



**MINUTES OF THE VILLAGE BOARD OF LONG GROVE
Tuesday, June 14, 2016 at 7:02 P.M.
3110 OLD MCHENRY ROAD, LONG GROVE, ILLINOIS 60047-9613**

CALL TO ORDER:

At 7:02 P.M., Village President Underwood called the June 14, 2016 Village Board Meeting to Order.

OFFICIALS IN ATTENDANCE:

Village President:	Underwood
Trustees Present:	Borys, Jacob, Lyman (electronic attendance), Marshall, Sarlitto and Yaeger
Trustees Absent:	None
Village Manager:	Lothspeich
Village Clerk:	Locker-Scheer
Village Attorney:	Filippini
Village Planner:	Not in attendance
Village Engineer:	Shrake

VISITOR'S BUSINESS

Call To Order: Recitation of the Pledge of Allegiance

Item #0: Recognition of Village Trustee Lyman's Electronic Attendance Notice:

Village Trustees Lyman notified Village Clerk Locker-Scheer that, due to requirements of her employment, she is unable to attend tonight's meeting. She requested permission from the Board to attend the meeting electronically via speakerphone. Board in agreement to allow Trustee Lyman to attend electronically. Trustee Lyman was then called and conferenced in.

Homeowner Associations:

Country Club Estates – Chuck Nora. All going well. Some complaints of parking on Grant Avenue. Understand that there are special situations for parking. It was a great success.
The following homeowner associations were invited to the meeting but did not have a representative in attendance: *Woods End*.

Special Event & Signage Application: Summerfest Carnival Rides: June 24–26.

Discussion: Ryan Messner has been in communication with Village Manager Lothspeich and the fire department. Explained the special parking plans set up including shuttle. Trying something new with remote parking. All alternate parking locations have lighting. Bus company is sponsoring one bus as their donation. Drop off locations: One at Kildeer Countryside School, other at Archer. Route set up to not require the buses to have to back up – it will be looping around. Signage will be up to inform public of the remote parking locations. There will be 1000 additional parking spaces. Village Manager Lothspeich will review questions submitted by Trustee Yaeger to ensure that there are plans in place for all. All officers will be notified of the

remote locations. Suggestion to have signage on Old 53 and Robert Parker Coffin and Old 53 and continue down 83 to continue south to the Dominick's. Ryan will try to work with Buffalo Grove to ensure that signage stays up. The rides are planned for operation through 8:00 pm, so only during daylight hours. The rides are not intended to be daylong, but instead a short break.

Trustee Marshall moved to approve the revised 2016 Special Event Application and extend the Summerfest Carnival Rides hours until 8:00 pm: Friday, June 24 and Saturday, June 26; seconded by Trustee Sarlitto.

VOICE VOTE:

Five ayes, one nay (Motion carried 5 – 1)

Lake County Sheriff's Report & Long Grove Fire District's Report.

Discussion: Sergeant Kaiser reported that there had been a car burglary. Family felt that the car had been burglarized. Another report of a car burglary, but the burglary had occurred in Chicago, so told to report there. Update on the Mundelein shooting and chase: 8 total subjects; 2 fled – 1 caught the next day and the other appears to have fled to Mexico. Investigation was conducted by Mundelein. No injuries in this incident, which occurred between two rival gangs.

Public Comment

Marcia Marshall: Shared that the Long Grove Anniversary event planning is going “swimmingly”. There is a temporary example of a Bridge outside the Village Hall. Food for Others, Inc., is legally recognized by the State of Illinois and will be the organization that funds for the event will be processed through. Request to the Board (1) to allow articles in the Bridge to let the residents know about the event and (2) to add to the Village calendar. Trustees Marshall, Sarlitto and Borys agreed that this was appropriate for inclusion. Board discussion; all were in agreement for both additions.

Item #1: Consideration of a resolution approving a Handbook for elected Officials. (Res. #2016-R-16)

Discussion: Trustee Yaeger had submitted changes which are included in this Handbook. Question about whether there is a benefit to having a handbook. Trustee Yaeger was interested in withdrawing the guidelines. Discussion ensued about the benefits of having a Handbook. Trustee Lyman shared that other cities have these so that people have guidance.

Trustee Borys asked about policy for having agenda items added to agenda. Direction from Village Attorney Filippini: if requiring Board action, is agreement by three Trustees, submitted in writing, and provided to Clerk.

Trustee Lyman moved to approve a resolution approving a Handbook for elected officials; seconded by Trustee Marshall.

ROLL CALL VOTE:

Trustee Jacob – nay; Trustee Yaeger – nay; Trustee Marshall – aye; Trustee Borys - nay; Trustee Lyman - aye; Trustee Sarlitto- nay.
(Motion denied, 2 – 4).

Item #2: Consideration of a Resolution waiving the public notice requirements and 120-day waiting period for the partial demolition of the former warehouse building located at 340 Old McHenry Road. (Res. #2016-R-17)

Discussion: Buyer is interested in demolishing and replacing a portion of the warehouse building located to the west (rear) portion of the property that was formerly the Red Oaks Furniture Store in the Historic Business District. No concerns from the historical society regarding the demolition. President is aware of the plans and condition of the building. This is meant to reduce the timing to assist the buyer.

Trustee Sarlitto moved to approving a Resolution granting a waiver from the Public Notice Requirements and the 120-day waiting period for issuance of a demolition permit for a portion of the building located at 340 Old McHenry Road as depicted on the plans; seconded by Trustee Jacob.

VOICE VOTE:

All ayes, no nays (Motion carried 6 – 0)

Item #3: Consideration of a Resolution authorizing a new banking account with BMO Harris Bank. (Res. #2016-R-18)

Discussion: Authorized Agents: Village President Underwood, Village Trustee Borys, Village Trustee Marshall and Village Manager Lothspeich.

Representatives from BMO in attendance and shared that they had met with Village Manager Lothspeich. Representative shared that they have a Government Municipal Group that specializes in managing public funds; this is a personal relationship which they plan to build. There had been 3 separate accounts when Long Grove had funds with IMET. Trustee Borys shared that this will be a consolidation of accounts to move to a different accounting process.

Trustee Borys moved to approve a resolution authorizing a new banking account with BMO Harris Bank; seconded by Trustee Marshall.

ROLL CALL VOTE:

Trustee Jacob – aye; Trustee Yaeger – aye; Trustee Marshall – aye; Trustee Borys - aye; Trustee Lyman - aye; Trustee Sarlitto- aye.
(Motion carried 6 – 0).

Item #4: Consideration of a Resolution approving an Intergovernmental Services Agreement with Ela Township for Public Works Related Services. (Res. #2016-R-19)

Discussion: This is a formality. Ela Township has its own employees. Salt storage in close proximity is a good thing. May open up the number of contractors that can bid.

Trustee Yaeger moved to approve a Resolution approving an Intergovernmental Agreement between Ela Township and the Village of Long Grove for Public Works Related Services; seconded by Trustee Sarlitto.

ROLL CALL VOTE:

Trustee Jacob – aye; Trustee Yaeger – aye; Trustee Marshall – aye; Trustee Borys - aye; Trustee Lyman - aye; Trustee Sarlitto- aye.
(Motion carried 6 – 0).

Item #5: Consideration of a Resolution approving an operational use agreement for the Village's shared use of the Lake Zurich Salt Storage Facility. (Res. #2016-R-20)

Discussion: This is felt to be a good move for the Village. This is being continued to next week because Lake Zurich is still working through the draft. Salt stored together with other municipalities is tracked by tonnage. Trucks are weighed and recorded; tickets are tracked and trued up at the end. Current supplier has storage, but this offers more options. Cost of \$2,000 to get this moving; covers administrative expenses. Recommendation to include an article in the Bridge in October about the salt.

Item #6: Consideration of a Resolution approving an operational use agreement for the Village's shared use of the Lake Zurich Salt Storage Facility. (Res. #2016-R-20)

Discussion: This is a 20 year boundary agreement from 1996 with the Village of Kildeer. Trustee Jacob

questioned the impact of this in regard to the comprehensive plan; not felt to have an impact. This is being done a year in advance. Having formalized boundary agreements is the preference, per Village Attorney Filippini. Kildeer has to approve the boundary as well; amendments would have to be reapproved using the same process.

Trustee Sarlitto moved to approving a Resolution approving and authorizing the execution of the first Amendment to the Intergovernmental Boundary Agreement with the Village of Kildeer; seconded by Trustee Jacob.

ROLL CALL VOTE:

Trustee Jacob – aye; Trustee Yaeger – aye; Trustee Marshall – aye; Trustee Borys - aye; Trustee Lyman - aye; Trustee Sarlitto- aye.
(Motion carried 6 – 0).

Item #7: Consideration of a Resolution approving an Intergovernmental Agreement between the Village of Long Grove and the Village of Buffalo Grove for Lake Michigan water. (Res. #2016-R-22)

Discussion: Continued as still waiting for information. Village Manager Lothspeich and Village Engineer Shrake will be meeting with representatives from Buffalo Grove to discuss outstanding issues.

Item #8: Proposed Downtown Public Water and potential Downtown TIF Incentives

Continued Discussion: Water SSA has some rates; takes into consideration depreciation estimates. Staff recommends Option 2; scenarios depend upon selection that best meets the needs of the business. This is to be evaluated on a yearly basis as a part of the audit. Discussion regarding scenarios, rounding, percentages, etc. This can be reset in the future.

Trustee Sarlitto moved to direct Village Counsel Filippini to prepare the necessary ordinance further reducing the water rates for consideration during the upcoming June 28, 2016 Village Board Meeting; seconded by Trustee Marshall.

ROLL CALL VOTE:

Trustee Jacob – aye; Trustee Yaeger – aye; Trustee Marshall – aye; Trustee Borys - aye; Trustee Lyman - aye; Trustee Sarlitto- aye.
(Motion carried 6 – 0).

Item #9: Village President Underwood.

Administration & Legislation

Yesterday, Barbara Turner celebrated her 97th birthday. Would like to do a proclamation declaring her a citizen of distinction. Park District would like involvement, which will be conducted at next Board meeting. Agreement by the Board.

Annual review sheets for Village Manager Lothspeich must be in to Village President Underwood by Thursday.

Village Board Strategic Planning Workshop – Draft Village Board Goals

Review: Agreement to have staff create a review packet on a quarterly basis to review progress against the strategic plan. In the past, used ranking as it is in the report. Draft will be back to the Board at the next meeting. Trustee Sarlitto offered to proof draft.

Highway 53

There was a letter going around to mayors to build agreement in authoring a letter of support for Highway 53. Mundelein discussed backing the letter last night at the meeting; voted down. Agreement by Board backing a letter planned between Village President Underwood and the Hawthorn Woods mayor. Discussion that this letter should include reference to East / West roads (secondary infrastructure). Letter to be drafted and shared in normal process for transportation for review. Letter content to be shared with the Trustees prior to distribution. Suggested content: Consensus from last vote, include reasons included in Aaron Lawlor’s letter, top 10 infrastructure priorities (to be provided to Board by Village Manager).

Item #10: Village Trustee Borys.

Finance

A. Treasurer's Report for May 31, 2016 as reported on June 14, 2016.

Discussion: Trustee Borys reviewed the process for pulling funds and working with the TIF. Discussion on details of funds, e.g., Open Space Fund. Discussion about ability to move funds from restrictive locations. Use is usually for pathway acquisition. Example of fund transfer from Turner property.

Starting next month: Prior year's comparison information will be displayed in the electronic packet.

Item regarding TIF: This is an internal true-up.

Trustee Marshall moved to approve the Treasurer's Report for May 31, 2016; seconded by Trustee Sarlitto.

ROLL CALL VOTE:

Trustee Jacob – aye; Trustee Yaeger – aye; Trustee Marshall – aye; Trustee Borys - aye; Trustee Lyman - aye; Trustee Sarlitto- aye.

(Motion carried 6 – 0).

B. Actual and budget comparisons for the period ending May 31, 2016.

Discussion: Discussion above.

C. Village Auditor Agreement.

Discussion: There is a clause of agreement of continuance if nothing done at the end of a year. This would be the time to tee-up an RFQ for a new auditor. Village Manager Lothspeich requested holding until after the current audit is complete. Reasoning is the length of time with the current auditor and best practice of changing auditors after 5 years; Long Grove has had the same auditor over 10 years. Trustee Lyman shared that there are two well-respected municipal auditors, one of which we are already using. Agreement to give direction to staff to go out for RFQ; this should be on agenda and formalized in October/November. Per Village Attorney Filippini, do not have to take the lowest bid. Discussion regarding controls. Staff is requesting assistance for audit review.

D. Financial System Software.

Discussion: Village uses QuickBooks, which doesn't leave an audit trail. To compensate, had the 3 bank accounts which provided audit trail from each. Would like a system that the Trustees can view; web-enabled capability. Concern in the past has been cost. Suggestion to look at purchase options vs rent.

Item #11: Village Trustee Jacob.

Roads, Bridges & Pathways

IL Route 22 Widening

Update: Moving forward. Property owner had issue with this and requested being added to agenda, which is being tabled to next meeting.

Village Engineer Shrake shared that there were issues with the Bridge that hadn't been visible. Civil engineer reviewed and provided recommendation. Recommendation to move forward and authorize. This is a financial change order for \$14,400 that will be added to next meeting's agenda. Total: \$34,000. General consensus that Board is in agreement.

Road surfacing is moving along – only 7 roads left that were scheduled. A resident on Hilltop thanked the Village Board for the resurfacing. Should be complete by the end of next week with the exception of shoulder restoration. Coming in on budget. All will be cleaned and ready for Summerfest.

Work continues on both senior living facilities.

Trustee Jacob attended last night's Pathway meeting. Discussion about the off-road path on Schaeffer; people

tend to instead use the road. Plans need to be reviewed as to how best to design the path. Village engineer Shrake recommends minimum of 6 feet; gravel this year and include in road program next year. Discussion about the location of the sewer.

Blurb in Daily Herald about extension of Buffalo Creek.

Working with son on an Eagle Scout project which is going to extend a path.

Karen's Corner has a path which will connect to the soccer fields.

Item #12: Village Trustee Lyman.

Economic Development & Environmental Concerns

Economic Development Opportunities - Menards Outlots and South 15 Access

Update: No report.

Item #13: Village Trustee Marshall.

Building, Water & Sewer

- A. Monthly Building Department Report. *May 2016:* Out of 77 months; this is the 8th highest. Three new single family homes.
- B. Shenandoah Storm Sewer Replacement – *Update:* Engineer has drafted options. By having manhole cover, easier to work with the homeowner.
- C. Three Lakes Drive Storm Sewer Culvert. *Update:* Plans should be available for review at the next Board meeting. Discussion about the erosion condition and impact to homeowners. Suggestion is putting the path higher on the property and impact on drainage rights. Discussion about a possible culvert and getting a cost for this option.
Residents from near the culvert in attendance: Request to be put on the agenda for the next Board meeting.
Have done a great job on the soccer field.

Item #14: Village Trustee Sarlitto.

Planning & Zoning

Comprehensive Plan Updates - *Report of Steering Committee Meeting and Policy Related Items – Discussion:* Balancing act between age-out older residents and what it takes to attract new residents. Consultant feels that there will be high-density housing requests submitted. Desires: ranch-style housing. Topics to discuss: Building size, lot size, transportation alternatives. Village President Underwood shared attending a meeting with Lake County Planner. Millennials are postponing purchasing large homes / moving out of urban areas.

Item #15: Village Trustee Yaeger.

Security, Sustainability & Communications

Village Communications - Open Village Hall - Village Communications Survey

Posting SWALCO events that are coming up.

Have an event application that is out of date for today's needs. Needs to include what is appropriate for success, e.g., remote parking. Trustee Yaeger has submitted list of items that should be added to the form. Village Engineer Shrake said that Gewalt Hamilton could set up traffic cameras at designated points (83 and Robert Parker Coffin) on fest weekends.

Bridge went out last week.

Recommendation of having a topical survey question sent out on rotating basis. Questions should be easy to understand. Village Manager Lothspeich shared that he will draft the first listing for distribution.

Item #16: Village Clerk Locker-Scheer.

Discussion: No report.

Item #17: Village Manager Lothspeich.

Discussion: Harbor Chase was the \$250,000 in the budget.

Item #18: Village Planner Hogue.

Discussion: Not in attendance.

Item #19: Village Engineer Shrake.

Discussion: No report.

Item #20: Village Attorney Filippini.

Discussion: If there is a desire for the Board to have a seminar, Village Attorney Filippini would provide to the Board free of charge. Consensus that these are valuable. Vic will gather table of contents to share in future.

Item #21: Approval of Board Meeting Minutes

May 24, 2016 Board Meeting Minutes. Amendments provided by Trustees Yaeger and Jacob.

Trustee Sarlitto moved to approve the May 24, 2016 Board Meeting Minutes as amended; seconded by Trustee Marshall.

VOICE VOTE:

All ayes, no nays (Motion carried 6 – 0)

Executive Session

At 10:29 P.M., Trustee Sarlitto moved to go into Executive Session to discuss (1) Executive Session Meeting Minutes; (2) Acquisition and Disposition of Property; (3) Personnel Matters and (4) Litigation; seconded by Trustee Marshall.

ROLL CALL VOTE:

**Trustee Yaeger – aye; Trustee Jacob – aye; Trustee Marshall – aye; Trustee Borys- aye; Trustee Lyman - aye; Trustee Sarlitto – aye.
(Motion carried 6 – 0).**

At 11:02 P.M., Trustee Borys moved to go back into Executive session to discuss (1) Investments; seconded by Trustee Marshall.

ROLL CALL VOTE:

**Trustee Yaeger – aye; Trustee Jacob – aye; Trustee Marshall – aye; Trustee Borys- aye; Trustee Lyman - aye; Trustee Sarlitto – aye.
(Motion carried 6 – 0).**

Approval of Executive Board Meeting Minutes.

May 24, 2016 Executive Meeting Minutes.

Trustee Sarlitto moved to approve the May 24, 2016 Executive Board Meeting Minutes; seconded by Trustee Marshall.

VOICE VOTE:

All ayes, no nays (Motion carried 6 – 0)

Adjournment.

At 11:12 P.M., Trustee Sarlitto moved to adjourn the meeting; seconded by Trustee Marshall.

ROLL CALL VOTE:

Trustee Yaeger – aye; Trustee Jacob – aye; Trustee Marshall – aye; Trustee Borys- aye; Trustee Lyman - aye; Trustee Sarlitto – aye.

(Motion carried 6 – 0).