

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 24, 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
John Josephitis

Absent: Eric Grenier, Trustee
William Meyer, Trustee

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
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. AWARDS AND PROCLAMATIONS

President O'Hara read a Proclamation honoring Lake Bluff Resident, Businessman and World War II veteran Robert Bruce and presented him with a framed copy of the proclamation.

Mr. Bruce thanked the Village Board for their recognition.

4. CONSIDERATION OF THE MINUTES

Trustee Christensen moved to approve the September 26, 2016 Board of Trustees Regular Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

5. 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.

6. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Dewart moved to take Agenda Items #13, #16 and then return to the regular order of the meeting. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

7. ITEM #13 – A RESOLUTION HONORING THE PUBLIC SERVICE OF CATHERINE LEMIEUX

President O’Hara read a resolution honoring the public service of Catherine Lemieux and presented her with a framed copy of the resolution.

Ms. Lemieux thanked the Village Board and Lake Bluff Police Department for the opportunity to serve on the Police Pension Fund Board.

Trustee Ankenman moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

8. ITEM #16 – AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO HUNTER FITNESS AND NUTRITION, INC TO OPERATE A PHYSICAL FITNESS FACILITY AT 37 SHERWOOD TERRACE, UNITS 132-133 IN THE VILLAGE’S L-1 LIGHT INDUSTRY DISTRICT

President O’Hara reported on September 20, 2016 the Village received a complete zoning application from Hunter Fitness and Nutrition, Inc. (Petitioner) requesting a Special Use Permit (SUP) to operate a physical fitness facility at 37 Sherwood Terrace, Units 132-133 (Property). The Petitioner will offer physical fitness services in small groups (8 to 16 people) and offer personal training, specialty training, and special classes (boot camps, seniors, etc.). At the conclusion of the public hearing on October 19th the Plan Commission and Zoning Board of Appeals (PCZBA) unanimously recommended the Village Board approve the request for a SUP to allow the Petitioner to operate a physical fitness facility at the Property pursuant to operations outlined in the zoning application. She further reported earlier this year the Village Board approved an amendment to the Zoning Code allowing physical fitness facilities as a special use in the L-1 Zoning District and granted a SUP to Vlad’s Gym, a personal trainer operating at 910 Sherwood Drive, as well as Lyft Health and Fitness at 960 North Shore Drive.

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

9. ITEM #7A – WARRANT REPORT FOR OCTOBER 1-31, 2016 AND SEPTEMBER 2016 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$297,541.24 for October 1-15, 2016 and in the amount of \$161,728.72 for October 16-31, 2016. She further reported expenditure of Village funds for payroll in the amount of \$379,693.59 for September 2016.

As such, the total expenditures for this period is in the amount of \$838,963.55

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

Ayes: (4) Ankenman, Christensen, Dewart and Josephitis
Nays: (0)
Absent: (2) Grenier and Meyer

10. ITEM #7B – SEPTEMBER 2016 FINANCE REPORT

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

- Sales tax revenue for May-July 2016 of \$844,000 is \$161,000 or 24% greater than May-July 2015;
- Home rule sales tax of \$282,000 for May-July 2016 is \$107,000 or 61% greater than May-July 2015;
- Income tax revenue of \$284,000 for May-October 2016 is 15% lower than the same period in 2015; and
- Building permit revenue is \$239,000 and is \$18,000 or 7% less than May-September 2015.

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 and pension reform.

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

11. ITEM #8 – VILLAGE ADMINISTRATOR’S REPORT

Village Administrator Irvin had no report.

12. ITEM #9 – VILLAGE ATTORNEY’S REPORT

Village Attorney Friedman had no report.

13. ITEM #10 – VILLAGE PRESIDENT’S REPORT

President O’Hara reported on the ongoing Village strategic planning process.

14. ITEM #11 AND #12 – CONSENT AGENDA

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

11. Correspondence Delivered in the September 23, 30 and October 7 and 14, 2016 Informational Reports; and
12. Second Reading of an Ordinance Granting a Variation from the Village’s Side Yard Setback Regulations (311 E. Center Avenue)

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

Ayes: (4) Christensen, Dewart, Josephitis and Ankenman
Nays: (0)
Absent: (2) Grenier and Meyer

15. ITEM #14 – A RESOLUTION APPROVING A REVISED SITE PLAN TO INSTALL A GENERATOR AT 925 SHERWOOD DRIVE (NORTH SHORE DERMATOLOGY)

President O’Hara reported North Shore Dermatology proposes to install a generator on the east side of the building located at 925 Sherwood Drive. The generator will be located between the driveway and the building, immediately north of the electrical service. The generator is 29” tall, 48” wide, and 25” deep. The landscape bushes will be re-arranged as necessary to screen the generator. She further reported the Architectural Board of Review conducted a public hearing on October 4, 2016 and voted 4-0 to recommend approval of the proposed changes to the Site Plan.

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

16. ITEM #15 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH MICHELS PIPE SERVICES FOR THE VILLAGE OF LAKE BLUFF 2016-2017 SANITARY SEWER LINING PROJECT

President O’Hara reported on October 19, 2016, bids were opened for the Village’s 2016-2017 Sanitary Sewer Lining Project. A total of five bids were received, with the lowest responsive bid of \$58,904.50 submitted by Michels Pipe Services of Brownsville, Wisconsin. The Village’s FY16 Proposed Budget included \$85,000 for the lining of sanitary sewer segments identified in the 2014 Sanitary Sewer Evaluation Survey as in need of lining and televising of additional sanitary sewers in the East Terrace. The Village originally bid out the project for construction late in FY16. She further reported the bids received exceeded the budgeted amount by approximately \$43,000, so it was not taken to the Village Board. Following the opening of the original bids, the Village contracted separately for the sewer televising and cleaning portion of the project at a cost of \$13,174 and authorized an additional \$4,150 to our engineering consultant to prepare the documents for the re-bidding of the sewer lining.

President O’Hara reported it is anticipated that the total project cost to complete the sanitary sewer lining is \$99,703; this includes \$19,625 for engineering, \$13,174 for televising and cleaning, and an \$8,000 allowance for pipe repairs that may be necessary during construction. She further reported the Village Engineer is recommending that an award be made to Michels Pipe Services for the low bid amount of \$58,904.50. While this project was not included in the current fiscal plan, there are adequate funds available in the contingency fund of the FY17 Budget to complete this important infrastructure improvement.

Village Engineer Jeff Hansen stated the bids received during the spring were higher than expected and savings from the Municipal Partnering Initiative bidding process allowed the Village to re-bid the project.

In response to questions from Trustee Ankenman, Village Engineer Hansen stated the low bid amount does not include all the work associated with the project. The sewer lining repairs will occur on Wimbledon Court west of the homes located behind the heavily wooded area and this project will have no impact on the East Terrace flooding issues.

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

Ayes: (4) Dewart, Josephitis, Ankenman and Christensen
Nays: (0)
Absent: (2) Grenier and Meyer

17. ITEM #17 – TRUSTEE’S REPORT

There was no Trustee’s report.

18. ITEM #18 – EXECUTIVE SESSION

At 7:25 p.m. Trustee Ankenman moved to enter into Executive Session for the purpose of discussing Land Acquisition (5 ILCS 120/2(c)(5)), Personnel (5 ILCS 120/2(c)(2)) and Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Ankenman, Christensen, Dewart and Josephitis
Nays: (0)
Absent: (2) Grenier and Meyer

There being no further business to discuss, Trustee Ankenman moved to adjourn out of executive session. Trustee Christensen seconded the motion and the motion passed on a unanimous voice vote at 8:53 p.m.

19. ITEM #19 – CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 26, 2016 EXECUTIVE SESSION MEETING

Trustee Dewart moved to approve the September 26, 2016 Executive Session Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

20. ITEM #20 – ADJOURNMENT

Trustee Dewart moved to adjourn the regular meeting. Trustee Christensen seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:54 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk