

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
EMERGENCY MEETING
MARCH 18, 2020**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O’Hara called the meeting to order at 1:05 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 (via telephone)
Regis Charlot (via telephone)
Mark Dewart (via telephone)
Joy Markee (via telephone)
William Meyer (via telephone)
Aaron Towle (via telephone)

Also Present: Megan Michael, Village Clerk (via telephone)
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator

2. PLEDGE OF ALLEGIANCE

President O’Hara led the Pledge of Allegiance.

3. ITEM #3 – 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.

President O’Hara said the emergency meeting was advertised via various media sources and in a special e-newsletter announcing that the meeting would be videotaped and streamed live on Lake Bluff Cable Channel 19 and any written comments should be emailed, before noon, to vlb@lakebluff.org.

Village Attorney Peter Friedman expressed his understanding that any member of the public watching the meeting, but do not want to attend in person, may email any comments or questions

to vlb@lakebluff.org. He said Village Administrator Irvin will monitor emails, read the emails for the record, and respond before the meeting is adjourned.

Village Administrator Drew Irvin read an email from a resident which stated:

“Hello leaders, I wish all members, Staff, Village Board and Joint Plan Commission and Zoning Board of Appeals safety and best decision planning. I am strongly against any special consideration for 3-on-3 and Stonebridge, schools cannot handle 80 residential homes, respect the current property rights over development, we cannot afford it, and can you also address building permits in the meeting, and do your best to be disciplined and spending in this emergency situation. I wanted to express my thoughts just in case meetings are via conference calls like over Thanksgiving. Cordially, be well, Renee Boyle.”

Village Administrator Irvin said the Block Three Planned Mixed-Use Development and Stonebridge Planned Residential Development tools are not on the agenda and will not be discussed this afternoon. He said the building permit situation during this unique period remains fluid, and Staff is working behind closed doors to analyze and review plans, process building permits and set-up inspections as necessary by appointment only.

There were no other requests to address the Board.

4. ITEM #4 – AN ORDINANCE AMENDING CHAPTER 5 OF TITLE 5 OF THE LAKE BLUFF MUNICIPAL CODE REGARDING CIVIL EMERGENCIES

President O’Hara reported as outlined in the March 15, 2020 memorandum from Village Attorney Peter Friedman, the ordinance amends the emergency powers provisions of the Village Code by:

1. Expanding the definition of civil emergencies to include epidemics of infectious disease;
2. Extending the duration of a declared civil emergency; and
3. More explicitly describing the various types of emergency orders the Village President may issue during a civil emergency.

President O’Hara said given the increasing risk of exposure to and infection of COVID-19, it is recommended that second reading be waived so as to allow the Village President’s immediate Declaration of Emergency.

President O’Hara opened the floor to public comments.

Zach Rivera, owner of Focused Results, said he was present as a representative of the business community. He said he is a one-on-one personal trainer and there are no more than 8 people at any given time within the space. Mr. Rivera said he understands the severity of the issue, but he is trying to operate his business and take care of his clientele. Due to the COVID-19 pandemic they are providing virtual training sessions to maintain the safety of his clients and trainers. He said to sustain his business it is imperative that he have the ability to operate his business to some degree or at least be allowed to do virtual sessions. Mr. Rivera said he submitted an email stating, if

needed, he would apply more restrictions such as increase the time between sessions to completely sanitize the space.

As there were no further public comments or questions from the Board, Trustee Meyer made a motion to approve first reading of the ordinance. Trustee Towle seconded the motion. The motion passed on a unanimous voice vote.

Trustee Dewart made a motion to waive second reading of the ordinance. 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)

5. ITEM #5 – VILLAGE PRESIDENT EXECUTES A DECLARATION OF EMERGENCY

President O’Hara executed a Declaration of Emergency, Village of Lake Bluff, Illinois, March 18, 2020, which stated:

I, Village President Kathleen O’Hara, do hereby issue this Declaration of Emergency for the Village of Lake Bluff, this 18th day of March, 2020 (Declaration).

The United States Centers for Disease Control (CDC), the United States Department of Health and Human Services (HHS), and the World Health Organization (WHO) have each determined that the SARS-CoV-2 virus causes the COVID-19 respiratory disease. The SARS-CoV-2 virus is a new strain of coronavirus that had not been previously identified in humans and is easily spread from person to person. The COVID-19 disease can result in serious illness and death.

Dozens of confirmed cases of COVID-19 have been identified in the State of Illinois; to date, most of the cases in Illinois are in the greater Chicagoland area, including in Lake County, Illinois. On January 31, 2020, the Secretary of HHS declared a public health emergency for the entire United States of America concerning COVID-19. On March 9, 2020, Governor Pritzker issued a disaster proclamation concerning the spread of COVID-19 in Illinois. On March 11, 2020, WHO declared that the spread of COVID-19 is a global pandemic. On March 13, 2020, President Trump declared a national emergency concerning the COVID-19 pandemic.

The Illinois Department of Public Health has now confirmed localized community person-to-person transmission of COVID-19 in Illinois, significantly increasing the risk of exposure and infection to Illinois’ general public and creating an extreme public health risk in the Village and throughout the State. As has been experienced in other locales in the United States and around the world, the SARS-CoV-2 virus has the potential to infect large numbers of people in a short amount of time, placing extreme burdens on the health care system and the economy.

In order to prevent the spread of COVID-19 in the Village, and to protect the residents of the Village from disease and death, I find it is necessary to issue this Declaration to implement emergency regulations and orders, all as set forth in this Declaration.

This Declaration is issued pursuant to the authority granted to me by: Sections 5-5-2 and 5-5-3 of the Lake Bluff Municipal Code, as amended (Village Code); Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6; and Section 11 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/11.

I hereby declare that a state of emergency exists in the Village of Lake Bluff, for the reasons set forth in this Declaration.

I hereby direct and order as follows:

1. **Emergency Purchasing.** I order that the Village may enter into contracts for the emergency purchase of goods and services that may be necessary for the preparation for, response to, and recovery from, the COVID-19 pandemic. The Village President and the Village Administrator are hereby authorized to execute such contracts in accordance with applicable law.
2. **Emergency Staffing.** This Declaration constitutes a declaration of civil emergency under the Village's collective bargaining agreements. Accordingly, I direct the Village Administrator to implement such emergency staffing protocols and procedures as may be necessary for the preservation of the health of Village employees. Specifically, and without limitation of the foregoing, the Village Administrator is authorized to implement alternative staffing protocols, procedures, and shifts for the Village Police and Public Works Departments.
3. **Cooperation with Other Government Agencies.** I direct all Village officials and employees to take all practicable steps to coordinate the Village's resources and emergency operations with the State of Illinois, the County of Lake, and other local governments in and around the Village, to best utilize resources of all agencies in the area for preparation for, response to, and recovery from, the COVID-19 pandemic.
4. **Closure of Physical Fitness Facilities and Membership Sports and Recreational Clubs.** Beginning on March 19, 2020, all "physical fitness facilities" and "membership sports and recreation clubs," as defined in the Zoning Regulations of the Village Code, shall be closed and prohibited from operating and being open to their members or the public for the duration of the Declaration.

Pursuant to the authority vested in me pursuant to Section 5-5-3 of the Village Code, I reserve the right to issue additional emergency regulations and orders in furtherance of this Declaration. Notice of any additional regulations and orders will be provided to the Village Clerk, posted on the Village website, and otherwise provided to the general public as quickly as practicable.

This Declaration shall take effect immediately, and shall expire automatically upon the first to occur of: (i) the adjournment of the next regular or special or emergency meeting of the corporate authorities of the Village; and (ii) 11:59 p.m. on the date that is seven days after the date of this Declaration; provided, however, that corporate authorities, in their discretion, may extend the duration of this Declaration by a majority vote at any regular, special, or emergency meeting of the corporate authorities.

President O'Hara opened the floor for comments from the Board.

In response to a question from Trustee Charlot, Village Attorney Friedman said the Village President and/or Village Administrator have the authority to approve emergency contracts.

Trustee Dewart expressed his interpretation of the effective date and period. He asked if it is the first to occur and since there is only one meeting in March, the first to occur would be seven days from now.

Village Attorney Freidman stated the interpretation was correct and the Emergency Management Act and the amended Code, allows the Village Board to extend the deadline. He clarified that the Village President could entertain a motion to amend the extension to, the later of seven days or the adjournment of the next regular, special, or emergency meeting, which would be presumably the regularly scheduled April 13 meeting.

Trustee Markee asked if the language could be amended to allow small facilities to do one-on-one training.

President O'Hara said she understands and is not thrilled about the executed Declaration, but she is seeking closure of all physical fitness facilities due to COVID-19.

6. ITEM #6 – MOTION TO EXTEND THE DURATION OF THE DECLARATION OF EMERGENCY

Trustee Meyer made a motion to extend the duration of the Declaration of Emergency executed by the Village President on this date and any additional emergency regulations and orders in furtherance of that Declaration shall be extended until the date that is seven (7) days from the date of this motion or until the adjournment of the next regular, special, or emergency meeting of the Village Board whichever occurs later. Trustee Towle 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)

President O'Hara said the next regular Village Board meeting is scheduled for April 13 but there are circumstances that could force an earlier meeting or cancellation of the scheduled meeting.

President O'Hara said she truly believe that at this point in time this action is necessarily and she hopes it will not be for a long duration. She understands how this will affect many local businesses, as well as locally and nationally, but public safety and health are paramount and she feels at this point that this is the right way to proceed.

7. ITEM #7 – ADJOURNMENT

Trustee Markee moved to adjourn the regular meeting. Trustee Charlot seconded the motion and the motion passed on a unanimous voice vote. The meeting adjourned at 1:30 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk