

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 26, 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
Aaron Towle

Also Present: Joy Markee, Village Clerk
Drew Irvin, Village Administrator
Ben Schuster, Assistant 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 June 12, 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.

There were no request to address the Board.

VILLAGE BOARD SETS THE ORDER OF THE MEETING

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

5. ITEM #6A – WARRANT REPORT FOR JUNE 16-30, 2017

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$124,096.04 for June 16-30, 2017.

As such, the total expenditures for this period is in the amount of \$124,096.04.

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

Ayes: (6) Ankenman, Christensen, Dewart, Grenier, Meyer and Towle
Nays: (0)
Absent: (0)

6. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: AN INFORMATIONAL REPORT REGARDING THE PCZBA’S CONSIDERATION OF SHORT-TERM RENTAL REGULATIONS

Village Administrator Drew Irvin reported that in May 2017, the Committee-of-the-Whole (COW) discussed and ultimately directed the Joint Plan Commission and Zoning Board of Appeals (PCZBA) to study and propose regulations for short-term rentals in the Village as a special use. Since that time, the PCZBA has conducted two public hearings and continued the public hearing until the July 19th regular meeting. They have received voluminous public feedback provided in the packet. The PCZBA was given 60 days to consider the matter, but it has determined additional time is needed to continue reviewing the matter and is seeking further direction from the Village Board.

President O’Hara recommended the Village Board review the June 21st PCZBA meeting materials before making any further determination regarding short-term rentals.

Trustee Grenier commented he would like to have the PCZBA provide some formulation of what a regulation would look like if the Village should move forward.

Trustee Meyer expressed his agreement with Trustee Grenier and said it would be wise to know the best alternatives as opposed to a ban.

Trustee Dewart said he appreciate the PCZBA’s deliberation because it is important to the process.

Trustee Grenier said the comments received should filter into the consideration of the ban or how the regulations should be formatted.

Village Administrator Irvin said the PCZBA meeting materials and minutes will be provided to the Village Board prior to a future COW meeting.

7. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Assistant Village Attorney Ben Schuster had no report.

8. ITEM #9 – VILLAGE PRESIDENT’S REPORT

President O’Hara reported that longtime Village resident and ultimate Village Volunteer Tom Tincher recently passed away and acknowledged his volunteerism throughout the Village which included serving as Village Trustee, Village Clerk, Chair of the Public Safety Committee, and as President of the Lake Bluff History Museum. He organized holiday observations for Lake Bluff American Legion Post 510 (Memorial Day and Veteran Day Ceremonies) amongst his many other contributions to Lake Bluff.

President O’Hara reported on the rash of burglaries occurring in Lake Bluff. She stated there is nothing more stressful than making the Village an easy target for undesirable elements to come into our town and literally invade our space and safety.

At the request of President O’Hara, Police Chief David Belmonte reported the burglaries are affecting the entire Chicagoland area and read a list of the most recently affected communities. The common denominator in each case was that cars were left unattended, unlocked and often with the keys in the vehicle. Police Chief Belmonte stated vehicle burglaries in Lake Bluff have increased approximately 50% from the previous year. In the past three weeks there were three vehicles stolen, in each case the keys were left in the vehicle and he noted there have been a total of 27 stolen vehicles reported to date. The Police Department have increased patrols, assigned extra officers to patrol residential areas during the evening hours, and is working very diligently with other Police Departments to target the groups committing the crimes. Police Chief Belmonte stated educating residents is the most efficient method to stop thefts and a letter will be mailed to all residents reminding them to secure their valuables and lock their vehicles.

President O’Hara asked everyone to please lock their vehicles to make the Village a safe community and not attractive to outside elements.

Village Administrator Irvin reviewed the Village Board’s decision regarding short-term rentals for those residents that just entered the meeting.

Ms. Julie Asbury (resident) asked the Village Board to view the June 21st PCZBA meeting video in its entirety because short-term rentals are also discussed before the meeting adjourns.

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

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

10. Correspondence Delivered in the June 9 and 16, 2017 Informational Reports;
11. Second Reading of An Ordinance Ascertainning 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 Amending Title I of the Municipal Code Regarding the Comprehensive Fee; and
13. Second Reading of an Ordinance Amending Chapter 5 of Title VI of the Lake Bluff Municipal Code Regarding Stop Signs.

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

Ayes: (6) Christensen, Dewart, Grenier, Meyer, Towle, Ankenman
Nays: (0)
Absent: (0)

10. ITEM #14 – A RESOLUTION APPROVING THE TEMPORARY INCREASE IN THE NUMBER OF AUTHORIZED POSITIONS (Police Officer)

President O’Hara reported on April 14, 2017 the Village Board of Trustees approved the Village Official Pay Plan which includes the authorized salary ranges and number of regular full-time positions for the FY2017-18 period. The October 31, 2017 retirement of Deputy Chief of Police Mike Hosking has triggered a number of internal assessments which will result in the promotion of (i) a Sergeant to Deputy Chief of Police and (ii) a Police Officer to Sergeant; consequently, the Village will need to fill the soon to be vacated Police Officer position. Because the hiring, training and certification of a new Peace Officer takes upwards of 6 months, the Village Administrator and Chief of Police recommend that the Village Board authorize the temporary increase in the number of Police Officers by one for a period of approximately 100 days. This action will also place the organization in the best position to get the new Police Officers trained and on solo patrol in the shortest amount of time while we manage the transition of new leadership and the pending year-long military deployment of one existing Police Officer.

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

Ayes: (6) Dewart, Grenier, Meyer, Towle, Ankenman, Christensen
Nays: (0)
Absent: (0)

11. ITEM #15 – A RESOLUTION APPROVING FINAL PLAT OF SUBDIVISION FOR PROPERTY LOCATED AT 339 EAST CENTER AVENUE AND 340 EAST PROSPECT AVENUE

President O’Hara reported Matthew and Lizbeth Stiltz currently own the property at 340 East Prospect Avenue. In addition to the parcel fronting East Prospect Avenue that the home sits on, they also own a parcel that is approximately 37’ wide that extends to East Center Avenue. Under current Village ordinances the two parcels are considered one zoning lot as they are contiguous parcels under the same ownership. She further reported the Stiltz desire to sell a portion of the parcel that fronts on East Center Avenue to Christopher and Melissa Ackerson, who live and own the property located at 339 East Center Avenue. This acquisition would increase the size of the Ackerson’s zoning lot, providing them the ability to expand their home under the Village’s Zoning Ordinance.

President O’Hara reported the 2-lot Plat of Subdivision proposes to take a portion of the parcel and combine it with the Ackerson’s existing parcel. The Ackersons have stated that they intend to further sell the eastern portion of the land they are acquiring to the neighbor to the east, who would also like to expand their home and may require additional land area to meet the Village’s Zoning Ordinance. If this future transaction occurs, an additional subdivision application would be brought before the Village Board for approval at that time. She further reported the subdivision is not required to be reviewed by the Joint Plan

Commission and Zoning Board of Appeals as it meets the criteria for an exemption under Section 11-6-2(B) of the Subdivision Code. The subdivision does not create additional lots, reduce any lot to any area smaller than required by the Lake Bluff Zoning Ordinance or create any nonconforming conditions under the Zoning Ordinance.

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

Ayes: (6) Grenier, Meyer, Towle, Ankenman, Christensen and Dewart
 Nays: (0)
 Absent: (0)

12. ITEM #16 – A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH WILLIAM A. SCHELHAS FOR CERTAIN SERVICES RELATING TO THE RECORDING AND BROADCASTING OF PUBLIC MEETINGS

President O’Hara reported the Village of Lake Bluff and the City of Lake Forest (“*City*”) cooperate, by way of their intergovernmental agreement, to provide for the operation of two public access television channels. Currently, the Village contracts independently with a City employee, William “Bill” Schelhas (“*Contractor*”), to record and produce each meeting held in Village Hall. She further reported due to increasing costs and decreasing reported viewership the City, the Village and other peer communities studied alternative service models. After a thorough review, the City has elected to procure all broadcast related services through the Contractor and will cease providing those services to the Village under the intergovernmental agreement. The parties anticipate that the City, the Village, and the Lake Bluff School District will each enter into independent agreements with the Contractor to provide substantially the same level of service as is provided to the agencies and the public today.

President O’Hara reported the Village currently pays approximately \$35,000 annually to the Contractor and the City combined for the services now proposed by the Contractor. The annual estimated cost of the services provider agreement is:

| Meeting | Frequency | Full FY Cost |
|--|--------------------|---------------------|
| Village Board of Trustees | 20 meetings / year | \$4,400 |
| Planning and Zoning | 12 meetings / year | \$2,400 |
| Historical Preservation | 12 meetings / year | \$2,400 |
| Architectural Board of Review | 12 meetings / year | \$2,400 |
| Sustainability and Community Enhancement | 12 meetings / year | \$2,400 |
| Residential Building | 12 meetings / year | \$2,400 |
| Miscellaneous Hours (e.g. for channel) | 4 hours / month | \$3,600 |
| | | \$19,600 |

As the agreement’s estimated annual cost approaches \$20,000, the Village Administrator’s maximum purchase authority, Staff requests the Board approve the agreement by resolution.

In response to a question from Trustee Christensen, Village Administrator Irvin stated cable channel 19 is provided as a consideration of the Comcast Franchise Agreement.

Trustee Ankenman inquired about the difference in cost. Village Administrator Irvin said the cost difference can be attributed to the outsourcing of the work and fewer individuals actually doing the work.

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

Ayes: (6) Meyer, Towle, Ankenman, Christensen, Dewart and Grenier
Nays: (0)
Absent: (0)

13. ITEM #16 – TRUSTEE’S REPORT

Trustee Dewart thanked the Village for their assistance with the Lake Bluff History Museum Auto Show which was a successful event. He provided information on the event and raffle winner.

14. ITEM #18 – CONSIDERATION OF THE MINUTES OF THE JUNE 12, 2017 EXECUTIVE SESSION MEETING

Trustee Ankenman moved to approve the June 12, 2017 Executive Session Meeting Minutes as presented. Trustee Grenier seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Towle, Ankenman, Christensen, Dewart, Grenier and Towle
Nays: (0)
Absent: (0)

15. ITEM #19 – ADJOURNMENT

Trustee Grenier moved to adjourn the regular meeting. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk