

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING**

Monday, April 26, 2021
7:00 P.M.
40 East Center Avenue
Village Hall Board Room

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 E. 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.

Members of the public may view and participate in the meeting via:

Online (**strongly recommended**): lakebluff.org/VirtualMeeting

OR

Dial-in: **(312) 626-6799**. Enter meeting ID **880 3237 9888**. Press # when prompted for a Participant ID.

IMPORTANT: Additional instructions are available in the agenda packet immediately following the agenda.

The meeting will be live-streamed at lakebluff.org/Channel19 and broadcast live on Comcast Channel 19. Once available, a recording of the meeting will be posted on the Village website and periodically rebroadcast on Channel 19.

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. AWARDS AND PROCLAMATIONS
 - a) A Proclamation Declaring May 2021 “National Preservation Month” in the Village of Lake Bluff
 - b) A Proclamation Declaring May 2021 “National Bike Month” and the Week of May 17-23, 2021 “Bike to Work Week” in the Village of Lake Bluff
 - c) A Proclamation Declaring May 2021 “Mental Health Awareness Month in Lake Bluff”
4. CONSIDERATION OF THE MINUTES OF THE APRIL 12, 2021 VILLAGE BOARD MEETING
5. NON-AGENDA ITEMS AND VISITORS

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.
6. VILLAGE BOARD SETS THE ORDER OF THE MEETING

The Village President and Board of Trustees will entertain requests from anyone present on the order of business to be conducted during the Village Board Meeting.
7. VILLAGE FINANCE REPORT
 - a) Warrant Reports for April 13 – April 26, 2021
 - b) March 2021 Financial Report
8. VILLAGE ADMINISTRATOR’S REPORT
 - a) Informational Report Regarding the Joint Plan Commission and Zoning Board of Appeals Recommendation Regarding Accessory Dwelling Units

9. VILLAGE ATTORNEY’S REPORT

10. VILLAGE PRESIDENT’S REPORT CONSIDERATION OF AN EXTENSION OF THE VILLAGE PRESIDENT’S DECLARATION OF CIVIL EMERGENCY

11. VILLAGE PRESIDENT’S REPORT APPOINTMENTS TO VILLAGE ADVISORY BOARDS AND COMMISSIONS

- a) Architectural Board of Review (Neil Dahlmann, Sheree Dittmer, Matthew Kerouac and Chair Robert Hunter)
- b) Board of Fire & Police Commissioners (Kimberly Hauer and Gerard McDermott)
- c) Historic Preservation Commission (Margarette Minor and Chair Steve Kraus)
- d) Joint Plan Commission and Zoning Board of Appeals (Deborah Fischer, George Russell and Chair Gary Peters)
- e) Police Pension Fund Board (Brad Adams)
- f) Senior Resources Commission (Jill Dahlmann Rosa and Ed Richardson)
- g) Committee Representing Our Your Adults (Carolyn Bielski)

CONSENT AGENDA

12. ACCEPTANCE OF THE CORRESPONDENCE

Please note all correspondence was delivered to the Village Board of Trustees in the Informational Reports on April 9, 2021.

13. A RESOLUTION APPROVING THE APPOINTMENT OF THE BUILDING COMMISSIONER AND DEPUTY BUILDING COMMISSIONERS

14. A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK FOR THE VILLAGE OF LAKE BLUFF

15. A RESOLUTION APPROVING THE VILLAGE OF LAKE BLUFF 2021-2022 OFFICIAL PAY PLAN

OTHER BUSINESS

16. A RESOLUTION HONORING THE PUBLIC SERVICE OF DAVID GRAF AND AWARDING HIM THE PHYLLIS ALBRECHT AWARD FOR DISTINGUISHED SERVICE TO THE VILLAGE OF LAKE BLUFF

17. SECOND READING OF AN ORDINANCE ADOPTING THE BIENNIAL BUDGET UPDATE FOR THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEARS COMMENCING MAY 1, 2021 AND ENDING APRIL 30, 2022

18. SECOND READING OF AN ORDINANCE AMENDING TITLE I OF THE MUNICIPAL CODE OF THE VILLAGE OF LAKE BLUFF REGARDING THE COMPREHENSIVE FEE SCHEDULE

19. A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE CONSTRUCTION ENGINEERING SERVICES AGREEMENT FOR THE 2021 MOTOR FUEL TAX STREET IMPROVEMENT PROJECT

20. A PUBLIC HEARING TO CONSIDER AWARDING A FRANCHISE FOR THE COLLECTION OF WASTE FROM NON-RESIDENTIAL LOCATIONS AND ANY PROPOSED FRANCHISE FEES

21. TRUSTEE’S REPORT

22. CONSIDERATION OF THE APRIL 12, 2021 EXECUTIVE SESSION MEETING MINUTES

23. EXECUTIVE SESSION

24. ADJOURNMENT

*R. Drew Irvin
Village Administrator*

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin, Village Administrator, at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

VIDEO MEETING GUIDE

Format: Our goal is to provide a meeting that is as similar as possible to an in-person experience. Members of the public will be given opportunities to speak at the start of the meeting and before each agenda item.



**NORTH SHORE LIFE
LAKE BLUFF STYLE**

We will use Zoom Webinars for this meeting. In this product:

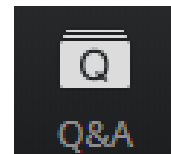
- Panelists (Trustees, Staff, etc.) control their own ability to speak and transmit video.
- Attendees (members of the public) can see the meeting, but cannot transmit audio or video unless recognized by the chair. (See below for how to be recognized.)
- One or more staff members will act as hosts and help organize the meeting.

Rules:

- [An online guide to using Zoom is available here.](#) Please know that the Village cannot provide technical support. [You should test your ability to use Zoom ahead of time.](#)
- Ideally, all participants should join using the Zoom application so that they can experience the full meeting. While participants may call-in, this is a lower quality experience.
- All participants should use their real name (first and last) to identify themselves in the meeting. People using aliases or pseudonyms will not be recognized.
- All participants should stay muted unless they are actively speaking. Your mute may be enabled remotely if you are echoing or transmitting background noise.
- Elected officials participating with video should keep their video enabled at all times. Village Staff should disable their video unless they are participating in a discussion.
- In Lake Bluff meetings, text chat and private messaging features are disabled.

Public Participation: To participate in the meeting, members of the public can:

- Submit a comment or question using [Zoom's Q&A feature](#). Written items will be read aloud and answered as necessary. You can also ask to be recognized by the chair. You will be able to speak directly to the Board and may choose to send video.
- Phone users can dial *9 and will be placed into a queue to be recognized by the chair.
- Email comments in advance to vlb@lakebluff.org. Emails should list the meeting and date in the subject line (e.g. "April 13 Village Board meeting") and should identify the author by name. Emails will be shared electronically, and those that are 200 words or shorter will generally be read aloud by a staff member during the appropriate comment period.



Village of Lake Bluff – Video Meeting Guide

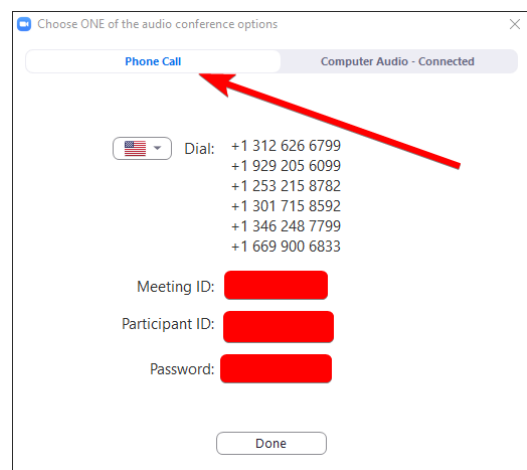
Technical setup. The ideal attendee has:

- **Device:** The ability to transmit and receive video.
- **Audio:** Clear audio that does not echo or transmit background noise.
- **Connection:** A stable, high-quality internet connection.

	Device	Audio	Connection
Ideal	Zoom app on a desktop or laptop	A headset with microphone	Wired connection via Ethernet
Okay	Zoom app on a mobile phone or tablet	A headset (using built-in microphone) Using a phone to dial in	Connected wirelessly via WiFi
Not ideal	Calling into conference line (without Zoom app)	Computer speakers (using built-in microphone) Speakerphone on phone	Connected via 4G / LTE (cellular data) Using a phone to dial in
Tips	<ul style="list-style-type: none"> • Use a stable surface so that your video doesn't move or shake. • Have a “boring” background that isn't distracting (e.g. others moving around). 	<ul style="list-style-type: none"> • Pick a quiet place as your workspace. • Keep yourself muted when you are not talking. 	<ul style="list-style-type: none"> • If you have to use WiFi, try to pick a workspace close to your router. • Discourage other household members from streaming video during the meeting.

Tips:

- You will appear more natural if you look directly at your camera when speaking. It may help you to put your camera near your monitor.
- While muted, you can [hold the spacebar to unmute yourself temporarily](#) (push-to-talk, like a walkie talkie). It will mute you again as soon as you release the spacebar.
- If you do not have a headset, you can use the Zoom application on your PC but [dial-in using your phone](#). This will let you see and share video, and also let you control if you are muted using your PC. This may reduce echo and background noise for those individuals without headsets.



Joining via video but using a phone call for audio.

Village of Lake Bluff – Video Meeting Guide

Frequently Asked Questions

Q: How do I participate in a meeting?

A: If you would like to participate in the meeting live, a URL will be listed on the top of the agenda that will invite you to join the meeting via Zoom. You can also dial-in using the phone number shown on the agenda, but this is a lower quality experience.

You can also watch the meeting live at lakebluff.org/channel19 or by turning on Comcast Channel 19. Meetings are rebroadcast periodically.

Q: How do I submit a public comment?

A: An opportunity is provided for the public to comment on each agenda item before the Board votes. Additionally, a time is provided early in the agenda to address the Board regarding any matters not on the agenda. To submit a comment:

Via Zoom. Submit a comment or question using [Zoom’s Q&A feature](#). Written items will be read aloud and answered as necessary. You can also ask to be recognized by the chair.

Via Phone. If you are participating by phone, you can dial *9 and be recognized by the chair.

Via Email. Finally, you can email comments in advance to vlb@lakebluff.org. Emails should list the meeting and date in the subject line (e.g. “April 13 Village Board meeting”) and should identify the author by name. Emails will be shared electronically, and those that are 200 words or shorter will generally be read aloud by a staff member during the appropriate comment period.

Q: How do I get technical support?

A: Unfortunately, the Village cannot provide technical support. [An online guide to using Zoom is available here](#). Make sure to [test your ability to use Zoom ahead of time](#). If you are unable to use Zoom, you may use the call-in number, live stream link, and/or submit questions via e-mail.