

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

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 Megan Michael called the roll.

The following were present:

Village President: Kathleen O’Hara

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

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
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 28, 2019 VILLAGE BOARD MEETING

Trustee Ankenman moved to approve the October 28, 2019 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier 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 NOVEMBER 1-15, 2019 AND OCTOBER 2019 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$525,298.21 for November 1-15, 2019 and expenditure of Village funds for payroll in the amount of \$288,640.67 for October 2019 which resulted in total expenditures of \$813,938.88.

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

Ayes: (6) Ankenman, Charlot, Grenier, Markee, Meyer and Towle
Nays: (0)
Absent: (0)

7. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: REQUEST FROM THE LAKE BLUFF PARK DISTRICT TO WAIVE BUILDING PERMIT FEES FOR ROSENTHAL FIELD RELOCATION

Village Administrator Drew Irvin said the Village received a request from the Park District to waive the permit fees for Rosenthal Field relocation. As the cost of construction is \$45,000 the permit fee would be \$1,350 without a waiver. He said the cost of this project is being funded by the Lake Bluff Youth Baseball Association and this request would be in keeping with the Finance Committee’s proposed policy in which only requests over \$1000 would be considered.

Trustee Charlot disclosed that Doug Cassidy, President of the Lake Bluff Youth Baseball Association, was his neighbor but this will not impact his vote on this agenda item.

As there were no comments from the Board, Trustee Grenier moved to waive the permit fees for the Rosenthal Field Relocation project. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Charlot, Grenier, Markee, Meyer, Towle and Ankenman
Nays: (0)
Absent: (0)

8. ITEM #7B – VILLAGE ADMINISTRATOR’S REPORT: REPORT CONCERNING THE ELECTRONIC STORAGE AND DISPOSITION OF CERTAIN VILLAGE RECORDS

Village Administrator Irvin said the report concerns electronic storage and disposition of certain Village records. The documents listed have exceeded the retention period as required by law and if, there are no objections, Staff will proceed according to State law.

As there were no objections from the Board, Trustee Towle made a motion to accept the report. Trustee Charlot seconded the motion. The motion passed on a unanimous voice vote.

9. ITEM #7C – INFORMATIONAL REPORT REGARDING THE VILLAGE’S STORMWATER STUDY (Presentation by Village Stormwater Consultant)

Village Administrator Irvin introduced Scott Griffith, Consultant with Christopher Burke Engineering to provide the Board with a presentation regarding the Village-wide stormwater infrastructure analysis (Study).

Mr. Griffith said the major goal of the Study was to identify, prioritize, and estimate the costs of future storm sewer projects in the Village by building a dynamic hydrologic and hydraulic model of the Village’s storm water system. He provided a brief overview of the initial findings that were previously presented to the Board. Mr. Griffith showed an image of the existing Village stormwater drainage patterns and noted there is a subcontinental divide located in the Village which cause areas west of Green Bay Road to flow toward the Skokie River and areas east of Green Bay Road to flow toward one of the Village’s ravine stormwater systems. Mr. Griffith said tonight’s presentation will not address completed studies or studies for the Tangley Oaks, Armour Woods and Campbell Court developments. He also noted the Study could be expanded in the future to identify problem areas that may arise which were not included in the initial report.

Mr. Griffith said the study methodology consisted of a field survey, on-line flood questionnaire and development of a hydrologic and hydraulic model of the existing system then showed an image of the existing hydrologic and hydraulic conditions. The Study identified possible drainage improvements based on results of analysis at a conceptual level and designed conceptual level alternatives to meet Village criteria and new rainfall depths. Mr. Griffith showed an image of the urban flooding vs. riverine flooding and noted the Village does not have any structures in FEMA floodplain or floodway areas but Lake Bluff does deal with urbanized flooding. He said due to the limited storage basins within the Village the most effective manner would be to move water through the stormwater systems.

Mr. Griffith reviewed the Village design requirements (level of service) which included: (i) 10-Year rainfall event off of roads, (ii) 100-Year rainfall event away from structures, (iii) Lake County updated rainfall depths and shared examples of stormwater increases for a 10-Year – 2 Hour (currently 2.25 inches, proposed 2.99 inches, 33% increase) and 100-Year – 2 Hour (currently 3.77 inches, proposed 4.95 inches, 32% increase) rainfall event.

In response to a comment from Trustee Charlot, Mr. Griffith showed an updated rainfall duration vs. rainfall depth graph and commented on how larger rainfalls impact the stormwater systems. He said the plan is to design for future rainfall events. Mr. Griffith said the Study also identified possible green infrastructure drainage improvements then he commented on why this would not be a viable solution for large rainfall events.

Trustee Ankenman inquired of the underground storage requirements for a new construction or major renovation.

Following a request from Village Administrator Irvin, Village Engineer Jeff Hansen said the Village requires installation of a 1,000 gallon stormwater basin for new construction to offset the increased impervious surface and its impact on the Village stormwater system. He also noted the existing Village stormwater systems are not designed to accommodate large rainfall events.

In response to a question from Trustee Ankenman, Village Engineer Hansen said builders have estimated that a 1,000 gallon stormwater basin could cost approximately \$30,000.

Following a brief discussion, Mr. Griffith continued reviewing the possible drainage improvements which included flood proofing homes and large scale capital improvements. He showed a video of an overland flow path and commented on why there considered insufficient by today standards. Mr. Griffith described the current conditions and improvements needed to obtain a 10-Year level of service for the (7) seven areas identified in the Study:

- **Study Area #1** West Center Avenue – 44 acre tributary, the existing pipes needs to be increased to 24 and 30 inch pipes, the probable cost for this project is approximately \$2.6 million. As this system drains to the viaduct area the proposed improvements will not properly impact stormwater flow, a restrictor would be needed, until the viaduct area is repaired;
- **Study Area #2** Scranton Avenue Viaduct – 103 acre tributary for more frequent rainfall events, but can expand to 222 acres. The pipes needs to be increased to 24, 36 and 60 inch pipes at a probable cost of \$15.3 million;
- **Study Area #3** Moffett Road – 51 acre tributary, needs larger pipes down Blodgett and Moffett Avenues and new pipes along East Woodland Road to create a new system which will discharge into the new outfall at a probable cost of \$10.7 million of which \$1.7 million is for the new outfall to Lake Michigan;
- **Study Area #4** Maple, Simpson and Scranton Avenues west of sunset beach – 30 acre tributary, the plan is to tie the system to the new outfall pipe at a probable cost of \$4.3 million;
- **Study Area #5** Oak Terrace – 11 acre tributary, the alternative would be to install a new pipe or route the proposed storm sewer up Ravine Forest Drive at a probable cost of \$260,000;
- **Study Area #6** West Terrace – 74 acre tributary, the plan is to upsize the main truck lines at a probable cost of \$6.8 million; and
- **Study Area #7** Simpson Street – currently flows into the ravine and the pipes would be increased to 18 and 30 inch pipes at a probable cost of \$750,000

Trustee Meyer asked if the proposed improvements for Study Area #2 take into account impact to the ravine. Mr. Griffith said approximately 9,000 linear feet of ravine stabilization would be required at a cost of \$4.5 million to be included in the overall cost.

In response to a question from Trustee Markee, Mr. Griffith commented on the existing storm sewer pipe configuration and noted some pipes were placed underneath residential properties.

In response to a question from Trustee Charlot, Mr. Griffith said the tennis courts and playground would need to be replaced and the trenches dug approximately 20 ft. deep to accommodate a 60 inch pipe.

In response to questions from Trustee Meyer, Mr. Griffith said the design standards for the 10 – Year level of service uses the new rainfall depths and he is unsure of the cost for a greater level of service.

Following a brief discussion, Trustee Meyer expressed his understanding that digging the trenches cost the most and asked would it make since to install the biggest pipe possible if digging to a depth that deep.

Trustee Charlot inquired of the impact to the foot bridges in the Ravine Park Ravine. Mr. Griffith said this is a conceptual level Study but there are contingencies for cost estimates which will allow flexibility during the final engineering phase.

In response to a question from Trustee Meyer, Mr. Griffith said the major cost would be for the digging excavation and elaborated on the cost for the viaduct alternatives. A discussion followed.

In response to a question from Trustee Markee, Village Engineer Hansen briefly reviewed the timeframe which could apply to each phase of the project.

In response to a question from Trustee Aaron, Mr. Griffith said the 2014 Scranton Avenue Study evaluated a pump alternative but showed that this option typically works well with a good storage alternative and could be costly depending on the pump size.

In response to questions from Trustee Meyer, Mr. Griffith said the proposed lines will be dug from the surface and the only area that would need boring would be underneath the railroad tracks. Also it was determined that a cut option would be more cost efficient for the viaduct area as opposed to the boring option.

Following a comment from Trustee Charlot, Mr. Griffith reviewed Study Area #2 (Alternative B) and noted the proposed improvements will not address any problem areas adjacent to Artesian Park, Evanston and Ravine Avenues, and will require an additional 4,300 linear feet of stabilization from Moffett Avenue toward Lake Michigan at a probably cost of \$2.2 million.

Following a request from Village Administrator Irvin, Village Engineer Hansen said the Illinois Department of Transportation (IDOT) owns the existing 24 inch pipe installed under the viaduct area. The Village has discussed the possibility of a potential participation project with the State then he commented on why he thinks the Study could be a useful tool. He said the State standard level of service is 50 years for underpass areas like the viaduct and research shows the cost would be exponentially higher.

In response to a question from Trustee Charlot, Village Engineer Hansen commented on the action taken to date and noted this is a low priority unmarked "orphan" State road but he thinks that presenting a defined Study could help get the State to move on the project.

In response to a comment from Trustee Meyer regarding potential Central Lake County Joint Action Water Agency (CLCJAWA) projects, Village Engineer Hansen said CLCJAWA is considering a second inlet from their pump station to Lake Michigan but not along Blodgett Avenue. A discussion followed.

Following a brief discussion, Mr. Griffith continued reviewing the alternative proposed improvements for Study Area #2 (Alternative C) noting this option requires a new pipe along Sheridan Road extending eastward along North Avenue and construction of a new outfall pipe from Maple Avenue to Lillian Dell at a probable cost of \$1.7 million which would be included in the overall cost.

Mr. Griffith reviewed the funding sources which included: (i) pay-as-you-go capital funding, (ii) municipal bond, (iii) federal, state and county grants and (iv) storm water utility fee. Mr. Griffith showed a slide of surrounding communities that have implemented a stormwater utility fee. A discussion followed.

In response to questions from Trustee Meyer regarding the stormwater utility fee, Village Attorney Peter Friedman said the Board has the authority to exert a stormwater utility fee because Lake Bluff is a home rule community. The amount for each impervious surface would be a policy decision based on an

appropriate relationship. Also, the revenue generated from the storm water utility fee could help back the bonds. A discussion followed.

In conclusion, Mr. Griffith reviewed the future steps in the process which included: (i) finalize the drainage report, (ii) expand the study to include additional study areas if the Village desires, (iii) identify opportunities within the Village infrastructure projects and drainage improvements, (iv) pushing out information on residential flood proofing projects, and (v) provide Village with comprehensive database (inundation mapping, results of field survey obtained as part of the study, results of resident questionnaires).

In response to questions from the Board, Mr. Griffith said the final report will include a matrix for each project, alternative, level of protection, cost, etc. and if the Village desires a recommendation.

10. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Village Attorney Friedman had no report.

11. ITEM #9 – VILLAGE PRESIDENT’S REPORT

President O’Hara said the Veteran’s Day ceremony was a successful event and expressed her thanks to the Lake Forest High School Band Student committee, the Lake Forest High School Band Director, Twigs, and the Lake Bluff Fire Department. President O’Hara said she is hopeful that a local group will assume responsibility for the event on a permanent basis.

12. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on October 18, 25 and November 1, 2019.

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

13. ITEM #11 – A RESOLUTION ESTIMATING THE AMOUNT OF THE ANNUAL AGGREGATE 2019 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 September 23rd meeting, reviewed the 2019 levy projections and unanimously recommended approval of an aggregate property tax levy of \$4,441,409. Subsequent to the Finance Committee meeting the County Assessor provided updated EAV estimates that were used to make an adjustment to the aggregate tax levy of \$ 4,449,518, the Village share of the property tax levy is \$3,461,807 or 2.44% more than the 2018 property tax extension. President O’Hara further reported the Library Board’s levy request is \$987,711. This levy comprises new construction equalized assessed valuation (EAV) estimated at \$3.2 million and a CPI factor of 1.9%. The total EAV is projected to increase by 4.2% to \$607 million. This estimated levy is in compliance with the amount allowed

under the Property Tax Limitation Act. The first reading of the 2019 tax levy ordinance and the public hearing will be held on Monday, November 25th.

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

14. ITEM #12 – A RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL (Patrol Officers)

President O’Hara reported the Village’s Collective Bargaining Agreement (CBA) with the Illinois Fraternal Order of Police Labor Council (Patrol Officers) expired on April 30, 2019. The Village’s negotiation team – Labor Attorney Jill O’Brien, Finance Director Bettina O’Connell, Police Chief Mike Hosking and Deputy Chief Matt Smizinski – held multiple negotiation sessions and utilized a federal mediator with FOP representative Richard Stomper and the officers (labor team). She further reported on October 28, 2019 Mr. Stomper advised the negotiation team that the officers ratified the agreement. Providing a 2.5% wage increase each year, this 3-year agreement commences on May 1, 2019 and expires on April 30, 2022. As you will recall, the percentage increase in wages is the same as the FOP contract for the supervisory police officers (Sergeants). Other noteworthy terms of the new CBA include:

- Longevity – Stipend at 10 year (status quo) with an increase from \$25/pay period to \$30/pay period at 20 years of service;
- Uniforms – New optional process for Officers to self-procure uniforms with reimbursement by the Village;
- Fair Share – New language to meet recent case law (Janus - nonunion workers cannot be forced to pay fees to public sector unions), and
- Insurance – Group insurance programs referenced in the CBA will be tied to the effective date of the CBA.

As there were no questions 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: (6) Grenier, Markee, Meyer, Towle, Ankenman and Charlot
Nays: (0)
Absent: (0)

15. ITEM #13 – A RESOLUTION ADOPTING A COMPLETE STREETS POLICY

President O’Hara reported annually, the Lake County Council of Mayors (LCCOM) (i) receives an allocation of federal Surface Transportation Program (STP) Block Grant funds and (ii) utilizes the STP Methodology Guidebook to choose which projects get funded with the federal transportation dollars and how projects will be managed once they are selected. These Block Grant funds are the same monies that the Village used to fund the Moffett Road Land Bridge Repair project and is planning to utilize to complete the Green Bay Road and Bridge reconstruction projects. Following nearly two years of development by many local, state and federal stakeholders, the LCCOM adopted new council rules for the local STP Block Grant funds on August 1, 2019. She further reported one of the new criterion in the STP Methodology Guidebook used by LCCOM when choosing which projects are funded is determining if the Project sponsor (such as the Village) has adopted a Complete Streets policy or ordinance.

President O’Hara reported Governmental agencies adopt Complete Streets policies with the goal to make street networks better and safer for drivers, transit users, pedestrians, and bicyclists – regardless of age or ability. Policies of this nature are contextual; a Complete Street in a rural area will look very different from a Complete Street in a highly urbanized area, but both are designed to balance safety and convenience for everyone using the road. A complete street may include a variety of infrastructure: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, accessible public transportation stops, safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, and roundabouts. She further reported the draft policy was crafted to maximize flexibility (purposely not prescriptive) and is consistent with previously adopted high level policies or plans (Lake Bluff Comprehensive Land Use Plan, 2023 Strategic Plan, and the 2017 Sustainability Plan).

In addition, President O’Hara reported in order to improve the Village’s scorecard with respect to securing LCCOM funding for currently planned and/or future Village projects and improve our local transportation planning efforts, it is recommended the Village adopt the Complete Streets policy and then forward the policy to the Joint Plan Commission/Zoning Board of Appeals for incorporation in the Village’s Comprehensive Land Use Plan, Zoning Code and Subdivision Regulations.

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

16. ITEM #14 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH UNITED METERS INCORPORATED FOR THE VILLAGE OF LAKE BLUFF’S AUTOMATED WATER METER READING SYSTEM INSTALLATION PROJECT

President O’Hara reported on Wednesday November 6th, 2019 bids were opened in the Village Hall Board Room for the Village’s Automated Water Meter Reading System Installation Project. The apparent low bidder as announced at the bid opening (Professional Meters Inc.) had a mathematical error in their bid and upon a full review of the bids it was determined that the lowest responsive bid was submitted by United Meters Inc. of Morris, Illinois for a total of \$1,199,761. President O’Hara further reported the bid includes replacing approximately 85% of the Village’s nearly 2,500 water meters and installing an automated reading system. The purpose of the project is to replace older meters in the Village that are no longer considered reliable and allow Village staff to obtain readings from the meters remotely. Recall that completion of this project is expected to capture 9% of non-revenue water incurred by the Village annually.

President O’Hara reported the Village’s proposed FY2020 Budget includes a total of \$1,193,500 for the project and associated engineering and inspection costs. The engineering and inspection costs are just under \$52,400. Approval of the project would exceed the budgeted amount by a little under 5% (or \$58,661). Adequate funds are available from the recent water fund bond issue to account for the overage. As planned, a pending project to replace defective water valves and hydrants will be reduced to keep total expenses for capital projects in the water fund within the budgeted amount. President O’Hara further reported United Meters Inc. has performed similar work in other communities and has proven to be capable of completing the work. The Village Engineer is recommending that the Village Board award the contract to United Meters Inc. for the amount of \$1,199,761.

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

Ayes: (6) Markee, Meyer, Towle, Ankenman, Charlot and Grenier
Nays: (0)
Absent: (0)

17. ITEM #15 – TRUSTEE’S REPORT

Trustee Markee thanked the Public Works Department for plowing the Village roadways following the recent snow event.

Trustee Charlot thanked President O’Hara for coordinating the Veteran’s Day event.

18. ITEM #16 – EXECUTIVE SESSION

Trustee Ankenman made a motion to waive Executive Session and approved the October 28, 2019 Executive Session Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

19. ITEM #18 – ADJOURNMENT

Trustee Meyer moved to adjourn the regular meeting. Trustee Markee seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:31 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk