

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
JUNE 13, 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 in the absence of Village Clerk Aaron Towle, Deputy Village Clerk Drew Irvin called the roll.

The following were present:

Village President: Kathleen O'Hara

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

Absent: William Meyer, Village Trustee  
Aaron Towle, Village Clerk

Also Present: 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  
David Graf, Fire 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 Christensen moved to approve the May 23, 2016 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**4. 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 Josephitis seconded the motion. The motion passed on a unanimous voice vote.

**5. ITEM #12 – A RESOLUTION HONORING THE PUBLIC SERVICE OF TOM TINCHER AND AWARDING HIM THE PHYLLIS ALBRECHT AWARD FOR DISTINGUISHED SERVICE TO THE VILLAGE OF LAKE BLUFF**

President O’Hara announced the Phyllis Albrecht Award is conferred on Tom Tincher for his outstanding and exemplary contributions to the welfare and high quality of life of the Lake Bluff community and its residents. Mr. Tincher a long time Village resident, has served the Village for 43 years and with the support of his wife, he served countless volunteer hours on behalf of the Village. President O’Hara stated the Village Board and residents of Lake Bluff thank the Tincher Family for many years of devoted service to maintaining and increasing the quality of life for Lake Bluff.

President O’Hara read the resolution honoring the public service of Tom Tincher and presented him with a framed copy of the resolution and the Phyllis Albrecht Award plaque.

Mr. Tincher thanked the Village Board for the recognition and Staff for their assistance over the years.

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

**6. 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.

**7. ITEM #6A – WARRANT REPORT FOR JUNE 1-15, 2016 AND MAY 2016 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$861,346.97 for June 1-15, 2016.

President O’Hara reported expenditure of Village funds for payroll in the amount of \$274,468.98 for May 2016.

As such, the total expenditures for this period is in the amount of \$1,135,815.95.

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

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

**8. ITEM #6B – MAY 2016 FINANCE REPORT**

Finance Director Susan Griffin stated there are no highlights to review at this time because this is the first month of the fiscal year and most of the revenue and expenditures received in May 2016 were accrued to April 2016.

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

**9. ITEM # 7 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Drew Irvin reported the Joint Plan Commission and Zoning Board of Appeals (PCZBA) will meet on June 15<sup>th</sup> in the Village Hall Board Room with the Public Safety Building Community Room providing space for overflow, to conduct a public hearing regarding the petition submitted by the Roanoke Group to redevelop the former PNC Bank property. The materials have been posted on the website. He stated the PCZBA will also consider a request from the petitioner to create new regulations that allow planned mixed-use developments.

**10. ITEM #8 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

**11. ITEM #9 – VILLAGE PRESIDENT’S REPORT**

Following a request from President O’Hara, Trustee Dewart reported the Lake Bluff History Museum will host its fourth annual car show on June 25<sup>th</sup>. He provided road closure information noting E. Scranton Avenue will be closed from Evanston Avenue to Sheridan Road and E. Center Avenue will be closed from by Wisma to the Public Safety Building.

President O’Hara encouraged everyone to attend the event.

**12. ITEMS #10 AND #11 – CONSENT AGENDA**

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

- 10. Correspondence Delivered in the May 20, 27 and June 3, 2016 Informational Reports; and
- 11. An Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics, and Other Workers for Lake Bluff Public Works Projects for 2016.

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

**13. ITEM #13 – A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICE AGREEMENT WITH STRAND ASSOCIATES, INC OF MADISON, WISCONSIN FOR PROJECT MANAGEMENT TO IMPLEMENT AN AUTOMATED METER READING SYSTEM**

President O'Hara reported the Village invoices 2,100 customers for water consumption based on meter readings obtained by manually reading the meter or reading a transmission device located on the exterior of the premises. The Village has identified the need and, the FY17 budget includes, funds to implement an automated meter reading (AMR) system which consists of the following:

- the integration of radio frequency technology,
- meter reading software,
- replacement meters, and
- meter transmission units.

President O'Hara reported the primary objectives of this project are to improve the accuracy and timeliness of water meter readings for better accounting and billing of water consumed. Strand Associates Inc. has submitted a proposal to assist the Village with implementation of an AMR system for an amount not to exceed \$68,000. Staff is recommending engaging Strand Associates because of their success in managing similar projects for the Villages of Deerfield, Kenilworth, Buffalo Grove, Hinsdale and Schaumburg, and the Cities of Lake Forest and Highland Park.

Trustee Josephitis asked how many meters would be replaced. Finance Director Griffin stated approximately 800 meters will be replaced specifically the meters which require manual read. She stated the meters must be equipped with a three wire system to send the reading to the outside transmission device.

In response to a question from Trustee Josephitis, Mr. Brian Hackman, Strand Associates Project Manager, replied that the install time should be approximately 30 minutes depending on the conditions. Finance Director Griffin noted that it would take approximately 15 minutes to install a transmission unit on the exterior of the home that does not need a replacement meter.

In response to a question from the Board, Mr. Hackman stated most of the meters are battery powered.

Trustee Grenier asked if a drive by would still be needed. Mr. Hackman stated the reading would be covered by radios which are already installed. The drive by is an alternative in case of power failure and the intent is to do a short study to confirm the technology to determine if it can be an option as part of the equipment.

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

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

**14. ITEM #14 – A RESOLUTION APPROVING AN OUTDOOR DINING FACILITY FOR HANSA COFFEE ROASTERS (600 Walnut Avenue)**

President O'Hara reported on April 11, 2016 the Village Board approved a special use permit requested by Lake Effect Holdings, LLC (Petitioner) for the operation of an eating place (without a drive through facility) by Hansa Coffee Roasters at 600 Walnut Avenue. The Petitioner is requesting permission to establish an outdoor dining facility immediately adjacent to the storefront along Walnut Avenue. She

further stated the proposed resolution authorizing the use of the Village's sidewalk for an outdoor dining facility is conditioned on the following:

- The outdoor service period will be from April 1<sup>st</sup> through November 30<sup>th</sup> (consistent with other downtown tenants);
- The Petitioner and Hansa Coffee Roasters are solely responsible for cleaning and maintaining the outdoor eating facility;
- Adequate pedestrian access must be maintained at all times; and
- An employee of Hansa Coffee Roasters shall oversee outdoor eating service facility activities at all times.

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

**15. ITEM #15 – A RESOLUTION APPROVING AN OUTDOOR DINING FACILITY FOR WISMA CONCEPT, LLC (24 E. Scranton Avenue)**

President O'Hara reported pursuant to Resolution 2006-18 outdoor seating is authorized along the sidewalk in front of 24 E. Scranton Avenue for the former tenant, the Village Market. As the Village Market is no longer operational and the space is currently operated by Wisma Concepts, LLC, Lake Effect Holdings, LLC (the Property owner), is requesting the Village authorize use of the sidewalk (as depicted on the site plan) by Wisma Concepts, LLC. She further stated the proposed resolution authorizing the use of the Village's sidewalk for an outdoor eating facility is conditioned on the following:

- The outdoor service period will be from April 1<sup>st</sup> through November 30<sup>th</sup> (consistent with other downtown tenants);
- The Petitioner and Wisma Concepts, LLC are solely responsible for cleaning and maintaining the outdoor eating facility;
- Adequate pedestrian access must be maintained at all times; and
- An employee of Wisma Concepts, LLC shall oversee outdoor eating service facilities activities at all times.

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

**16. ITEM #16 – TRUSTEE'S REPORT**

There was no Trustee's report.

**17. ITEM #17 – EXECUTIVE SESSION**

At 7:27 p.m. Trustee Christensen moved to enter into Executive Session for the purpose of discussing Land Acquisition (5 ILCS 120/2(c)(5)), Probable or Imminent Litigation (5 ILCS 120/2(c)(11)), Actual Litigation (5 ILCS 120/2(c)(11)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

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

There being no further business to discuss, Trustee Christensen moved to adjourn out of executive session. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote at 8:18 p.m.

**18. ITEM #18 – CONSIDERATION OF THE MAY 23, 2016 EXECUTIVE SESSION MEETING MINUTES**

Trustee Dewart moved to approve the May 23, 2016 Executive Session Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

**19. ITEM #19 – 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 8:19 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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R. Drew Irvin  
Deputy Village Clerk