

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
MAY 23, 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
John Josephitis
William Meyer

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Marlene Scheibl, Assistant Finance Director
Michael Croak, Building Codes Supervisor
Jeff Hansen, Village Engineer
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 Grenier moved to approve the May 9, 2016 Board of Trustees Regular Meeting Minutes as presented. Trustee Josephitis 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 Dewart moved to take Agenda Item #12 and then return to the regular order of the meeting. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #12 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR 930 NORTH SHORE DRIVE

President O’Hara reported Marvin Design Gallery is proposing to recover the existing awning framework over the front of their business at 930 North Shore Drive. The sign code requirement for an awning sign in the L-1 is the same as in the CBD, and it reads, “the size of letters on an awning sign shall be no less than five inches and no greater than seven inches in height and shall be placed on the descending skirt only.” Since there is no “descending skirt” on the existing awning, the petitioners are requesting an exemption in order to have the lettering on the main portion of the awning. She further reported the proposed lettering ranges in size from 8” for the word “Marvin” to 3” for “by Evanston Lumber.” This requires an exemption since some letters are larger and some are smaller than the allowable size. Similar exemptions have been granted previously, most recently for Katie Hall Liz Mazur Photography on Center Avenue. In addition, President O’Hara noted the Architectural Board of Review (ABR) reviewed the proposed signs at its May 3, 2016 meeting and recommended the Village Board approve an exemption from the Sign Code to allow them. 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.

As there were no comments from the Board, Trustee Dewart moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

7. ITEM #6A – WARRANT REPORT FOR MAY 16-31, 2016

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$310,216.47 for May 16-31, 2016.

As such, the total expenditures for this period is in the amount of \$310,216.47

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

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

8. ITEM # 7 – VILLAGE ADMINISTRATOR’S REPORT

A to VA Stanick reported on the upcoming activities and plans for the 2016 Farmers Market season. The 23rd annual Lake Bluff Farmers’ Market will be held on Fridays, from June 10th through October 14th (7:00 a.m. to 12:00 p.m.) on the Village Green. He stated the 2016 sponsor of the market is Knauz Automotive Group.

In response to a question from President O’Hara, A to VA Stanick stated two of the large farm vendors, Didier Vegetable Farm and Red Barn Farm Market will not be returning this year and Six Generations Farmin’ Local, Krazy Fox Farms and Oak Circle Farm will be the new farming vendors.

Trustee Grenier asked if the market hours had ever been extended. A to VA Stanick stated the dates and times were extended a few years ago to 1:00 p.m. but the extended hours were not successful in growing market attendance.

President O'Hara reported in 2015 *Chicago Magazine* declared Lake Bluff Farmers Market as one of the 20th best farmers markets in the region.

9. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Peter Friedman had no report.

10. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara encouraged the community to attend the Memorial Day Event hosted by American Legion Post #510 on May 30th (9:00 a.m.) on the Village Green.

11. ITEMS #10 AND #11 – CONSENT AGENDA

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

10. Correspondence Delivered in the May 6 and 13, 2016 Informational Reports; and
11. A Resolution Appointing Jeff Hansen as the Village's Alternate Director to the Solid Waste Agency of Lake County (SWALCO).

Trustee Meyer moved to approve the Consent Agenda. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

12. ITEM #13 – SECOND READING OF AN ORDINANCE AMENDING CHAPTER 4 OF TITLE V OF THE LAKE BLUFF MUNICIPAL CODE REGARDING AN EMERGENCY TELEPHONE SYSTEM (9-1-1)

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.

President O'Hara 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. To that end, 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. The Village Board approved first reading of the ordinance at its meeting on May 9, 2016.

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

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

13. ITEM #14 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH BS&A SOFTWARE OF BATH, MICHIGAN FOR THE PROCUREMENT AND IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING SYSTEM AND APPROVING THE WAIVER OF COMPETITIVE BIDS

President O’Hara reported the Village uses an enterprise resource planning (ERP) suite of integrated software to manage the data necessary for operations which includes financial accounting software, utility billing, and building permit tracking software. The current system was implemented in 1999 and is based on an obsolete programming language. The system is slow, inflexible and doesn’t support the Village’s operations causing delays, loss of productivity and frustration trying to access data. The Village, along with the Villages of Gurnee and Round Lake, issued a joint request for qualifications for ERP systems and selected four vendors from the nine responses to provide price quotations to each community. After inviting BS&A and Civic Systems to provide a full day demonstration of its software to staff members from all departments, the Village staff recommends the purchase of BS&A software at a price of \$136,890. It is estimated that there will be another \$8,000-\$10,000 of hardware and software costs incurred for optimal implementation. The total expected cost of \$147,000 is within the \$150,000 FY2017 budget.

In response to a comment from President O’Hara, Village Administrator Irvin stated the installation timeframe will be provided at a future meeting.

Following a brief discussion, Trustee Josephitis moved to adopt the resolution. Trustee Grenier 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. ITEM #15 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT AND WAIVER OF COMPETITIVE BIDS TO COMPLETE THE EMERGENCY REPAIR OF MOFFETT ROAD

Village Engineer Jeff Hansen stated the Village’s consultant, Baxter & Woodman, provided a temporary design for the Moffett Road Culvert Repair Project in the amount of \$110,000, but the price received was approximately \$222,000. Staff continues to monitor the condition of the roadway and has not observed any changes in the condition of the roadway since the initial survey. Consequently, there is time to explore less costly alternative designs than what the Consultant provided and recommends the Board take no action at this time.

In response to a comment from Trustee Christensen, Village Engineer Hansen stated the curb line is continuously monitored and surveyed. Village Engineer Hansen expressed his opinion the current road conditions do not impose any imminent danger.

Following a brief discussion, the Village Board did not authorize the execution of a construction contract and waiver of competitive bids to complete the emergency repair of Moffett Road.

15. ITEM #16 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT AND WAIVER OF COMPETITIVE BIDS TO COMPLETE THE PRODUCTION OF NEW VILLAGE GATEWAY AND FACILITY SIGNAGE

President O’Hara reported in 2015 the Village competitively bid the Gateway and Facility Signage project two times and did not receive any bids for fabrication of the signs. Since that time Village staff has been working directly with various signage companies to obtain proposals for fabricating the signs. On May 20th Lynch Construction submitted a proposal to fabricate 15 Village signs for the Village of Lake Bluff’s Gateway and Facility Signage Project for a total price of \$84,437.01. The proposal from Lynch Construction was one of three proposals received by the Village and was the only proposal that included fabricating the signs in close compliance with the plan drawings. Lynch Construction has successfully fabricated similar signs for a nearby community. It is estimated that the installation of the signs will cost an additional \$15,000 for a project total of \$99,437.01

President O’Hara reported the Village’s FY2015-2016 budget contained \$100,000 for the Gateway Signage Project but \$50,000 was expected to be used. The FY2016-2017 budget included the remaining \$50,000, maintaining the total budget amount of \$100,000, which is greater than the estimated total project cost of \$99,437.01. She reported it is recommended that the Village Board waive the competitive bidding process for this project in accordance with section 4.5 of the Village of Lake Bluff Purchasing Policies & Procedures Manual and award a contract to Lynch Construction in the amount of \$84,437.01 to fabricate the signs.

Trustee Christensen inquired of the timeframe for the Project. Village Engineer Hansen explained the process advising the signs will be installed this summer.

Trustee Christensen asked if the sign examples provided in the packet were mock samples. Village Administrator Irvin stated the examples provided are representative samples used to demonstrate both the gateway and facility signage and the language that would be used for each location.

Trustee Josephitis inquired about the change to the sign at the Public Works Facility and suggested the sign read "Public Works/Park District Facilities". Additionally, he suggested the Village utilize reflective text on the signs to ensure night time visibility.

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

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

16. ITEM #17 – TRUSTEE’S REPORT

There was no Trustee’s report.

17. ITEM #18 – EXECUTIVE SESSION

At 7:32 p.m. Trustee Meyer moved to enter into Executive Session for the purpose of discussing Land Acquisition (5 ILCS 120/2(c)(5)), Probable Litigation (5 ILCS 120/2(c)(11)), Personnel (5 ILCS 120/2(c)(2) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

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

There being no further business to discuss, Trustee Grenier moved to adjourn out of executive session. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 8:25 p.m.

18. ITEM #19 – CONSIDERATION OF THE MAY 9, 2016 EXECUTIVE SESSION MEETING MINUTES

Trustee Christensen moved to approve the May 9, 2016 Executive Session Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

19. ITEM #20 – ADJOURNMENT

Trustee Christensen moved to adjourn the regular meeting. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:26 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk