

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 28, 2019**

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 Megan Michael called the roll.

The following were present:

Village President: Kathleen O’Hara

Trustees: Barbara Ankenman
Regis Charlot
Joy Markee
William Meyer
Aaron Towle

Absent: Eric Grenier, Village Trustee

Also Present: Megan Michael, Village Clerk
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Jeff Hansen, Village Engineer
Mike Croak, Building Codes Supervisor
Mike Hosking, Interim Police Chief
Jake Terlap, Public Works Superintendent (PWS)
Glen Cole, Assistant to the Village Administrator

2. PLEDGE OF ALLEGIANCE

President O’Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES OF THE OCTOBER 14, 2019 VILLAGE BOARD MEETING

Trustee Markee moved to approve the October 14, 2019 Board of Trustees Regular Meeting Minutes as presented. Trustee Towle seconded the motion. The motion passed on a unanimous voice vote.

4. ITEM #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

There were no requests to change the order of the meeting.

6. ITEM #6A – WARRANT REPORT FOR OCTOBER 16-31, 2019

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$177,936.29 for October 16-31, 2019 which resulted in total expenditures of \$177,936.29.

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

Ayes: (5) Ankenman, Charlot, Markee, Meyer and Towle
Nays: (0)
Absent: (1) Grenier

7. ITEM #6B – SEPTEMBER 2019 FINANCE REPORT

In the absence of Finance Director Bettina O’Connell, President O’Hara provided a brief summary of the Finance Report highlighting major revenue sources and expenditures for the period.

- The sales tax revenue on a cash basis for FY20 through July is \$898,426, \$46,164 or 5.1% greater than the same reporting period in FY2019;
- Home rule sales tax revenue on a cash basis for FY2020 through July was \$266,166, or 1.9% greater than the same reporting period in FY2019, with annual administrative fees totaling \$4,043.90;
- Building Permit revenue for FY2020 to date is \$211,445 or \$51,720 greater than last fiscal year for the same time period. This 32.4% increase is due to the roofing project at 101 Waukegan Road. and the construction at 380 Moffett Road;
- The May-September FY2020 expenditures of \$3,951,129 are \$109,142 less than the expenditures for the same period in FY2019; and
- Current expenditures are consistent with or less than the budget.

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

8. ITEM #7 – VILLAGE ADMINISTRATOR’S REPORT

Village Administrator Irvin reported that on October 30th there will be a discussion regarding “Missing Middle” housing with a local design panel (Larry Booth, Scott Streightiff, and Rob Douglass), the Architectural Board of Review, and Joint Plan Commission and Zoning Board of Appeals (PCZBA). Also, there will be a presentation from the architectural firms which submitted design projects from the Village of Lake Bluff (Edward Deegan Associates and an Architectural Firm out of Evanston). He said

the goal is to have a community dialogue about diverse housing product types in the Village and hopefully gather information to help educate future developers.

President O'Hara said this has been a reoccurring topic and she hopes the discussion will be informative and well attended.

9. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Friedman had no report.

10. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara said the anticipated weather conditions will not hinder the Village's trick-or-treat hours (4:00 to 7:00 p.m.) or Police Department from hosting its annual hot dog roast behind the Public Safety Building on October 31st and encouraged everyone to attend.

11. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O'Hara introduced the correspondence from the Informational Reports on October 11 and 18, 2019.

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

12. ITEM #11 – SECOND READING OF AN ORDINANCE AMENDING THE LAKE BLUFF ZONING REGULATIONS TO FURTHER PROHIBIT CANNABIS BUSINESS ESTABLISHMENTS IN THE VILLAGE

President O'Hara reported at its July meeting and at the direction of the Village Board, the PCZBA opened a public hearing regarding the proposed prohibition of recreational cannabis businesses within the Village. At the conclusion of the public hearing in September, the PCZBA recommended that the Village Board authorize recreational cannabis businesses as a special use in the L-1 Light Industry District. President O'Hara further reported at its September 23 meeting, the Board discussed the PCZBA's recommendation and considered public comments. Following considerable discussion, the Village Board unanimously directed Staff to prepare an Ordinance that would prohibit the establishment of any type of recreational cannabis businesses within the Village. The Village Board approved first reading of the ordinance at its October 14th meeting.

As there were no comments from the Board, Trustee Towle moved to approve the ordinance. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Charlot, Markee, Meyer, Towle and Ankenman
Nays: (0)
Absent: (1) Grenier

13. ITEM #12 – A RESOLUTION APPROVING THE PURCHASE OF ROCK SALT FOR THE PURPOSE OF SNOW AND ICE REMOVAL FROM COMPASS MINERALS

President O'Hara reported the State of Illinois Office of Procurement annually conducts a joint bid for rock salt to be used for ice and snow control operations by roadway maintenance agencies statewide. This year's approved bid of \$94.47 per ton was awarded to Compass Minerals. This year's price is a 36% increase from last year's price of \$69.33 per ton. This year's increase in price can be attributed to harsher winters in other states, depleting supplies and increasing demand in those areas. President O'Hara further reported the Village's FY2019-20 budget includes \$39,095 for the purchase of rock salt. At the bid price, the Village will be able to purchase approximately 800 tons of rock salt at a total cost of \$75,576, which exceeds the budgeted amount by \$36,481.

President O'Hara reported last year, the Village used about 600 tons of rock salt due to an average winter. The Village currently has 400 tons left over from last season. With the purchase of 800 more tons of salt the Village will be able to adequately cover the winter season. The Village must commit to purchase 100% of the order, and the supplier commits to provide a maximum of 120% of the ordered amount at the bid price if severe weather conditions arise.

Following a request from Village Administrator Irvin, PWS Jake Terlap reported on the various elements which causes salt prices to fluctuate and showed a graph illustrating the history of rock salt/ton prices. He commented on when Staff makes its salt determination and said the Village may consider the County Bid process in the future.

In response to questions from the Board, PWS Terlap said the Village has never depleted its salt supply but it is difficult to get the commodity when the weather conditions worsen. The shed at the public works facility will hold approximately 300 tons of salt and the excess is stored under a tarp on the hill. He said in the past during worse winters salt was mixed with sand to stretch the supplies.

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

Ayes: (5) Markee, Meyer, Towle, Ankenman and Charlot
Nays: (0)
Absent: (1) Grenier

14. ITEM #13 – A RESOLUTION WAIVING COMPETITIVE BIDDING AND APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH TKB ASSOCIATES, INC. (Laserfiche Document Management)

President O'Hara reported the Village's adopted FY2020 budget includes \$50,000 to implement new document management practices. Following an internal review presented at the October 14 meeting of the Finance Committee, Staff recommends that the Board approve a \$41,658 purchase of a new document management system, Laserfiche, as well as associated hardware and professional services necessary for implementation and the migration of records from three existing document management systems. President O'Hara further reported Staff further recommends that the Village enter into an agreement with TKB Associates to provide these services and commodities. TKB Associates is a reputable firm who services the State of Illinois and many other municipalities in the Chicago region including Highland Park, Lake Forest, Glencoe, Northbrook, Northfield, Grayslake, and Buffalo Grove.

President O'Hara reported the Village's Purchasing Policy and Procedures Manual does not require that professional services be competitively bid; however, purchases other than professional services (such as

the equipment and software) must be bid unless the bidding requirement is waived. As the value of the software is directly contingent upon the quality of professional services received, and as the vendor has been awarded numerous contracts for similar work, Staff recommends the Board waive competitive bidding and enter into a contract with TKB Associates for \$41,658. At its October 14 meeting, the Finance Committee expressed support of this approach to document management and procurement. She further reported the resolution involves the waiver of competitive bidding, a two-thirds majority vote of the Village Board is required to adopt the Resolution.

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

Ayes: (5) Meyer, Towle, Ankenman, Charlot and Markee
Nays: (0)
Absent: (1) Grenier

15. ITEM #14 – A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 FOR THE VILLAGE’S 2019 WATER MAIN IMPROVEMENTS PROJECT

President O’Hara reported on April 8, 2019 the Village Board approved a resolution authorizing the execution of a construction contract with Vian Construction of Elk Grove, Illinois (“Contractor”) for the 2019 Water Main Improvements Project in the amount of \$486,232.00. She further reported during the construction of the project additional costs were incurred. The three major sources of additional cost came from:

- Utility conflicts on Armour Drive that necessitated moving the new water main from the parkway into the street;
- The Village had the Contractor replace two collapsing manholes that were not part of the project but were identified while Vian had the workers and equipment in the Village to perform the work quickly; and
- Difficulty in shutting down existing water mains due to valve issues caused delays for the Contractor.

President O’Hara reported this additional work raised the final value of the contract approximately \$30,700 more than the originally approved amount. In accordance with the Village Purchasing Policy, a change order of this amount requires the approval of the Village Board. The Village Engineer recommends that the Village Board approve the change order to the construction contract with the Contractor for the increase in scope during the 2019 Water Main Improvements Project.

In response to a question from Trustee Charlot, Village Engineer Jeff Hansen said this particular project is done and no additional work is needed.

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

Ayes: (5) Towle, Ankenman, Charlot, Markee and Meyer
Nays: (0)
Absent: (1) Grenier

16. ITEM #15 – TRUSTEE’S REPORT

There was no Trustee’s Report.

17. ITEM #16 – EXECUTIVE SESSION

At 7:24 p.m. Trustee Markee moved to enter into Executive Session for the purpose of discussing Disposition of Property (5 ILCS 120/2(c)(6)), Collective Bargaining (5 ILCS 120/2(c)(2)) and Executive Session Minutes (5 ILCS 120/2(c)(21)) . Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Charlot, Markee, Meyer and Towle
Nays: (0)
Absent: (1) Grenier

There being no further business to discuss, Trustee Towle moved to adjourn out of executive session. Trustee Charlot seconded the motion and the motion passed on a unanimous voice vote at 7:50 p.m.

18. ITEM #17 – CONSIDERATION OF THE OCTOBER 14, 2019 EXECUTIVE SESSION MEETING MINUTES

Trustee Markee moved to approve the October 14, 2019 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Towle seconded the motion. The motion passed on a unanimous voice vote.

19. ITEM #18 – ADJOURNMENT

Trustee Meyer moved to adjourn the regular meeting. Trustee Charlot seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:51 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk