

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 10, 2020**

**APPROVED MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

Village President O’Hara called the meeting to order at 7:03 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  
William Meyer  
Aaron Towle

Also Present: Megan Michael, Village Clerk  
Peter Friedman, Village Attorney  
Drew Irvin, Village Administrator  
Bettina O’Connell, Finance Director  
Jeff Hansen, Village Engineer  
Mike Croak, Building Codes Supervisor  
David Graf, Fire Chief  
Glen Cole, Assistant to the Village Administrator

**2. PLEDGE OF ALLEGIANCE**

President O’Hara led the Pledge of Allegiance.

**3. AWARDS AND PROCLAMATIONS**

President O’Hara read the proclamation recognizing the *100<sup>th</sup> Anniversary of the League of Women Voters* and presented the organization with a framed copy.

Lynette Foss, a representative of the League of Women Voters for the Lake Forest/Lake Bluff area thanked the Board for the recognition then she shared information regarding the organizations past and current contributions/accomplishments. Ms. Foss said the organization will commemorate its centennial and celebrate women that have served in local government on April 2<sup>nd</sup> and invited the Board to attend the event.

Trustee Ankenman made a motion to accept the proclamation. Trustee Markee seconded the motion. The motion passed on a unanimous voice vote.

**4. CONSIDERATION OF THE MINUTES OF THE JANUARY 27, 2020 VILLAGE BOARD MEETING**

Trustee Ankenman moved to approve the January 27, 2020 Board of Trustees Regular Meeting Minutes as presented. Trustee Charlot seconded the motion. The motion passed on a unanimous voice vote.

**5. 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.

Kenneth Endress, Community Planner/Liaison Officer at Naval Station Great Lakes, shared information regarding upcoming events such as the First Friday, updated Great Lakes Bulletin media sources and provided copies of the Great Lakes Base Guide and Telephone Directory.

President O’Hara thanked him for coming to the meeting.

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

At the request of those present, Trustee Meyer moved to take Agenda Items #14 and #15 then return to the regular order of the meeting. Trustee Towle seconded the motion. The motion passed on a unanimous voice vote.

**7. ITEM #14 – A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE VILLAGE OF LAKE BLUFF AND THE PUBLIC PROCUREMENT AUTHORITY OF WILSONVILLE, OREGON (A National Joint Procurement Cooperative)**

President O’Hara reported the FY2020 Village budget includes \$45,000 for new Fire Department turnout gear. This equipment would replace worn and damaged equipment; equipment in service beyond its useful life; and supply new equipment for new volunteer firefighters who have joined since the dissolution of the Knollwood Fire Department. President O’Hara reported the Fire Department has recommended the purchase of \$77,451.60 of turnout gear (34 sets) from LION Group, Inc. under a joint purchasing agreement held by NPPGov, an intergovernmental purchasing cooperative. Of this sum, \$41,173.20 would be FEMA Assistance to Firefighter Grant funds and \$38,337.06 would be Village funds. (There would be two separate purchases as FEMA requires that their funds are used in a separate transaction.) Sections 7.2 and 8.2 of the Village’s Purchasing Policies and Procedures Manual exempts purchases such as this from competitive bidding. She further reported procedurally, this purchase requires two separate actions. One would authorize an intergovernmental agreement with the cooperative purchasing association, and the second would authorize the purchases. This item would approve the intergovernmental agreement with NPPGov.

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

**8. ITEM #15 – A RESOLUTION AUTHORIZING THE PURCHASE OF FIRE DEPARTMENT TURNOUT GEAR**

President O’Hara said this is the turnout gear purchase request for the aforementioned agenda item.

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

Ayes: (6) Ankenman, Charlot, Dewart, Markee, Meyer and Towle  
Nays: (0)  
Absent: (0)

**9. ITEM #7A – WARRANT REPORT FOR FEBRUARY 1-15, 2020 AND JANUARY 2020 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$198,055.51 for February 1-15, 2020 and expenditure of Village funds for payment of payroll in the amount of \$456,134.59 for January 2020 which resulted in total expenditures of \$654,190.10.

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

Ayes: (6) Charlot, Dewart, Markee, Meyer, Towle and Ankenman  
Nays: (0)  
Absent: (0)

**10. ITEM #8 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Drew Irvin had no report.

**11. ITEM #9 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

**12. ITEM #10 – VILLAGE PRESIDENT’S REPORT**

President O’Hara had no report.

**13. ITEMS #11 AND #12 – CONSENT AGENDA**

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

- 11. Correspondence Delivered in the January 24 and 31, 2020 Informational Reports; and
- 12. A Resolution Reallocating the 2020 Village of Lake Bluff Volume Cap to the Village of Buffalo Grove, Illinois (Host Community of the Lake County Private Activity Bond Clearinghouse).

President O’Hara stated Industrial Revenue Bonds (IRB), or Private Activity Bonds, are tax exempt bonds issued on behalf of businesses engaged in the manufacture or production of tangible personal property.

The State's overall authority under Federal law to issue this form of debt is rationed among the State of Illinois and the state's local governments. This annual allocation is referred to as the volume cap. Due to significant up-front issuance costs, IRBs less than \$2 million generally are not cost effective. President O'Hara further reported as a result, municipalities rarely use their own volume cap and instead pool it with other municipalities or cede it to the State. In the past, the Village has transferred its volume cap authority to the Private Activity Bond Clearinghouse Pool (Pool) hosted by the Village of Buffalo Grove. Buffalo Grove receives the combined volume cap allocated to each participating agency, and may then issue Private Activity Bonds on behalf of the Pool to finance eligible projects throughout Lake County. Each participating entity receives a 0.5% fee should their volume cap be used for a project.

President O'Hara stated on January 20, 2020, Lake County Partners wrote to solicit the Village's participation in the Pool via transfer of the Village's 2020 volume cap (\$589,785) to the Village of Buffalo Grove. In the absence of any local business requests for use of Lake Bluff's volume cap, Staff is providing this request to the Village Board for consideration.

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

Ayes: (6) Dewart, Markee, Meyer, Towle, Ankenman and Charlot  
Nays: (0)  
Absent: (0)

**14. ITEM #13 – A RESOLUTION EXTENDING ADVISORY REVIEW FOR THE DEMOLITION OF THE LANDMARKS LOCATED AT 0-230 JENSEN LANE A.K.A. 136 GREEN BAY ROAD (Stonebridge Subdivision)**

President O'Hara reported on December 6, 2019, the Village of Lake Bluff received a permit application for the complete demolition of the landmarks designated Manor House, Carriage House, and certain landscape features located within the Stonebridge subdivision at 0-230 Jensen Lane a.k.a. 136 Green Bay Road ("Property"). She further reported prior to issuance of a permit, the Municipal Code requires that the Historic Preservation Commission review such a request regarding landmarks. The Commission found that the permit application was inconsistent with the purpose and goals of the Historic Preservation Code at their December 11, 2019 meeting and opened an advisory review conference on January 30, 2020.

President O'Hara reported the advisory review process delays the issuance of a demolition permit for up to 120 days to allow the Applicant and the Commission to attempt to reach a mutually satisfactory resolution of the Commission's concerns. As of April 9 (120 days after the application), the Applicant may notify the Village in writing that it no longer intends to participate, and the Village would ordinarily be required to allow demolition to proceed subject to the Village's ordinary building code requirements. (In this specific instance, changes to the Stonebridge Planned Residential Development would also be required for a demolition permit to be issued.) President O'Hara further reported the Board of Trustees may extend the review period for an additional 30 days if "the board determines that the commission's efforts to preserve a landmark will promote the public welfare without causing undue hardship on the permit applicant." At its January 30, 2020 meeting, the Historic Preservation Commission voted to request that the Board extend the review period for an additional 30 days.

As there were no questions from the Board, President O'Hara stated the current owners, The Roanoke Group, have not yet submitted any additional plans or PRD amendments. She commented on the actions

which the Village Board could pursue regarding the property and she noted that issuance of a demolition permit would negate the existing PRD Agreement and the property would revert back to its original zoning (E-1 Estate Residence District). As a result there would be no protection for the front 10 acre conservation area or leverage to preserve the Manor House. President O'Hara said it is her understanding that the Village is attempting to collect the fines imposed against The Roanoke Group for the illegally constructed fence.

President O'Hara opened the floor for public comments.

An audience member expressed her concerns regarding the state of the property and upkeep of the Manor house. She stated that it is unbelievable to her that the developers cannot be held responsible pursuant to the contract and due diligence on the property.

In response to questions from Dennis Brebner, Village Administrator Irvin said the Stonebridge Development Agreement (Agreement) has a provision for the front 10 acres to transition to the Village but that did not occur because all of the required conservation area improvements were never completed. He stated that there is a virtual tour of the Manor and Gate houses, for anyone desiring to see the inside of the structures, posted on the Village website ([lakebluff.org](http://lakebluff.org)). He gave an overview of the actions taken by the past owners. The original developers sold the stalled development to The Roanoke Group and, following a request from the new developers, the Board eliminated the age restriction. Presently, the current owners have not completed the preliminary process for their new development plan and as such must adhere to the approval conditions in the 2006 PRD and Development Agreement. The Village Board will ultimately make its decision regarding the demolition permit at the conclusion of the Advisory Review period.

Mr. Brebner asked if the contract has been breached and if the Village plans to take any legal action. Village Administrator Irvin said the developers may not be in compliance with the "Time of Performance" provision of the Agreement but the Village holds a \$2 million letter of credit to ensure specific obligations are completed. Village Administrator Irvin stated the Village security for subdivisions of this nature are usually related to public improvements (sidewalks, road, water mains, storm sewers, etc.) that will ultimately be deeded to the Village. The Village will continue to work with the developers whom have shown good faith by completing certain conservation area and forestry improvements. Also, the Village hired a structural engineering architectural firm that have periodically examined and given the structural integrity a good or great rating. He said portable heating equipment is used during the winter to keep the structures at a minimum level but there has been no cooling equipment used.

In response to a comment from the audience, Village Administrator Irvin said the owners have paid the property taxes and he thinks the levels may have been lowered as a result of a recent appeal filed with the Township Assessor's Office.

Mr. Brebner said the development has been stalled for a long time and does not know why the Village continues to work with the developers. Village Administrator Irvin said the current plan include historic preservation elements and commented that Green Bay Road can handle construction traffic associated with neighborhood projects. A discussion followed.

In response to a comment from Mr. Brebner, Village Attorney Peter Friedman said the Village is a party to the existing Agreement which provide advantageous protections. The Village has the right to terminate the Agreement, with notice, but this would eliminate the \$2 million letter of credit and protection to the

front 10 acre conservation area. At the conclusion of the advisory review process the Village Board will ultimately its decision regarding the request for a demolition permit.

Mr. Brebner said he does not think the contractor has acted in good faith and the Village is not obligated to help the developers make money or get a good deal on its investment. To him this ongoing action sets a bad precedent in terms of any other buildings that might be affected by a similar situation in the community.

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

**15. ITEM #16 – TRUSTEE’S REPORT**

Trustee Markee said the Lake Bluff Quasquicentennial Committee has begun its commemorative brick fundraising event and the proceeds will be used to fund upcoming events and the Lake Bluff History Museum. The bricks can be purchased for \$125 and will be placed adjacent to the Village Hall fountain.

**16. ITEM #17 – EXECUTIVE SESSION**

At 7:59 p.m. Trustee Dewart moved to enter into Executive Session for the purpose of discussing Personnel (5 ILCS 120/2(c)(2)). Trustee Meyer seconded the motion. The motion passed on a unanimous voice vote.

There being no further business to discuss, Trustee Charlot moved to adjourn out of executive session. Trustee Towle seconded the motion and the motion passed on a unanimous voice vote at 8:13 p.m.

**17. ITEM #18 – 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 8:13 p.m.

Respectfully Submitted,

---

R. Drew Irvin  
Village Administrator

---

Megan Michael  
Village Clerk