

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 14, 2015**

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
Mark Dewart
Eric Grenier
John Josephitis
William Meyer

Absent: Steve Christensen
Peter Friedman, Village Attorney

Also Present: Aaron Towle, Village Clerk
Drew Irvin, Village Administrator
Susan Griffin, Finance Director
David Graf, Fire Chief
David Belmonte, Police Chief
Michael Croak, Building Codes Supervisor
Jeff Hansen, Village Engineer
Brandon Stanick, Assistant to the Village Administrator (A to VA)

2. PLEDGE OF ALLEGIANCE

President O'Hara led the Pledge of Allegiance.

3. AWARDS AND PROCLAMATIONS

President O'Hara read the Proclamation designating December 2015 as *National Drunk and Drugged Driving (3D) Prevention Month*.

4. CONSIDERATION OF THE MINUTES

Trustee Meyer moved to approve the November 23, 2015 Board of Trustees Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

5. NON-AGENDA ITEMS AND VISITORS

There were no requests to address the Board.

6. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Dewart moved to take Agenda Items #12 and #15 then return to the regular order of the meeting. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

7. ITEM #12 – A RESOLUTION HONORING THE PUBLIC SERVICE OF FIRE DEPARTMENT MEMBER JERRY L. KLUCHKA

President O’Hara read the resolution honoring the Public Service of Jerry L. Kluchka and presented him with a framed copy of the resolution and a certificate from the Fire Department.

Fire Chief Graf invited the Kluchka family to the podium and commented on their volunteer achievements. He stated tonight is an opportunity to recognize an extraordinary Lake Bluff family.

Mr. Kluchka shared some personal experiences that occurred over the course of his career and stated he is proud to serve as a volunteer firefighter and that his sons also joined the Lake Bluff Fire Department. Mr. Kluchka expressed his appreciation to the Fire Department and the Village Board for their support over the years.

Trustee Dewart moved to adopt the resolution. Trustee Josephitis seconded the motion. The motion passed on a unanimous voice vote.

8. ITEM #15 – SECOND READING OF AN ORDINANCE AMENDING AN EXISTING SPECIAL USE PERMIT (Ordinance 2008-07) AND GRANTING A VARIATION FROM THE VILLAGE’S GROSS FLOOR AREA REQUIREMENTS TO ALLOW FOR THE CONSTRUCTION OF RENOVATIONS TO AN EXISTING MIDDLE SCHOOL (31 E. Sheridan Place)

President O’Hara reported in October 2015 Lake Bluff School District #65 (Petitioner) Officials and representatives from Wight & Company (Consultant) met with Village Staff to review proposed renovations to the Lake Bluff Middle School located at 31 E. Sheridan Place. The renovations include: (i) an overall reconfiguration of the interior space; (ii) a new fine arts addition (4,300 sq. ft.), (iii) a new classroom addition (5,400 sq. ft.) providing for five new classrooms, (iv) a new storage building (1,200 sq. ft.) placed near the westerly property line, (v) as well as certain modifications to the eastern parking lot along E. Sheridan Place. She further reported at its meeting on October 21st, the Joint Plan Commission and Zoning Board of Appeals (PCZBA) and the Architectural Board of Review (ABR) conducted a joint workshop to review and provide feedback on the preliminary plans. Shortly thereafter the Chairs of the PCZBA and ABR met with the Petitioner and the Consultant to review the changes in preparation for an upcoming public hearing with the PCZBA.

President O’Hara reported at its meeting on November 18th the PCZBA conducted a public hearing, received comments from the public and recommended the Village Board, upon a 4-1 vote, approve the following:

- An amendment to Ordinance #2008-07 granting a special use permit (SUP) to operate a school at 31 E. Sheridan Place; and
- A 211% variation from the Village’s maximum gross floor area regulations for the R-4 Residence District, which allows an additional 68,160.20 sq. ft. of floor area for a total floor area

of 100,469 sq. ft. with the following conditions: a) mitigate any noise generated from the mechanical units and ensure any operation of the equipment complies at all times with applicable law, including the Illinois Pollution Control Board sound emission standards and limitations, b) work with the Village to provide additional landscaping improvements and screening around the proposed freestanding storage shed, and c) the Petitioner will use its best efforts to obtain necessary funding to complete the alternate proposals related to providing additional access to natural light and screening of rooftop mechanical units.

President O'Hara reported on December 1st the ABR conducted an advisory site plan review and agreed to implement the following changes to the proposal with the condition the final refinements be reviewed by the ABR at a subsequent meeting prior to the beginning of construction without further action by the Village Board: a) Revise the front entryway, including the exterior stairs and ramp; b) Implement recommendations of the Petitioner's noise mitigation consultant; c) Identify the final locations of the mechanical units; d) identify the nature and final locations of all landscaping; and e) Identify the nature and location of all on-site signage. The Village Board approved first reading of the ordinance at its meeting on November 23rd, the second reading version incorporate the ABR's conditions which are bolded and underlined on page five.

Superintendent of Schools Lake Bluff Elementary School District #65 Dr. Jean Sophie stated there has been much progress made on the project and the purpose tonight is to discuss the revised design for the front entryway. Dr. Sophie provided an update regarding the noise issues related to the proposed rooftop mechanical units and noted there will be two acoustical engineers hired to assist with the design process and ensure the School District complies with state and local regulations. Dr. Sophie stated funds have been allocated for an acoustical engineer, noise mitigation and improvements to the front entryway but not for interior lighting and landscaping.

Craig Siepka of Wight Architects reviewed the revised front entranceway plan which incorporated the comments from the ABR and Village Board. Mr. Siepka stated the revised drawings were reviewed with ABR Member Matthew Kerouac and he has expressed his support for the entryway design.

In response to a question from Trustee Dewart, Mr. Siepka stated composite wood and concrete material will be used for the darkened area shown in the plans. He stated due to heavy traffic volume concrete will be used to build the exterior stairs and ramp.

Trustee Grenier stated the proposed plans looks great and commented on students possibly skateboarding in and on the entrance area steps.

President O'Hara concurred with the Trustee Grenier and stated this is a more dramatic entranceway plan which will create a more kid-friendly environment.

Trustee Ankenman commented on the 'L' shape enclosure located near the stairway and noted it appears to create a visual barrier. Mr. Siepka stated that is a detail that will need refined as the project moves forward.

In conclusion, Mr. Siepka expressed his appreciation to the Village Board and Staff for their assistance with the project.

As there were no further questions, Trustee Meyer moved to approve second reading of the ordinance. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

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

9. ITEM #7A – WARRANT REPORT FOR DECEMBER 1-15, 2015 AND NOVEMBER 2015 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$418,850.45 for December 1-15, 2015.

President O’Hara reported expenditure of Village funds for payroll in the amount of \$254,699.45 for November 2015.

As such, the total expenditures for this period is in the amount of \$673,549.90.

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

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

10. ITEM #7B – NOVEMBER 2015 FINANCE REPORT

At President O’Hara’s request, Finance Director Susan Griffin provided a brief summary of the November 2015 Finance Report highlighting major revenue sources and expenditures for the period.

- Sales tax revenue for May-September 2015 is \$1.15 million which is \$92,000 or 9% greater than 2014. Home rule sales tax of \$309,000 is \$65,000 or 27% 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 \$370,000 May-November 2015 revenue is 14% greater than the same period in 2014;
- Building permit revenue represents 55% of the annual budget projection, as expected;
- Capital project expenditures exceed the same period in 2014 by \$541,000 largely due to roadway repaving; and
- Water billed consumption is down 8.192 million gallons. This resulted in a decline in water sales of \$40,000 (after accounting for the change in water rates.).

Finance Director Griffin stated Staff continues to closely monitor the actions in Springfield and noted the State recently approved distribution of Motor Fuel Tax and E911 Tax revenues to local municipalities. In addition, she stated the Finance Committee will meet on January 11, 2016 at 6:00 p.m. in the Village Hall Conference Room to discuss the upcoming budget.

President O'Hara expressed her uncertainty on how local municipalities may be impacted if State shared revenue is reduced, but the Village will continue to proceed with caution while awaiting the actions in Springfield.

Trustee Dewart asked about the difference between sales tax and home rule sales tax. Finance Director Griffin replied that the 1% home rule sales tax is not applicable to automobiles or groceries. She stated that automobile sales represent 80% of the sales tax revenue which makes this source subject to more volatility than home rule sales and results in a greater dollar impact during periods of declining auto sales.

Finance Director Griffin noted that the Village receives 2% of sales (excluding groceries) from the businesses in the Target development. In addition the Village receives a 1% prepared food and beverage tax from the restaurant/fast food establishments.

President O'Hara expressed her understanding this is the first time since the recession that sales taxes are equivalent with property tax receipts. Finance Director Griffin stated sales tax and property tax revenues were equal at the end of the last fiscal year but the combined sales tax revenue is projected to exceed the property tax in the current fiscal year.

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

11. ITEM #8 – VILLAGE ADMINISTRATOR'S REPORT

Village Administrator Irvin reported the ABR and PCZBA will conduct a workshop meeting on December 16th to discuss the draft design guidelines for CBD Blocks Two and Three. The final design will be presented to the Village Board for consideration at a future meeting.

12. ITEM #9 - VILLAGE ATTORNEY'S REPORT

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

13. ITEM #10 – VILLAGE PRESIDENT'S REPORT

President O'Hara reported *It's a Wonderful Life...in Lake Bluff* and the Lake Bluff History Museum Christmas Home Tours were successful events. In addition, she wished everyone a safe and happy holiday season on behalf of the Village Board.

14. ITEM #11 – ACCEPTANCE OF THE CORRESPONDENCE

President O'Hara introduced the correspondence from the Informational Reports on November 20 and 25 and December 4, 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 #13 – SECOND READING OF AN ORDINANCE LEVYING PROPERTY TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2015 AND ENDING APRIL 30, 2016 FOR THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS

President O’Hara reported pursuant to State law, on or before the last Tuesday in December, the Village must file with the County Clerk an Ordinance requesting a property tax to be levied on all taxable property within the Village. After review of levy estimates and financial projections as presented by staff, the

Finance Committee recommends that the Village levy \$3,193,412 for the year 2015, which represents a 1.388% increase over the 2014 property tax extension. She further reported the Lake Bluff Public Library Board has requested a property tax levy of \$886,048 for the year 2015, which is a 1.39% increase over the previous year. The total levy amount of \$4,079,460 is in compliance with the Property Tax Limitation and Truth In Taxation Acts. The Village Board approved first reading of the ordinance at its meeting on November 23, 2015

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

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

16. ITEM #14 – SECOND READING OF AN ORDINANCE ABATING 2015 PROPERTY TAXES LEVIED FOR GENERAL OBLIGATION DEBT SERIES 2011 AND 2012 BONDS OF THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS

President O’Hara reported the Village currently has Refunding Bonds Series 2011 and 2012 General Obligation (“G.O.”) bonds outstanding. Pursuant to Ordinances 2011-19 and 2012-13 the County Clerk is required to extend a property tax levy in an amount sufficient to pay the interest and principal on the bonds. In the past the Village has abated the annual property tax levy. Because the bond ordinances directing extension of the annual property tax levy were filed with the County Clerk, an ordinance is required to abate (not levy) the property tax for these bonds. She further reported the Finance Director determined that the Waterworks Fund has the amount necessary to transfer to the Waterworks Bond and Interest Account for principal and interest payments on the 2011 Refunding Bonds. The 2012 Refunding Bond principal and interest payments will be paid by General Fund revenues. The Village Board approved first reading of the ordinance at its meeting on November 23, 2015.

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

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

17. ITEM #16 – A RESOLUTION APPROVING A BILL OF SALE FOR THE ACCEPTANCE OF CERTAIN PUBLIC IMPROVEMENTS (Wimbledon Estates – 105 Green Bay Road)

President O’Hara reported the Development Agreement for Wimbledon Estates requires the Developer to provide a performance security to ensure that certain specified public improvements are completed in accordance with the approved plans; pursuant to the Agreement, these improvements can be transferred to the Village when they are complete and pass Village inspection. In accordance with the Agreement, the Village can reduce the performance security when the Village is prepared to accept completed

improvements. She further reported the water, sanitary sewer system, and storm sewer systems have been completed, tested and accepted by the Village Engineer. The final lift of asphalt pavement on Clay Court has also been installed. At this time, with final Village inspections and approval of the street, water, sanitary sewer system, and storm sewer system, the Developer is requesting the Village consider acceptance. Village Engineer Jeff Hansen recommends that (i) the Village accept the street, water, sanitary, and storm sewer systems and (ii) reduce the performance security in an amount equal to the specified improvements. Please know that the Developer is also required to provide a 2-year maintenance security for any accepted improvements.

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

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

18. ITEM #17 – TRUSTEE’S REPORT

Trustee Dewart thanked the many volunteers that serve the Village and noted their service is what makes Lake Bluff a special community.

19. ITEM #19 – CONSIDERATION OF THE MINUTES OF THE NOVEMBER 23, 2015 EXECUTIVE SESSION MEETING

Trustee Meyer moved to approve the November 23, 2015 Executive Session Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

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

ITEM #20 – ADJOURNMENT

Trustee Josephitis moved to adjourn the regular meeting. Trustee Dewart seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:48 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Aaron Towle
Village Clerk