

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 25, 2018**

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
William Meyer
Aaron Towle

Also Present: Joy Markee, Village Clerk
Ben Schuster, Village Attorney
Drew Irvin, Village Administrator
Marlene Scheibl, Assistant Finance Director
David Belmonte, Police Chief
Jeff Hansen, Village Engineer
Mike Croak, Building Codes Supervisor
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 OF THE JUNE 11, 2018 VILLAGE BOARD MEETING

Trustee Towle moved to approve the June 11, 2018 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier 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.

Deb Dintruff (resident) President of the Lake Bluff 4th of July Committee provided the Board with information regarding the upcoming Parade and encouraged everyone to attend.

In response to a comment from Trustee Lemieux, Ms. Dintruff said all of the 2018 Parade entries will return for a total of approximately 110 entries which includes Wells Fargo. She said Kiwanis will be hosting its pancake breakfast and hotdog/hamburger cookout amongst other activities following the Parade on the Village Green. In addition, the Parade Committee will subsidize a band on the beach, beginning at 6:00 p.m., through the Park District. Ms. Dintruff thanked everyone for their support.

Trustee Grenier thanked the Parade Committee for securing a significant amount of marching band entries.

President O'Hara thanked the Committee for their hard work.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Meyer moved to take Agenda Item #12 then return to the regular order of the meeting. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #12 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST FOR WHITEHEAD STUDIOS AT 36 EAST CENTER AVENUE

President O'Hara reported Whitehead Studios presented a request to the Architectural Board of Review (ABR) at their May 1st meeting for a window and a door sign which would require sign code exemptions. The ABR agreed to recommend in favor of approving the door sign, but not the window sign. Julie Whitehead Holdsworth returned to the ABR on June 5th with a revised version of the door sign. She further reported the Village's sign code currently only allows door signs in situations where there is no other available location for the sign. The ABR has recommended that the code be changed to allow door signs in the CBD, with a maximum letter height of 1.5 inches. The proposed door sign requires an exemption from the current code, but complies with the proposed revised code.

President O'Hara reported the ABR voted unanimously to recommend that the Village Board grant the exemption and allow the proposed door sign. In preparation for the Village's Board 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.

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

Ayes: (6) Ankenman, Dewart, Grenier, Lemieux, Meyer and Towle
Nays: (0)
Absent: (0)

7. ITEM #6A – WARRANT REPORT FOR JUNE 16-30, 2018

President O'Hara reported the expenditure of Village funds for payment of invoices in the amount of \$435,493.96 for June 15-30, 2018.

As such total expenditures of \$435,493.96.

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

Ayes: (6) Dewart, Grenier, Lemieux, Meyer, Towle and Ankenman
Nays: (0)
Absent: (0)

8. ITEM #6B – MAY 2018 FINANCE REPORT

At President O'Hara's request, Assistant Finance Director Marlene Scheibl provided a brief summary of the May 2018 Finance Report highlighting major revenue sources and expenditures for the period.

- Sales tax revenue for May-March 2018 of \$2,916,960 is 1.5% greater than May-March 2017 of \$2,874,805,
- Home rule sales tax for May-March 2018 revenue of \$891,188 is .3% greater than May-March 2017 of \$888,534 The State Admin fee cumulative total for May-March 2018 is \$18,205,
- Building permit revenue for May FY2019 is \$59,760 compared to \$122,130 for May of FY2018, the significant difference is due to the interior remodeling project at 71 South Waukegan Rd. (Deerpath Medical Building), and
- Current expenditures are consistent with or less than the budget.

Assistant Finance Director Scheibl mentioned that property taxes were significantly higher in May due to a timing difference because many people prepaid in 2017 to take advantage of the tax code change.

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

9. ITEM #7A – VILLAGE ADMINISTRATOR'S REPORT: INFORMATIONAL REPORT REGARDING THE MOFFETT ROAD CULVERT REPLACEMENT PROJECT

Village Administrator Irvin reported on June 18th the Village was notified by the Illinois Department of Transportation (IDOT) that the Moffett Road Culvert Replacement Project received bids as part of the June 15th IDOT Letting and noted the lowest bid was under Village Engineer Hansen's estimate. IDOT will award the contract and construction will begin in August. Staff is still anticipating a 3 week full closure of Moffett Road in late August/early September with final restoration and landscaping to take place in the spring 2019. Village Administrator Irvin stated local Schools and other agencies have been notified of the project. Previously, the Village had planned to fund 100% of the project but Staff was successful in securing surface transportation funds thus lessening the Village's total financial exposure. Also, Staff was able to expand the scope of work to include resurfacing a length of Moffett Road from East Center Avenue to the southern limits of the Village.

In response to a comment from Village Clerk Markee, Village Engineer Hansen said the detour will be an official IDOT route using state roadways to route traffic to Sheridan Road. He stated residents will have

access to their homes from either direction because the only closure would be the route over the ravine area.

Trustee Grenier asked if East Witchwood Lane would be blocked at the bottom. Village Engineer Hansen said there could occasional closure at the intersection of Moffett Road and East Witchwood Lane.

In response to a comment from Trustee Dewart, Village Administrator Irvin stated updates regarding the project will be included in Village reports and a Tri-Board printed piece will be published. He also confirmed that the School Districts and private institutions have been notified of the project.

10. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Village Attorney Schuster had no report.

11. ITEM #9 – VILLAGE PRESIDENT’S REPORT.

President O’Hara reported on the upcoming 4th of July events and thanked the 4th of July Committee for their hard work. She stated Village Administrator Irvin was recently elected as the new Secretary/Treasurer of the Illinois City County Management Association for the 2018/2019 year and read the mission statement for the organization. She also announced that she was recently elected as Secretary of the Northwest Municipal Conference and provided information on the organization. President O’Hara stated participation in both organizations is important to the Village because of the continuous changes and evolution occurring at all levels of government.

Following a comment from Village Administrator Irvin, President O’Hara reported on the upcoming Criterium Bike race scheduled for July 21st and Firemen’s Ball scheduled for July 3rd at Blair Park and thanked Staff for spearheading these events.

Village Administrator Irvin said this is a remarkable international sporting event which creates exposure for the Central Business District and has received positive feedback from residents. He also stated that Ms. Dintruff was responsible for organizing the block party associated with the event.

Trustee Lemieux said the race organizers generally attempt to house bikers in residents homes of which he has participated in over the years. He said the series consist of 10 races and the race participants ideally prefer to park for approximately 11 days in one location and he encouraged everyone to consider hosting the bikers.

12. ITEMS #10 AND #11 – CONSENT AGENDA

President O’Hara introduced the following Consent Agenda items for consideration:

- 10. Correspondence Delivered in the June 15 and 22, 2018 Informational Reports; and
- 11. Second Reading of an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics, and Other Workers for Lake Bluff Public Works Projects for 2018

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

13. ITEM #13 – A RESOLUTION AUTHORIZING THE EXECUTION OF A THREE YEAR COLLECTIVE BARGAINING AGREEMENT WITH THE VILLAGE OF LAKE BLUFF’S POLICE UNION (ILLINOIS FOP, LABOR COUNCIL)

President O’Hara reported the seventh Collective Bargaining Agreement (Agreement) between the Village and the Illinois FOP Labor Council (Council) (representing the non-supervisory sworn police officers below the rank of sergeant) expired on April 30, 2016. The Chief of Police, Deputy Chief of Police, Director of Finance, Village Administrator and Labor Attorney Jill O’Brien (“the Employer Bargaining Committee”) met with Council representatives for well over a year to negotiate a new Agreement; despite our best efforts and utilization of a federal mediator, we were unable to reach an accord on two issues: (i) wage increases for FY18 and (ii) use of part-time officers. With the Village Board’s support, the Employer Bargaining Committee and the Council agreed to submit the unresolved issues to Interest Arbitration during a hearing which took place on Monday, February 12, 2018. She further reported at the hearing, the Parties presented their positions and evidence in narrative form and were afforded an opportunity to examine and cross-examine. The Parties filed post-hearing briefs that were exchanged through the Arbitrator on May 7, 2018, at which time the evidentiary portion of the Arbitration was declared closed. On June 6, 2018 Arbitrator Steven Bierig issued his final and binding Opinion and Award. As you are aware, Arbitrator Bierig determined that the FOP’s offer for FY18 wage increases (2.5%) was more appropriate than the Village’s offer of (2.25%) and he determined that the status quo should be maintained in that Part-Time officers should not be utilized. Attached for adoption, if ratified by both Parties, is a new 3-year successor Agreement that substantially represents the terms of the May 1, 2016 through April 30, 2019 period, including an annual wage adjustment of 2.50% (retroactive to May 1, 2016) available to eligible officers who are employed as of the date of ratification (including the sergeant who was promoted outside of this bargaining unit) and two other noteworthy changes:

1. **Medical Insurance** (Article 14): For any high deductible health plan offered, the Village is required to offer and fund an HSA account at rate of 50% of the deductible for the Plan and Tier in which the employee is enrolled and increases payment to employee to opt-out of Village insurance from \$1,000 to \$1,250 (family coverage) and from \$700 to \$725 (single coverage).

2. **Drug and Alcohol Testing** (Appendix C): Minor language revisions that did not impact the substance of the policy and a new section that provides for post-accident drug testing following an officer-involved shooting consistent with new statutory requirements applicable to public employers in Illinois.

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

Ayes: (6) Grenier, Lemieux, Meyer, Towle, Ankenman and Dewart
Nays: (0)
Absent: (0)

14. ITEM #14 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH PATRIOT PAVEMENT MAINTENANCE OF DES PLAINES, ILLINOIS FOR THE VILLAGE OF LAKE BLUFF 2018 CRACK SEALING PROGRAM

President O’Hara reported the FY19 budget includes \$25,000 for crack sealing of Village streets. The Crack Sealing Program is intended to extend the life of the asphalt surface of Village Street by sealing cracks on streets that have been resurfaced 3-5 years prior. It is not expected that all streets resurfaced in that timeframe will be able to be a part of the 2018 Crack Sealing Program. A prioritized list of streets

will be given to the contractor and they will work until the budget is exhausted. On March 16, 2016 The Illinois Municipal Partnering Initiative (MPI) opened bids for crack sealing work for the communities of Arlington Heights, Evanston, Mount Prospect, Niles, Northfield, Rolling Meadows, Skokie, and Wilmette. The bids included pricing for the 2016, 2017, and 2018 construction seasons. She further reported the low bidder of the MPI joint bid was Patriot Pavement Maintenance of Des Plaines, Illinois. It is believed that the bid from Patriot Pavement Maintenance through the MPI is lower than what the Village would be able to obtain bidding the project alone. Section 7 of the Village's Purchasing Policies & Procedures Manual provides the Village the ability to enter into construction contracts using cooperative purchasing arrangements such as MPI. The Village Engineer recommends that the Village Board award a construction contract to Patriot Pavement Maintenance in the budgeted amount of \$25,000.

In response to comments from Trustee Lemieux, Village Engineer Hansen stated the bid from Patriot Pavement was submitted in 2016 and MPI did not bid this year because it did a 3 year bid in 2016. He noted the increase oil cost is a factor in the bid amount and the economy scale has likely driven down prices for the Joint Procurement of MPI. Village Engineer Hansen stated the charges for the project is by the pound of material.

Following a brief discussion, Trustee Dewart moved to adopt the resolution. Trustee Lemieux seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Lemieux, Meyer, Towle, Ankenman, Dewart and Grenier
Nays: (0)
Absent: (0)

15. ITEM #15 – A RESOLUTION APPROVING AN AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT WITH METRA (Train Station Improvement Project)

President O'Hara reported in January 2018, the Village Board approved the latest version of an Intergovernmental Agreement with Metra, in which Metra would contribute \$400,000 to remodeling the Lake Bluff Train Station. At the same time, the Board also awarded a contract to Structures Construction, LLC. The remodeling work is progressing well, as you may have noticed, the station now has new lights, new shingles, and new paint. She further reported the contractor pointed out that it would make sense to tuckpoint the chimney and rebuild the top of it before shingling the roof, because it would be difficult to access this area in the future without damaging the shingles. This work was not included in the original scope of the project, but Metra has agreed to fund it and is providing up to \$18,000. In anticipation of the Village Board's acceptance of this money, the chimney tuckpointing and rebuilding has already been completed at a cost of \$17,094.

President O'Hara reported the total project budget is now at \$447,094, with \$417,094 provided by Metra and \$30,000 provided by the Village. At conclusion of the work by Structures Construction, the Village expects the total cost to be slightly under budget. Staff has identified several improvements that could be funded with any remaining money, including horn and strobe fire alarm notification devices in the lobby and restroom, an overhead sewer to prevent floor drain backups in the basement, and installing a waterproof window well. She further reported the contractor is expected to finish all major work before the 4th of July, with only punchlist items to complete after that date. In addition to the chimney work, the Village has also approved change orders to replace rotted beams in the port cochere and platform roof, rebuild (rather than tuckpoint) the brick wind walls at the corners of the roof, and replace a vent for an exhaust fan.

President O'Hara thanked Metra for awarding funds to Lake Bluff and Staff for pursuing the grant.

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

16. ITEM #16 – 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 \$150,000 effective May 1, 2018. This is the fourth amendment to the Chief of Police's Employment Agreement. Pursuant to 5 ILCS 120/7.3(b), the Police Chief's total compensation package has been posted on the Village website for more than 6 days.

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

17. ITEM #17 – 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 and became the seventh Village Administrator since 1962. 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 \$212,676 effective May 1, 2018. This is the seventh 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 6 days.

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

18. ITEM #18 – AN ORDINANCE DECLARING PERSONAL PROPERTY OWNED BY THE VILLAGE OF LAKE BLUFF AS SURPLUS

President O'Hara reported the Village's recently completed Board Room Audio Visual Improvement Project replaced certain audio/visual equipment that Village Administrator Irvin recommends be disposed of as it has no anticipated future use by the Village. As required by law, the Village Board must by ordinance designate these assets as surplus before they can be disposed of in any manner. She further reported while most of the equipment is obsolete, the City of Lake Forest and the Village's meeting production contractor, William Schelhas, have expressed some interest in reusing certain items in their

legacy systems. The ordinance, if approved, will authorize disposal via donation to the City; sale to Mr. Schelhas; and the recycling of any remaining or unclaimed items.

Trustee Ankenman moved to approve first reading of the ordinance. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

Trustee Meyer moved to waive second reading of the ordinance. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

19. ITEM #19 – TRUSTEE’S REPORT

Trustee Dewart reported as Chair of the Lake Bluff History Museum Auto Show on the 6th annual auto show and commended the Village, Staff and public safety personnel for supporting all Lake Bluff events.

20. ITEM #20 – CONSIDERATION OF THE MINUTES OF THE JUNE 11, 2018 VILLAGE BOARD MEETING

Trustee Lemieux moved to approve the June 11, 2018 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

21. ITEM #21 – ADJOURNMENT

Trustee Meyer moved to adjourn the regular meeting. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:47 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk