

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 23, 2017**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:01 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: Steve Christensen
Mark Dewart
Eric Grenier
John Josephitis
William Meyer

Absent: Barbara Ankenman, Village Trustee

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
Jeff Hansen, Village Engineer
Michael Croak, Building Codes Supervisor
David Belmonte, Police Chief
Jake Terlap, Public Works Superintendent
Franco Bottalico, Administrative Intern

2. PLEDGE OF ALLEGIANCE

President O'Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES

Trustee Christensen moved to approve the January 9, 2017 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.

Mr. David Brown (resident) stated he received a letter from the Rockland Fire District regarding a proposal from the Libertyville Fire Department to replace Knollwood Fire Protection Services and expressed his concern regarding the current state of Libertyville's pension fund. He asked if the Village's legal counsel could scrutinize discussions to ensure Sanctuary residents would not be responsible for Libertyville's pension shortfalls or subject to special funding vehicles or increased assessments due to past non-payments. Mr. Brown stated the Knollwood Fire Department has been an integral support of Lake Bluff and surrounding communities with a long history of community participation. He expressed his opinion the situation appears to be a result of the Green Oaks TIF which includes The Sheridan at Green Oaks care facility that is anticipated to cause a shortfall in the Knollwood fire services budget. He questioned if the proposal will maintain and support the economic cultural values of Lake Bluff and the Knollwood Fire Departments and if an alternative solution could be pursued to maintain the Knollwood Fire Department.

President O'Hara thanked Mr. Brown for expressing his concerns. She stated when the Sanctuary property was annexed to Lake Bluff it was, and still remains, a part of the Rockland Fire District which is an independent taxing and governing body. The Village cannot comment on the proposal. President O'Hara stated the Village recently become aware of the proposal and the surrounding Fire Departments have scheduled a meeting to discuss various scenarios regarding the possible outsourcing. There are appointed Trustees for the Rockland Fire Department that are responsible for making any decisions regarding that entity and the Village cannot interfere with the process.

Mr. Brown asked if the Village could protect the taxpayers in the Sanctuary from Libertyville's pension obligations. President O'Hara stated the Sanctuary is located in a different fire protection district. The concern should be brought to the Rockland Fire District.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

There were no requests to change the order of the meeting.

6. ITEM #6A – WARRANT REPORT FOR JANUARY 16 – 31, 2017

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$524,765.29 for January 16-31, 2017.

As such, the total expenditures for this period is in the amount of \$524,765.29.

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

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

7. ITEM #7 – VILLAGE ADMINISTRATOR'S REPORT CONCERNING THE ELECTRONIC STORAGE AND DISPOSITION OF CERTAIN VILLAGE RECORDS

Village Administrator Drew Irvin briefly reviewed the State's process regarding disposition of records. The informational report summarizes the paper documents which have been converted into electronic files. Staff will coordinate disposal of the files, pursuant to State law, presuming there are no concerns.

Trustee Meyer moved to accept the report as submitted. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

8. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Friedman had no report.

9. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara reported the Village will host a Community Dialogue on its Draft 2023 Strategic Plan on January 26th (7:00 p.m.) in the Village Hall Board Room. Everyone is invited to the interactive dialogue as an opportunity to consider and provide feedback on the Draft Plan. A copy of the Draft Plan is available at lakebluff.org or at Village Hall. She stated citizen participate is important to the Village and encourage everyone to subscribe to the various Village communication media to receive updates regarding Village matters.

10. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O'Hara introduced the correspondence from the Informational Reports on January 6 and 13, 2017.

Trustee Grenier moved to accept the correspondence as submitted. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

11. ITEM #11 – A RESOLUTION APPROVING A SITE PLAN FOR SMOKING SHELTERS AT 101 WAUKEGAN ROAD

President O'Hara reported Franklin Partners (Franklin 101 Waukegan LLC) is the owner of the building at 101 Waukegan Road. They have a new tenant, a call center for Fresenius Medical, for the space that had been vacant on the west side of the building. Franklin Partners would like to construct two smoking shelters for the use of their tenants' employees. The shelters would look similar to bus stops and would be made out of glass and dark bronze anodized aluminum. The shelters would be surrounding by landscaping as shown in the plans. She further reported the proposed shelters were discussed at the January 3, 2017 Architectural Board of Review meeting. After confirming that the applicant would use the bronze colored roof panels, not the white ones, the ABR voted 6-0 to recommend approval of the site plan.

Following a request from President O'Hara, Mr. Don Shoemaker of Franklin Partners stated the new tenant has requested to use the vacant space on the west side of the building. Franklin Partners is requesting to construct two smoking shelters for the use of their tenants' employees.

Trustee Grenier inquired of the number of new employees. Mr. Shoemaker stated there will be approximately 220 new employees working a single shift and he anticipate all the approved parking spaces will be utilized.

In response to a comment from Trustee Grenier, Mr. Shoemaker distributed a handout and noted the proposed smoking shelters would look similar to bus stops.

President O'Hara welcomed the new tenant and expressed her opinion the new employees could generate additional revenue for restaurants in that area.

Trustee Dewart expressed his approval of the structural character and proposed landscaping. He expressed his preference to have the smoking shelters located on the east side of the building. Mr. Shoemaker stated the proposed smoking shelters will be on the west side of the building to prevent them from being in front of another tenant's window and in close proximity of the call center.

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

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

12. ITEM #12 – AN ORDINANCE AMENDING TITLE IX OF THE LAKE BLUFF MUNICIPAL CODE TO UPDATE BUILDING, CONSTRUCTION AND DEVELOPMENT STANDARDS

President O'Hara reported the Village Board approved numerous amendments to the building codes on March 14, 2016 in order to update the codes to the latest versions of national codes published by the International Code Council. After the codes were sent to Sterling Codifiers, the codifier identified some typographical errors and some additional references to older editions of the codes. This ordinance corrects those errors and updates the references to the current editions, but maintains the same meaning as originally intended by last year's amendments.

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

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

13. ITEM #13 – A RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THE VILLAGE OF LAKE BLUFF AND DEMAND VALET TO OPERATE A SERVICE ESTABLISHMENT IN THE NORTHWEST SPACE OF THE LAKE BLUFF TRAIN STATION

President O'Hara reported since the Artists on the Bluff moved out of the northwest space of the Lake Bluff train station in the second quarter of 2016 it has been vacant. A local entrepreneur recently approached the Village about using the space to help prove a new business concept: give commuters the option to have their car dropped off at local service centers or car wash centers while they are working so they don't have to worry about finding hours out of their day to get these services completed. President O'Hara further reported the startup, Demand Valet, will connect local commuters (using a valet stand on the train platform) with local auto service providers. She further reported consistent with previous tenant agreements, the attached lease is structured with a one year term but functions as a month to month agreement (30-day, optional early termination); the renewal is to be addressed annually and subject to

mutual agreement between the Village and the tenant. The rent amount is \$100 per month (\$1,200 annually) during the lease term.

Trustee Grenier inquired of the hours of operation. Village Administrator Irvin stated the Demand Valet would operate during peak hours when commuters are present at the Train Station.

In response to a question from Trustee Grenier, Village Administrator Irvin stated the short term conceptual plan is to have physical valets but the ultimate plan is to have a locked key box for drop off service.

Trustee Grenier asked if this type of service is provided at any other Train Station. Village Administrator Irvin stated the request was given to the City of Lake Forest for consideration but he is unsure if any other communities provide this type of service. The current parking lot procedures will not change and should this service create concerns there is a 30-day escape provision within the lease.

In response to a comment from Trustee Dewart, Village Administrator Irvin stated the proposed plans do not allow drop off service on the north side of the Train Station.

Trustee Josephitis inquired of the insurance coverage. Village Administrator Irvin stated the insurance coverage terms of the lease are the standard requirements under the Risk Management program.

Trustee Meyer asked if a condition could be imposed to ensure the service will not hinder traffic flow at the north entrance of the Train Station. Village Administrator Irvin confirmed that this could be included in the lease.

In response to a comment from Trustee Christensen, Village Administrator Irvin stated currently there are no designated parking spaces for the service. A discussion followed.

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

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

14. ITEM #14 – TRUSTEE’S REPORT

There was no Trustee’s report.

15. ITEM #16 – CONSIDERATION OF THE MINUTES OF THE JANUARY 9, 2017 EXECUTIVE SESSION MEETING

Trustee Dewart moved to approve the January 9, 2017 Executive Session Meeting Minutes as presented. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

16. ITEM #17 – ADJOURNMENT

Trustee Grenier moved to adjourn the regular meeting. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:31 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk