

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
MAY 9, 2016**

APPROVED 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
William Meyer

Absent: John Josephitis, Village Trustee

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
Michael Croak, Building Codes Supervisor
Jeff Hansen, Village Engineer
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 Ankenman moved to approve the April 25, 2016 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

4. NON-AGENDA ITEMS AND VISITORS

President O'Hara stated the Village President and Board of Trustees allocate fifteen minutes for those individuals who would like the opportunity to address the Village Board on any matter not listed on the agenda. Each person addressing the Village Board of Trustees is asked to limit their comments to a maximum of five (5) minutes.

There were no requests to address the Board.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Christensen moved to take Consent Agenda Items #10, #11 and #12 and then return to the regular order of the meeting. Trustee Dewart 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 April 22 and 29, 2016 Informational Reports;
- 11. Second Reading of an Ordinance Amending the Lake Bluff Zoning Regulations Concerning Residential Pool Houses; and
- 12. Second Reading of an Ordinance Granting a Special Use Permit for the Property Located at 611 Lansdowne Lane to Permit the Operation of a Residential Pool House that has Heat, Light, and Bathing and Shower Facilities.

Trustee Christensen moved to approve the Consent Agenda. Trustee Dewart 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 #6A – WARRANT REPORT FOR APRIL 15-30, 2016 AND MAY 1-15, 2016 AND APRIL 2016 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$293,334.65 for April 15-30, 2016 and May 1-15, 2016.

President O’Hara reported expenditure of Village funds for payroll in the amount of \$256,619.23 for April 2016.

As such, the total expenditures for this period is in the amount of \$549,953.88

As there were no comments from the Board, Trustee Dewart moved to approve the Warrant Report. Trustee Grenier 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

8. ITEM #6B – APRIL 2016 FINANCE REPORT

At President O’Hara’s request, Finance Director Susan Griffin provided a brief summary of the April 2016 Finance Report highlighting major revenue sources and expenditures for the period:

- Sales tax revenue for May 2015-January 2016 is \$2.138 million which is \$240,000 or 13% greater and home rule sales tax of \$598,000 is \$169,000 or 39% greater than the same period in 2014-15;

- Income tax revenue of \$610,000 for FY2016 is 9% greater than the same period in FY2015;
- Building permit revenue is \$477,000 and is \$23,000 less than the revised revenue projection of \$500,000;
- Capital project expenditures exceed the same period in the prior fiscal year by \$542,000; and
- Water billed consumption is down 2.9 million gallons, but because of the increase in the rate, the water sales revenue increased \$5,000.

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

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

9. ITEM # 7 – VILLAGE ADMINISTRATOR’S REPORT

Village Administrator Drew Irvin had no report.

10. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Village Attorney Peter Friedman had no report.

11. ITEM #9A – VILLAGE PRESIDENT’S REPORT CONCERNING AN APPOINTMENT TO THE JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS

President O’Hara reported the Village President is required by the municipal code to appoint members to the Village’s various advisory Boards and Commissions, subject to the consent of the Board of Trustees. Village resident David Burns is recommended for appointment to the Joint Plan Commission and Zoning Board of Appeals for a term expiring April 30, 2019.

Trustee Meyer moved to approve the recommended appointment. Trustee Grenier 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

At the request of President O’Hara, Village Administrator Irvin provided an update on the Automated External Defibrillator (AED) devices recently installed throughout Village facilities noting that Staff and the Metra train station attendant have received training on the devices.

12. ITEM #13 – A RESOLUTION APPROVING AN AMENDMENT TO THE VILLAGE ADMINISTRATOR’S EMPLOYMENT AGREEMENT

President O’Hara reported on January 1, 2008 Village Administrator Irvin commenced his employment with the Village. In accordance with Section 4 of the Employment Agreement by and between the Village of Lake Bluff and Village Administrator Irvin, the President and Board of Trustees have conducted a performance review and determined that it is in the best interest of the Village to adjust Mr. Irvin’s compensation to be consistent with the Village’s Official Pay Plan and to recognize his organizational

contributions during the past performance review period. Specifically, the Village Administrator's annual base salary will be set at \$196,650 effective May 1, 2016. She further reported this is the fifth amendment to the Village Administrator's Employment Agreement since 2008. Pursuant to 5 ILCS 120/7.3(b), the Village Administrator's total compensation package has been posted on the Village website for more than 6 days.

Village Administrator Irvin stated there was a typo in the draft resolution and noted the effective date should be May 1, 2016.

As there were no comments from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Meyer 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

13. ITEM #14 – A RESOLUTION APPROVING AN AMENDMENT TO THE CHIEF OF POLICE'S EMPLOYMENT AGREEMENT

President O'Hara reported after serving in progressively more responsible positions with the Village since 1989 (most recently as Deputy Chief of Police), on March 1, 2014 David Belmonte became the Village's 9th Chief of Police since 1895. In accordance with Section 7 of the employment Agreement by and between the Village of Lake Bluff and Police Chief Belmonte, the Village Administrator has conducted a performance review and determined that it is in the best interests of the Village to adjust Chief Belmonte's compensation to be consistent with the Village's Official Pay Plan and to recognize his organizational contributions during the past performance review period. Specifically, the Chief of Police's annual base salary will be set at \$134,335 effective May 1, 2016. This is the second amendment to the Chief of Police's Employment Agreement.

As there were no comments from the Board, Trustee Christensen moved to adopt the resolution. 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

14. ITEM #15 – A RESOLUTION APPROVING AN AMENDMENT TO THE DEPUTY CHIEF OF POLICE'S EMPLOYMENT AGREEMENT

President O'Hara reported since his appointment Deputy Chief of Police Mike Hosking has proven himself as an essential asset to the Village's police management team. As envisioned, he has provided strong administrative support and professional development to our Sergeants, Investigator and Officers. In accordance with Section 7A of the Employment Agreement by and between the Village of Lake Bluff and Deputy Chief of Police Hosking, Police Chief Belmonte has conducted a performance review and determined that it is in the best interests of the Village to adjust Deputy Chief Hosking's compensation to be consistent with the Village's Official Pay Plan and to recognize his significant organizational contributions during the past performance review period. Specifically, the Deputy Chief of Police's

annual base salary will be set at \$112,183 effective May 1, 2016. This is the second amendment to the Deputy Chief of Police's Employment Agreement.

As there were no comments from the Board, Trustee Dewart moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

15. ITEM #16 – A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK FOR THE VILLAGE OF LAKE BLUFF

President O'Hara reported annually the Village's labor legal counsel conducts a review of the Village's Employee Handbook (Handbook) to ensure the Handbook includes and reflects recent changes in law and best management procedures that may be enacted by the Federal and/or State governments or recommended by Village Staff, respectively. The noteworthy changes to the Handbook include the following:

- Section 3.7 "Disclosing of Interest in Legislation": inclusion of indirect interests and requiring disclosure before participating in discussion before the Board of Trustees;
- Section 4.2 "EEO": inclusion of pregnancy or pregnancy related medical conditions and sexual preference as covered employees and applicants;
- Section 14.1 "Drug/Alcohol Free Workplace – Purpose": notice to the employee that the policy will be construed in accordance with the Illinois "Compassionate Use of Medical Cannabis Pilot Program Act";
- Addition of Section 18.11 "Workplace Violence Policy"; and
- Addition of Section 18.12 "Smoking Ban".

As there were no questions from the Board, Trustee Grenier moved to adopt the resolution. Trustee Christensen 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

16. ITEM #17 – A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GEWALT HAMILTON ASSOCIATES, INC (East – West Transmission Main Replacement Project)

President O'Hara reported the Village's existing water distribution system includes an 8" water main that travels east through an easement on the Mariani Landscaping property, under the Skokie River, and through the Skokie Preserve. It connects with the rest of the Village's system at the intersection of West Sheridan Place and Maclaren Lane. She further reported this section of water main is a critical piece of the Village's water distribution system and has had multiple breaks in recent years. The Village requested a proposal from Gewalt Hamilton Associates, Inc. to design and assist the Village with the bidding and permitting of a project to replace the existing section of water main. Gewalt Hamilton Associates, Inc.

has exhibited specific expertise in the design of water distribution systems and has successfully done projects for the Village in the past.

President O'Hara reported the proposal from Gewalt Hamilton Associates, Inc. is for time and expense not to exceed \$38,410. The project is in the current capital improvements plan and is included in the current budget. It is recommended that the board approve the proposal from Gewalt Hamilton Associates, Inc. for \$38,410.

In response to a question from Trustee Christensen, Village Engineer Jeff Hansen stated the total cost for engineering services is about 10% of the project.

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

17. ITEM #18 – A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT AND WAIVER OF COMPETITIVE BIDS TO COMPLETE THE PRODUCTION AND INSTALLATION OF NEW VILLAGE GATEWAY AND FACILITY SIGNAGE

Village Engineer Hansen provided an update on the Village Gateway Signage Project noting after several unsuccessful attempts to competitively bid the production and installation of the signs, Staff was unable to identify a preferred contractor to produce the signs. A discussion concerning production and installation of the signs followed.

18. ITEM #19 – A RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF GRAYSLAKE, THE CITY OF HIGHLAND PARK, THE CITY OF HIGHWOOD, THE VILLAGE OF LAKE BLUFF, THE CITY OF LAKE FOREST, THE VILLAGE OF MORTON GROVE, AND THE VILLAGE OF NILES TO FORM A JOINT EMERGENCY TELEPHONE SYSTEM BOARD

President O'Hara reported in September 2014 the Village became a customer of a new joint public safety dispatch center operated by the Village of Glenview at the Highland Park Police Facility which now serves as the Village's Public Safety Answering Point (PSAP) for all 9-1-1 phone calls. As you will recall, Lake Bluff (along with Highland Park, Highwood, and Lake Forest; also known as the north group) chose to outsource public safety dispatch to the Village of Glenview to improve services and reduce both operational and capital expenses. She further reported on June 29, 2015 the State of Illinois passed Public Act 99-0006 instituting changes to the collection and distribution of 9-1-1 surcharge revenues and requiring the consolidation of 9-1-1 centers and Emergency Telephone System Boards (ETSBs); specifically, this legislation:

- Required that any 9-1-1 centers serving less than a population of 25,000 consolidate by July 1, 2017 (*complete*);
- Created a uniform statewide surcharge and centralized collection and distribution of 9-1-1 surcharge revenues under the Illinois State Police (ISP), and provided that ISP would distribute surcharge revenues to ETSBs; and

- Required that any ETSB without a PSAP in its jurisdiction be consolidated through an Intergovernmental Agreement (IGA) with an existing ETSB that has a PSAP to create a joint ETSB (*executed IGAs and ordinances must be submitted to the State by July 1, 2016*).

In addition, President O'Hara reported at this time, all of the Glenview joint dispatch center customers are (i) consolidating their ETSBs to collect and receive its 9-1-1 surcharge revenues pursuant to Public Act 99-0006 and (ii) formally dissolving their respective ETSBs. Staff recommends approval of both the Resolution and IGA to form a JETSB, and approval of the ordinance to dissolve the Village's individual ETSB. Other than the possible delay of collection and disbursement by the ISP, Staff does not expect any budgetary impacts from this action.

Village Administrator Irvin stated State Law requires local governments to have an ETSB and in the past the Village Board served as that body pursuant to local ordinance. The ETSB consolidation is the final step to complete the Glenview joint dispatch consolidation. Also, the consolidation will simplify administrative procedures by allowing the State to distribute 9-1-1 surcharge revenues directly to the Village of Glenview. Village Administrator Irvin stated the plan is for the ETSB to meet periodically to approve State disbursements and ensure statutory requirements are followed.

In response to a question from Trustee Ankenman, Village Administrator Irvin stated a representative from each respective community will serve on the joint ETSB.

Police Chief David Belmonte stated the Village Board approved the initial emergency 9-1-1 system and should the request get approved future upgrades will be considered by the Village of Glenview with approval of the joint ETSB.

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

19. ITEM #20 – AN ORDINANCE AMENDING CHAPTER 4 OF TITLE V OF THE LAKE BLUFF MUNICIPAL CODE REGARDING EMERGENCY TELEPHONE SYSTEM (9-1-1-)

President O'Hara stated this agenda item is associated with the item previously discussed and Staff recommends approval of both agenda items.

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

20. ITEM #21 – TRUSTEE'S REPORT

There was no Trustee's report.

21. ITEM #22 – EXECUTIVE SESSION

At 7:46 p.m. Trustee Ankenman moved to enter into Executive Session for the purpose of discussing Land Acquisition (5 ILCS 120/2(c)(5)), Actual Litigation (5 ILCS 120/2(c)(11)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). 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

There being no further business to discuss, Trustee Grenier moved to adjourn out of executive session. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote at 8:05 p.m.

22. ITEM #23 – CONSIDERATION OF THE APRIL 25, 2016 EXECUTIVE SESSION MEETING MINUTES

Trustee Christensen moved to approve the April 25, 2016 Executive Session Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

23. ITEM #24 – ADJOURNMENT

Trustee Grenier moved to adjourn the regular meeting. Trustee Christensen seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:06 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk