

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 9, 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  
Bettina O’Connell, Finance Director  
Jeff Hansen, Village Engineer  
Mike Croak, Building Codes Supervisor (BCS)  
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. AWARDS AND PROCLAMATIONS**

President O’Hara read the proclamation honoring the public service of Lynne and Eric Grenier and presented them with a framed copy of the proclamation. She announced that Mrs. Grenier’s Lake Bluff 125<sup>th</sup> Quasquicentennial design will be commemorated on the 2020 vehicle sticker. President O’Hara said Mr. and Mrs. Grenier have been a great asset to the community and thanked them for their service.

President O’Hara invited Catherine McKechney, President of the Lake Bluff History Museum to the podium. Ms. McKechney thanked Mr. Grenier for his role in the “ghost walk” event. She thanked Mrs. Grenier for the professionalism she demonstrated while serving on the Lake Bluff History Museum Board and on behalf of the organization, she presented her with a first edition “Marc McMahan” Village of Lake Bluff map.

Trustee Grenier shared his personal recruitment experience and said the Vote Lake Bluff Caucus committee greatly contributes to the community.

Mrs. Grenier expressed her gratitude to the community for making their family a part of Lake Bluff.

President O'Hara read the proclamation designating December 2019 as National Drunk and Drugged Driving (3D) Prevention Month.

**4. CONSIDERATION OF THE MINUTES OF THE NOVEMBER 25, 2019 VILLAGE BOARD MEETING**

Trustee Ankenman moved to approve the November 25, 2019 Board of Trustees Regular Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

**5. 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.

Rick Lesser (resident) said he lives adjacent to the Stonebridge Development and was present this evening to address certain issues regarding the property. He thanked the Village for sending a notice of code violations to the owners for the non-compliant "janky" fence. The action resulted in the removal of the rotten wooden fence and reinstallation of a chain-linked fence, without vegetation, that exposes a half abandoned construction site and he believes the Stonebridge Agreement (Agreement) requires a wooden fence because of its current condition. Mr. Lesser expressed his understanding that the owners have submitted a demolition permit which has been assigned to the Historic Preservation Commission for review; however, the Agreement states the Manor House will be maintained if in good condition. He questioned if there were any actual intent to develop the property as the owner's plan are unclear. Mr. Lesser said he does not understand why the demolition permit application is being considered because the Village currently has an Agreement which requires maintenance of the Manor House. Mr. Lesser expressed his concern regarding the property assessment appeal filed by the developers and noted it appears the owners have asserted the property as valueless. He commented on the information he discovered posted on the County Board of Review Site and asked if the Village had an opportunity to object to the appeal because decreasing the property value assessment would increase the burden on the community. Mr. Lesser said he hopes the Village Board will actively enforce the Agreement and not turn a blind eye to the needs of the community.

Kendall Severson a three year resident commented on why she loves the neighborhood and agreed with the aforementioned concerns. She also expressed her concern regarding potential safety issues related to the dead trees on the subject property along West Witchwood Lane.

Matt Alison a three year resident agreed with the aforementioned concerns. He said the Development appears to be a "boondoggle" and he is concerned because this type of action would not be allowed on the east side of Lake Bluff. He asked if the City of Lake Forest had expressed any concerns and said he would like to know the Board's intentions regarding the project.

Katie Alison (resident) said since moving into her home she has not observed anything being done and the property appears to be in a state of disrepair. She expressed her concern regarding the demolition permit application because the Manor House could possibly be renovated. Also, the owners have maintained the front of the property but there have been no upkeep done to the rear of the property, and she feels if the owners had good intentions they would have pursued the proposed plans and maintained the property.

Carmella Heintzelman (resident) and Millie Plessy (resident) both agreed with the aforementioned comments and expressed their concerns regarding the visual appearance and lack of maintenance on the property and fence.

Charles Bagdon (resident) agreed with the aforementioned comments and said it was his understanding that the owners were supposed to submit a revised proposal to the Joint Plan Commission and Zoning Board of Appeals. It is unacceptable that the owners have not presented any revised plans and the PCZBA should be directed to follow-up with the owners regarding their plans for the property.

President O'Hara said the non-agenda item segment is not for serious debate but allows for public comments on any item not listed on the agenda. She said there will be no formal debate this evening because the Stonebridge Development is not on the agenda and was not publically noticed. President O'Hara responded to the concerns regarding the fence, demolition permit and assessment. She stated that on December 3, 2019 Building Codes Supervisor (BCS) Mike Croak sent a Notice of Violation to the Stonebridge developers/owners regarding the fence. The Village informed the developers/owners that they had 10 days, from the December 3<sup>rd</sup> date, to install a new wooden fence or the Village would impose a fine of up to \$750 per day. President O'Hara also stated that the developers are now subject to additional fines for the illegal installation of the chain-link fence.

President O'Hara said on December 6, 2019 the Stonebridge Developer finalized their demolition applications for the Manor and Gatehouses and on Wednesday night the HPC will set a date for its review process. She said the purpose for the Advisory Review process is to provide a forum for the HPC, permit applicant and other interested parties to try to reach a mutual satisfactory resolution of the commission's concerns regarding the proposed demolition. It is important to know the Board will not comment on the development during the pendency of the Advisory Review process. President O'Hara said the demolition is incompatible with the existing entitlements recorded against the property, no permits will be issued for demolition unless the Board directs the Building Commissioner otherwise. She advised that the Planned Residential Development will negate if the Manor House is not preserved and the property, as far as she was concerned, should revert back to its original zoning.

President O'Hara said historically, the Village has not generally interfered with property tax assessment appeals to the State Property Tax Appeal Board. The rare exceptions have included properties that were purported to be utilized in a manner inconsistent with law and/or economic development incentive agreements. President O'Hara said the Board appreciates the comments/concerns expressed this evening.

Village Administrator Drew Irvin said Mr. Lesser communicated that he is willing to organize an informal conference to allow Staff and the public an opportunity to have a dialogue.

**6. ITEM #5 – VILLAGE BOARD SETS THE ORDER OF THE MEETING**

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

**7. ITEMS # 11, #12, #13 AND #14 – CONSENT AGENDA**

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

11. Correspondence Delivered in the November 22 and 27, 2019 Informational Reports;
12. Second Reading of an Ordinance Amending Chapter 10 of the Lake Bluff Zoning Regulations (Sign Regulations for the L-1 and L-2 Light Industry Zoning Districts);
13. Second Reading of an Ordinance Granting a Variation from the Village’s Minimum Side Yard Setback and Daylight Plane Regulations (600 East Prospect Avenue); and
14. Second Reading of an Ordinance Granting a Special Use Permit for a Restaurant (Bonk – 79 Scranton Avenue, 28 East Center Avenue).

Following a comment from Village Administrator Irvin regarding typo corrections on item #12, Trustee Meyer moved to approve the consent agenda. Trustee Markee 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)

**8. ITEM #7A – WARRANT REPORT FOR DECEMBER 1 – 15, 2019 AND NOVEMBER 2019 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$455,501.60 for December 1-15, 2019 and expenditure of Village funds for payroll in the amount of \$318,294.00 for November 2019 which resulted in total expenditures of \$773,795.60.

As there were no questions from the Board, Trustee Towle moved to approve the Warrant Report. Trustee Meyer 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)

**9. ITEM #8A – VILLAGE ADMINISTRATOR’S REPORT: AN INFORMATIONAL UPDATE REGARDING THE FY20 PUBLIC IMPROVEMENTS PROJECT**

Village Administrator Irvin announced that BCS Croak was recently elected President of Northwest Building Officials and Code Administrators (NWBOCA) and then he invited Village Engineer Jeff Hansen to the podium to begin the presentation.

Village Engineer Hansen gave a presentation on the status of the FY20 public improvement projects:

- Completed Water Projects – Completed the water main replacement on Cambridge Lane, East Sheridan Place and Armour Drive.

- Completed Road Projects – Asphalt street resurfacing and patching, train station parking lot rehabilitation, Moffett Road culvert and resurfacing project, Green Bay Road Phase 1 Study, sidewalk replacement, Block One tree grates; and crack sealing;
- Completed Stormwater Projects – Lincoln Avenue storm sewer and West Sheridan Place storm sewer;
- In Progress Water Project – Water meter replacement program
- In Progress Road Projects – McClory trail pedestrian bridge replacement noting it will be slightly pitched west/east so the grades will work out on the end, McClory trail lighting project, Green Bay Road reconstruction Phase 2 Study and Green Bay Road bridge superstructure replacement Phase 1 Study.
- In Progress Stormwater Projects – Village wide stormwater study, Boardman Court storm sewer design and Forest Cove/Moffett Ravine stabilization construction;
- In Progress Sanitary Projects – Forest Cove lift station design engineering and Lakeland Drive lift station design engineering;
- Pending Projects – Scranton underpass handrails, Moffett road and East Witchwood Lane sanitary sewer improvements and water valve and hydrant replacements; and
- Roadblocks – IDOT permit review process for projects such as the McClory trail pedestrian bridge and trail lighting projects.

**10. ITEM #9 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

**11. ITEM #10 – VILLAGE PRESIDENT’S REPORT**

President O’Hara reported that the It’s a Wonderful Life...and Lake Bluff History Museum Hour Tours were both successful events.

**12. ITEM #15 – A RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 150, PUBLIC EMPLOYEES DIVISION**

President O’Hara reported the Collective Bargaining Agreement with the Village’s Public Works employees expired on April 30, 2019. On June 20, 2019, the Public Works Superintendent, the Finance Director, and Jill O’Brien, a Labor Attorney with Laner, Muchin, Dombrow, Becker, Levin & Tomlinberg Ltd., met with IUOE representatives for the first time to receive the union’s proposal. On November 19<sup>th</sup> the bargaining groups met and negotiated the attached 4-year agreement effective May 1, 2019 through April 30, 2023. Noteworthy terms of the proposed agreement include:

- **Wages** – Retroactive to May 1, 2019, a 2.25% wage increase each year;
- **Health Insurance** – For the first year of the CBA, monthly insurance premium change from \$661 for single, \$1,323 for employee+1 and \$2,016 for family coverage to \$733 for single, \$1,465 for employee+1 and \$2,235 for family coverage. For the second year of the CBA, the monthly insurance premium will change to \$2,324 for family coverage. Should medical insurance premium costs increase by more than 5% effective during the final 2 years of the agreement, the parties agree to re-open the contract for the purposes of negotiating in good faith about revisions to the wages and insurance premium costs paid by the Village;

- **Vacation Use** – Modify to reflect current practice that 240 hour accrual cap and payment at separation;
- **Lunch/Rest Periods** – Presently, employees are entitled to a meal break with pay and meal reimbursement up to \$8.50, when called in for snow and ice control, main breaks or other declared emergencies during certain specific circumstances. We recommend increasing meal reimbursement from \$8.50 to \$10.00;
- **Movement within Classification** – Reduce the time in classification required from 3 years to 2;
- **Fair Share** – Agree to delete existing Fair Share language from CBA and add “voluntary” in all places re fair share payers and also delete SSN reference for dues payer info to union to include new language to meet recent case law (*Janus* - nonunion workers cannot be forced to pay fees to Agree to delete existing Fair Share language from CBA).

President O’Hara reported on December 3, 2019 the Village received notice from Ms. Deanna M. Distasio, Field Attorney for International Union of Operating Engineers, Local 150, that the Union ratified the agreement.

As there were no questions from the Board, Trustee Markee moved to adopt the resolution. Trustee Grenier 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)

**13. ITEM #16 – A RESOLUTION APPROVING A SITE PLAN TO MODIFY THE DUMPSTER ENCLOSURE AT THE PUBLIC SAFETY BUILDING AT 45 EAST CENTER AVENUE**

President O’Hara reported the Village had budgeted to repair and re-paint the enclosure around the generator and dumpster behind the Public Safety Building this year. However, during a test, the Village discovered that the generator will overheat because the walls of the enclosure were built too close to it. The proposal is to remove the walls from around the generator, at the north end of the enclosure, and construct a new north wall between the dumpster and generator. The generator will be located between the dumpster enclosure to its south and the building to its north, screened from view by the tennis court fence and landscaping to the east. President O’Hara further reported the existing gate on the west side is difficult to open, the Village is proposing to replace this gate with a traditional wood gate. This item was reviewed by the Architectural Board of Review (ABR) at their meeting on December 3. The ABR recommended that the enclosure be painted tan to match the horizontal bands on the building and voted 5-0 to recommend that the Village Board approve the site plan.

As there were no comments from the Board, Trustee Towle moved to adopt the resolution. Trustee Charlot 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)

**14. ITEM #17 – A RESOLUTION APPROVING A SIGN EXEMPTION REQUEST AT 79 EAST SCRANTON AVENUE (Hub & Cycle and Bonk Restaurant)**

President O'Hara reported John Des Rosier, proprietor of Inovasi, is proposing to open an additional restaurant inside the Hub & Cycle bike shop at 79 E Scranton Avenue. A portion of the space will remain devoted to bike sales, while some of the bike repair will move downstairs to make space for tables and chairs on the east side of the space. The food will be prepared in Inovasi's kitchen. President O'Hara further reported a new window sign is proposed for window to the left of the entrance, as shown on the drawing. The existing Hub & Cycle sign at the top of the window will remain. An exemption from the Sign Code is required because the total area of these two signs exceeds the allowable 15% of the window. At their December 3 meeting, the Architectural Board of Review voted 5-0 to recommend in favor of approving the exemption and the sign on the condition that the text is reduced in size by 10%. In preparation for the Village Board's 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 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) Meyer, Towle, Ankenman, Charlot, Grenier and Markee  
Nays: (0)  
Absent: (0)

**15. ITEM #18 – A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK FOR THE VILLAGE (Cannabis Related Modification)**

President O'Hara reported the Employee Handbook sets forth the conditions of employment applicable to all employees of the Village except that certain sections are superseded by applicable collective bargaining agreements. Annually, near the conclusion of the fiscal year, Village Administration reviews and recommends the Board adopts changes to the Manual in keeping with best practices in human resources and the recommendations of the Village's labor counsel. President O'Hara further reported the Village's Labor Counsel has recommended amendments to the Employee Handbook prior to the Village's periodic review. These amendments are made necessary by the Cannabis Regulation and Tax Act which, as of January 1, provides protections in some circumstances to employees whose drug test shows that they consume cannabis but who are not actually impaired by, or are under the influence of, cannabis during working hours.

President O'Hara reported while the Cannabis Regulation and Tax Act was approved by the Governor in June, there has been considerable uncertainty due to an anticipated trailer bill and the possibility that it would change the rights of public employers. SB1557 was approved by both chambers of the General Assembly on November 14 and was signed by the Governor on Wednesday, December 4. Among many other cannabis-related changes to state statute, the Bill provides that law enforcement officers and firefighters *may* be prohibited from or disciplined for the off-duty consumption of cannabis. She further reported the revisions would update the Village's Employee Handbook to be consistent with these new provisions of law.

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

**16. ITEM #19 – A RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT WITH AMERICAN PRINTING TECHNOLOGIES, INC. (Vehicle Sticker Process Support)**

President O'Hara reported Microsoft will stop issuing security updates for Windows 7 Operating Systems ("OS") on January 14, 2020, so the Village is updating 11 remaining computers utilizing this older OS. All software programs placed on these new computers will need to be compatible with the new OS. Currently, the Village is utilizing a version of software for its in-house vehicle sticker tracking/processing that (i) is not compatible with the updated OS and (ii) does not provide on-line purchasing function for residents; consequently, action is required to be ready for the FY21 vehicle sticker program.

President O'Hara reported the Village's current vehicle sticker application printing vendor, American Printing Technologies ("APT"), offers a variety of services including website based software, component design, programming, processing, printing, mailing and on-line sticker fulfillment services. Staff research has revealed that the City of Lake Forest (along with the Villages of Winnetka and Crystal Lake) have successfully utilized APT's web-based interface for the on-line purchasing of vehicle stickers and in-house data management for two years. At this time, Village Staff recommends the Village engage APT for the following services: (i) vehicle sticker application preparation, (ii) printing of applications and envelopes, (iii) mailing, and (iv) website/database maintenance. The cost of the initial set up for the web-based service with APT is \$8,000. The balance of the scope of services for a three year engagement requires Village Board consideration of a Professional Services Agreement (total engagement not to exceed \$28,000, excluding postage). President O'Hara further reported while the current budget includes funding for all of the services recommended with the exception of the website/database maintenance, adequate monies are available (due to cost savings experienced with the recent copier acquisition) to pursue this service enhancement. The purchase of APT's web based vehicle sticker software will have a net neutral effect on the budget.

Village Administrator Irvin said the vehicle stickers serve as a passport to the Village recycling/waste facilities and allows the Police Department to identify local vehicles. Also, the revenue generated from the vehicle stickers is used for roadway user taxes.

Finance Director O'Connell said this is the first time the DMV Secretary of State data will be merged with the Village's existing data in an attempt to update the database and capture greater compliance then she elaborated on how the Village will benefit from the web-based software.

In response to a question from Trustee Grenier, Finance Director O'Connell said no rate/registration assessment has been done to date. A discussion regarding rates and compliance followed.

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

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

**17. ITEM #20 – A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE CONSTRUCTION ENGINEERING SERVICES AGREEMENT FOR THE VILLAGE'S 2019 ROADWAY IMPROVEMENT PROGRAM**

President O'Hara reported on March 11, 2019 the Village Board approved a resolution authorizing the execution of a construction engineering services agreement with Gewalt Hamilton Associates Inc. to perform construction engineering services for the Village's 2019 Roadway Improvement Program in the



amount of \$46,155. Scheduling delays and issues with the contractor necessitated additional oversight during the project. Due to these issues additional charges in the amount of \$8,379 were incurred. The Village's FY2020 budget contains adequate funding for the increase in costs in the Roadway Improvement Program. President O'Hara further reported 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 engineering services agreement with Gewalt Hamilton Associates for the increase in services required during the 2019 Roadway Improvement Program.

As there were no questions from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Meyer 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)

**18. ITEM #21 – A RESOLUTION APPROVING A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GEWALT HAMILTON ASSOCIATES, INC (2020 Motor Fuel Tax Roadway Improvement Program)**

President O'Hara reported the Village typically uses Motor Fuel Tax (MFT) funds to pay for most or all of its annual Street Resurfacing and Patching Program once every three years. Following the current practice, MFT funds are expected to be used in the 2020 Program. The Village requested a proposal from Gewalt Hamilton Associates to provide professional services relating to the design and bidding of the 2020 project in accordance with the requirements for using MFT funds. The project is anticipated to be bid in February of 2020 for construction beginning after May 1, 2020. President O'Hara further reported the proposal from Gewalt Hamilton Associates, Inc. is for time and expense not to exceed \$21,008. The project is in the current capital improvements plan and is included in the FY2020 budget. It is recommended that the board approve the proposal from Gewalt Hamilton Associates, Inc. for \$21,008.

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

**19. ITEM #22 – A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A TEMPORARY EASEMENT AGREEMENT WITH JC EXEMPT TRUST (Forest Cove/Moffett Ravine Stabilization Project)**

President O'Hara reported to complete the Village's Forest Cove / Moffett Ravine Stabilization Project some work is required outside of Village Right of Way and existing permanent easements. The work is necessary to stabilize the ravine at two locations where Village storm sewers discharge into the bottom of the ravine. To complete the work a temporary easement is required with JC Exempt Trust; not, the owner of the property at 111 Moffett Road. She further reported the proposed temporary easement agreement would allow the Village to complete the project as planned and then restore areas within the easement to its existing condition.

As there were no questions from the Board, Trustee Ankenman moved to adopt the resolution. Trustee Markee 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)

**20. ITEM #23 – A RESOLUTION APPROVING A CONSTRUCTION CONTRACT FOR THE FOREST COVE/MOFFETT RAVINE STABILIZATION PROJECT**

President O’Hara reported on December 4, 2019 bids were opened in the Village Hall Board Room for the Village’s Forest Cove / Moffett Ravine Stabilization Project. The lowest responsive bid was submitted by Nettle Creek Nursery, Inc. of Morris, Illinois for a total of \$212,209. The project will repair two areas where Village storm sewers discharge into the ravine on the south side of Forest Cove Drive. In one area the slope over a pipe installed in early 1990s has eroded and will be repaired. In the other area the Village storm sewer going down the slope has failed in several areas and water is flowing out of the broken pipe and eroding the slope. She further reported the project will replace the failed pipe and involve the installation of large rock riprap in the channel at the bottom of the ravine in both locations to prevent further erosion of the channel at these locations.

President O’Hara reported the Village’s FY20 budget contains \$260,000 for the project. A portion of the remaining budget is expected to be used by hiring a consultant to provide construction engineering services for the project. Nettle Creek Nursery has successfully completed similar projects in the past. The Village Engineer is recommending that the Village Board award the contract to Nettle Creek Nursery for the amount of \$212,209.

In response to questions from the Board, Village Engineer Hansen provided a brief update on the project.

As there were no further comments from the Board, Trustee Towle moved to adopt the resolution. Trustee Ankenman 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)

**21. ITEM #24 – A RESOLUTION AUTHORIZING AND RATIFYING AN AGREEMENT WITH SIKICH, LLP TO PROVIDE INDEPENDENT AUDIT SERVICES**

President O’Hara reported the Village engages an independent auditor to perform a financial and compliance audit of the Village’s accounting system, including the Lake Bluff Library as a component unit of the Village. In January 2009 the Village solicited proposals from audit firms to provide independent audit services and approved an agreement with Sikich, LLP of Naperville, Illinois (Sikich) to provide auditing services for fiscal years 2009 through 2013. In 2014 the Village renewed its engagement with Sikich for fiscal years 2014 through 2018 and expanded the scope of the Services to include the preparation of an annual single audit for federal grant compliance for an additional fee.

President O’Hara reported on March 6, 2019 Sikich proposed to extend their engagement for an additional three-year term (fiscal years 2019 through 2021) in the amounts of \$40,255, \$41,465, and \$42,710,

respectively, and to expand the scope of their services to include certain compliance reports made necessary by the Grant Accountability and Transparency Act (30 ILCS 708/ et seq.). On March 11, 2019 the Finance Committee reviewed the proposal, discussed the services to be provided, and unanimously recommended that the Village Board continue to engage Sikich as auditor. She further reported on April 18, 2019 Finance Director executed an engagement letter with Auditor which outlined the services and costs to be provided consistent with the Finance Committee's recommendation. Sikich has subsequently performed services for FY19 and been paid for these services through previously approved warrants upon reliance of the engagement letter. To be consistent with the Village's procurement policy and to address the FY19 services, it is recommended that the Board of Trustees ratify the payments to Sikich for FY2019 auditing services and authorize an agreement with the Auditor to perform the Services for fiscal years 2019, 2020, and 2021.

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

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

**22. ITEM #25 – AN ORDINANCE AMENDING TITLE I OF THE MUNICIPAL CODE REGARDING THE COMPREHENSIVE FEE SCHEDULE (Water Meter Reading Fee for Manual Reads)**

President O'Hara reported the Village is on the verge of replacing old water meters and implementing an Automated Meter Reading (AMR) system using funds from the recent \$1.9 M bond issuance. This project, awarded to United Meters Inc. on November 11, 2019, involves the Village replacing over 2,100 meters and installing approximately 2,500 Meter Interface Units (MIUs provide for remote reading capability) to improve water distribution and water metering service levels. President O'Hara further reported as part of the planning process for this project, the Finance Committee reviewed related regulations and policies at its September 9, 2019 meeting including how to address individuals or property owners who will be unable to or may refuse to provide property access during the new meter installation period. The consensus of the Committee was to recommend the Village Board approve a \$20.00 water meter reading fee (per billing cycle) to capture the expenses related to manual readings needed for utility accounts whose meters are not equipped with new radio read MIUs. This fee may be imposed as the result of one of two circumstances:

- **Voluntary Opt-Out.** A resident may contact Village Hall and request that their replacement water meter not be equipped with a radio reading unit. The resident would instead be provided with an externally mounted display or automated connector to allow the Village to read the meter. The resident would be charged the fee indefinitely unless they, or a subsequent owner, would opt for the installation of a radio reading unit;
- **No Meter Replacement Appointment.** After three unsuccessful attempts to contact (telephonic and written requests) property owners in a 45-day period, the Village shall treat the water customer as an opt-out and advise the owner that they will be charged the new fee. This fee is intended to be a temporary measure until the property owner provides access to replace the meter. Replacing outdated and inaccurate meters is essential to the integrity of the Village's utility billing system and ensures that the water use measured by an inaccurate meter is not subsidized by other water customers. It is a violation of the Village code for a property owner to refuse to allow a meter

replacement and, if a property owner would refuse for a prolonged period, Staff would use its enforcement powers up to and including termination of water service to seek compliance.

President O'Hara reported ideally, the Village will have only a small number of customers charged this fee in order to allow the maximum utility of the new AMR system to be achieved.

In response to a question from Trustee Markee, Finance Director O'Connell said at the completion of the implementation period, if the billing cycle goes to a monthly or bi-monthly cycle, the fee will be assessed every billing cycle.

In response to a question from Trustee Charlot, Village Administrator Irvin said residents will not be assessed any additional fees and any extraordinary issues will be presented to the Board.

Following a brief discussion, Trustee Towle moved to approve first reading of the ordinance. Trustee Ankenman seconded the motion. The motion passed on a unanimous voice vote.

**23. ITEM #26 – SECOND READING OF AN ORDINANCE LEVYING PROPERTY TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020 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 \$3,461,807 for the year 2019, which represents a 2.4% increase over the 2018 property tax extension. President O'Hara further reported the Lake Bluff Public Library Board has requested a property tax levy of \$987,711 for the year 2019, which is a 2.4% increase over the previous year. The total levy amount of \$4,449,518 is in compliance with the Property Tax Limitation Act and the Truth In Taxation Act was not required for this levy. The Village Board approved first reading of the ordinance at its November 25<sup>th</sup> meeting.

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

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

**24. ITEM #27 – SECOND READING OF AN ORDINANCE ABATING 2019 PROPERTY TAXES LEVIED FOR GENERAL OBLIGATION DEBT SERIES 2012, 2019 AND 2019A BONDS FOR THE VILLAGE OF LAKE BLUFF, LAKE COUNTY, ILLINOIS**

President O'Hara reported the Village currently has Refunding Bonds Series 2012, and 2019 and 2019A General Obligation ("G.O.") bonds outstanding. Pursuant to Ordinances 2012-13, 2019-18 and 2019-26 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. President O'Hara further reported the Finance Director determined that the Waterworks Fund has sufficient fund to transfer to the

Waterworks Bond and Interest Account for principal and interest payments on the 2019 General Obligation Bonds and the 2019A 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 November 25<sup>th</sup> meeting.

As there were no questions from the Board, Trustee Ankenman made a motion to approve the ordinance. 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)

**25. ITEM #28 – TRUSTEE’S REPORT**

There was no Trustee’s report.

**26. ITEM #29 – CONSIDERATION OF THE NOVEMBER 25, 2019 EXECUTIVE SESSION MEETING MINUTES**

Trustee Ankenman made a motion to approve the November 25, 2019 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote.

**27. ITEM #30 – ADJOURNMENT**

Trustee Ankenman moved to adjourn the regular meeting. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:16 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Megan Michael  
Village Clerk