

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 13, 2017**

**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  
Eric Grenier  
John Josephitis  
William Meyer

Absent: Mark Dewart, Village Trustee

Also Present: Aaron Towle, Village Clerk  
Drew Irvin, Village Administrator  
Ben Schuster, Assistant Village Attorney  
Susan Griffin, Finance Director  
Jeff Hansen, Village Engineer  
Michael Croak, Building Codes Supervisor  
David Graf, Fire Chief  
Mike Hosking, Deputy Police Chief  
Jake Terlap, Public Works Superintendent  
Glen Cole, Assistant to the Village Administrator

**2. PLEDGE OF ALLEGIANCE**

President O'Hara led the Pledge of Allegiance.

**3. CONSIDERATION OF THE MINUTES**

Trustee Christensen moved to approve the January 23, 2017 Board of Trustees Regular Meeting Minutes as presented. Trustee Meyer 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. George Russell (resident) read his written letter concerning the proposed attic floor area and ravine lot area calculation text amendments and provided the Board with a copy for the record. He commented on the transparency regarding issues that need public input and asked that all ravine property owners be provided written notice should the process move forward. He concluded his comments by reading the Village's Strategic Plan Guiding Principles #2 and #3.

President O'Hara stated she was recently informed of the proposed amendments which were vetted through the advisory board public hearing process and stated the proposed amendments have been tabled indefinitely. She stated further study is required, and the Board will establish a special committee to review the Village's bulk ordinance and other related ordinances to determine if they are achieving the Village's goal. President O'Hara stated the Village will pursue a better communication process to ensure residents are notified, prior to a public hearing, on any matter that may impact their property value.

Trustee Grenier expressed his agreement with the formal methodology concept to determine how proposed ordinances may impact existing homes as well as future developments. A discussion followed.

**5. VILLAGE BOARD SETS THE ORDER OF THE MEETING**

At the request of those present, Trustee Josephitis moved to take Agenda Item #11 then return to the regular order of the meeting. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

**6. ITEM #11 – A RESOLUTION APPROVING A SITE PLAN (New Signage and Entry Portico) FOR LAKE FOREST SPORTSCARS LOCATED AT 990 NORTH SHORE DRIVE**

President O'Hara reported Lake Forest Sportscars is planning to eliminate several of the brands of cars that they currently sell in order to focus exclusively on Ferrari. To do this, they are proposing new signage and the addition of an entry portico on the north side of the courtyard to articulate the new main entrance. The location and layout of this site is unique in that it is corner lot and the main entrance to the building is proposed to be at the back (north) end of a deep courtyard. She further reported in order to lead the visitor to the main entrance, the dealership is proposing signage visible from Waukegan Road, then from North Shore Drive to indicate which driveway to turn into, and finally inside the courtyard to indicate which building entrance to use. The applicant is proposing two ground signs, five wall signs, and two informational signs. The signs, and the necessary sign code exemptions, are described in detail in the attached Architectural Board of Review (ABR) staff report.

President O'Hara reported at the north end of the courtyard, the applicant proposes to build an 11'-6" by 37'-4" entryway around the existing doorway to more clearly articulate where the main entrance is. Section 10-10-8B of the Sign Code limits the internal illumination of signs to only that portion containing lettering or a logo. She further reported at their February 7 meeting, the ABR discussed whether the illuminated yellow background was part of the logo and therefore permitted to be illuminated or whether this is another sign code exemption. The ABR voted 5-1 to recommend approval of the site plan and to recommend approval of the necessary sign code exemptions, with the illumination of the yellow background considered one of the exemptions.

As there were no 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) Ankenman, Christensen, Grenier, Josephitis and Meyer  
Nays: (0)  
Absent: (1) Dewart

**7. ITEM #6A – WARRANT REPORT FOR FEBRUARY 1-15, 2017 AND JANUARY 2017 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$402,179.52 for February 1-15, 2017 and funds for payroll in the amount of \$266,697.76 for January 2017.

As such, the total expenditures for this period is in the amount of \$668,877.28.

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

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

**8. ITEM #6B – JANUARY 2017 FINANCIAL REPORT**

At President O’Hara’s request, Finance Director Susan Griffin provided a brief summary of the January 2017 Finance Report highlighting major revenue sources and expenditures for the period.

- Sales tax revenue for May-October 2016 of \$1.63 million is \$241,000 or 17% greater than the same period in 2015;
- Home rule sales tax of \$521,000 for May-October 2016 is \$140,000 or 37% greater than the same period in 2015;
- Income tax revenue of \$347,000 for May 2016 - January 2017 is 13% lower than the same period in 2015-16;
- Natural gas utility and telecommunication taxes are down, but electric utility tax is up 7% from the prior year;
- Building permit revenue of \$490,000 is up 26% from the prior year and is expected to meet or slightly exceed the budget of \$510,000; and
- Expenditures are consistent with the budget.

Finance Director Griffin stated there is still no word or resolution to the budget impasse in Springfield. The State currently has \$11 billion in unpaid bills. Staff will continue 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, or pension reform law.

Trustee Grenier 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: AN INFORMATIONAL REPORT FROM LAKE BLUFF FIRE DEPARTMENT CHIEF DAVID GRAF**

Village Administrator Drew Irvin introduced the new Assistant to the Village Administrator Glen Cole to the Board and provided them with background information then invited Fire Chief David Graf to the podium to begin his presentation.

Fire Chief Graf introduced the Fire Department leadership team (Nancy Gusterine, Executive Assistant, Deputy Fire Chief Steve Willard, Assistant Fire Chiefs Gregg Marsh and Bill Goodman) then reviewed the Fire Department personnel structure noting there are approximately 47 members of which 39 are active responders. He stated Volunteer Fire Departments are currently experiencing recruitment, training and operational challenges. Fire Chief Graf commented on the 2010 ICMA Study regarding shared fire services and explained how the study impacted Lake Bluff and surrounding communities.

Fire Chief Graf reviewed the Insurance Service Office (ISO) process and noted the Lake Bluff Fire Department received and have maintained an ISO rating of 3, which is the best ranking for a Volunteer Fire Department in the State, and he thanked the Board and Staff for their support. Lastly, he reviewed the definitions of terms and the Lake Bluff Fire Department Grid Map.

Deputy Fire Chief Willard reviewed the operating budget which included ambulance and dispatch services (\$303,890), personnel services (\$178,420), operating and maintenance (\$124,750), interfund transfer/vehicle (\$100,000) and capital outlay (\$21,100).

Assistant Fire Chief Goodman reviewed the Fire and EMS alarms, by day of week and time of day, and noted the majority of the calls occur between noon and 6:00 p.m. He reviewed the type of calls, trend in average response time, and call response key observations associated with Lake Bluff and Knollwood Fire Departments.

Assistant Fire Chief Marsh reviewed the challenges associated with volunteerism, Knollwood Fire Department's status, the options in the present operational environment, and the Department's recommended approach should the Rockland Fire Protection District totally outsource all of their service to Libertyville.

In response to a comment from Trustee Ankenman, Assistant Fire Chief Marsh stated should the outsourcing occur, Libertyville Fire Department will provide mutual assistance to the Village for certain locations.

Fire Chief Graf stated the surrounding Fire Departments have discussed various scenarios regarding the possible outsourcing and noted the Village is confined from the east because there are no Fire Departments available to cross respond. A discussion regarding the reason for outsourcing ensued.

Trustee Ankenman inquired of the impact fees charged to a new development in the Rockland Fire Department. Assistant Fire Chief Marsh stated the development was in a Green Oaks TIF district, and so it would pay into the costs of fire protection. Fire Chief Graf stated the Sanctuary property will be affected should the outsourcing occur because it is part of the Rockland Fire District.

In response to a comment from the Board, Village Administrator Irvin stated typically there are firms employed to bill on behalf of the City of Lake Forest to recapture cost of providing ambulance services through insurance. A discussion followed.

In conclusion, Fire Chief Graf stated he is confident that Village residents are being provided with good fire and EMS service. The Fire Department will continue reviewing plans to ensure its prepared for the future.

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

In the absence of Village Attorney Peter Friedman there was no report.

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

President O’Hara had no report.

**12. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE**

President O’Hara introduced the correspondence from the Informational Reports on January 20, 27 and February 3, 2017.

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

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

President O’Hara reported the purpose of the ordinance is to correct typographical errors and old references to prior editions of the codes. The meaning remains the same as was intended by the latest building code updates approved by the Village Board on March 14, 2016 and as described in the attached memorandums. The Village Board approved first reading of the ordinance at its meeting on January 23, 2017.

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

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

**14. ITEM #13 – SECOND READING OF AN ORDINANCE AMENDING TITLE IX OF THE LAKE BLUFF MUNICIPAL CODE TO ADOPT LOCAL AMENDMENTS TO THE ILLINOIS PLUMBING CODE**

President O’Hara reported the Illinois Department of Public Health (IDPH) asks that municipalities submit proposed plumbing code amendments to IDPH for their review, comment, and approval; however, after submitting the ordinance twice and making numerous follow up calls and emails, we have been unable to receive a response. President O’Hara further reported the proposed amendments alter the allowable hours of irrigation to comply with a State mandate, limit new plumbing fixtures to those that are WaterSense labeled to comply with a State mandate, and removes storm sewer requirements from the plumbing code (they were relocated to a different chapter). Other existing Lake

Bluff amendments, including those that restrict the allowable pipe materials, remain in place. The Village Board approved first reading of the ordinance at its meeting on March 14, 2016.

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

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

**15. ITEM #14 – TRUSTEE’S REPORT**

There was no Trustee’s report.

**16. ITEM #17 – ADJOURNMENT**

Trustee Ankenman 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,

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R. Drew Irvin  
Village Administrator

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Aaron Towle  
Village Clerk