

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
NOVEMBER 9, 2015**

**APPROVED MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

Village President O'Hara called the meeting to order at 7:04 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  
John Josephitis  
William Meyer

Absent: Eric Grenier

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  
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 Josephitis moved to approve the October 26, 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 #16, #17 and #11 then return to the regular order of the meeting. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

**6. ITEM #16 – AN ORDINANCE AMENDING ORDINANCES 98-25, 2004-10 AND 2010-27 CONCERNING THE EXISTING SPECIAL USE PERMIT FOR THE PERSONAL WIRELESS FACILITY AT THE PUBLIC SAFETY BUILDING (45 E. Center Avenue)**

President O’Hara reported over the past year the Village has negotiated an amendment to the site agreement with Crown Castle so as to allow T-Mobile to install additional communications equipment and antennae on the Village’s existing monopole behind the Public Safety Building (PSB). In preparation of adding the T-Mobile service equipment to the existing monopole, the Village and T-Mobile filed a zoning petition (as Co-Petitioners) seeking an amendment to the existing Special Use Permit (SUP). She further reported on October 21, 2015 the Plan Commission and Zoning Board of Appeals (PCZBA) conducted a public hearing and unanimously recommended the Village Board approve the amendment to the SUP for additional wireless antennae and related equipment. At its meeting on November 3<sup>rd</sup> the Architectural Board of Review (ABR) conducted a public hearing and unanimously recommended the Village Board approve the following changes to the cell tower site plan:

- Installation of new antennae equipment placed at a height of 123 ft. above the ground;
- All new equipment match the existing color of the monopole; and
- Installation of any non-antennae equipment not exceed the height of the existing brick enclosure at the rear of the PSB.

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

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

**7. ITEM #17 – A RESOLUTION APPROVING A THIRD AMENDMENT TO THE SITE AGREEMENT BY AND BETWEEN THE VILLAGE AND CROWN CASTLE (NCWPCS MPL 22 – YEAR SITES TOWER HOLDINGS LLC) REGARDING THE USE OF THE VILLAGE’S PERSONAL WIRELESS FACILITY LOCATED AT THE PUBLIC SAFETY BUILDING (45 E. Center Avenue)**

President O’Hara reported over the past year the Village has negotiated an amendment to the site agreement with Crown Castle so as to allow T-Mobile to install additional communications equipment and antennae on the Village’s existing monopole behind the Public Safety Building. Consistent with the direction from the Village Board, the terms of this amendment are as follows:

- Only T-Mobile will be permitted to install wireless communication facilities at the Public Safety Building monopole site;
- Crown Castle will not be responsible for installing a generator to serve the monopole telecommunications carriers (AT&T never installed this as part of the recent monopole replacement);

- The Village will receive additional rent from Crown Castle in the amount of \$1,169/month with an annual escalation of 3% (represents 50% of revenue from the T-Mobile and Crown Castle Lease Agreement); and
- The term of this amendment will correspond with the existing lease.

Trustee Dewart asked if T-Mobile plans to install a back-up power generator. Village Administrator Drew Irvin stated AT&T was given zoning authority to install a generator when the tower was rebuilt. The generator was to serve all the existing telecommunication carriers; however, AT&T did not have the obligation to complete the installation.

Elton Manion, a representative of T-Mobile, stated the proposed plans do not include a generator at the facility.

Trustee Meyer asked if these type of facilities require a back-up generator. Mr. Manion stated there are battery back-ups installed on the monopole for emergency communication purposes.

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

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

**8. ITEM #11 – A RESOLUTION ESTIMATING THE AMOUNT OF THE ANNUAL AGGREGATE 2015 PROPERTY TAX LEVY**

President O’Hara reported annually the Village is statutorily required to estimate the funds to be raised from taxes on real property in the Village prior to the adoption of the levy. This is an estimate and does not limit the Board’s ability to levy a different amount provided it is in compliance with the Truth in Taxation Law and all applicable notice and hearing provisions.

President O’Hara reported the Finance Committee, at their October 31<sup>st</sup> meeting, reviewed the 2015 levy projections and recommended approval of an aggregate property tax levy of \$4,079,460 or 1.39% more than the 2014 property tax extension. The Village share of the property tax levy is \$3,193,412 and the Library’s share is estimated at \$886,048. She further reported at this time, the Library Board has not submitted its levy request. This levy comprises new construction equalized assessed valuation (EAV) estimated at \$2.98 million and a CPI factor of 0.8%. The total EAV is projected to increase by 7% to \$513 million. This estimated levy is in compliance with the amount allowed under the Property Tax Limitation Act. In addition, she noted the first reading of the 2015 tax levy ordinance and the public hearing will be held on Monday, November 23<sup>rd</sup>.

Finance Director Susan Griffin stated the estimated levy is in compliance with the Property Tax Limitation Act. She stated new construction EAV appears low at \$2.98 million because the Target commercial development opened in July, 2015 and will be partially on the tax role. Finance Director Griffin stated it will take a few years for the full value of a commercial development to be fully on the tax roles as new construction. In addition, she confirmed the new construction CPI factor is .08% or .008.

President O'Hara asked if the Village has received any sales tax revenue from the State. Finance Director Griffin stated sales tax revenue for new developments has been received for the month of August. She noted it is too preliminary to know the exact figures associated with the new Target Development. She commented on automobile sales and noted incentive programs and year end sale events are a significant factors in automobile sales.

President O'Hara provided information regarding ongoing actions of the State Legislature and noted the State continues to withhold Motor Fuel Tax and E911 tax revenues. She stated this is a preliminary levy and the final levy will be considered at the December 2015 meeting. The final levy may reflect different figures due to the condition of the State, but will remain in compliance with the Property Tax Limitation Act.

Cynthia Stemler, a Village resident, expressed her concern regarding the proposed tax increase and presented a signed petition regarding taxation in the community that was recently sent to the Board. Ms. Stemler stated that she recently learned of the intent of School District #65 to announce an extension that would increase taxes by 7%. She stated currently each tax levy body operates in a silo and noted most of assessed values increased this year and the increase being a percentage in the overall budget will impact taxes paid by residents. Ms. Stemler asked the Village to consider not increasing taxes to the maximum amount in the future and to interact with the other Boards to slow the growth of taxes throughout the community.

President O'Hara expressed her understanding regarding the concerns expressed by Ms. Stemler and stated the Village has no control over the EAV which has a tremendous effect on the tax rate and how it is distributed to individual homeowners. President O'Hara stated future planning would be to have the Tri-Board, which consist of the Village, Lake Bluff Park District and School District #65, hold discussions prior to consideration of the tax levies.

President O'Hara stated the Village is concerned with the tax increase but there are a variety of factors beyond the Village's control, such as the Police Pension, currently funded at 54% and by law has to be funded 90% by 2040. She stated the Village will continue to monitor the issue and thanked Ms. Stemler for her comments.

As there were no further questions, Trustee Josephitis moved to adopt the resolution. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

**9. ITEM #6A – WARRANT REPORT FOR NOVEMBER 1-15, 2015 AND OCTOBER 2015**  
**PAYROLL EXPENDITURES**

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$227,400.66 for November 1-15, 2015.

President O'Hara reported expenditure of Village funds for payroll in the amount of \$417,771.13 for October 2015.

As such, the total Expenditures for this period is in the amount of \$645,171.79.

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

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

**10. ITEM #6B – OCTOBER 2015 FINANCIAL REPORT**

At President O’Hara’s request, Finance Director Susan Griffin stated there is not much new information in this report because the last finance report was presented at the October 26<sup>th</sup> meeting. She then provided a brief summary of the October 2015 Finance Report and highlighted major revenue sources and expenditures for the period.

- Sales tax revenue for May-July 2015 is \$683,000 which is \$25,000 or 4% greater than 2014. Home rule sales tax of \$174,000 is \$23,000 or 15% greater than 2014;
- May has traditionally been the largest monthly receipt of state shared income tax revenue due to the filing of taxes in April. At \$332,000 May-October 2015 revenue is 15% greater than the same period in 2014;
- Building permit revenue represents 52% of the annual budget projection, as expected;
- Capital project expenditures exceed the same period in 2014 by \$620,000; and
- Water billed consumption is down 9.334 million gallons. This resulted in a decline in water sales of \$50,000 (after accounting for the change in water rates).

Finance Director Griffin stated 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 limitations and pension reform.

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

**11. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT CONCERNING AN INFORMATIONAL REPORT REGARDING THE FY2015 VILLAGE CANOPY TREE PLANTING PILOT PROGRAM (Native Tree Sale)**

Public Works Superintendent Jake Terlap stated the Village had partnered with Lake Bluff Open Lands Association (LBOLA) for a one week pilot program that offered the sale of four varieties of Oaks (Red, Swamp White, Bur and Chinquapin) at the Public Works Facility. He stated LBOLA offered delivery and installation for an additional charge of \$25.00. There were a total of 33 trees purchase and 26 were sold and the seven unsold trees were planted in various locations in the Village. Public Works Superintendent Terlap stated should the program move forward it should be a one day event preferably held on Saturday on the Village Green.

Village Administrator Irvin stated this was a successful program and suggested it be included in next year’s budget.

In response to a comment from the Board, Public Works Superintendent Terlap stated the total cost for the trees was \$4,200, which was less than the budgeted amount of \$4,500 for the pilot program.

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

On a separate matter, Village Administrator Irvin stated the Committee-of-the-Whole (COW) previously discussed outdoor construction and property maintenance regulations and Staff was given direction to prepare draft regulations to be shared with local landscapers. Since that time Staff has met with and received feedback from Mariani Landscaping and is currently waiting on feedback from two other landscaping firms. He stated once the feedback has been received the draft ordinance will be presented to the COW at a future meeting.

**12. ITEM #8 - VILLAGE ATTORNEY'S REPORT**

Village Attorney Peter Friedman had no report.

**13. ITEM #9 – VILLAGE PRESIDENT'S REPORT**

President O'Hara encouraged everyone to attend the annual Veteran's Day Ceremony, sponsored by American Legion Post 510, on November 11<sup>th</sup> (9:00 a.m.) on the Village Green.

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

President O'Hara introduced the correspondence from the Informational Reports on October 23 and 30, 2015.

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

**15. ITEM #12 – RECEIPT OF FY2014-15 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

President O'Hara reported the Village received an unmodified opinion from its auditors, Sikich LLP, that the financial statements are fairly presented in conformity with generally accepted accounting principles. This represents the highest opinion that an organization can receive. The CAFR is comprised of the basic financial statements with footnotes, a transmittal letter, a management and discussion analysis, detailed fund level statements with budget comparisons, and statistical information for the past ten years.

President O'Hara reported at their October 31<sup>st</sup> meeting the Finance Committee reviewed the draft CAFR, met with Daniel Berg, Partner with Sikich, and voted unanimously to recommend to the Village Board acceptance of the CAFR. The CAFR is available on the Village's website and a printed, bound copy is available for public viewing at the Village Hall, the Public Safety Building, and at the Lake Bluff Library.

Finance Director Griffin thanked the Village Board and Assistant Finance Director Marlene Scheibl for their support throughout the process.

Trustee Dewart congratulated Staff on another successful audit.

Trustee Meyer moved to accept the FY2014-15 CAFR. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

**16. ITEM #13 – A RESOLUTION APPROVING A SITE PLAN FOR BERNIE’S BOOK BANK AT 917 NORTH SHORE DRIVE**

President O’Hara reported on June 22, 2015 the Village Board approved a resolution approving a site plan review for Bernie’s Book Bank, which is a charitable organization that is relocating to the building at 917 North Shore Drive. The petitioner is requesting approval of revisions to that design. They are proposing a smaller wall sign, the elimination of the previously proposed solid canopy at the entrance, and the elimination of the vertical trellises.

President O’Hara reported the ABR reviewed the proposed building changes and the proposed signs at its November 3, 2015 meeting. The ABR approved the sign and unanimously recommended that the Village Board approve the building alterations. 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 question from Trustee Christensen regarding the changes, Building Codes Supervisor Michael Croak stated the Petitioner did not inform Staff of their reason for the proposed changes.

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

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

**17. ITEM #14 – A RESOLUTION APPROVING AN AMENDED AND RESTATED LANDSCAPE WASTE COMPOSTING AGREEMENT BY AND BETWEEN THE VILLAGE OF LAKE BLUFF AND DK ORGANICS, LLC**

President O’Hara reported since 1994 the Village has contracted with DK Organics of Lake Bluff, Illinois (DK) for the processing of all yard waste delivered to the Public Works Center by Village crews and residents (Agreement). In November of 2008 the Village reviewed and renewed the Agreement with DK and again extended the Agreement on November 25, 2013 for a period of 2 years. The Village and DK’s partnership continues to be mutually beneficial in that the Village reduces its fees for household waste collection, secures quality materials for Village and resident landscape needs, and furthers the Village’s sustainability efforts (reducing carbon footprint and locally recycling yard waste), while DK secures an overflow location for their operations which are largely done off Village property. Over the last several months Village Staff has researched alternative service providers and, largely due to logistics and value, is again recommending extending the Village’s Agreement with DK. Specifically, Village staff recommends extending the contract with DK Organics for a period of 3 years maintaining the terms of the Agreement the same with the following suggested changes:

- Move to a flat fee of \$29,500 per year;
- DK will provide Village access to high quality compost materials (up to 250 yards of “super fines” screened compost material) in addition to landscape mulch;

- DK and the Village will share the installation fees (not to exceed \$3,000) for a gate to provide added site security;
- DK has agreed to accept food scrap waste at their site in North Chicago for no additional charge to Village, should the Village initiate a food scrap collection program with Groot; and
- 120-day escape clause for the Village has been included.

On October 31, 2015 the Village Finance Committee discussed the proposed changes to the Agreement and unanimously recommended the Village Board approve the amendment and restatement as presented.

As there were no questions, Trustee Josephitis moved to adopt the resolution. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

**18. ITEM #15 – A RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE AND THE ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) FOR CONSTRUCTION OF THE SHERIDAN ROAD PEDESTRIAN PATH PROJECTS**

President O’Hara reported the FY2016 Capital Improvement Plan includes funding for the construction of a path along the Sheridan Road Cutoff to connect from the existing sidewalk on the north side of the Village’s Public Safety Building, through a portion of Artesian Park, and cross Sheridan Road to connect to the Robert McClory Bike Trail. Also included are pedestrian crossing improvements at the intersection of Sheridan Road and McKinley Road connecting the east side of Sheridan Road to the Robert McClory Bike Trail. The Village and IDOT secured a grant to fund the project with 80% of the costs to be funded by the State and 20% to be funded by the Village.

President O’Hara reported the project plans were completed by the Village’s consultant, Gewalt Hamilton Associates, and IDOT is preparing to let the project for bids with anticipated construction in the summer of 2016. Prior to letting the project for bids, IDOT is requiring that the Village execute the Local Agency Agreement and appropriate the Village share of the construction and construction engineering costs.

In addition, President O’Hara reported the estimated Village share the project is \$35,913. The Village’s FY2016 Budget includes a total of \$25,000 project. The budgeted amount was based on prior project cost estimates, and the estimates have risen as the final design was completed. It is recommended that additional monies be allocated for the project and the agreement be adopted to complete the improvements as planned.

Trustee Christensen inquired of the increase in cost. Village Engineer Jeff Hansen stated the State determined there is potential soil contamination and the cost estimate increased due to the potential that the soil would have to be disposed of at a landfill. Village Engineer Hansen stated the approved resolution must be submitted before IDOT lets the project in January, construction is anticipated in the summer of 2016.

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

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

**19. ITEM #18 – TRUSTEE’S REPORT**

There was no Trustee’s Report.

**20. ITEM #20 – ADJOURNMENT**

Trustee Meyer moved to adjourn the regular meeting. Trustee Josephitis seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

---

R. Drew Irvin  
Village Administrator

---

Aaron Towle  
Village Clerk