

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 12, 2017**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O'Hara called the meeting to order at 7:00 p.m. in the Lake Bluff Village Hall Board Room, and Village Clerk Joy Markee called the roll.

The following were present:

Village President: Kathleen O'Hara

Trustees: Barbara Ankenman
Steve Christensen
Mark Dewart
Eric Grenier
William Meyer

Absent: Aaron Towle, Trustee

Also Present: Joy Markee, Village Clerk
Drew Irvin, Village Administrator
Peter Friedman, Village Attorney
Susan Griffin, Finance Director
Michael Croak, Building Codes Supervisor
Jeff Hansen, Village Engineer
David Belmonte, Police Chief
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

Trustee Christensen moved to approve the May 22, 2017 Board of Trustees Regular Meeting Minutes as presented. Trustee Meyer 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.

Ms. Catherine McKechney, President of the Lake Bluff History Museum, stated her objective tonight is to increase awareness on how the organization contributes to the community. The Lake Bluff History Museum is a non-profit organization, created by donations from residents and Staff by volunteers. Ms. McKechney reviewed the History Museum's list of accomplishments which included the Distinguished Home Award, relocation of the former East School mural to the Village Board room, hosted an exhibit for the Garden Club's 100 year anniversary, worked with local merchants to create the downtown banners, created the Phyllis Albrecht Community Service Award (most recently conferred on Tom Tincher), hosted walking tours of historical areas in the community, created and hosted the Lake Bluff Ghost Walk, restored the Lake Bluff Ice Truck, conducted joint programs with the Lake Bluff Library, hosted Santa Claus during the It's a Wonderful Life event, hosted the Christmas home tours and the Auto Show. Lastly, she provided information on the upcoming Auto Show and raffle.

5. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Meyer moved to take Agenda Items #15, #16, #7a, #17 and #18 then return to the regular order of the meeting. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

6. ITEM #15 – A RESOLUTION HONORING THE PUBLIC SERVICE OF STEVE WILLARD

President O'Hara read the resolution honoring the public service of Deputy Fire Chief Steve Willard and presented him with a certificate of appreciation and a framed copy of the resolution.

Deputy Fire Chief Willard thanked the Village Board for their support. In addition, he thanked his family, friends and Fire Department for their support over the past forty years. Deputy Fire Chief Willard encouraged anyone interested in serving the community to volunteer with the Lake Bluff Fire Department.

President O'Hara thanked Deputy Fire Chief Willard for his service and those present in the audience that came out to support him.

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

7. ITEM #16 – A RESOLUTION APPROVING A SITE PLAN REVIEW FOR AN ADDITIONAL PADDLE COURT IN BLAIR PARK AT 355 WEST WASHINGTON AVENUE

President O'Hara reported in 2008 the Lake Bluff Park District received approval of a Special Use Permit and Site Plan Review approval for four paddle courts, with three to be built immediately and one shown as a future paddle court. The Park District would like to construct the fourth paddle court this year. The plan has been revised to include a larger deck between the existing warming hut and the new paddle court, placing the paddle court further south than the original plan. She further reported the Architectural Board of Review (ABR) reviewed the revised plan on June 6, 2017. Two neighbors attended and commented, with one of neighbors concerned that the existing paddle court lights (which were changed to LEDs a few months ago) shine in his second floor bedroom window. The ABR voted 4-0 to recommend approval of the revised plans for the paddle court with the condition that the Park District staff and their lighting designer have a meeting on site with the neighbor and try to find a solution to resolve the light source glare issue.

In response to a question from Member Grenier, Mr. Ron Salski, Executive Director of the Lake Bluff Park District, stated he understood the phrasing was “that we would try to do whatever we can to resolve the issue”. The plan is to meet with the lighting consultant next week and review the options to determine the most effective and cost efficient solution. Mr. Salski stated there were no comments received at the public hearing in 2016 regarding the replacement of the light fixtures. A resident did express concern a few months after the plan was approved and he explained the lighting plan to the resident. There were no other comments received until the process came to an end and the Park Districts goal is to always work with the neighbors regarding any matters.

Trustee Grenier expressed his understanding the lighting issue relates to the original project and asked if they anticipate any problems with the new project. Mr. Salski stated he does not anticipate any concerns. A resident did said that he still saw hot spots associated with the previous lighting. The lighting was initially replaced to make the courts more playable and for the safety of the players. The lighting could be costly but the Park District will work with the players and residents regarding any changes.

In response to a question from Trustee Dewart, Village Administrator Drew Irvin stated a resolution between the Park District and the neighboring property owner is not a requirement within the text of the Resolution but the ABR wants the Park District to try and work with the neighbor regarding the lighting issue.

President O’Hara stated the Park District has made a good faith effort to reach a reasonable solution with the neighbors regarding the matter.

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

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer
Nays: (0)
Absent: (1) Towle

8. ITEM #7A – REQUEST FROM THE LAKE BLUFF PARK DISTRICT TO WAIVE BUILDING PERMIT FEES FOR THE CONSTRUCTION OF AN ADDITIONAL PADDLE COURT IN BLAIR PARK

President O’Hara reported on June 1, 2017 the Village received a letter from Lake Bluff Park District Board President, Rob Douglass, requesting a waiver of all permit fees associated with the construction of an additional paddle court in Blair Park. As the cost of construction is \$125,000, it is estimated that, without a waiver, the permit fees would be \$3,750. She further noted similar requests have been considered on a case-by-case basis for other non-profit and governmental organizations.

Trustee Meyer moved to waive the fees in the amount of \$3,750. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Christensen, Dewart, Grenier, Meyer and Ankenman
Nays: (0)
Absent: (1) Towle

9. ITEM #17 – A RESOLUTION APPROVING A SITE PLAN FOR EXTERIOR LIGHTING FOR INOVASI AT 28 E. CENTER AVENUE

President O’Hara reported Inovasi Restaurant is requesting approval to install festoon lighting along the front of their restaurant. The string of lights would be suspended from brackets that would be 8’ tall and would project 4’ out from the face of the building. The lights and brackets would be used seasonally and would be removed in the winter. She further noted the ABR reviewed the proposed plan on June 6, 2017 and suggested that Inovasi consider trying more than one string of lights to see if that looks better. The ABR voted 4-0 to recommend approval with a provision allowing for more than one string of lights.

Village Administrator Irvin stated the proposal presented to the ABR was for one string of lights but multiple strings was encouraged and he noted the proposed lighting will not be permanently attached to the building.

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

Ayes: (5) Dewart, Grenier, Meyer, Ankenman and Christensen
Nays: (0)
Absent: (1) Towle

10. ITEM #18 – A RESOLUTION APPROVING AN OUTDOOR DINING FACILITY FOR PRAIRIE PERSPECTIVE, LLD (Prairie Espresso Scranton Alley)

President O’Hara reported Prairie Perspective, LLC (“Prairie Espresso”) operates a restaurant in the pedestrian walkway commonly known as the Scranton Alley. Prairie Espresso has submitted a request to use the Village sidewalk to provide additional patron seating between the Scranton Alley entrance and Scranton Avenue, as depicted on the site plan. The proposed resolution authorizing the outdoor dining facility contains the following conditions:

- The outdoor service period will be from April 1st through November 30th
- The property owner and Prairie Espresso are solely responsible for cleaning and maintaining the outdoor eating facility;
- Adequate pedestrian access must be maintained at all times; and
- An employee of Prairie Espresso shall oversee outdoor eating service facility activities at all times.

President O’Hara reported these conditions are typical to other outdoor dining facility arrangements in the Central Business District.

Trustee Grenier expressed his understanding the plan is to add two additional tables to the existing outdoor dining area.

President O’Hara stated outdoor dining areas have become very popular in the Village; therefore, it is important that bicycle safety rules be enforced.

In response to a question from Village Clerk Markee, Village Administrator Irvin stated the two additional tables will be located at the beginning of Scranton Alley and run parallel with the alley space on the sidewalk.

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

11. ITEM #6A – WARRANT REPORT FOR JUNE 1-15, 2017 AND MAY 2017 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$334,953.61 for June 1-15, 2017 and payroll in the amount of \$264,289.52 for May 2017.

As such, the total expenditures for this period is in the amount of \$599,243.13.

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

Ayes: (5) Grenier, Meyer, Ankenman, Christensen and Dewart
Nays: (0)
Absent: (1) Towle

12. ITEM #6B – MAY 2017 FINANCE REPORT

At President O’Hara’s request, Finance Director Susan Griffin provided a brief summary of the May 2017 Finance Report highlighting major revenue sources and expenditures for the period.

- Sales tax revenue for May 2016 – February 2017 of \$2.6 million is \$284,000 or 12% greater than the same period in 2015-16. She noted this is substantial because it is the first full year of Target comparison;
- Home rule sales tax of \$816,000 for May 2016 – February 2017 is 163,000 or 25% greater than the same period in 2015-15;
- Building permit revenue of \$587,000 for the month of May (first month in the fiscal year) is up 23% or \$110,000 from the prior year; and
- Expenditures are consistent with or less than the budget and the first month of the fiscal year.

Finance Director Griffin stated there is still no word on a resolution to the budget impasse in Springfield.

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

13. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT CONT.

Village Administrator Irvin had no further report.

14. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Village Attorney Peter Friedman had no report.

15. ITEM #9A – VILLAGE PRESIDENT’S REPORT

President O'Hara reported in 1980 Committee Representing Our Young Adults (CROYA) was created by the City of Lake Forest and the Village of Lake Bluff and was charged with attending to the social and psychological needs of the young adults of Lake Forest and Lake Bluff. Ms. Rebecca Quackenbush has served with distinction on the CROYA Adult Board since her appointment in 2011. However, she is no longer eligible pursuant to the City of Lake Forest policy which allows volunteers to serve a maximum of three two-year terms. Village President O'Hara recommends the appointment of Ms. Carolyn Bielski to fill the vacant position on CROYA Adult Board. She further noted if the proposed appointment is approved, Ms. Bielski's term will expire on April 30, 2019.

Trustee Christensen moved to approve the recommended appointment. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

At President O'Hara's request, Police Chief David Belmonte reported there has been an increase of car burglaries across the Chicagoland area possibility due to the increase movement of gang activity. The criminals seek easy targets such as vehicle theft, due to key left inside the vehicle, and luxury items such as money, computers and purses left in unlocked vehicles. Police Chief Belmonte urged residents to be vigilant in preventing crimes by securing their possessions and reporting any suspicious activities.

President O'Hara stated this is a serious issue along the North Shore and recommended additional communication media be provided to increase awareness.

16. ITEM #10, #11, #12, #13 AND #14 – CONSENT AGENDA

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

10. Correspondence Delivered in the May 19, 26 and June 2, 2017 Informational Reports;
11. An Ordinance Ascertain the Prevailing Rate of Wages for Laborers, Mechanics, and Other Workers for Lake Bluff Public Works Projects for 2017;
12. Second Reading of an Ordinance Regarding the Regulation of Raffles in the Village of Lake Bluff;
13. An Ordinance Amending Title I of the Municipal Code Regarding the Comprehensive Fee; and
14. Second Reading of an Ordinance Granting a Variation from the Village's Front Yard Setback Restrictions (608 Mountain Road).

Trustee Grenier moved to approve the Consent Agenda. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Meyer, Ankenman, Christensen, Dewart and Grenier
Nays: (0)
Absent: (1) Towle

17. ITEM #19 – A RESOLUTION APPROVING AN AMENDMENT TO THE VILLAGE ADMINISTRATOR'S EMPLOYMENT AGREEMENT

President O'Hara reported on January 1, 2008 Village Administrator Irvin commenced his employment with the Village. In accordance with Section 4 of the Employment Agreement by and between the Village of Lake Bluff and Village Administrator Irvin, the President and Board of Trustees have conducted a performance review and determined that it is in the best interests of the Village to adjust Mr. Irvin's compensation to be consistent with the Village's Official Pay Plan and to recognize his organizational

contributions during the past performance review period. Specifically, the Village Administrator's annual base salary will be set at \$206,482 effective May 1, 2017. She further noted this is the sixth amendment to the Village Administrator's Employment Agreement since 2008. Pursuant to 5 ILCS 120/7.3(b), the Village Administrator's total compensation package has been posted on the Village website for more than 6 days.

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

Ayes: (5) Ankenman, Christensen, Dewart, Grenier and Meyer
Nays: (0)
Absent: (1) Towle

18. ITEM #20 – A RESOLUTION APPROVING AN AMENDMENT TO THE CHIEF OF POLICE'S EMPLOYMENT AGREEMENT

President O'Hara reported after serving in progressively more responsible positions with the Village since 1989 (most recently as Deputy Chief of Police), on March 1, 2014 David Belmonte became the Village's 9th Chief of Police since 1895. In accordance with Section 7 of the employment Agreement by and between the Village of Lake Bluff and Police Chief Belmonte, the Village Administrator has conducted a performance review and determined that it is in the best interests of the Village to adjust Chief Belmonte's compensation to be consistent with the Village's Official Pay Plan and to recognize his organizational contributions during the past performance review period. Specifically, the Chief of Police's annual base salary will be set at \$140,003 effective May 1, 2017. This is the third amendment to the Chief of Police's Employment Agreement.

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

Ayes: (5) Christensen, Dewart, Grenier, Meyer and Ankenman
Nays: (0)
Absent: (1) Towle

19. ITEM #21 – AN ORDINANCE AMENDING CHAPTER 5 OF TITLE VI OF THE LAKE BLUFF MUNICIPAL CODE REGARDING STOP SIGNS

President O'Hara reported the development of the retail shopping area surrounding Target (975 Rockland Road) created three access points for vehicles to and from the parking lots onto Albrecht and Carriage Park Drive. In order to provide for the safe egress of traffic from the parking lots, stop signs have been erected. Pursuant to Article 6, of Chapter 5, of Title VI of the Village Code, the Village may designate certain streets within the Village as "stop streets" ("*Stop Street Regulations*"). She further reported in accordance with the home rule powers of the Village, it is requested by the Police Department to amend the Stop Street Regulations to require vehicular traffic travelling southbound on the easternmost, westernmost, and center access aisles from the Target development to stop at the intersection of such access aisles with Carriage Park Lane, which becomes Albrecht Drive.

Trustee Grenier expressed his understanding that the signs will be located along the south side of the Target development site for vehicles exiting to the south.

Trustee Ankenman moved to approve first reading of the ordinance. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Dewart, Grenier, Meyer, Ankenman and Christensen
Nays: (0)
Absent: (1) Towle

20. TRUSTEE'S REPORT

Trustee Dewart encouraged everyone to attend the Lake Bluff History Museum Auto Show on Saturday, June 24th from 3:00 p.m. to 7:00 p.m. In order to maintain a safe environment the Village will temporarily close Scranton, Oak, Center and Walnut Avenues in the Central Business District to most vehicular traffic. Access will be provided to residents and merchants during the closure.

21. ITEM #23 – EXECUTIVE SESSION

At 7:45 p.m. Trustee Grenier moved to enter into Executive Session for the purpose of discussing Land Acquisition (5 ILCS 120/2(c)(6)) and Personnel (5 ILCS 120/2(c)(2)). Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Grenier, Meyer, Ankenman, Christensen and Dewart
Nays: (0)
Absent: (1) Towle

There being no further business to discuss, Trustee Christensen moved to adjourn out of executive session. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 8:34 p.m.

22. ITEM #22 – CONSIDERATION OF THE MINUTES OF THE MAY 22, 2017 EXECUTIVE SESSION MEETING

Trustee Christensen moved to approve the May 22, 2017 Executive Session Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

23. ITEM #24 – ADJOURNMENT

Trustee Dewart moved to adjourn the regular meeting. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 8:35 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk