

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 27, 2020**

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
Mark Dewart
Joy Markee
Aaron Towle

Absent: William Meyer, Village Trustee
Bettina O’Connell, Finance Director

Also Present: Megan Michael, Village Clerk
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Jeff Hansen, Village Engineer
Mike Croak, Building Codes Supervisor
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. CONSIDERATION OF THE MINUTES OF THE JANUARY 13, 2020 VILLAGE BOARD MEETING

Trustee Ankenman moved to approve the January 13, 2020 Board of Trustees Regular Meeting Minutes as amended. Trustee Markee seconded the motion. The motion passed on a unanimous voice vote.

4. 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.

There were no requests to address the Board.

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

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

6. ITEM #6A – WARRANT REPORT FOR JANUARY 16-31, 2020

In the absence of Finance Director Bettina O’Connell, President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$66,336.91 for January 16-31, 2020 which resulted in total expenditures of \$66,336.91.

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

Ayes: (5) Ankenman, Charlot, Dewart, Markee and Towle
Nays: (0)
Absent: (1) Meyer

7. ITEM #6B – FINANCE REPORT

President O’Hara provided a brief summary of the December 2019 Finance Report highlighting major revenue sources and expenditures for the period:

- The sales tax revenue on a cash basis for FY20 through October is \$1,760,386, \$106,285 or 6.4% greater than the same reporting period in FY2019;
- Home rule sales tax revenue on a cash basis for FY20 through October is \$509,619, or 3.18% greater than the same reporting period in FY2019, with annual administrative fees totaling \$7,743.20;
- Building Permit revenue for FY20 to date is \$231,585 or \$41,690 less than last fiscal year for the same time period;
- The May-December FY20 expenditures of \$6,520,374 are \$229,765 greater than the expenditures for the same period in FY19; and
- Current expenditures are consistent with or less than the budget.

As there were no questions from the Board, Trustee Markee moved to accept the Finance Report. Trustee Dewart seconded the motion. The motion passed on a unanimous voice vote.

8. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: REPORT CONCERNING THE DISPOSITION OF CERTAIN VILLAGE RECORDS

In addition to the report regarding village records, Village Administrator Irvin said the Stonebridge Development informal meeting was held on January 18th at the Lake Bluff Library and was well-attended. He thanked Rick Lesser and Catherine Driscoll for coordinating the meeting. He continued the Roanoke Group representatives (Peter Kyte and Mike Walline) shared possible redevelopment ideas and answered

questions from those in attendance. Also, on January 27th the Historic Preservation Commission and members of the public toured the Stonebridge Manor and Carriage Houses and a special meeting to conduct the HPC advisory review process on the demolition applications will begin on January 30th.

President O'Hara reported Village Staff continues to work with the Records Management Section of the Illinois State Archives to obtain the necessary approval to convert paper records to electronic files and to dispose of certain Village records. The Records Management Section of the Illinois State Archives is responsible for assisting local government agencies with the disposal of records. In Illinois, no public record may be disposed of without State approval. Attached is a list of Village documents that Staff plans on submitting to the State seeking approval for disposal. All of these documents have exceeded the required holding period. This matter is being presented for the Board's information and if there are no objections to the provided list, Village Staff will coordinate the appropriate disposal of the hard copy of the documents.

Following a comment from Village Administrator Irvin regarding a correction on the cash receipt journals destruction date, Trustee Dewart made a motion to accept the report. Trustee Towle seconded the motion. The motion passed on a unanimous voice vote.

9. ITEM #8 – VILLAGE ATTORNEY'S REPORT

Village Attorney Peter Friedman had no report.

10. ITEM #9 – VILLAGE PRESIDENT'S REPORT

President O'Hara had no report.

11. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O'Hara introduced the correspondence from the Informational Reports on January 3, 10 and 17, 2020.

Trustee Ankenman moved to accept the correspondence as submitted. Trustee Charlot seconded the motion. The motion passed on a unanimous voice vote.

12. ITEM #11 – A RESOLUTION APPROVING REVISIONS TO THE VILLAGE OF LAKE BLUFF EMPLOYEE HANDBOOK AND SEXUAL HARASSMENT POLICY

President O'Hara reported the General Assembly recently required each unit of government to adopt a resolution no later than February 10 that provides a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official by another elected official. She further reported the Village has existing non-discrimination and anti-harassment policies in place in the Employee Handbook that satisfy these requirements. The resolution would merely amend the Handbook to confirm that elected officials are subject to these policies. Additionally, at the recommendation of the Village Attorney, the amendment would also explicitly extend these policies to appointed officials. These changes would make clear that all Village officials are responsible for precluding, and have an avenue to report, any harassing conduct.

In response to a comment from the Board, Village Administrator Irvin said the manner in which the revision was drafted makes it easier to report inappropriate behavior. He said that Village employees, elected and appointed officials will be required to sign an acknowledge receipt form for the revised policy.

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

Ayes: (5) Charlot, Dewart, Markee, Towle and Ankenman
Nays: (0)
Absent: (1) Meyer

13. ITEM #12 – A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A TEMPORARY EASEMENT AGREEMENT WITH THE WINFRIED R. MAGNUS FAMILY TRUST (Forest Cove/Moffett Ravine Stabilization Project)

President O’Hara reported to complete the Village’s Forest Cove / Moffett Ravine Stabilization Project certain construction work is required outside of Village Right of Way and existing permanent easements necessitating a temporary easement with the Winfried R. Magnus Family Trust (owner of the property at 201 Moffett Road.) As you will recall, the goal of this capital initiative is to stabilize the ravine at two locations where Village storm sewers discharge into the bottom of the ravine. 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 Dewart seconded the motion. The motion passed on a unanimous voice vote.

14. ITEM #13 – TRUSTEE’S REPORT

Trustee Towle said he had a positive experience during the water meter replacement process as the technician was very cordial.

15. ITEM #15 – CONSIDERATION OF THE JANUARY 13, 2020 EXECUTIVE SESSION MEETING MINUTES

Trustee Towle moved to approve the January 13, 2020 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Markee seconded the motion. The motion passed on a unanimous voice vote.

16. ITEM #16 – ADJOURNMENT

Trustee Ankenman moved to adjourn the regular meeting. Trustee Charlot seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 7:14 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk