

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 27, 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
Mark Dewart
Eric Grenier
William Meyer

Absent: John Josephitis, 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
Mike Hosking, Deputy Police Chief
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 Grenier moved to approve the March 13, 2017 Board of Trustees Regular Meeting Minutes with the requested changes. Trustee Christensen 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.

There were no requests to address the Board.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

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

6. ITEM #11 – A RESOLUTION APPROVING A SITE PLAN FOR CHASE BANK LOCATED AT 965 ROCKLAND ROAD

President O’Hara reported Chase Bank is proposing to construct a new building on Lot 2 of the Target Development on the vacant lot west of Chipotle. The Target Development originally went through the Village approval process and the site plan indicated a possible future bank building with a drive-thru located where it is currently being proposed. She further reported the proposed building will use many of the same materials as the existing outlot buildings, including the same brick, stone, and light sconces. A landscape plan is included on page L-1. A dumpster enclosure is proposed to the south of the plaza.

President O’Hara reported Chase’s proposed signage plan includes: (i) two wall signs on the building (which comply with the previously approved tenant sign criteria for the Target outlots); (ii) tenant panels in the two multi-tenant monument signs; (iii) panels in the currently blank monument sign to the north of the building; and (iv) directional signage at the drive-thru reading “Do Not Enter,” “ATM,” and “Clearance 10’-5.” Chase Bank had originally proposed three on-site informational signs; however, after discussion with the ABR, Chase Bank decided to eliminate two of those signs and return to the ABR for approval of the remaining one sign after they resolve a conflict with an existing Potbelly sign. She further reported by a vote of 5-0, the ABR recommended that the Site Plan for Chase Bank be approved, except for the three on-site informational signs.

Mr. Bruce Danley with Oxford Real Estate Equities introduced Mr. John Krissoff (J.P. Morgan Chase Bank) and Ms. Michelle Bogner (The Architects Partnership, Ltd) and provided information on the proposed project.

Mr. Krissoff stated the plan is to move from their current location near Heinen’s in the Carriageway Shopping Center to the proposed location which will allow better visibility and access to the facility and thanked the Village Board for their consideration.

Ms. Bogner commented on the design outline and noted the material and color palette is consistent with the other outlot buildings.

President O’Hara expressed her opinion that Chase customers will appreciate the drive-thru because the visibility is more enhanced at this location and noted the project will complete the build out of the Target Development. President O’Hara thanked Mr. Danley, Mr. Krissoff and Ms. Bogner for the presentation.

In response to a question from the Board, Mr. Krissoff stated this new building primarily will function as a branch office financial advice center, as opposed to a traditional transaction center.

Trustee Grenier inquired of the landscape objective. Ms. Bogner stated the objective was to soften the space between the buildings to create a more welcoming gathering area.

Trustee Grenier asked had there been discussion with the restaurants on how to enhance the area between the two buildings. Mr. Danley explained how the existing restaurants outdoor seating arrangements, during the summer months, would contribute to the appearance and utility the area.

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

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

7. ITEM #6A – WARRANT REPORT FOR MARCH 16-31, 2017

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$73,805.09 for March 16-31, 2017.

As such, the total expenditures for this period is in the amount of \$73,805.09.

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

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

8. ITEM #7 – VILLAGE ADMINISTRATOR’S REPORT

Village Administrator Irvin had no report.

9. ITEM #8 – VILLAGE ATTORNEY’S REPORT

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

10. ITEM #9 – VILLAGE PRESIDENT’S REPORT

President O’Hara reported that former Village resident Veva Schreiber recently passed and acknowledged her volunteerism throughout the Village which included her service as a Lake Bluff Village Trustee (3 terms), member of the Lake Bluff Garden Club and Lake Bluff Women’s Club amongst others.

11. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on March 10 and 17, 2017.

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

12. ITEM #12 – A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE VILLAGE OF LAKE BLUFF AND LAKE BLUFF SCHOOL DISTRICT 65 REGARDING POLICE AND FIRE DEPARTMENT EMERGENCY ACCESS TO SCHOOL SECURITY VIDEO FEEDS

President O’Hara reported in 2016 the Lake Bluff School District 65 (District) made certain improvements to the elementary and middle schools. These improvements included security cameras to protect District resources and maximize the health and safety of individuals on District property. In order to help facilitate a coordinated response to school emergencies and increase first responders’ situational awareness, the attached Intergovernmental Agreement (IGA) permits emergency responders access to school security video feeds consistent with state law. She further reported the initial term of the IGA is two years which will automatically renew in 2-year increments unless a termination notice is provided by either party; the IGA also contemplates the parties meeting annually to review the school video feed protocols.

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

13. ITEM #13 – A RESOLUTION AWARDDING CONTRACTS FOR ROOFING WORK AT VILLAGE HALL AND THE LAKE BLUFF TRAIN STATION

President O’Hara reported the Village published an advertisement for bids for two separate projects:

- re-shingling, refurbishing the skylight screen, and replacing the skylight at the Village Hall, and
- re-shingling the Lake Bluff Train Station roof.

President O’Hara reported the Village will be reimbursed by Metra for the train station work pursuant to the recently approved intergovernmental agreement. She further reported the bid opening was on March 24th. As shown in the attached bid tabulation, the lowest base bid to complete the Village Hall project with architectural laminated shingles (the least expensive material bid) is \$89,900. The lowest base bid for the train station in the same material is \$103,500. Because these prices are higher than expected, staff recommends deferring action until the April 10th Board meeting to provide time for additional research of the bids.

In response to a comment from the Board, Village Administrator Irvin stated Staff is currently working with the consultant that assisted with the bid packet to review engineering estimate expectations and consult local contractors to determine why none had bid the project. He stated the bid amount was approximately 15% higher than the budgeted amount because the scope of work increased to include replacement of the skylight at Village Hall and refurbishment of the skylight screen.

As there were no further comments, the Village Board deferred the matter to its April 10, 2017 meeting.

14. ITEM #14 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT FOR THE VILLAGE OF LAKE BLUFF’S 2017 PORTLAND CEMENT CONCRETE (PCC) SIDEWALK REPLACEMENT PROJECT

President O’Hara reported on March 24, 2017 bids were opened in the Village Hall Board Room for the Village’s FY2018 Concrete Sidewalk Replacement Project. A total of three bids were received. The

lowest responsive bid was submitted by Schroeder & Schroeder, Inc. of Skokie, Illinois in the total amount of \$35,290.00. The Village's FY2017-2018 Budget includes a total of \$35,000 for the miscellaneous sidewalk replacement work which is \$290 less than the low bid amount of Schroeder and Schroeder, Inc. The budget overage is intended to be eliminated by decreasing the quantity of sidewalk replacement in this contract. She further reported based on the low bid, Village Staff expects to replace up to 750 lineal feet of existing sidewalk and add a small section of new sidewalk in front of the Public Safety Building. Schroeder and Schroeder has successfully completed numerous concrete sidewalk replacement projects for the Village in the past. The Village Engineer is recommending that an award be made to Schroeder & Schroeder, Inc. in the total low bid amount of \$35,290.00.

In response to a question from Trustee Meyer, Village Engineer Jeff Hansen stated due to the increased cost of concrete the bids were approximately 20% higher than the previous year and if the additional \$290 is not approved approximately two sidewalk panels will not be replaced. Village Administrator Irvin clarified the budgeted amount determines the number of sidewalk panels that will be replaced throughout the Village.

Trustee Grenier stated the sidewalks are vastly better and he is comfortable with the current process of reviewing the infrastructure investment annually.

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

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

15. ITEM #15 – A RESOLUTION APPROPRIATING MOTOR FUEL TAX (MFT) FUNDS FOR USE IN THE VILLAGE'S 2017 ASPHALT STREET RESURFACING AND PATCHING PROGRAM

President O'Hara reported the Village's FY18 Supplemental Budget includes \$550,000 for street resurfacing and patching during the FY18 fiscal year. Of the total, \$530,000 of MFT funds is budgeted for the construction and inspection of the upcoming project. The remaining \$20,000 is from the General Fund and will be used in the winter of 2018 for engineering of the FY19 resurfacing and patching program. She further reported the resolution appropriates \$530,000 of MFT funds to be expended to improve the streets shown in the attached street resurfacing list and map of resurfacing and major patching locations. The passage of this resolution is required by the Illinois Department of Transportation prior to the expenditure of MFT funds.

In response to a comment from the Board, Village Engineer Hansen stated MFT fund appropriate is done every three years and the project will be completed by June 30, 2017.

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

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

16. ITEM #16 – TRUSTEE’S REPORT

There was no Trustee’s report.

17. ITEM #17 – EXECUTIVE SESSION

At 7:24 p.m. Trustee Dewart moved to enter into Executive Session for the purpose of discussing Threatened/Eminent Litigation (5 ILCS 120/2(c)(11)) and Minutes (5 ILCS 120/2(c)(21)). Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

There being no further business to discuss, Trustee Ankenman moved to adjourn out of executive session. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote at 8:05 p.m.

18. ITEM #19 – ADJOURNMENT

Trustee Christensen moved to adjourn the regular meeting. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:06 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk