

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
VIRTUAL MEETING
OCTOBER 26, 2020**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O’Hara called the meeting to order at 7:01 p.m. 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
Mike Hosking, Police Chief
Glen Cole, Assistant to the Village Administrator (ATVA)

President O’Hara said due to the COVID-19 emergency, this meeting will be held primarily virtually. As required by law, at least one representative from the Village will be present at Village Hall and the virtual meeting will be simulcast for members of the public who do not wish to view the virtual meeting from another location. The Board Room can accommodate 13 people, including members of the public body and Village Staff, while maintaining the six feet of social distance between individuals required by Executive Order 2020-43. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a “first come, first-served” basis. She further stated Members of the public may view and participate in the meeting via online lakebluff.org/VirtualMeeting or Dial-in: (312) 626-6799. (Enter meeting ID **884 1619 0394**) Press # when prompted for a Participant ID. Additional instructions are available in the agenda packet immediately following the agenda. Also, the meeting will be live-streamed at lakebluff.org/Channel19, broadcast live on Comcast Channel 19 and once available, a recording of the meeting will be posted on the Village website and periodically rebroadcast on Channel 19.

2. **PLEDGE OF ALLEGIANCE**

President O’Hara led the Pledge of Allegiance.

3. **CONSIDERATION OF THE MINUTES OF THE OCTOBER 7, 2020 VILLAGE BOARD SPECIAL MEETING AND OCTOBER 12, 2020 REGULAR MEETING**

Trustee Dewart moved to approve the October 7 and 12, 2020 Board of Trustees Meeting Minutes as presented. Trustee Markee 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)

4. **ITEM #4 – NON-AGENDA ITEMS AND VISITORS**

President O’Hara said the Village President and Board of Trustees allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Village Board of Trustees 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 OCTOBER 13 AND 26, 2020 AND SEPTEMBER 2020 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$197,395.71 for October 13-26, 2020, expenditure of Village funds for payment of payroll in the amount of \$300,716.37 for September 2020 for a total amount of \$498,122.08.

As there were no questions from the Board, Trustee Ankenman moved to approve the Warrant Report. 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)

7. **ITEM #6B – SEPTEMBER 2020 FINANCIAL REPORT**

At President O’Hara’s request, Finance Director Bettina O’Connell provided a summary of the September 2020 Financial Report highlighting major revenue sources and expenditures for the period.

- Sales tax revenues received in FY21 May-September of \$1,267,888 are \$215,314 or 14.5% less than FY20 receipts.
- Building Permit revenue for FY21 May-September is \$124,850, \$85,595 less than the same reporting period last fiscal year.
- General Fund total revenues of \$5,257,012 are \$958,390 or 15.4% less than FY20 May-September revenues. The largest declines are in Property Tax revenue – \$589,160 due to payment extension dates of which \$517,651 was received in October, Sales and Home Rule Tax - \$185,724, Permits and Licenses - \$132,006 and Interest Earnings - \$38,797.
- FY21 current expenditures are consistent with or less than budgeted; the May-September expenditures of \$3,676,172 are \$129,285 less than the expenditures for the same period in FY20.
- To address the financial uncertainty of the COVID-19 pandemic, the Village adopted a budget that incorporated numerous reductions in revenues and expenditures:
 - sales and income tax expectations were **reduced by \$749,356**,
 - a freeze of **\$180k** in General Fund transfers to the Vehicle Replacement Fund was enacted,
 - a reversal of the **\$410k** interfund transfers was approved,
 - expenses were reduced in the General Fund by **\$639,600** (operational and capital improvements), and
 - FY21 transfers from the General Fund were decreased **\$630,000**.

In response to a question from Trustee Dewart, Finance Director O’Connell said she has not received anything from the County regarding changes to property tax receipt for next year.

President O’Hara said she serves on the Board of Directors for the Lake County Municipal League and she will look into the matter at their next meeting. Trustee Dewart said any guidance would be appreciated and commented on how the current ramifications have impacted the incremental billing process.

In response to comments from Trustee Ankenman regarding property taxes, Finance Director O’Connell said the pandemic has impacted property tax timing and rate of collection; however, this is not a permanent shortfall and the payments should eventually catch up. She noted that the bullet was included in the report to show money was shortly received after the due date.

As there were no further questions from the Board, Trustee Meyer moved to accept the Finance Report. Trustee Markee 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)

8. **ITEM #6C – ACCEPTANCE OF FY2019-20 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

President O’Hara reported the Comprehensive Annual Financial Report (CAFR) provides a complete picture of the Village’s financial health and is comprised of the basic financial statements with footnotes, a transmittal letter, a management and discussion analysis, detailed fund level statements with budget comparisons, and statistical information for the past ten years. The Village received an unmodified opinion from its auditors, Sikich, LLP that the financial statements are fairly presented in conformity with generally accepted accounting principles. This represents the highest opinion that an organization can receive. President O’Hara further reported at their October 19 meeting, the Finance Committee (i) reviewed the draft CAFR, (ii) met with Daniel Berg, Partner with Sikich, and (iii) voted unanimously to recommend to the Village Board acceptance of the FY2020 CAFR. The FY2020 CAFR is available on the Village’s website and printed bound copies are available at Village Hall and the Public Safety Building.

As there were no questions, Trustee Ankenman moved to accept the CAFR. Trustee Towle seconded the motion. The motion passed on the following roll call vote:

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

9. **ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: INFORMATIONAL REPORT REGARDING THE HISTORIC PRESERVATION COMMISSION’S RECOMMENDED AMENDMENTS TO THE LAKE BLUFF HISTORIC PRESERVATION REGULATIONS**

Village Administrator Drew Irvin reported the Lake Bluff Historic Preservation Commission (HPC) has engaged in a thorough review and strategic planning process to answer one question: “How can Lake Bluff better preserve and transmit its architectural history?” He said over the past three years the HPC has been discussing and debating changes to Lake Bluff’s historic preservation regulations which provide for the designation and protection of buildings and landscape features with special significance in the history and development of Lake Bluff. The HPC believes regulatory changes will help the Village answer the question of how to be good stewards of the Village’s architectural legacy. To that end and after soliciting feedback from a multitude of stakeholders, the HPC unanimously voted on October 14, 2020 to recommend a number of amendments to the Village Historic preservation regulations. Village Administrator Irvin reported because the record of the HPC’s conversations is extensive and not yet complete (the 10/14/2020 Meeting Minutes are still in draft form), it is recommended that the Village Board set a date for a comprehensive conversation regarding these recommendations at an upcoming COW meeting.

Village Administrator Irvin said Staff has provided the Board with the public comments received to date. Also, he has spoken with President O’Hara regarding possibly referring the matter back to the HPC for additional discussion and dialogue.

President O’Hara said she has spoken with HPC Chair Steve Kraus in regards to continued HPC discussions and community dialogue. The proposed action, she stated, would allow the HPC an

opportunity to listen and respond to all of the various viewpoints and potentially recommend modifications or changes to the draft ordinance before it comes back to the Board for consideration. She said the idea of historic districts has been previously discussed and dismissed because of strong opposition. However, she added, when prominent homes in the community are demolished there is always an outcry for stronger preservation regulations; this matter bounces between strong preservation and property rights leanings. President O'Hara said that the continued discussion will allow for an exchange of community thoughts and ideas. She hopes the robust exchange of dialogue amongst all interested parties will break the decade old cycle and create a workable solution or agreement.

President O'Hara opened the floor for public comments and Village Administrator Irvin introduced the speakers at Village Hall.

Margaret Minor said her family has lived on Sunrise Avenue since 1974. She said the comments expressed by the President are exactly what she had hoped for because things can be achieved if there is a common goal and everyone works together. Ms. Minor said, from what she has read, the people that were solicited to have a voice already had a bias, because they were interested in historic preservation. To her, it appears there was not a solicitation of viewpoints that might be different. She continued that if everyone works together, she thinks there would be a more robust solution. She expressed her appreciation to the Board for suggesting the matter be referred back to the HPC. Village Administrator Irvin said the participation was not as robust as desired but the HPC at its last meeting specifically solicited input from the real estate and development community.

Ms. Minor said she was told that there was not a random sampling of residents involved and to her there was not a broad reach of participants because the individuals solicited were museum patrons and/or participated in other meetings. Village Administrator Irvin said he thinks there were approximately 100 solicitations sent out to a variety of stakeholders including realtors, landmark property owners, and the building community.

Jean Royster said as a homeowner she feels she have watched Lake Bluff evolve for over 40 years, and from talking with people in the community they really like the way Lake Bluff has evolved. She feels the Village has an architectural review in place which has done a very nice job of ensuring Lake Bluff looks great. Ms. Royster said everyone that she have spoken with likes Lake Bluff the way it is and does not feels the change is necessary. She said it is not necessary to make people jump through more hoops and basically they would prefer not to entertain the idea at this time.

Following a comment from ATVA Glen Cole, Village Administrator Irvin read the comment from Annie Lenzke which stated: The real estate brokerages did receive the intended communications from the HPC then he introduced the queued caller.

Ms. Lenzke said her comment should have stated: The real estate community did not receive communication from the HPC. She wanted to be sure the real estate community weigh in on this matter because the managers at Caldwell Banker and Berkshire Hathaway stated they did not receive the communication, and other realtors she has spoken with were unaware of the communication.

President O’Hara said the proposed referral back to the HPC will allow an opportunity to seek information from everyone involved, slow the process, and maybe eventually find common ground.

Trustee Dewart made a motion to refer the recommended amendments back to the HPC for further discussion and public input. Trustee Charlot seconded the motion. The motion passed on the following roll call vote:

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

Village Administrator Irvin continued his report by stating Staff continues to conversation with the property owners of 718 Mountain Road, regarding a license agreement for use of Village property for the construction of bluff stabilization improvements, and once completed the agreement will be presented to the Board for consideration.

10. ITEM #8 – VILLAGE ATTORNEY’S REPORT

Village Attorney Peter Friedman had no report.

11. ITEM #9A – VILLAGE PRESIDENT’S REPORT: MOTION TO EXTEND THE VILLAGE PRESIDENT’S DECLARATION OF CIVIL EMERGENCY

President O’Hara reported on March 18, 2020 President O’Hara issued a Declaration of Emergency for the Village of Lake Bluff (Declaration) related to the COVID-19 emergency which has been subsequently extended at each meeting since that time and requested that the Declaration be extended until the next regular Village Board meeting.

Trustee Meyer made a motion to extend the Declaration until the adjournment of the next regular (November 9) or emergency Village Board meeting. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

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

12. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on October 9 and 16, 2020.

Trustee Markee made a motion to accept the correspondence as submitted. 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)

13. ITEM #11 – A RESOLUTION AMENDING RESOLUTION 2017-34 TO EXPAND THE OUTDOOR DINING FACILITY FOR PRAIRIE PERSPECTIVE LLC (Prairie Espresso – Scranton Alley)

President O’Hara reported in conjunction with the Board’s approval of Prairie Espresso’s special use permit and liquor license amendments on October 12, Prairie Espresso also requires an amendment to their license agreement for the use of Village property to add additional outdoor seating. The attached Resolution would authorize the addition of two tables on the public sidewalk in front of Prairie Espresso’s new 79 East Scranton Avenue tenant space as shown in the attached site plan. She further stated the conditions of Prairie Espresso’s current outdoor dining approval would continue to apply and are consistent with those applied to other sidewalk occupants in the Central Business District.

As there were no questions from the Board, Trustee Towle moved to adopt the resolution. Trustee Dewart 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)

14. ITEM #12 – AN ORDINANCE AMENDING TITLE 1 OF THE MUNICIPAL CODE REGARDING THE COMPREHENSIVE FEE SCHEDULE (Ambulance and Emergency Services Fees)

President O’Hara reported the Village last examined and modified ambulance fees in 2011 when the Village was engaged in negotiations with the City of Lake Forest regarding our IGA for Ambulance Services; ultimately, the Village determined to (i) cap the Village’s subsidy of ambulance services and (ii) shift the burden on the individual service user rather than continue having the taxpayer foot the bill for the greatest portion of the cost. Effective January 1, 2011 everyone using ambulance services was to be billed at a rate of \$1,335 per transport with the Village continuing to subsidize a portion of the bill from the general fund (\$533 per transport). Consistent with the financial arrangement with the City of Lake Forest, the Village’s fee structure was indifferent to the level of service provided whether it was Basic Life Support (BLS) Services or Advanced Life Support (ALS) Services.

President O’Hara reported the Village recently resolved a dispute with the City of Lake Forest and the new fee structure now resembles a “Time and Materials” approach (including new rates for Transports, Non-transports [where a person declines transport], Lift-Assist and Cancelled Calls for Service). After much discussion, the Finance Committee unanimously voted on October 7, 2020 to recommend the Village Board modify the fee schedule to reflect current service demands, better align with the recently adopted IGA structure, and attempt to offset related emergency service expenses. She further stated because Lake Forest billing rates to the Village are dynamic (actual rates fluctuate depending on numerous factors including total number of calls), the Village will need to revisit the fee schedule following every annual reconciliation by the City of Lake Forest. The attached ordinance includes the recommended service fee schedule:

Recommended Rate Structure				
Current Billing Rate		Proposed Schedule		
Transport	\$ 1,335.00	Transport	\$ 1,732.00	
No Transport	\$ 0	No Transport/Treatment Services	\$ 250.00	
List Assist	\$ 0	List Assist ¹	\$ 100.00	
Cancelled	-	Cancelled	-	
Mileage	\$ 0	Mileage	\$ 7.27	per mile

¹ Progressive billing approach (similar to false alarms): \$100 for first call, \$150 for second call, and \$300 thereafter for all other calls in 12 month period.

As there were no comments from the Board or Public, Trustee Meyer moved to approve first reading of the ordinance. Trustee Charlot 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)

15. ITEM #13 – AN ORDINANCE AMENDING THE LAKE BLUFF MUNICIPAL CODE REGARDING NO PARKING AREAS (Southside of East Woodland, East of Sheridan Road)

President O’Hara reported the Lake Bluff Municipal Code establishes traffic schedules and rules for the parking of motor vehicles which, from time to time, are modified to further promote order, safety and ease of movement for pedestrians, cyclists and vehicles. Currently, the parking rules (i) permit parking between Sheridan Road and Oak Avenue for no more than two hours on the south side of East Woodland Road and (ii) prohibit parking between Sheridan Road and Oak Avenue on the north side of East Woodland Road. After consulting with property owners in the immediate area, Village staff has determined that permitting parking on the south side of the street just east of Sheridan Road may prevent vehicles, including municipal service and emergency response vehicles, from freely traversing those streets. President O’Hara further stated this intersection is distinct from other east-west road connections along Sheridan Road in that there are residences on both the north and south side of the intersection in relatively close proximity to the property lines that limit visibility when vehicles are making east bound turning movements. Fire Chief David Graf, Police Chief Hosking and Village Engineer Jeff Hansen all support the implementation of this additional parking limitation.

In response to a question from Trustee Markee, Village Administrator Irvin said the amendment would prohibit parking 100 feet, between Sheridan Road and Oak Avenue on the south side of East Woodland Road.

Trustee Meyer expressed his opinion that this creates a public safety and visibility issues and he would be in favor of waiving second reading of the ordinance.

Following a question from President O'Hara, a brief discussion regarding parking restrictions followed.

As there were no further questions from the Board or Public, Trustee Markee moved to approve first reading of the ordinance as amended. Trustee Towle seconded the motion. The motion passed on the following roll call vote:

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

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

16. **ITEM #14 – A RESOLUTION GRANTING TEMPORARY APPROVAL TO OPERATE AND CONDUCT A FARMERS MARKET ORDER PICKUP ON VILLAGE PROPERTY**

President O'Hara reported at the Board's last meeting, the Farmers Market Committee is proposing to conduct a winter pickup point for market vendors this winter. The Resolution authorizes the Farmers' Market Order Pickup on the north side of the Train Station Parking Lot on Fridays through the start of the next regular Farmers Market in June 2021. Consistent with the Market's goals, the order pickup would support traffic to the Central Business District during the winter months. The pickup will operate for one hour on Friday mornings with 10 to 12 vendors participating. President O'Hara further reported an initial trial will begin in November through December with the possibility for this service to continue in early 2021 based on customer demand. Customers will only be allowed to purchase pre-ordered items from the vendors that will be available for pickup only; there will be no shopping at the Train Station Parking Lot.

President O'Hara reported as the Lake Bluff Metra station ridership and the purchase of Train Station Parking Lot passes remains depressed due to the COVID-19 emergency, the Farmers Market Order Pickup will be conducted on the north side of the Train Station Parking Lot. While the Village retains an independent contractor to serve as Market Manager for the summer market, no staffing is planned for the order pickup nor any other significant expenses. She further reported this service will require minimal signage and advertising and Village services (police, public works, etc.) will not be required to support the order pickup during the allotted hour each week.

In response to a question from Trustee Ankenman, ATVA Glen Cole said customers may pre-order items from the participating vendors listed on the Village website.

Village Administrator Irvin said Farmers Market has been an economic development tool for the Central Business District and hopefully this event will do the same.

Trustee Dewart said he thinks the proposed event, historic tours and the public art dog display helps to ameliorate or mitigate stress and add to the community during these tough times.

In response to a question from President O’Hara, ATVA Cole said the plan is to use a portion of the vendor participation fees to cover parking cost and advertisement on the Village website, community signboards, Lake Bluff Newsletter and maybe social media.

In response to a comment from Trustee Markee, Village Administrator Irvin said he does not foresee any issues with parking and noted that the Lake Forest Bank and Trustee recently held a touchless shredding event at the Metra train station parking lot and there were no parking conflicts.

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

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

17. ITEM #15 – TRUSTEE’S REPORT

There were no Trustee’s report.

18. ITEM #16 – CONSIDERATION OF THE OCTOBER 12, 2020 EXECUTIVE SESSION MEETING MINUTES

Trustee Towle moved to approve the October 12, 2020 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Dewart 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)

19. ITEM #18 – ADJOURNMENT

Trustee Meyer moved to adjourn the regular meeting. Trustee Markee seconded the motion and the motion passed on a unanimous roll call vote at 7:47 p.m.

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

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk