

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
AUGUST 28, 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 Joy Markee called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman  
Mark Dewart  
Eric Grenier  
Paul Lemieux  
Aaron Towle

Absent: William Meyer, Trustee

Also Present: Joy Markee, Village Clerk  
Drew Irvin, Village Administrator  
Peter Friedman, Village Attorney  
Susan Griffin, Finance Director  
Michael Croak, Building Codes Supervisor  
Jeff Hansen, Village Engineer  
David Belmonte, Police Chief  
Jake Terlap, Public Works Superintendent  
Glen Cole, Assistant to the Village Administrator (A to VA)

**2. PLEDGE OF ALLEGIANCE**

President O'Hara led the Pledge of Allegiance.

**3. CONSIDERATION OF THE MINUTES**

Trustee Grenier moved to approve the July 24, 2017 Board of Trustees Regular Meeting Minutes as presented. Trustee Dewart 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 Towle moved to take Agenda Items #9a, #11 and #16 then return to the regular order of the meeting. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

**6. ITEM #9A – VILLAGE PRESIDENT’S REPORT: APPOINTMENT AND SWEARING-IN OF PAUL LEMIEUX AS VILLAGE TRUSTEE**

Paul Lemieux was sworn in as Village Trustee by President O’Hara.

Following the oath of office, Mr. Lemieux took his position at the dais as Village Trustee and stated it is an honor to once again serve the Village of Lake Bluff.

Trustee Dewart moved to approve the appointment. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**7. ITEM #11 – A RESOLUTION HONORING THE PUBLIC SERVICE OF VILLAGE TRUSTEE STEVE CHRISTENSEN**

President O’Hara read the resolution honoring the public service of former Trustee Christensen and presented him with a framed copy of the resolution and plaque. She read her letter addressed to Mayor Terry Weppler, Village of Libertyville and thanked Mr. Christensen for his service.

Mr. Christensen said it has been an absolute honor and he is thankful for the opportunity to serve the Village of Lake Bluff. He thanked his family, Village Staff, Mr. Herb Nelson, Village Attorney Peter Friedman, past and present Village Board members and Village Advisory Board volunteers for their support throughout his term.

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

**8. ITEM #16 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT AND WAIVER OF COMPETITIVE BIDS TO COMPLETE THE EMERGENCY REPAIR OF MOFFETT ROAD**

President O’Hara reported the rain event on July 12, 2017 caused a significant washout of the slope on the east side of the Moffett Road Land Bridge. The washout has left the slope unstable and if not corrected could cause the road to begin to sag towards the ravine before the Village is able to begin its major project of rebuilding the slope; which is scheduled for the summer of 2018. She further reported the Village contracted with V3 Construction Group, LTD, one year ago to perform a temporary repair of the area which included placing sheet piling on the north side of the culvert, re-grading the slope, placing riprap on the slope, and repairing sections of guard rail, asphalt pavement, and curb along Moffett Road. The rainfall on July 12<sup>th</sup> caused a washout on the south side of the culvert which caused the riprap on the slope to slide downward. Some riprap was also washed into the bottom of the ravine.

President O'Hara reported V3 Construction Group has provided the Village with a proposal to install sheet piling on the south side of the culvert and stabilize the area of the slope that was damaged during the storm. After monitoring the site since July 12<sup>th</sup>, it is recommended by the Village Engineer that the Village waive competitive bidding and enter into a construction contract with V3 Construction Group LTD of Woodridge Illinois for a lump sum fee of \$82,500 to construct the temporary repairs to the Moffett Road land bridge. She further reported due to the changing nature of the site as it erodes more after every rain and the potential need to extend the area of riprap to protect additional exposed steep slopes it is recommended that the Village Board allocate an additional \$10,000 for a total of \$92,500 for the project.

Following a request from President O'Hara, Village Engineer Jeff Hansen stated the Committee-of-the-Whole (COW) met in April 2016 to consider what actions should be taken to fix Moffett Road land bridge. He showed pictures of the current condition of the Moffett Road pavement, curbing, guardrail and wall failure at the base of the culvert. He showed a picture of the north side of the slope and explained how the July 2017 storm event impacted the area. He reviewed the completed temporary repairs which cost \$94,000 and the proposed plans noting construction cost was changed to reflect the extended area of riprap protection to the slopes.

Village Engineer Hansen reviewed the following components associated with a permanent solution: regrade slope, headwall replacement, lining the culvert and repaving portions of Moffett Road. Lastly, he reviewed the current estimated cost associated with the repairs noting the Village would be responsible for \$625,000. The 2017 temporary repair project could be eligible for 75% federal reimbursement if a federal disaster declaration is made for the July 12<sup>th</sup> rain event, which would reduce the Village cost by \$69,000.

In response to a comment from the Board, Village Engineer Hansen stated there are no planned road closures and Moffett Road will not be disrupted as the plan is to build an access route through the easement.

Member Dewart asked if additional stabilization was needed for the access route. Village Engineer Hansen said unless there is another 100 year storm the access route will be fine. He stated when the repairs are completed a permanent landscape plan will be submitted.

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

Ayes: (5) Ankenman, Dewart, Grenier, Lemieux and Towle  
Nays: (0)  
Absent: (1) Meyer

**9. ITEM #6A – WARRANT REPORT FOR AUGUST 1-31, 2017 AND JULY PAYROLL EXPENDITURES**

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$464,963.41 for August 1-15, 2017, \$124,703.02 for August 16-31, 2017 and for payroll in the amount of \$280,355.97 for July 2017.

As such, the total expenditures for this period is in the amount of \$870,022.40.

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) Dewart, Grenier, Lemieux, Towle and Ankenman  
Nays: (0)  
Absent: (1) Meyer

**10. ITEM #6B – JULY 2017 FINANCE REPORT**

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

- Sales tax revenue for FY17 of \$3.121 million is \$329,000 or 11.8% greater than FY16 and May 2017 revenue of \$28,000 is 0.8% greater than May 2016;
- Home rule sales tax for FY17 of \$960,000 is \$173,000 or 22% greater than FY16 and May 2017 revenue of \$89,000 is 10% lower than May 2016;
- Building permit revenue for May-July 2017 of \$294,000 is \$126,000 or 75% higher than the same period in 2016; and
- Expenditures are consistent with or less than the budget.

Finance Director Griffin stated the 2% sales tax administrative fee that was included in the State’s FY18 budget will only apply to home rule sales tax. The Village projects approximately \$968,000 in revenue in FY18 so this cost is expected be approximately \$19,000. She stated the income tax revenue was estimated conservatively because it seemed tax receipts would decline even without changes to the State formula. The State recently reduced its formula for LGDF (income tax) sharing to municipalities to 90% for most of FY18. This reduction is estimated to reduce Village FY18 revenues by \$8,500.

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

**11. ITEM #7 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Irvin had no report.

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

Village Attorney Friedman had no report.

**13. ITEM #9A VILLAGE PRESIDENT’S REPORT (Cont.)**

President O’Hara reported that longtime Village resident Barbara Nelson Mortimer recently passed away and acknowledged her service as Village Clerk and noted she was instrumental in assisting with the establishment of the Lake Bluff Farmers Market.

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

President O’Hara introduced the correspondence from the Informational Reports on July 21, 28 and August 4, 11 and 18, 2017.

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

**15. ITEM #12 – A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE VILLAGE OF LAKE BLUFF, LAKE BLUFF PARK DISTRICT AND LAKE BLUFF PUBLIC LIBRARY REGARDING MEMBERSHIP IN THE NORTH SUBURBAN EMPLOYEE BENEFIT COOPERATIVE**

President O’Hara reported the Village of Lake Bluff, Lake Bluff Park District and the Lake Bluff Library (Agencies) have jointly procured and administered life, health, dental and vision insurance for eligible employees and retirees in accordance with State and Federal regulations since at least 1996. Seeking to find additional economies of scale, the Agencies agreed to study alternative benefit plans including pooling and a shared service approach with the assistance of a consultant, Peter Wright of Wright Benefit Strategies, during the second quarter of this year. On July 24, 2017 the Finance Committee heard a report from Mr. Wright and agreed with his recommendation that the Agencies join the North Suburban Employee Benefit Cooperative (NSEBC). The NSEBC, established in 1987, is a health insurance consortium of local municipalities that work together to offer quality benefits for employees while keeping premium rates as low as possible; the Agencies desire to enter into the attached Intergovernmental Agreement (“IGA”) to form a sub-pool to collectively join the NSEBC and to govern the administration of the sub-pool. The IGA outlines the cost sharing for the Agencies, establishes the Village as the official payor, names the Village as the representative, and provides opt-out procedures. The initial term of the IGA is 5 years (the minimum commitment to the NSEBC) with automatic renewals for consecutive 5-year periods. Staff requests Village Board consideration of the attached Resolution approving the IGA.

Trustee Lemieux stated Staff had informed him that the health plan would keep the Village competitive in terms of recruiting and retaining Staff.

Village Administrator Irvin stated that NSEBC includes the Villages of Kenilworth, Lincolnwood, Lincolnshire and Wilmette, who are among the Village’s peers as an employer. He said staff is confident the employee benefit scale will not diminish the Village’s ability to attract talent.

In response to a question from Trustee Towle, Village Administrator Irvin stated the Village increased its contribution to HSA Accounts to minimize the changes to the current employee benefits. The Village enrollment date of September 1<sup>st</sup> allowed employees an opportunity to choose their health plan. There will be another enrollment period, 30 days prior to the NSBEC effective date of January 1<sup>st</sup> that will give employees another opportunity to switch their health plan.

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

Ayes: (5) Grenier, Lemieux, Towle, Ankenman and Dewart  
Nays: (0)  
Absent: (1) Meyer

**16. ITEM #13 – A RESOLUTION AUTHORIZING THE APPROVAL OF THE VILLAGE OF LAKE BLUFF JOINING THE NORTH SUBURBAN EMPLOYEE BENEFIT COOPERATIVE (NSEBC), AND AUTHORIZE THE VILLAGE ADMINISTRATOR TO SIGN AND ADHERE TO THE NSEBC BY-LAWS, POLICIES, AND PROCEDURES AGREEMENT**

President O'Hara reported this is the resolution approving the Village of Lake Bluff's joining of the NSEBC, and authorize the Village Administrator to sign, and adhere to, the NSEBC by-laws, policies, and procedures agreement.

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

Ayes: (5) Lemieux, Towle, Ankenman, Dewart and Grenier  
Nays: (0)  
Absent: (1) Meyer

**17. ITEM #14 – A RESOLUTION APPOINTING A REPRESENTATIVE AND ALTERNATE TO THE GOVERNING BOARD OF THE NORTH SUBURBAN EMPLOYEE BENEFIT COOPERATIVE**

President O'Hara reported the NSEBC is managed by a Board of representatives from each member agency. Representatives have the authority and duty to administer certain employee benefit plans offered by their members to their employees and employee's dependents including but not limited to the following:

- Maximize the value of the member's and cooperative's benefit dollars;
- Select, enter into a contract with, and/ or hire a Plan Consultant, agents, employees, independent contractors, Claims Administrator, attorneys and other such persons as may be necessary to administer and accomplish the purpose of the cooperative;
- Review and approve the annual budget of the cooperative and a monthly report of the financial affairs of the cooperative; and
- Change, amend or modify the Plans.

President O'Hara reported the resolution names Village Administrator Drew Irvin as the Village's representative and Finance Director Susan Griffin as the Village's alternate representative to the NSEBC.

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

**18. ITEM #15 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH MARC KRESMERY CONSTRUCTION, LLC FOR THE VILLAGE OF LAKE BLUFF'S TANGLEY OAKS AND WEST BLODGETT LIFT STATIONS IMPROVEMENTS PROJECT**

President O'Hara reported on July 26, 2017, bids were opened for the Village's Tangley Oaks and West Blodgett Lift Stations Improvements Project. Two bids were received, with the lowest responsive bid of \$106,300.00 submitted by Marc Kresmery Construction of Elgin, Illinois. The project includes replacing the existing control system and one check valve at the Tangley Oaks Lift Station and the check valves and plug valves at the West Blodgett Lift station. The improvements will improve the reliability of the lift stations and restore levels of redundancy that have been lost as existing equipment has failed. She further reported the Village's FY18 Budget includes \$347,500 for improvements to the Tangley Oaks, West Blodgett, and Bath & Tennis lift stations. The remaining budget is planned to be used on rebuilding the Bath and Tennis Club Lift Station and one of the pumps at the Tangley Oaks Lift Station. The Village

Engineer recommends that an award be made to Marc Kresmery Construction for the low bid amount of \$106,300.00.

In response to questions from Trustee Lemieux, Village Engineer Hansen stated the two bids received were sufficient competition for this type of work. The bid expectations were consistent with the budgeted amount and the remaining funds will be used for future lift station improvements.

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

Ayes: (5) Towle, Ankenman, Dewart, Grenier and Lemieux  
Nays: (0)  
Absent: (1) Meyer

**19. ITEM #17 – TRUSTEE’S REPORT**

Trustee Grenier expressed his thanks to the Village for addressing the flood issues.

President O’Hara stated Staff has been directed to conduct an extensive study of these flooding issues to determine the type of work and resources needed to address the issue. The report will be presented at a future COW meeting.

**20. ITEM #18 – EXECUTIVE SESSION**

At 7:46 p.m. Trustee Dewart moved to enter into Executive Session for the purpose of discussing Candidates for Appointment to Public Office (5 ILCS 120/2(c)(3)) and Semi-Annual Review of Executive Session Minutes (5 ILCS 120/2(c)(21)). Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

There being no further business to discuss, Trustee Lemieux moved to adjourn out of executive session. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 8:03 p.m.

**21. ITEM #19 – ADJOURNMENT**

Trustee Grenier moved to adjourn the regular meeting. Trustee Lemieux seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Joy Markee  
Village Clerk