

**VILLAGE OF LAKE BLUFF  
COMMITTEE-OF-THE-WHOLE MEETING  
JULY 11, 2016**

**APPROVED MINUTES OF MEETING**

The Village of Lake Bluff Board of Trustees met as a Committee-of-the-Whole (COW) in the Village Hall Board Room (40 East Center Avenue) on Monday, July 11, 2016. Village President O’Hara called the meeting to order at 6:30 p.m. and Village Clerk Aaron Towle called the roll and announced 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  
Peter Friedman, Village Attorney  
Drew Irvin, Village Administrator  
Susan Griffin, Finance Director  
Michael Croak, Building Codes Supervisor  
Jeff Hansen, Village Engineer  
David Belmonte, Police Chief  
Brandon Stanick, Assistant to the Village Administrator (A to VA)  
Franco Bottalico, Administrative Intern

**Non-Agenda Items and Visitors**

President O’Hara stated the COW allocates 15 minutes for those individuals who would like the opportunity to address the COW on any matter not listed on the agenda.

There were no requests to address the COW.

**Consideration of the Minutes from the May 23, 2016 Committee-of-the-Whole Meeting**

Trustee Christensen moved to approve the May 23, 2016 COW Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**A Discussion Regarding Strategic Planning**

Village Administrator Drew Irvin reported in December 2010, following a community-wide engagement of various Lake Bluff stakeholders, the Village Board adopted Lake Bluff’s first ever Strategic Plan. He reviewed the approach taken by the Village and noted Staff believe the approach served the Village well and recommend taking a similar path to develop a new strategic plan for the next five years. Village Administrator Irvin reviewed the major components of the scope of work provided by Lynn Montei Associates. He noted the addition of using a Guidance Team comprised of diverse stakeholders and the development of performance metrics driven by residents to monitor plan implementation as new elements.

Village Administrator Irvin stated the FY2017/19 Budget includes sufficient funding for strategic planning and Staff is recommending all elements of the proposal be authorized with the exception of the Staff workshop component which is not necessary because Staff will be included in the stakeholder workshops.

Trustee Ankenman inquired of the difference between Stakeholders and Thought Leaders. Ms. Montei stated Thought Leaders could be former elected officials or a corporate person that would be able to provide insight that may have not come out of the workshops. Stakeholders will be a variety of people that represent a broad section of the community. The Guidance Team would be used to identify Stakeholders and Thought Leaders.

Trustee Grenier suggested communicating the Village’s success with the 2016 Strategic Plan to advertise the importance of the process to the community.

Trustee Josephitis asked if the proposal was an update to the existing strategic plan. Ms. Montei stated this process will serve more as a “refresh” because so much has changed since 2010.

In response to a question from Trustee Ankenman, Ms. Montei recommended the Village use a mix of new and old participants.

A discussion followed regarding communicating the results of the strategic plan.

**Adjournment**

As no further business came before the COW, Trustee Dewart moved to adjourn the meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 6:55p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator