

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 11, 2019**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O’Hara called the meeting to order at 7:10 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
Paul Lemieux

Absent: Eric Grenier, Village Trustee
William Meyer, Village Trustee
Aaron Towle, Village Trustee

Also Present: Joy Markee, Village Clerk
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
David Belmonte, Police Chief
Jeff Hansen, Village Engineer
Mike Croak, Building Codes Supervisor
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 OF THE JANUARY 28, 2019 VILLAGE BOARD MEETING

Trustee Ankenman moved to approve the January 28, 2019 Board of Trustees Regular Meeting Minutes as presented. Trustee Lemieux 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. ITEM # 5 – VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Dewart moved to take Agenda Items #17 and #13 then return to the regular order of the meeting. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #17 – AN ORDINANCE GRANTING A CABLE TELEVISION FRANCHISE TO COMCAST OF ILLINOIS XII, LLC

President O’Hara reported on February 23, 2009 the Village Board approved Ordinance 2009-7, which granted a non-exclusive cable television franchise to Comcast. The previous franchise agreement had been negotiated over multiple years among Comcast, the Village, and the City of Lake Forest, and draws from a model agreement template negotiated between Comcast and the Metropolitan Mayors Caucus. The term of this agreement was 10 years and is set to expire this month. Comcast has requested that both the City and Village renew the franchise agreement under substantially similar terms to those presented in 2009; the City of Lake Forest approved their franchise renewal as presented by Comcast on October 15, 2018. President O’Hara further reported State and federal law constrain the Village’s options in negotiating franchise agreements. The proposed renewal continues to provide the Village:

- A franchise fee of 5% of gross revenues for cable services (but not non-cable services, such as internet access), equal to about \$115,000 in annual revenue in FY2018;
- Complementary basic cable service for buildings owned or lease by units of local government; and,
- Carriage of the Village’s public, educational, and governmental (PEG) access channel.

President O’Hara stated the Village Attorney is reviewing the agreement and recommends first reading approval pending further discussions with Comcast.

In response to a question from Trustee Lemieux, Village Attorney Peter Friedman said additional discussions are needed to clarify the back-end legal aspects of the agreement.

Trustee Lemieux said Staff informed him that the franchise fee was not negotiable. He also asked if the meetings should be broadcast in high definition (HD) and stated he would like the Finance Committee to have a conversation about HD and PEG Capital fees at an upcoming meeting.

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

7. ITEM #13 – A RESOLUTION APPROVING A SITE PLAN TO ADD A NEW OVERHEAD DOOR TO THE BUILDING AT 950 ALBRECHT DRIVE

President O’Hara reported Dock & Door National, contractor, is the applicant on behalf of Profile Plastics, property owner, for alterations which include adding an overhead door to the west side of the building.

The door will be brown in color and will be located north of the existing person-door. The accessible parking stall will be re-stripped farther south in front of this person-door where an existing loading area is striped today. She further reported the Architectural Board of Review (ABR) considered these exterior changes at their February 5 meeting and voted 5-0 to recommend approval.

In response to a question from Trustee Dewart, Village Administrator Irvin confirmed that the overhead door will only be used for access to the building.

Village Attorney Friedman said the Village President must vote on each agenda item because of the limited number of Trustee's in attendance at tonight's meeting

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: (4) Ankenman, Dewart, Lemieux and President O'Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

8. ITEM #6A – WARRANT REPORT FOR FEBRUARY 1-15, 2019 AND JANUARY 2019 PAYROLL EXPENDITURES

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$369,443.50 for February 1-15, 2019, funds for payroll in the amount of \$429,324.47 for January 2019 which resulted in total expenditures of \$798,767.97.

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

Ayes: (4) Dewart, Lemieux, Ankenman and President O'Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

9. ITEM #7 – VILLAGE ADMINISTRATOR'S REPORT

Village Administrator Irvin had no report.

10. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Friedman had no report.

11. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara expressed her thanks to the Public Safety and Public Works Staff for providing exceptional service during the extreme winter weather conditions.

12. ITEMS #10 AND #11 – CONSENT AGENDA

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

- 10. Correspondence Delivered in the January 25 and February 1, 2019 Informational Reports; and
- 11. A Resolution Reallocating the 2019 Village of Lake Bluff Volume Cap to the Village of Buffalo Grove, Illinois (Host Community of the Lake County Private Activity Bond Clearinghouse).

As there were no comments from the Board, Trustee Lemieux moved to approve the consent agenda. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Lemieux, Ankenman, Dewart and President O’Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

13. ITEM #12 – A RESOLUTION APPROVING A SITE PLAN FOR ALTERATIONS TO SIDEWALKS AND LANDSCAPING ADJACENT TO THE GOLF CLUBHOUSE AT BLAIR PARK (355 West Washington Avenue)

President O’Hara reported the Lake Bluff Park District recently began an interior remodeling to update the Golf Clubhouse before the opening of the 2019 season. They are also proposing exterior changes which include the replacement of sidewalks to the front and back of the building to eliminate steps, thereby providing accessibility to the front entrance and ease of deliveries to the back entrance. Since the slope of the sidewalks will not exceed 5%, they are not considered ramps and handrails are not required. The area around the sidewalks will be re-landscaped as shown on the plan. The roof will be re-shingled with the same color shingles as existing. President O’Hara further reported the ABR considered these exterior changes at their February 5 meeting and voted 5-0 to recommend approval.

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

Ayes: (4) Ankenman, Dewart, Lemieux and President O’Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

14. ITEM #14 – A RESOLUTION APPROVING AMENDMENTS TO THE VILLAGE OF LAKE BLUFF INVESTMENT AND CASH MANAGEMENT POLICY

President O’Hara reported on November 29, 2018, following an assessment of Village investment opportunities, the Finance Committee recommended a legal review of the Village Investment and Cash Management Policy to ensure it comports with the State Public Funds Investment Act (“Act”). Section 2.a.4 of the Act sets forth the authorized investments for public agencies. In order to be in compliance with the Act, the Village Attorney recommends Subsection II.1.d of the Village Investment and Cash Management Policy be amended as follows:

“(4) In ~~short term~~ obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services which mature not later than 3 years ~~270 days~~ from the date of purchase, (ii) such purchases do not exceed 10% ~~one percent~~ of the corporation’s outstanding obligations and (iii) no more than one-third ~~tenth~~ of the public agency’s funds may be invested in short term obligations of corporations.”

In response to questions from Trustee Lemieux, Village Attorney Friedman stated Subsection II.1.d was the only non-compliant section of the policy. If approved, the amended subsection will comply with the State Act.

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

Ayes: (4) Dewart, Lemieux, Ankenman and President O'Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

Village Administrator Irvin said on a related matter of business the Finance Committee recommended the Village engage an investment manager. He stated that the terms of the agreement are under review by the Village Attorney and are within the Village Administrator's authority. He confirmed that the plan is to execute a contract consistent with the direction provided by the Finance Committee. The consensus of the Board was to move forward with this approach. Village Administrator Irvin said he will keep the Board updated on this matter.

15. ITEM #15 – A RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING A PURCHASE AND SERVICE AGREEMENT WITH MOTOROLA SOLUTIONS FOR THE STARCOM POLICE RADIO SYSTEM

President O'Hara reported the Village of Lake Bluff is a member of the East Shore Radio Network (ESRN), a 40+ year-old intergovernmental consortium operating a ~40 year old VHF radio network with Bannockburn, Deerfield, Highland Park, Highwood, Lake Forest and Riverwoods. Over the past two years certain member agencies on the south end of the network have experienced radio coverage and transmission issues which have not been able to be corrected despite numerous attempts. The Police Departments, working with Glenview Consolidated Dispatch, evaluated radio network options including subscribing to an official statewide public safety radio network called STARCOM21 (State Radio Communications for the 21st Century).

President O'Hara reported Motorola's STARCOM21 is a digital 700/800 MHz radio system with state-wide coverage and roaming for Illinois governmental users with 280+ sites, 45,000+ users, and 1,533 agencies using the system today. Built to public safety standards, it achieves economies of scale and promotes interoperability among local, state and federal government users. Motorola is under state contract with fixed pricing until 2022 to manage, operate and staff the STARCOM21 network. Currently, the majority of Lake County Police Departments (to include Lake County Sheriff) utilize the STARCOM21 System. Now that the Highland Park Police Department has migrated to the STARCOM21 System and the Lake Forest Police Department is in the process of transitioning, it is recommended that the Lake Bluff Police Department migrate to the STARCOM21 System and purchase eighteen radios and ancillary equipment to (i) maintain seamless radio communications with these neighboring Departments and (ii) improve communication with Lake County Sheriff.. She further reported Motorola offered the Village a substantial/reduced price (37% off state-bid price), as a member of the Glenview consolidated dispatch system, and provided trade-in credit for the Village's current Motorola Radios.

In addition, President O'Hara reported monthly costs for the STARCOM21 subscription after the first year are currently \$34 per unit (or \$7,344/year) and are expected to be reduced in negotiations with the State of Illinois. She stated that funding for this project (\$99,414) will come from money originally

planned for LPR technology purchase (postponed to a future date) was unanimously recommended by the Finance Committee at their November 29, 2018 meeting.

In response to questions from Trustee Dewart, Police Chief David Belmonte said system maintenance is included in the subscription cost but the Village is responsible for maintenance of the radios and that cost is included in the 5-year warranty. Police Chief Belmonte said the Fire Department will not transition to the STARCOM21 system because it uses the statewide response system, Mutual Aid Box Alarm System (MABAS), but the Command Staff uses tri-band radios to communicate via STARCOM and traditional VHF transmission.

As there were no further 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: (4) Lemieux, Ankenman, Dewart and President O'Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

16. ITEM #16 – A RESOLUTION APPOINTING WALTER MICHAEL HOSKING INTERIM VILLAGE POLICE CHIEF AND APPROVING AN INTERIM VILLAGE POLICE CHIEF AGREEMENT

President O'Hara reported with Police Chief David Belmonte's retirement rapidly approaching (March 1, 2019) and the recruitment process for a new Police Chief not anticipated to be completed until mid-May, it is necessary to appoint an interim department manager. Pursuant to Section 1-6F-1 of the Lake Bluff Municipal Code, the Village Chief of Police is appointed by the Village President, upon the recommendation of the Village Administrator, by and with the approval of the Board of Trustees. President O'Hara further reported with over 35 years of exemplary public safety management experience as the former Director of Public Safety of the Lake Forest Police & Fire Departments and Deputy Chief of Police for the Village of Lake Bluff, Walter Michael Hosking is recommended for the appointment of Village Police Chief on an interim basis by Village President O'Hara and Village Administrator Irvin for a term beginning on February 27, 2019 and ending May 31, 2019.

As there were no 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: (4) Ankenman, Dewart, Lemieux and President O'Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

17. ITEM #18 – TRUSTEE'S REPORT

Trustee Dewart thanked the Public Works Staff for doing an outstanding job plowing the Village roadways.

18. ITEM #19 – EXECUTIVE SESSION

At 7:33 p.m. Trustee Lemieux moved to enter into Executive Session for the purpose of discussing Appointments (5 ILCS 120/2(c)(3)). Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (4) Dewart, Lemieux, Ankenman and President O'Hara
Nays: (0)
Absent: (3) Grenier, Meyer and Towle

There being no further business to discuss, Trustee Dewart moved to adjourn out of executive session. Trustee Lemieux seconded the motion and the motion passed on a unanimous voice vote at 7:39 p.m.

19. ITEM #20 – ADJOURNMENT

Trustee Lemieux moved to adjourn the regular meeting. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:39 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk