

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
VIRTUAL MEETING
FEBRUARY 8, 2021**

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

Absent: Aaron Towle, Village Trustee

Also Present: Megan Michael, Village Clerk
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Glen Cole, Assistant to the Village Administrator (ATVA)

2. PLEDGE OF ALLEGIANCE

President O’Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES OF THE JANUARY 25, 2021 VILLAGE BOARD REGULAR MEETING

As there were no comments from the Board, Trustee Dewart moved to approve the January 25, 2021 Board of Trustees Meeting Minutes as presented. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

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

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.

Following a request from President O’Hara, Village Administrator Drew Irvin said there are no queued requests.

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 26 – FEBRUARY 8, 2021 AND DECEMBER 2020 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$221,408.50 for January 26 – February 8, 2021 and expenditure of Village funds for payment of payroll in the amount of \$476,940.38 for December 2020 for a total amount of \$698,348.88

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

7. **ITEM #7 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Drew Irvin had no report.

8. **ITEM #8 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

9. **ITEM #9A – VILLAGE PRESIDENT’S REPORT: CONSIDERATION OF AN EXTENSION OF 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 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 Ankenman made a motion to extend the Declaration until the adjournment of the next regular (February 22, 2021) or emergency Village Board meeting. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

President O’Hara continued her report by stating many regions have moved to phase four of the Governor’s Restore Illinois Plan which eased the COVID-19 restrictions on businesses. She said the Metropolitan Mayors Caucus Task Force Committee will meet with Representatives from the Governor’s Office at its next meeting to discuss the possibility of lifting additional restrictions to protect local businesses during the pandemic.

10. ITEM #9B – VILLAGE PRESIDENT’S REPORT: APPOINTMENT OF DEB FISCHER TO THE JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS

President O’Hara reported subject to the consent of the Board of Trustees, the Village President appoints members to the Village’s various advisory Boards and Commissions. Village President O’Hara recommends the appointment of Deb Fischer to fill the vacant position on the Joint Plan Commission and Zoning Board of Appeals. If the proposed appointment is approved, Ms. Fischer term will expire on April 30, 2021.

As there were no comments, Trustee Charlot made a motion to approve the appointment. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

11. ITEMS #10 AND #11 – CONSENT AGENDA

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

- 10. Correspondence Delivered in the January 22 and 29, 2021 Informational Reports; and
- 11. A Resolution Reallocating the 2021 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 said 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. She further reported due to significant up-front issuance costs, IRBs less than \$2 million generally are not cost effective. 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. In addition, President O’Hara reported on January 15, 2021, Lake County Partners wrote to solicit the Village’s participation in the Pool via transfer of the Village’s 2021 volume cap (\$617,870) 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.

Trustee Dewart asked how Buffalo Grove rationalizes the cost for hosting the pool, Village Administrator Irvin said the activity predated him but Staff will do some research and report back to the Board at a future meeting.

Trustee Meyer moved to approve the consent agenda. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

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

12. ITEM #12 – SECOND READING OF AN ORDINANCE ESTABLISHING PERMANENT LICENSING REGULATIONS FOR CHICKENS AND BEES, AND AMENDING THE VILLAGE’S COMPREHENSIVE FEE ORDINANCE

President O’Hara reported on January 8, 2018, the Village Board approved two pilot programs to authorize the keeping of chickens and bee hives on residential properties that included a sunset provision ending the programs as of March 1, 2021. At its meeting on January 11, 2021, the Committee of the Whole directed Staff to present an Ordinance that would conclude the pilot programs and establish regulations to allow bees and chickens to be kept within the Village indefinitely. She further stated the Ordinance codifies the existing pilot programs with the following changes:

1. No sunset or expiration date.
2. Increases the initial application fee to \$100 and leaves in place a \$0 renewal cost. Current participants would be treated as renewals.
3. The removal of the following provisions inserted for the purposes of the pilot program:
 - a. Provisions concerning minimum lot size; specifically, the pilot program stated that “no more than two [...licenses...] shall be issued to lots less than 10,000 square feet” and “no permit shall be issued for a lot smaller than 7,000 square feet.”
 - b. The requirement that a public meeting be held prior to renewing a license.
4. Establishes a limit of 10 licenses. (The current limit under the pilot program is five; four are currently issued.)
5. Allows for waiver of a requirement that requires chicken coops to be located in the rear yard where similar visual screening, security, and privacy can be provided; this rear yard requirement is prohibitively difficult on some irregular and through lots.

6. Creates a time limit on appeals, which must be made to the Village Board within 30 days of the aggrieved action.
7. Only during the COVID-19 emergency, the Village Administrator retains the ability to issue new licenses without an advisory body's review only after providing an opportunity for neighborhood comment.

As there were no comments from the Board, Trustee Charlot moved to approve the ordinance. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Charlot, Dewart, Markee and Meyer

Nays: (0)

Absent: (1) Towle

13. **ITEM #13 – SECOND READING OF AN ORDINANCE AMENDING THE FIRST YEAR OF THE BIENNIAL BUDGET OF THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2022**

President O'Hara reported to align expenses with amounts noted in the first year of the multi-year budget and to reduce the General Fund revenues to reflect the anticipated revenue shortfalls due to the COVID-19 pandemic (as recommended by the Finance Committee and discussed by the Village Board), Staff recommends following past practice and revising the first year of the FY21 Biennial Budget in the amount of \$1,441,560 (revenue adjustment) and \$1,129,996 (expenditure adjustment). This memorialization includes the following expenses:

1. Resolution #2020-73 – Authorized additional accounting services of \$48,000.
2. FY20 rollover costs for installation of plaques in commemoration of the Quasiquicentennial year (\$7,706).
3. FY20 rollover costs related to the Village Hall generator noise reduction project (\$3,980).
4. FY20 rollover costs associated with the purchase of additional Fire Department turnout gear to include the FEMA Assistance to Firefighters Grant - Resolution #2019-51 (\$50,000).
5. Special Operations Fire Department dryer equipment purchase of \$ 7,975 offset with FEMA grant award EMW2018-FO-03603 received in FY21.
6. FY20 rollover costs of \$260,000 associated with outfall improvements.
7. Resolution #2020-40 – Authorized up to \$33,100 to perform professional engineering services for the East Terrace overland flow and stormwater utility studies. This amount was funded with Resolution #2020-43 transferring \$33,100 in General Fund monies back from the Water Fund.
8. Repairs needed for the diesel spill bucket (\$6,980) and also the emergency repair of the Public Works garage heaters (\$8,018).
9. FY20 rollover cost of \$14,942 related to the Moffett Road box culvert work.
10. FY20 rollover and change order costs of \$ 32,500 for Moffett/East Witchwood sanitary sewer work authorized by Resolution# 2020-37.
11. Water Meter Project expenses of \$623,695 from FY20 delayed due to COVID-19 restrictions.

In addition, President O’Hara reported funds are available to effectuate these expense modifications from sources other than the tax levy. The graph shows the impacts of these amendments and demonstrates the current general fund balance projection reflecting the planned fiscal position during this pandemic.

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

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

14. **ITEM #14 – A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH TESKA ASSOCIATES, INC. (Planned Residential Development Zoning Code and Land Use Review)**

President O’Hara reported last year the Village Board directed the Village Administrator to undertake a comprehensive review of the planned residential development (PRD) regulations and the underlying zoning districts in which a PRD may be located in order to determine whether and to what extent these regulations should be revised, updated, or replaced. As you will recall, the Village is looking to ensure the PRD tool provides:

- effective transitions between residential zoning districts of different densities;
- preservation of natural and historic resources within a PRD;
- coordination of the PRD mechanism with the Village’s other zoning and subdivision regulations, especially as it concerns development phasing; and,
- appropriate purpose statements, applicability, standards, and related land use controls and regulations for these special and unique residential developments.

President O’Hara reported to that end, the Village staff, Village Attorney and the Chair of the PCZBA (RFP Team) initiated a solicitation process to engage a firm with expertise in land use planning to lead the Village’s evaluation and revision process. After directly soliciting proposals from several different national/regional planning firms, four proposals were received; from this group, the RFP Team selected three firms for interview and then further narrowed the list to two for reference checks. She further stated ultimately, Teska Associates stood out as the most qualified firm in how their proposal, interview and references demonstrated their (i) clear understanding of the work to be performed (sound approach); (ii) high quality work of a similar nature; (iii) strong technical skills; (iv) clear satisfaction of clients; (v) familiarity with Lake Bluff; and (vi) efficient cost approach to complete the scope of work. The attached agreement (engagement not to exceed \$25,000) provides for the desired review and analysis along with numerous opportunities for public involvement.

Following a request from President O’Hara, Village Administrator clarified the comment regarding “numerous opportunities” and he provide information on the outlined tasks in Teska phased approach which involved a joint Village Board and PCZBA policy workshop, outreach

focus groups and individual interviews with stakeholders along with other opportunities that will be available for public comment on any proposed changes to the PRD regulation.

In response to a question from Trustee Charlot, Village Administrator Irvin said Teska's outlines a 90 day completion process but Staff anticipates the timeframe will be longer because it will take time to organize the joint meetings. He said if this should move forward, Mike Blue a Principal at Teska, will assist Staff with developing a project timeline.

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

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

15. **ITEM #15 – TRUSTEE’S REPORT**

There were no Trustee's report.

16. **ITEM #16 – CONSIDERATION OF THE JANUARY 25, 2021 EXECUTIVE SESSION MEETING MINUTES**

Trustee Markee moved to approve the January 25, 2021 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

President O'Hara said the regular meeting will adjourn after closed session because there will be no further public business to discussion.

17. **ITEM #17 – EXECUTIVE SESSION**

At 7:30 p.m. Trustee Ankenman moved to enter into Executive Session for the purpose of discussing Actual Litigation (5 ILCS 120/2(c)(11)). Trustee Markee seconded the motion. The motion passed on the following roll call vote:

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

18. **ITEM #18 – ADJOURNMENT**

Trustee Dewart moved to adjourn the regular meeting. Trustee Markee seconded the motion and the motion passed on a unanimous roll call vote at 8:30 p.m.

The motion passed on the following roll call vote:

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

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk