

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
VIRTUAL MEETING
MARCH 22, 2021**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O’Hara called the meeting to order at 7:00 p.m. and in the absence of Village Clerk Megan Michael, Deputy Village Clerk Drew Irvin 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

Absent: Megan Michael, Village Clerk

Also Present: Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Bettina O’Connell, Finance Director
Glen Cole, Assistant to the Village Administrator (ATVA)

President O’Hara said due to the COVID-19 emergency, and in accordance with Section 7(e) of the Open Meetings Act, this meeting will be held primarily virtually. At least one representative from the Village will be present at the Village Hall Board Room, 40 East Center Avenue, Lake Bluff, Illinois, and the virtual meeting will be simulcast for members of the public who do not wish to view the virtual meeting from another location. Pursuant to the Executive Orders issued by the Governor, the number of people who may gather at Village Hall for the meeting is limited due to mandated social distancing guidelines and limitations on gatherings. Accordingly, the opportunity to view the virtual meeting at Village Hall will be 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 MARCH 8, 2021 VILLAGE BOARD REGULAR MEETING**

As there were no comments from the Board, Trustee Markee moved to approve the March 8, 2021 Board of Trustees Meeting Minutes as presented. Trustee Ankenman 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)

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 MARCH 9 – MARCH 22, 2021**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$123,039.35 For March 9 – March 22, 2021 for a total amount of \$123,039.35. She said the invoice register report shows checks with a status of “open” or “paid”. All checks with the status of “open” are computer generated checks for the Board’s final approval. Checks with the status of “paid” are manual checks processed.

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

7. **ITEM #6B – FEBRUARY 2021 FINANCIAL REPORT**

At President O’Hara’s request, Finance Director Bettina O’Connell provided a summary of the February 2021 Financial Report highlighting major revenue sources and expenditures for the period.

- The monthly sales tax revenue on a cash basis for FY21 through February is \$2,740,394, which is \$142,853 or 5% less than FY20 cash receipts.
- Building Permit revenue for FY21 to date is \$289,115, \$4,415 more than the same reporting period last fiscal year.
- General Fund total revenues of \$9,196,781 are \$35,883 or 0.4% less than FY20 May-February revenues.
- FY21 current expenditures are consistent with or less than budgeted; the May-February expenditures of \$7,853,034 are \$536,278 less than the expenditures for the same period in FY20.

Finance Director O’Connell said 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 \$1,160.060**,
- 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 Markee, Finance Director O’Connell said as there was a lag in reporting and the State allowed delays in sales tax receipt she thinks some of the sales tax revenue may be recaptured in this fiscal year but, from a cash perspective, there would still be a percentage difference.

In response to a comment from Trustee Charlot, Finance Director O’Connell said historically there is a two to three month lag in Sales Tax receipting from the State and, because of the pandemic, the State allowed two more months delay for sales tax payments causing an additional lag. She said she expects the normal pattern of receipts will return as this is not a trend.

In response to a question from Trustee Meyer, Finance Director O’Connell said she thinks it is a reporting problem and she does not necessarily think the Village is seeing a decline in overall sales. Trustee Meyer expressed his opinion that he agrees and that as this is an artifact of reporting the Village could make up the sales tax receipts by the end of the year.

President O’Hara provided an update on the legislative actions in Springfield and the Governor’s proposed budget. She commented on how the proposed decrease in local distributed funds could impact local government municipalities. She said this is a chaotic time in Springfield in terms of bills and it is important that Staff pay strict attention to proposed legislative actions.

In response to a comment from Trustee Meyer, Finance Director O’Connell said historically the Village budgeted revenues account for reduced income tax projections.

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

8. **ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: Informational Report Regarding the Historic Preservation Commission’s Recommendations Concerning: (1) Changes to Historic Preservation Regulations; (2) Incentives for Historic Structures; and (3) Highest Priority Structures for Preservation**

Village Administrator Irvin introduced the agenda item and said Staff recommends a joint Historic Preservation Commission (HPC) and Board meeting to discuss the recommendations in detail.

In response to a comment from Trustee Markee, President O’Hara said the HPC has held several public listening sessions and receive feedback regarding the proposed historic preservation changes. She said an initial meeting will not preclude the possible of conducting subsequent meetings but it will allow the HPC an opportunity to meet directly with the Board to determine how to proceed.

Following a brief discussion, it was the consensus of the Board to direct Staff to schedule a joint Committee of the Whole and HPC meeting.

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

Village Attorney Peter Friedman said the Governor usually issues an emergency declaration extension at the end of the month and Staff expects he may extend the disaster declaration which suspend the Open Meetings Act (OMA) provision relating to in-person attendance by members of a public body. However, if he does not reissue his findings regarding in-person attendance by members of the public then Village Hall must reopen for formal meetings subject to social distancing requirements.

President O’Hara said she has attended several Metropolitan Mayor’s Caucus meeting and, with more people getting vaccinated, it is likely Village Halls will reopen.

10. **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 (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 Ankenman made a motion to extend the Declaration until the adjournment of the next regular (April 12, 2021) or emergency Village Board meeting. 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)

11. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on March 5 and 12, 2021.

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

12. ITEM #11 – A PUBLIC HEARING TO CONSIDER AWARDING A FRANCHISE FOR THE COLLECTION OF WASTE FROM NON-RESIDENTIAL LOCATIONS AND ANY PROPOSED FRANCHISE FEES

President O’Hara reported as directed by the Village Board in November and consistent with State law, Staff is concluding a competitive request for proposals process to award the Village’s exclusive residential and commercial solid waste hauling franchises to a private firm. State statute requires that, in order to award the Village’s first commercial franchise:

“After issuing a request for proposal, the municipality may not award a franchise without first: (i) allowing at least 30 days for proposals to be submitted to the municipality; (ii) holding at least one public hearing after the receipt of proposals on whether to award a franchise to a proposed franchisee; and (iii) providing at least 30 days’ public notice of the hearing. At the public hearing, the municipality must disclose and discuss the proposed franchise fee or calculation formula of such franchise fee that it will receive under the proposed franchise.”
(65 ILCS 5/11-19-1(b))

President O’Hara reported accordingly, Staff provided 30 days advance notice of a public hearing scheduled for Monday, March 22 at 7 p.m. to satisfy requirements (ii) and (iii) listed above. The Village’s evaluation subcommittee and Staff are still engaged in the evaluation and negotiation process and, accordingly, are not yet ready to recommend award of the commercial franchise to a specific proposal. Accordingly, Staff recommends the Village open the public hearing, accept any comments, and continue the hearing to the Village Board’s next meeting on Monday, April 12, 2021 at 7 p.m.

Following a request from President O’Hara, Village Administrator Irvin said Staff is hopeful that contracts will be presented to the Board for consideration at its next meeting.

As there were no comments from the Board or Public, President O’Hara continued the public hearing to the April 12th Board meeting.

13. **ITEM #12 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH SCHROEDER & SCHROEDER, INC OF SKOKIE, ILLINOIS AND WAIVER OF COMPETITIVE BIDS FOR THE VILLAGE OF LAKE BLUFF’S FY2022 PORTLAND CEMENT CONCRETE (PCC) SIDEWALK REPLACEMENT PROJECT**

President O’Hara reported in 2019 the Village of Lake Bluff, through the Municipal Partnering Initiative (MPI), teamed up with the Cities of Highland Park and Lake Forest and the Villages of Glencoe, Lincolnwood, and Winnetka to jointly bid the Concrete Street, Curbs & Sidewalk work for all five municipalities. The Village subsequently awarded the project to the lowest bidder, Schroeder & Schroeder, Inc. of Skokie, Illinois. President O’Hara further reported in 2020 the Village and Schroeder & Schroeder agreed to extend the contract with no increase in price from the 2019 bid. For 2021 Schroeder & Schroeder has offered to extend the contract with a 1.4% increase in unit prices. For your information, no new MPI bid was solicited this year for PCC sidewalk work. Village Staff believes it is in the best interest of the Village to agree to the 1.4% increase, waive the competitive bidding process and award a contract in the amount of \$35,000 to Schroeder and Schroeder based on the following:

1. The last time the Village bid this project independently the unit costs were approximately 30% higher than the MPI bid of that same year and 28% higher than the currently proposed unit costs.
2. The comparable concrete items in the recently opened bid for street resurfacing were 20-25% higher than the proposed sidewalk program unit costs.
3. A community that was in the 2019 MPI bid took new bids for their concrete work earlier this year and saw an increase of 7% in their prices for a greater quantity of work.

In addition, President O’Hara reported the Village’s proposed FY2022 Budget includes \$35,000 for the PCC Sidewalk Replacement Project. Typically, the Village adjusts the quantity of sidewalks to be replace to be equal to or slightly less than the budgeted amount. Schroeder and Schroeder has successfully completed numerous concrete sidewalk replacement projects for the Village in the past. The Village Engineer is recommending the waiver of competitive bidding and that an award be made to Schroeder & Schroeder, Inc. in the amount of \$35,000.

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

14. ITEM #13 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH PETER BAKER & SON CONSTRUCTION FOR THE VILLAGE OF LAKE BLUFF’S FY2022 STREET IMPROVEMENT PROGRAM

President O’Hara reported the Village of Lake Bluff partnered with the City of Lake Forest and Libertyville Township to jointly bid the FY2020 roadway improvement program. The Village’s scope of work includes street resurfacing, street patching, resurfacing of the Lake Bluff Library’s parking lot and resurfacing of the Village’s Public Safety Building parking lot at the building’s public entrance. In an effort to achieve economies of scale a joint procurement process was undertaken that yielded five bids. She further reported the lowest bid was submitted by Peter Baker & Son of Lake Bluff, Illinois with an amount attributable to Lake Bluff’s portion of the work at the price of \$323,554.50. A comparison to the unit prices the Village received for the FY2019 Street Resurfacing Program shows that the prices of the current bid are approximately 9% lower than the prior year.

President O’Hara reported the Village’s proposed FY2020 Budget includes a total of \$600,000 for the Street Improvement Program; which is also to fund a project in the fall of 2021 to resurface and make certain streetscape improvements along Block 2 of the Village’s downtown. The contract with Peter Baker and Son and related inspection work will leave approximately \$250,000 for that future downtown project. The work to resurface the Library’s parking lot will be paid by the Library. President O’Hara further reported since Peter Baker & Son has performed street improvement projects in the Village for many years and has proven to be capable of completing the work, the Village Engineer is recommending that the Village Board award the contract to Peter Baker & Son for the amount of \$323,554.50.

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

15. ITEM #14 – AN ORDINANCE GRANTING A VARIATION FROM THE VILLAGE’S FRONT YARD SETBACK RESTRICTIONS (673 Maple Avenue)

President O’Hara reported on July 23, 2018, the Village of Lake Bluff adopted Ordinance 2018-14, which provided a 20-foot, 6-inch (68%) variation from the front yard setback applicable to 673 Maple Avenue, an irregular lot and a designated historic landmark in the Village. The variation would allow for the reconstruction and expansion of an addition to the south elevation of the single-family residence located upon the subject property. At that time, the Petitioner asserted that a 20-foot, 6-inch variation from the Village’s front yard setback regulations was necessary to allow the reconstruction and expansion of a previous addition that is not compatible with the historic structure. Their application also noted the lot’s irregular shape, the ravine that runs through the lot, and the distance of the principal structure from other structures as causing unique hardship. President O’Hara further reported after granting the variation in 2018, the Applicant did not construct the approved improvements within the time limit provided by the Zoning Code (Section

10-2-4(F)(1)) and now seeks the same relief to allow for the construction of the improvements. After conducting a public hearing at its March 17 regular meeting, the Joint Plan Commission and Zoning Board of Appeals unanimously recommended that the Village Board grant the requested relief.

Trustee Meyer asked if second reading could be waived as the variation has already been approved and there were no objections from the Board.

Trustee Meyer moved to approve first reading of the ordinance. 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)

As there were no comments from the Board, Trustee Meyer moved to waive second reading of the ordinance. Trustee Charlot 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)

16. ITEM #15 – TRUSTEE’S REPORT

There were no Trustee’s report.

17. ITEM #17 – ADJOURNMENT

Trustee Meyer moved to adjourn the regular meeting. Trustee Dewart seconded the motion and the motion. The motion passed on the following roll call vote at 7:40 p.m.

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

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk