the Finance Committee recommends that the Village levy \$3,193,412 for the year 2015, which represents a 1.388% increase over the 2014 property tax extension. She further reported the Lake Bluff Public Library Board has requested a property tax levy of \$886,048 for the year 2015, which is a 1.39% increase over the previous year. The total levy amount of \$4,079,460 is in compliance with the Property Tax Limitation and Truth In Taxation Acts.

As there were no questions, Trustee Christensen moved to approve first reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

14. ITEM #15 – AN ORDINANCE ABATING 2015 PROPERTY TAXES LEVIED FOR GENERAL OBLIGATION DEBT SERIES 2011 AND 2012 BONDS OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS

President O'Hara reported the Village currently has Refunding Bonds Series 2011 and 2012 General Obligation (G.O.) bonds outstanding. Pursuant to Ordinances 2011-19 and 2012-13 the County Clerk is required to extend a property tax levy in an amount sufficient to pay the interest and principal on the bonds. In the past the Village has abated the annual property tax levy. Because the bond ordinances directing extension of the annual property tax levy were filed with the County Clerk, an ordinance is required to abate (not levy) the property tax for these bonds. She further reported the Finance Director determined that the Waterworks Fund has the amount necessary to transfer to the Waterworks Bond and Interest Account for principal and interest payments on the 2011 Refunding Bonds. The 2012 Refunding Bond principal and interest payments will be paid by General Fund revenues.

As there were no comments, Trustee Grenier moved to approve first reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

15. ITEM #17 – AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO LAKE EFFECT HOLDINGS, LLC TO OPERATE A PHYSICAL FITNESS FACILITY AT 14 E. SCRANTON AVENUE

President O'Hara reported on October 23, 2015 the Village received a zoning application from Lake Effect Holdings, LLC (Petitioner) seeking a SUP to operate a physical fitness facility at 14 E. Scranton Avenue located in the Central Business District. At its meeting on November 18th the PCZBA conducted a public hearing and recommended the Village Board grant the SUP to operate a physical fitness facility (by Focused Results Personal Training) with the following conditions:

- The facility may be open for business Monday through Friday, from 5:30 a.m. to 9:00 p.m., and on Saturday and Sunday, from 6:30 a.m. to 2:00 p.m.; and
- The facility shall solely operate for the purpose of conducting individual personal training sessions for no more than two clients at one time.

President O’Hara reported the Petitioner has submitted a request to waive second reading of the ordinance.

As there were no questions, Trustee Christensen moved to approve first reading of the ordinance. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

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

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

16. ITEM #18 – AN ORDINANCE AMENDING CERTAIN PROVISIONS OF TITLE III OF THE VILLAGE OF LAKE BLUFF MUNICIPAL CODE REGARDING LIQUOR CONTROL

President O’Hara reported the Village is in receipt of liquor license applications from John des Rosiers (Applicant) requesting a Class W License for Wisma Concepts, LLC (currently holds Class A and Z Licenses) and Inovasi Restaurants, LLC (currently holds Class V and X Licenses). A Class W License will allow Wisma and Inovasi to sale alcohol at retail (between 11:00 a.m. to 12:00 a.m.) as an incidental part of the catering of food for private events not held at either restaurant locations. Currently the liquor regulations allow for zero Class W Licenses. Therefore, it is recommended Section 3-2-10 of the Municipal Code be amended to increase the number of licenses for Class W from zero to two. She further reported the attached ordinance amends the Liquor Code to correct a scrivener’s error by adding one Class Y License for a brewery/brew pub.

In response to a comment from Trustee Ankenman, President O’Hara stated a Class W liquor license would allow for outdoor catering.

As there were no questions, Trustee Grenier moved to approve first reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

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

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

17. ITEM #19 – TRUSTEE’S REPORT

President O’Hara reported on the holiday event, *It’s a Wonderful Life... in Lake Bluff*, scheduled for December 5th. The event will include the Christmas tree lighting, caroling by the Lake Bluff Middle School choir and reindeer on the Village Green. She also noted the Lake Bluff History Museum will host its annual Christmas Home Tours and encourage everyone to enjoy the downtown facilities.

18. ITEM #20 – EXECUTIVE SESSION

At 8:33 p.m. Trustee Meyer moved to enter into Executive Session for the purpose of Actual Litigation (5 ILCS 120/2(c)(11)). Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

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

There being no further business to discuss, Trustee Meyer moved to adjourn out of executive session. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote at 8:38 p.m.

19. ITEM #21 – ADJOURNMENT

Trustee Grenier moved to adjourn the regular meeting. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:39 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk