

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
MAY 11, 2015**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:03 p.m. in the Lake Bluff Village Hall Board Room, and Village Clerk Ankenman called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Steve Christensen
Mark Dewart
John Josephitis
William Meyer
Brian Renner

Absent: Eric Grenier, Village Trustee

Also Present: Barbara Ankenman, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
David Belmonte, Police Chief
Michael Croak, Building Codes Supervisor
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. CONSIDERATION OF THE MINUTES

Trustee Dewart moved to approve the April 27, 2015 Board of Trustees Meeting Minutes as presented. Trustee Christensen seconded the motion. The motion passed on a unanimous voice vote.

4. NON-AGENDA ITEMS AND VISITORS

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 Items #12, #13, #14, #15 and #17 then return to the regular order of the meeting. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #12 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR LINDEMANN CHIMNEY COMPANY LOCATED AT 110 ALBRECHT DRIVE

President O’Hara reported on January 2, 2015 the Village received a sign application for one new monument sign for Lindemann Chimney Company, located at 110 Albrecht Drive (Petitioner). At its January 2nd meeting, the Architectural Board of Review (ABR) reviewed a proposal for a 134 square feet monument sign that would have exceeded the allowable size under the Sign Code by 70 square feet. Following suggestions from the ABR, the Petitioner returned on April 7th with a revised, smaller version of the sign that is now 92 square feet. The Petitioner also provided comparisons with the size of other existing signs in the business park. She further noted the ABR unanimously voted to recommend that the Village Board approve an exemption from the Sign Code regulations to allow the proposed monument sign to exceed the allowable size by 28 square feet. In preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified of the meeting date and a resolution has been prepared transmitting the ABR’s recommendation.

Trustee Rener stated the proposed signage would fit well in the business park.

Trustee Rener moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

7. ITEM #13 – A RESOLUTION APPROVING SITE PLAN REVIEW CHANGES TO KNAUZ BMW AT 407 SKOKIE HIGHWAY

President O’Hara reported on March 24, 2015 the Village received an application from Knauz BMW for alterations to their building and a new wall sign. The proposed changes include replace the existing white lucabond fascia with white EIFS, relocating the front door, and creating a car display pad on the west side of the building. The ABR reviewed the proposed changes at their meeting of April 7, 2015 and unanimously recommended the Village Board approve the proposed sign and the proposed building alterations. She further noted in preparation for the Village Board’s consideration of the request a resolution has been prepared transmitting the ABR’s recommendation.

Trustee Rener stated he does not have a problem with the request; although, the upward lighting for the vehicle displays may contribute to light pollution.

Trustee Meyer moved to adopt the resolution. Trustee Josephitis seconded the motion. The motion passed on the following roll call vote:

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

8. ITEM #14 – A RESOLUTION APPROVING A SITE PLAN REVIEW AND A SIGN EXEMPTION REQUEST FOR 925 SHERWOOD DRIVE

President O’Hara reported Northshore Dermatology recently moved into the building at 925 Sherwood Drive. On April 3, 2015 the Village received an application for site plan review for changes to the façade of the building and a sign application for a new wall sign and a ground sign. The proposed changes to the building include improvements to the façade around the south and east entrances, standing seam metal canopies, wall sconce lights, and new windows. The proposed signage includes a monument sign in the front yard and a wall sign on the south façade, where the main customer entrance faces the rear parking lot. She further noted the ABR reviewed the proposed building changes and the proposed signs at its April 7, 2015 meeting and unanimously recommended the Village Board:

- approve an exemption from the Sign Code to allow two signs (the monument sign on the north side of the building and the wall sign on the south); and
- approve the proposed building alterations, with the following conditions: (i) that the petitioner adjust the corner elements to have a 4’ width and 14” lettering for the address numbers, (ii) that the petitioner use above ground lights to illuminate the monument sign, and (iii) that the entire wall area behind the wall sign be the lighter of the two proposed colors.

President O’Hara reported in preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified of the meeting date and a resolution has been prepared transmitting the ABR’s recommendation.

Trustee Rener expressed his support for down lighting with backlit illumination be the preferred type of signage for the business park.

Trustee Dewart moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

9. ITEM #15 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR DONATI’S PIZZA LOCATED AT 205 WAUKEGAN ROAD

President O’Hara reported on March 27, 2015 the Village received a sign application for two wall signs and windows signs for Donati’s Pizza at 205 Waukegan Road in the space formerly occupied

by Starbucks in the Carriage Way shopping plaza. The ABR reviewed the proposed signs at its April 7th meeting. The proposed wall signs meet code and received approval from the ABR by a vote of 5-0. The window signs require an exemption because they are not permitted in the L-1 zoning district. She further noted the ABR voted 3-2 in favor of recommending that the Village Board grant an exemption to allow the proposed window signs. In preparation for the Village Board's consideration of the request, the neighboring property owners have been notified of the meeting date and a resolution has been prepared transmitting the ABR's recommendation.

In response to a comment from the Board, Village Administrator Drew Irvin stated the exemption applies to this particular property and an amendment to the Village Code reflecting this type of action was discussed by the ABR. A discussion followed regarding signage in the L-1 District.

Trustee Meyer expressed his preference to have the ABR review existing regulations so petitioners would not have to seek special permission for these types of requests.

Trustee Josephitis moved to adopt the resolution. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

10. ITEM #17 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT FOR THE VILLAGE OF LAKE BLUFF'S FY2015/16 SIDEWALK REPLACEMENT PROJECT WITH SCHROEDER & SCHROEDER, INC.

President O'Hara reported on May 7, 2015 bids were opened at the municipal services building in the City of Lake Forest for the construction of miscellaneous concrete sidewalk improvements in both the Village of Lake Bluff and the City of Lake Forest. This year's concrete sidewalk program was jointly bid with Lake Forest to improve the possibility of better prices due to a larger overall project, and because of a joint proposal by both communities to construct a new segment of sidewalk to connect the existing sidewalk systems in both communities. Approximately 400-feet of new sidewalk will be constructed along the easterly edge of Moffett Road at the far south end of Lake Bluff and will extend into the City of Lake Forest along the easterly edge of Sheridan Road.

President O'Hara reported the sidewalk work will also include a new length of sidewalk along the east side of Gurney Avenue between E. Center Avenue and E. Scranton Avenue, as well as the removal and replacement of approximately 170 deteriorated sidewalk panels at various locations throughout the Village. She further noted the lowest responsive bid received was from Schroeder & Schroeder, Inc. (Skokie, Illinois) in the amount of \$57,876.00. The Village's approved FY 2015/2016 budget includes \$65,000 for concrete sidewalk improvements. Schroeder and Schroeder has successfully completed many concrete sidewalk projects for the Village in past years and Staff recommends awarding the contract to Schroeder and Schroeder in the amount of \$57,876.00.

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

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

President O’Hara suggested the order of the meeting be amended to take agenda #21 in advance of #6a. There were no objections from the Village Board.

11. ITEM #21 – AN ORDINANCE AMENDING PROVISIONS OF TITLE III OF THE LAKE BLUFF MUNICIPAL CODE CONCERNING THE NUMBER OF LIQUOR LICENSES AND CLASS U LICENSES (First Reading, and if desired by the Village Board, Final Approval) (Donatis Pizza and Prairie Espresso Liquor Licenses)

President O’Hara reported on May 4, 2015 Prairie Espresso, currently operating from 91 E. Scranton Avenue (or “Scranton Alley”) submitted a liquor license application seeking a license to sell alcohol where there is not sufficient space to establish a bar seating area and an area that exclusively uses an outdoor seating area to serve customers outdoors pursuant to Ordinance #2015-06 (an amendment to an existing special use permit for Block 4 of the Central Business District). To accommodate the anticipated request from Prairie Espresso, Staff and the Village Attorney recommend the Village Board consider the following amendment to the Class U Liquor License regulations, which currently authorizes the retail sale of alcohol by restaurants in a bar service area, with or without the sale and service of a meal, that is consumed only in the bar service area:

- Authorize restaurants that are no larger than 120 sq. ft., do not have a bar service area and provide customer seating only in an outdoor service area, to sale alcohol without the service of a meal with the following conditions:
- Alcohol is consumed only in the outdoor service area;
- License is issued only to the owner/operator of the restaurant;
- Alcohol service is limited to restaurant hours, but no later than 11:00 p.m.; and
- Maintain separation of outdoor service area from pedestrian traffic on the adjoining sidewalk.

In addition, President O’Hara reported the Village is also processing a liquor license application received from Donatis Pizza (located in the Carriage Way Shopping Center) for onsite consumption and consumption in an outdoor service area. Section 3-2-10 of the Village’s liquor regulations establishes the maximum number of alcoholic beverage licenses (by classification) available for issuance. Currently the liquor regulations allow for zero Class U licenses and three Class V licenses (held by Inovasi, Noodles & Co. and Maeverly’s Public House). Therefore, it is recommended that Section 3-2-10 of the Liquor Ordinance also be amended to increase the number of licenses for Class U to one and Class V to four.

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

President O'Hara inquired of the request to waive second reading. Mr. John Davis, owner of Prairie Espresso, stated the waiver would allow the required documents to be submitted to the State in a timely manner.

Trustee Josephitis moved to waive second reading of the ordinance. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

12. ITEM #6A – WARRANT REPORT FOR MAY 1-15, 2015 AND APRIL 2015 PAYROLL EXPENDITURES

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$465,206.28 for April 15-30, 2015 and May 1-15, 2015.

President O'Hara reported expenditure of Village funds for payroll in the amount of \$389,097.99 for April 2015.

As such, the total expenditures for this period is in the amount of \$854,304.27.

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

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

13. ITEM 6B – APRIL 2015 FINANCIAL REPORT

At President O'Hara's request, Finance Director Susan Griffin provided a brief summary of the April 2015 financial report, highlighting major revenue sources and expenditures for the period. She noted that, as this is the end of FY2015, most of the revenue and expenditure accruals are included in this report but there will be some additional accruals made to the final audited financial statements.

- Sales taxes for February-April are estimates, but FY2015 is expected to exceed the prior year by \$193,000 or 8.5% higher than last fiscal year;
- Building permit revenue did not hit the revised forecast of \$1.1 million, but at \$1.045 million it exceeded the prior year by 113% due to significant commercial building permits and new residential construction exceeding projections;
- Water sales closed the year down \$84,000 or 6.5% less than the prior year predominately due to the milder weather experienced from May 2014-April 2015 and lower water consumption trend observed by CLCJAWA; and

- Overall, General Fund revenues exceeded the budget by \$755,000 and expenditures were \$1.14 million less than the budget. Operating expenditures were \$675,000 and capital outlay was \$467,000 less than projected.

In closing, Finance Director Griffin stated Trustee Rener has been an integral part of the Finance Committee and thanked him for his service.

As there were no questions from the Board, Trustee Christensen moved to accept the Finance Report. Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

14. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT CONCERNING THE 2015 LAKE BLUFF FARMERS MARKET REPORT

A to VA Stanick reported on the upcoming activities and plans for the 2015 Farmers Market season. The 22nd annual Lake Bluff Farmers’ Market will be held on Fridays, beginning June 12th through October 9th (7:00 a.m. to 12:00 p.m.) on the Village Green.

15. ITEM #7B – VILLAGE ADMINISTRATOR’S REPORT A REQUEST FROM THE LAKE BLUFF PARK DISTRICT TO WAIVE BUILDING PERMIT FEES FOR THE RECREATION CENTER OFFICE RENOVATION PROJECT (355 W. Washington Avenue)

Village Administrator Irvin reported the Village received a letter from Lake Bluff Park District Board President Kevin Considine, requesting a waiver of all fees associated with the Lake Bluff Recreation Center office renovation project at 355 W. Washington Avenue. It is estimated that the fees for this project will total \$593.

As there were no questions, Trustee Meyer moved to waive the Park District permit fees in the amount of \$593. Trustee Rener second the motion. The motion passed on the following roll call vote:

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

16. ITEM #9 – VILLAGE ATTORNEY’S REPORT

Village Attorney Peter Friedman had no report.

17. ITEM #10 – VILLAGE PRESIDENT’S REPORT

President O’Hara reported the Village Board is scheduled to meet once during the month of May due to the Memorial Day Holiday and encouraged the community to attend the Memorial Day Celebration hosted by the American Legion Post #510 on May 25th (9:00 a.m.). In addition, she stated American Legion Post #510 has existed in Lake Bluff since 1922, and due to a decline in

membership, it is their intent to merge with the Lake Forest American Legions. The Lake Bluff 4th of July Parade Committee will coordinate future Veteran Day events.

18. ITEM #11 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Report on April 24 and May 1, 2015.

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

19. ITEM #16 – A RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT 4X4 PICK-UP TRUCK AND DISPOSAL OF SURPLUS PROPERTY

President O’Hara reported pursuant to the Vehicle and Equipment Replacement Fund schedule, the Village’s FY2015-16 Budget includes \$76,999 funding for the replacement of one 4x4 pick-up truck which is also used in snow plow operations. The replacement cost of the new truck and snow removal equipment is \$42,299. Staff recommends the Village trade-in the current pick-up truck with snow removal equipment at a value of \$12,000 for a final purchase price of \$30,299. Staff is requesting authorization to order the vehicle for delivery in October, 2015. She further noted the request is for the purchase of a Ford F250 4x4 from Bob Ridings Inc. of Taylorville, Illinois in the amount of \$30,299 with snow removal equipment at a cost of \$12,495 (included in the price).

Following a comment from Trustee Josephitis regarding the amount budgeted, Public Works Superintendent Jake Terlap stated the amount budgeted was for a larger pick-up truck; however, Staff was able to purchase a smaller pick-up truck at a lower price while still achieve departmental needs. Also, Ford pick-ups were not renewed under the State purchasing program.

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

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

20. ITEM #18 – A RESOLUTION APPROVING A LICENSE AGREEMENT TO USE A PORTION OF VILLAGE PROPERTY (100 W. Center Avenue)

President O’Hara reported in June of 2014, Mr. and Mrs. William and Megan Hadler moved into 100 W. Center Avenue. The Village owns a 15’ strip of land to the north of their lot between their property and the Illinois Department of Transportation owned right-of-way for the bike path and Route 176. A prior owner of their house planted a row of arborvitae on the Village property. Mr. and Mrs. Hadler is requesting permission to place a fence on the Village property behind the arborvitae. She further reported the Village has approved other license agreements to authorize the installation of improvements such as fencing and landscaping on other Village owned property.

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

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

21. ITEM #19 – A RESOLUTION APPROVING AN AMENDMENT TO THE VILLAGE ADMINISTRATOR’S EMPLOYMENT AGREEMENT

President O’Hara reported on January 1, 2008 Village Administrator Irvin commenced his employment with the Village. In accordance with Section 4 of the employment Agreement by and between the Village of Lake Bluff and Village Administrator Irvin, the President and Board of Trustees have conducted a performance review and determined that it is in the best interests of the Village to adjust Mr. Irvin’s compensation to be consistent with the Village’s Official Pay Plan and to recognize his organizational contributions during the past performance review period. Specifically, the Village Administrator’s annual base salary will be set at \$190,000 effective May 1, 2015. This is the fourth amendment to the Village Administrator’s Employment Agreement since 2008. Pursuant to 5 ILCS 120/7.3(b), the Village Administrator’s total compensation package has been posted on the Village website for more than six days.

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

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

22. ITEM #20 – A RESOLUTION APPROVING AN AMENDMENT TO THE CHIEF OF POLICE’S EMPLOYMENT AGREEMENT

President O’Hara reported after serving in progressively more responsible positions with the Village since 1989 (most recently as Deputy Chief of Police), on March 1, 2014 David Belmonte became the Village’s 9th Chief of Police since 1895. In accordance with Section 7 of the employment Agreement by and between the Village of Lake Bluff and Police Chief Belmonte, the Village Administrator has conducted a performance review and determined that it is in the best interests of the Village to adjust Chief Belmonte’s compensation to be consistent with the Village’s Official Pay Plan and to recognize his organizational contributions during the past performance review period. Specifically, the Chief of Police’s annual base salary will be set at \$130,421.50 effective May 1, 2015. This is the first amendment to the Chief of Police’s Employment Agreement.

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

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

23. ITEM #22 – CONSIDERATION OF THE MINUTES OF THE APRIL 27, 2015 EXECUTIVE SESSION MEETING

Trustee Christensen moved to approve the April 13, 2015 Executive Session Meeting Minutes as presented. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

24. ITEM #23 – ADJOURNMENT SINE DIE

Trustee Dewart moved to adjourn the regular meeting. Trustee Rener seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:42 p.m.

25. ITEM #24 – INAUGURATION OF NEW OFFICERS

President O’Hara administered the Oath of Office to Village Trustees Ankenman, Christensen and Dewart and Village Clerk Aaron Towle.

Following the oaths of office, the newly elected and incumbent officials took their positions at the dais as Village Officials and returned to the agenda.

26. ITEM #25 – CALL TO ORDER AND ROLL CALL

Village Clerk Towle called the roll at 7:50 p.m. and announced the following were present:

Village President: Kathleen O’Hara

Trustees: Barbara Ankenman
Steve Christensen
Mark Dewart
John Josephitis
William Meyer

Absent: Eric Grenier, Village Trustee

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
David Belmonte, Police Chief
Michael Croak, Building Codes Supervisor
Jake Terlap, Public Works Superintendent
Brandon Stanick, Assistant to the Village Administrator (A to VA)

27. ITEM #26 – A RESOLUTION HONORING THE PUBLIC SERVICE OF VILLAGE TRUSTEE BRIAN RENER

President O’Hara thanked former Trustee Brian Rener for his common sense, sense of humor and direct question approach while serving on the Village Board. She also noted Mr. Rener will assume the role as Chair of the new advisory board regarding sustainability and environmental issues. President O’Hara then read the resolution honoring the public service of former Trustee Rener and presented him with a framed copy of the resolution.

Village Administrator Irvin stated Mr. Rener is a true professional, practical person, problem solver and a leader who embraces Lake Bluff’s volunteerism and community participation spirit. Mr. Rener assisted the Village Board with sustainability issues and budgeting through challenging economic times, served as ambassador in the CBD, and increased Village value in investment and infrastructure during his role as Finance Committee Chair. Village Administrator Irvin thanked Mr. Rener for his many contributions and presented him with a plaque honoring his ten years of service. He also noted there will be a tree planted in his honor.

Mr. Rener thanked former Village President Christine Letchinger for her support during his tenure. Mr. Rener thanked his wife, children and mother in-law for their support. He thanked Village Staff, Police and Fire Departments and Various Advisory Committees and noted their contributions are extremely valuable to the community.

Mr. Rener stated he considers Lake Bluff not just a community but his home, He stated to achieve success in life is the opportunity to make a positive difference in the lives of others, particularly those closest to you, and thanked the Village Board for giving him the opportunity to be successful.

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

28. ITEM #27 – ADJOURNMENT

As there was nothing further to come before the Board, Trustee Ankenman moved to adjourn the regular meeting. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:04 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk