

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 11, 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
Mark Dewart
Eric Grenier
Paul Lemieux
William Meyer
Aaron Towle

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. AWARDS AND PROCLAMATIONS

President O'Hara invited Ms. Cindy Morehead former President of the League of Women Voters, Lake Forest/Lake Bluff area to the podium. Ms. Morehead said the organization supports the proclamation because registration is important to our democracy and it increases voter participation during elections.

President O'Hara read the proclamation declaring September 26, 2017 *National Voter Registration Day* in the Village of Lake Bluff and thanked the organization for their service.

4. CONSIDERATION OF THE MINUTES

Trustee Ankenman moved to approve the August 28, 2017 Board of Trustees Regular Meeting Minutes as presented. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

5. 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.

6. VILLAGE BOARD SETS THE ORDER OF THE MEETING

At the request of those present, Trustee Meyer moved to take Agenda Items #13, #8a, #10b and #10c then return to the regular order of the meeting. Trustee Grenier seconded the motion. The motion passed on a unanimous voice vote.

7. ITEM #13 – A RESOLUTION HONORING THE PUBLIC SERVICE OF WILLIAM FRANKS

President O'Hara read the resolution honoring the public service of former Village Prosecutor William Franks and presented him with a framed copy of the resolution and a gift.

Mr. Franks said he served Lake Bluff for 24 years then shared how the opportunity enhanced his career as well as personal experiences that happened over the course of his career. He said Lake Bluff has an excellent Police Department and expressed his thanks to the citizens of Lake Bluff, Village Board and Village Staff.

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

8. ITEM #8A – INFORMATIONAL REPORT AND PRESENTATION FROM THE COMMITTEE REPRESENTING OUR YOUNG ADULTS (CROYA) MANGER TODD NAHIGIAN REGARDING CROYA PROGRAMS

President O'Hara reported the Committee Representing Our Young Adults (CROYA) is a youth-driven organization supported by Lake Forest and Lake Bluff. CROYA was established in 1980 in response to serious problems affecting our community's teenagers during the mid to late 1970s. Several teen suicides, escalating drug and alcohol abuse, hundreds of thousands of dollars in vandalism, and the formation of a teen gang called "The Losers" prompted community leaders to take action.

President O'Hara reported CROYA's goal is to attend to the social and psychological needs of our community's young adults by providing a supportive atmosphere where students can identify their needs and create structure programs that are positive and rewarding. Students engage in alternative activities, build confidence and self-esteem, develop leadership skills, and act as a referral to resources for peers whose needs are beyond their control. She further reported led by youth committees, CROYA offers weekly meetings, social activities, community service initiatives, educational programs, and retreats. It is staffed by four adult youth workers as well students from Lake Forest College who work part-time. It partners with local social workers to provide counseling opportunities including a youth advocate. It has been nationally recognized as a model for others looking to build successful youth/adult partnerships.

Mr. Todd Nahigian, CROYA Manger, introduced the CROYA Staff and newest CROYA Board Member Carolyn Bielski (Lake Bluff Representative). He provided information on the programs offered at the facility as well as the Lake Bluff Middle School (Bluffer Booster Assembly, Red Ribbon Week, Live Well Stress Relieving Time and Peer Assistance Leadership Curriculum). Mr. Nahigian reported on the recent accomplishments and stated that 3,000 Lake Bluff students participated over the years.

Mr. Nahigian introduced Ms. Julia Plotner and she read the winning Margot Martino 'Spirit of CROYA' Essay.

9. ITEM #10B – APPOINTMENT OF THE LAW FIRM OF LaLUZERNE & SMITH TO THE OFFICE OF VILLAGE PROSECUTOR

President O'Hara reported according to the Lake Bluff Village Code, the Village Prosecutor shall (i) be a regular licensed and practicing member of the Illinois bar, (ii) have the status of an independent contractor, and (iii) be appointed by the Village President, by and with the approval of a majority of the Board of Trustees. The duties of the Village Prosecutor include, without limitation, the following:

- Prosecute suits or actions involving violations of the Village code and other ordinances of the Village including, without limitation, violations of all traffic codes and ordinances;
- Advise officers of the Police Department on legal questions; and
- File with the Village Clerk a written monthly report showing the business transacted and the services rendered for the preceding month, and the status of all pending litigation, unfinished business and all other material facts of public interest pertaining to the conduct of said office during the preceding month.

President O'Hara reported only two individuals have held the office of Village Prosecutor during the past 60 years. With the pending retirement of Mr. Bill Franks, the Village issued an RFP in June to 15 select law firms and received 7 proposals. Village Trustee Bill Meyer, Village Attorney Peter Friedman, Police Chief David Belmonte and Village Administrator Drew Irvin reviewed the proposals and selected 3 firms to interview. During the interviews, the law firm of LaLuzerne & Smith's experience, high value, and capacity differentiated them from their competition and subsequent reference checks confirmed the same. President Kathleen O'Hara intends to appoint LaLuzerne & Smith to the office of Village Prosecutor effective immediately and, with Board approval, will direct the Village Administrator to execute the engagement letter.

Mr. Lawrence LaLuzerne introduced Mr. Brian Smith and Ms. Nicole Cheskey and said they're grateful for the opportunity and hopeful it will be a smooth transition. President O'Hara welcomed the firm to Lake Bluff.

Trustee Dewart moved to approve the appointment of the law firm of LaLuzerne & Smith as Village Prosecutor. Member Lemieux seconded the motion. The motion passed on a unanimous voice vote.

10. ITEM #10C – APPOINTMENT OF BETTINA K. O'CONNELL TO LAKE BLUFF VILLAGE FINANCE DIRECTOR

President O'Hara reported after serving as Lake Bluff Director of Finance for almost 25 years, Susan Griffin announced earlier this year her intentions to retire on September 30, 2017. To fill this important position, the Village engaged Heidi Voorhees of GovHR to complete a recruitment process that included

Village Trustee and Finance Committee Member Paul Lemieux, former Village Trustee and Finance Committee Chair Steve Christensen, and Village Staff as evaluators. GovHR's outreach effort yielded 53 applicants from 7 states. From that pool, five candidates were selected to participate in an assessment center and structured interviews. In the end, one candidate -- Ms. Bettina O'Connell -- distinguished herself during the process as the best candidate and is now recommended for appointment by the Village Administrator and Village President.

President O'Hara reported Ms. O'Connell has served as the Finance Director for the Village of Grayslake since 2013 after serving as Assistant Finance Director (2009-2013) and the Assistant to the Finance Director (2007-2009) in Grayslake. From 2001 to 2007, Ms. O'Connell served as Finance Supervisor for the City of Highland Park. Ms. O'Connell is a graduate of Columbia College (B.S. Business Administration) and is active in the Illinois Government Finance Officers Association, the Information Management and Technology Assurance group of the American Institute of Certified Public Accountants, and the Illinois Public Pension Fund Association. She further reported Ms. O'Connell will bring her 16 years of local government finance experience and administrative expertise to the Department as we look to meet departmental and organizational goals. The Lake Bluff Village Code states the Director of Finance is appointed by the Village President, upon the recommendation of the Village Administrator and by and with the approval of the Board of Trustees.

Village Administrator Irvin said Ms. O'Connell will begin her official duties as Finance Director on September 29th. The date corresponds with Finance Director Griffin's last day but she has agreed to remain onboard to assist during the transition period.

Ms. O'Connell said she is looking forward to the opportunity as well as becoming a member of the Lake Bluff team.

Trustee Ankenman moved to approve the appointment of Bettina K. O'Connell to Village Finance Director. Member Lemieux seconded the motion. The motion passed on a unanimous voice vote.

11. ITEM #7A – WARRANT REPORT FOR SEPTEMBER 1-15, 2017 AND AUGUST 2017 PAYROLL EXPENDITURES

President O'Hara reported expenditure of Village funds for payment of invoices in the amount of \$136,529.66 for September 1-15, 2017 and payroll in the amount of \$415,712.77 for August 2017.

As such, the total expenditures for this period is in the amount of \$552,242.43

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

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

12. ITEM #7B – AUGUST 2017 FINANCIAL REPORT

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

Director Griffin reported the home rule sales tax data is the same as the previous month because no updated figures have been reported by the State. The automobile sales have slowed down as expected by Staff.

- Sales tax revenue for FY17 of \$3.121 million is \$329,000 or 11.8% greater than FY16 and May 2017 revenue of \$28,000 is 0.8% greater than May 2016;
- Home rule sales tax for FY17 of \$960,000 is \$173,000 or 22% greater than FY16 and May 2017 revenue of \$89,000 is 10% lower than May 2016;
- Building permit revenue for May-August 2017 of \$319,000 is \$113,000 or 55% higher than the same period in 2016; and
- Expenditures are consistent with or less than the budget.

Finance Director Griffin stated there was a Finance Committee meeting scheduled for September 18th but will be rescheduled for a later date.

Trustee Lemieux asked Finance Director Griffin if she had any concerns about the Village's finances. Finance Director Griffin expressed her opinion the Village is where the Village Board has positioned the organization to be, with a solid fund balance providing flexibility to adapt to issues that may arise. She is not aware of any concerns at this time; she is monitoring sales tax revenue due to declining automobile sales.

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

13. ITEM #8A – VILLAGE ADMINISTRATOR'S REPORT CONT.

Village Administrator Irvin reported that "Be Market" an organic food store will open in the storefront former occupied by Wisma. Be Market will sell prepared organic foods and intent to apply for a liquor license to offer craft beer and select wines.

14. ITEM #9 – VILLAGE ATTORNEY'S REPORT

Village Attorney Peter Friedman had no report.

15. ITEM #10 – VILLAGE PRESIDENT'S REPORT: APPOINTMENT OF JILL DANLY TO THE ARCHITECTURAL BOARD OF REVIEW

President O'Hara reported subject to the consent of the Board of Trustees, the Village President appoints members to the Village's various advisory Boards and Commissions. Recently, John Sorenson resigned from the Architectural Board of Review. Village President O'Hara recommends the appointment of Jill Danly to fill the remainder of Mr. Sorenson's term. If appointed, Ms. Danly's term will expire on April 30, 2019.

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

16. ITEMS #11 AND #12 – CONSENT AGENDA

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

11. Correspondence Delivered in the August 25 and September 1, 2017 Informational Reports; and
12. A Resolution Approving a Sign Exemption Request for Whitehead Studios at 36 East Center Avenue.

Trustee Grenier moved to approve the Consent Agenda. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

17. ITEM #14 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH TGF ENTERPRISES, INC FOR SNOW PLOWING SERVICES FOR CERTAIN VILLAGE STREETS AND PARKING LOTS

President O’Hara reported since 2016 The Village has contracted with TGF Enterprises, Inc. (TGF) for the Snow Removal Program of certain roads and parking lots. TGF was the lowest and best qualified bidder from the Village’s 2016 procurement process. TGF has proven to be a reliable resource for the Village and has done an exceptional job of snow removal. She further reported for FY18 through FY20, TGF has provided a proposal which has limited annual increases to the Chicago Area Consumer Price Index, except that increases shall be no less than one percent and no greater than three percent. Staff recommends award of a three year renewal to TGF, which will extend the term of TGF’s Services through March 31, 2020.

In response to a question from the Board, Public Works Superintendent Jake Terlap stated certain snow plowing services were outsourced due to reductions in personnel. He stated Forest Builders was the previous snow plowing contractor for approximately 5 years. Public Works Superintendent Terlap commented on the type of services performed by TGF in other areas of the Village such as Bath and Tennis Subdivision and Lillian Dells. TGF Enterprises is a full landscape contractor which is beneficial to the Village because their service can also be used during the spring months.

Village Administrator Irvin said the previous and current contractors request a nominal monthly minimum billing for snow plowing service during the winter months. The contract will require that if the minimum payment is received for months without snow, the contractor will perform landscaping or other labor work during the off season for payment rendered.

Trustee Dewart asked if the Village has supplemental snow plowing services downtown. Public Works Superintendent Terlap stated that one truck is dedicated to downtown.

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

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

18. ITEM #15 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH HOERR CONSTRUCTION AND WAIVER OF COMPETITIVE BIDS FOR THE VILLAGE OF LAKE BLUFF 2017 SANITARY SEWER LINING PROJECT

President O’Hara reported the FY18 budget includes \$350,000 for the lining of the large diameter sanitary sewers on East Prospect, Maple, and East Washington Avenues – original brick sewers dating back to the

early 1900s. On March 13, 2017 The Illinois Municipal Partnering Initiative (MPI) opened bids for sanitary sewer lining work for Arlington Heights, Buffalo Grove, Mount Prospect, Rolling Meadows and Lincolnshire. Fortunately, the portion of the work in Buffalo Grove contained sewer lining items that match the sizes of sewer in the Lake Bluff 2017 project. The low bidder of the MPI joint bid was Hoerr Construction. Upon review of the MPI bid, the Village's consultant, Baxter & Woodman, recommended the Village pursue a contract with Hoerr Construction at the MPI bid unit prices (\$243,774) to allow for the completion of the project at a lower cost than by the Village bidding out the project separately. Section 7 of the Village's Purchasing Policies & Procedures Manual provides the Village the ability to enter into construction contracts using cooperative purchasing arrangements such as MPI. When Hoerr Construction reviewed the work they determined that the flows in the Village's sanitary sewer were significant enough that the segments of 30" sanitary sewer would probably require bypass pumping during the lining process. While bypass pumping costs were not included in the MPI bid, the cost of bypass pumping would add approximately \$11,292 to the contract amount. Due to this change in the pricing from the MPI bid, the Village Attorney recommends that to approve the construction contract the Board will need to waive the competitive bidding process.

President O'Hara reported the Village Engineer recommends that the Village Board waive the competitive bidding requirements in accordance with section 4.5 of the Village of Lake Bluff Purchasing Policies & Procedures Manual and award a construction contract to Hoerr Construction in the amount of \$255,066. The FY18 budget allots \$350,000 for the project. A portion of the remaining \$94,934 is expected to be spent on construction inspection services for the project.

In response to a comment from Trustee Lemieux, Village Administrator Irvin stated that while the purchasing manual allows the Village to piggyback on joint procurement projects similar to this MPI activity, the Village Attorney recommended the Village formally waive competitive bidding to account for the bypass pumping work of approximately \$11,000.

Trustee Towle inquired of the expected cost for inspection services. Village Engineer Jeff Hansen stated that the inspection service cost is consistent with the budgeted amount of \$15,000.

As there were no 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: (6) Grenier, Lemieux, Meyer, Towle, Ankenman and Dewart
Nays: (0)
Absent: (0)

19. ITEM #16 – TRUSTEE'S REPORT

There was no Trustee's report.

20. ITEM #18 – CONSIDERATION OF THE MINUTES OF THE AUGUST 28, 2017 EXECUTIVE SESSION MEETING

Trustee Dewart moved to approve the August 28, 2017 Executive Session Meeting Minutes as presented. Trustee Lemieux seconded the motion. The motion passed on a unanimous voice vote.

21. ITEM #19 – ADJOURNMENT

Trustee Meyer moved to adjourn the regular meeting. Trustee Grenier seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:56 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Joy Markee
Village Clerk