

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR VIRTUAL MEETING
APRIL 26, 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 Village Clerk Megan Michael called the roll.

The following were present:

Village President: Kathleen O’Hara

Trustees: Barbara Ankenman
Mark Dewart
Joy Markee
William Meyer
Aaron Towle

Absent: Regis Charlot, Trustee

Also Present: Megan Michael, Village Clerk
Ben Schuster, Village Attorney
Drew Irvin, Village Administrator
Bettina O’Connell, Finance Director
David Graf, Fire Chief
Glen Cole, Assistant to the Village Administrator (AVA)

2. PLEDGE OF ALLEGIANCE

President O’Hara led the Pledge of Allegiance.

3. AWARDS AND PROCLAMATIONS

President O’Hara read the proclamations declaring May 2021 *National Preservation Month*, May 2021 *National Bike Month* and the Week of May 17-23, 2021 *Bike to Work Week* and May 2021 *Mental Health Awareness Month* in Lake Bluff.

4. CONSIDERATION OF THE MINUTES OF THE APRIL 12, 2021 VILLAGE BOARD MEETING

Trustee Ankenman moved to approve the April 12, 2021 Board of Trustees Regular Meeting Minutes as presented. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

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

5. ITEM #5 – 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.

6. ITEM #6 – VILLAGE BOARD SETS THE ORDER OF THE MEETING

Trustee Towle moved to take agenda Item #16 then return to the regular order. Trustee Ankenman seconded the motion. The motion passed on an unanimously voice vote.

7. ITEM #16 – A RESOLUTION HONORING THE PUBLIC SERVICE OF N. DAVID GRAF AND AWARDING HIM THE PHYLLIS ALBRECHT AWARD FOR DISINGUISHED SERVICE TO THE VILLAGE OF LAKE BLUFF

President O’Hara announced that the Phyllis Albrecht Award is conferred on N. David Graf for distinguished service to the Village of Lake Bluff then she read the resolution and presented him with a framed copy. President O’Hara said Mr. Graf has been an exemplary leader and she hopes everyone understands how valuable he is to the community.

Mr. Graf thanked President O’Hara for her dedicated service to the Village then he commented on why the Phyllis Albrecht Award was significant to him. He said he and his family has been blessed to live in this incredible, charming and wonderful community. Mr. Graf said it has been an honor to participate in managing and establishing the Village government but the residents are the true essence of the Village.

Ed Holstein, longtime Village resident and former Village Board member, thanked Mr. Graf for all his years of service and said it was an honor to serve with him.

Trustee Dewart made a motion to approve the resolution. Trustee Towle seconded the motion. The motion passed on the following roll call vote:

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

8. ITEM #7A – WARRANT REPORT FOR APRIL 13 – 26, 2021

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$285,471.94 for April 13 – April 26, 2021 for a total amount of \$285,471.94.

As there were no question from the Board, Trustee Ankenman moved to approve the Warrant Report. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

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

9. ITEM #7B – MARCH 2021 FINANCIAL REPORT

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

- While the monthly sales tax revenue on a cash basis for FY21 through March is \$3,096,901, which is \$94,185 or 3% less than FY20 cash receipts, it is anticipated that sales tax at the end of FY21 will be almost on par with the prior fiscal year despite the impact of the COVID-19 pandemic.
- Building Permit revenue for FY21 to date is \$343,072, \$9,433 less than the same reporting period last fiscal year.
- General Fund total revenues of \$9,848,481 are \$63,045 or 0.6% less than FY20 May-March revenues.
- FY21 current expenditures are consistent with or less than budgeted; the May-March expenditures of \$8,388,835 are \$452,419 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 there have been discussions regarding a 10% decrease to the local government distributive fund (LGDF), not an increase to the fee portion of the sales tax, which could impact municipal revenue by \$60,000 to \$70,000 a year and she noted the Village has always historically budgeted under the anticipated amounts. A discussion followed.

President O’Hara said various governmental agencies are working together to provide the public information regarding the proposed LGDF decrease recommended by the Governor and how it will impact local governments. She said the funds were traditionally earmarked for municipalities and the reduction could hamper the ability of municipalities to provide services to their residents.

In response to a question from Trustee Dewart, Village Attorney Ben Schuster said this is not a Constitutional issue but a legislative prerogative because LGDF are controlled by the State and the General Assembly determines how the funds are allocated. A discussion followed.

As there were no further questions from the Board, Trustee Towle moved to accept the Finance Report. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

10. ITEM #8A – VILLAGE ADMINISTRATOR’S REPORT: INFORMATIONAL REPORT REGARDING THE JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS RECOMMENDATION REGARDING ACCESSORY DWELLING UNITS

Village Administrator Drew Irvin said the Plan Commission and Zoning Board of Appeals (PCZBA) continues to review the concept of accessory dwelling units (ADU) as a component of its alternative housing strategy and have shared its recommendations with the Architectural Board of Review for comments regarding building heights limits and setbacks. Staff is presenting the report to the Board to seek feedback regarding the matter.

Trustee Markee said she would prefer a special use permit and/or architectural review process be applied to ADUs as well as height restrictions. If a detached structure was built she would prefer it has the same features as the principal structure on the lot.

Trustee Dewart expressed his understanding that this is an extension of the Village’s Strategic Plan and said it is critical for design consistency regarding secondary structures. He said a special use permit or architectural review process should apply to ADUs as well as height restriction because ADUs should not exceed the height of the principal structure.

Trustee Meyer asked if split level ADUs have been addressed. He said ADU’s is an idea that merit serious consideration because it is consistent with the character of the community, add options for families but needs limitation should it move forward.

President O’Hara said it will take time for the concept to come to fruition but there has been interest expressed by the community and it should move forward.

11. ITEM #9 – VILLAGE ATTORNEY’S REPORT

Village Attorney Ben Schuster had no report.

12. ITEM #10 – 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 (May 10, 2021) or emergency Village Board meeting. Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

President O’Hara shared a personal encounter with a new resident that commented on all the amenities which lead him to retire in Lake Bluff.

13. ITEM #11 – VILLAGE PRESIDENT’S REPORT: APPOINTMENTS TO VILLAGE ADVISORY BOARDS AND COMMISSIONS

President O’Hara said the current and newly elected Village Presidents are required by the municipal code to appoint/reappoint members to the Village’s various advisory Boards and Commissions, subject to the consent of the Board of Trustees. The following Village residents are recommended as indicated below:

Architectural Board of Review (2 year term):	Neil Dahlmann Sheree Dittmer Matthew Kerouac
Board of Fire & Police Commissioners	Kimberly Hauer Gerard McDermott
Historic Preservation Commission (4 year term):	Margarette Minor
Joint Plan Commission and Zoning Board of Appeals	Deborah Fischer George Russell
Police Pension Fund Board (2 year term)	Brad Adams
Senior Resources Commission	Jill Dahlmann Rosa Ed Richardson
Committee Representing Our Young Adults	Carolyn Bielski

In addition, President O’Hara said the Village President also recommends reappointment of the following chairpersons and vice chairperson to one year terms:

- Architectural Board of Review Chair – Robert Hunter
- Historic Preservation Commission Chair – Steve Kraus
- Plan Commission and Zoning Board of Appeals Chair – Gary Peters

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

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

14. ITEM #12, #13, #14 AND #15 – CONSENT AGENDA

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

- 12. Correspondence Delivered in the April 9, 2021 Informational Report;
- 13. A Resolution Approving the Appointment of the Building Commissioner and Deputy Building Commissioners; and
- 14. A Resolution Adopting a Revised Employee Handbook for the Village of Lake Bluff; and
- 15. A Resolution Approving the Village of Lake Bluff 2021-2022 Official Pay Plan.

As there were no comments from the Board, Trustee Towle moved to approve the consent agenda. Trustee Dewart seconded the motion. The motion passed on the following roll call vote:

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

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

President O’Hara reported this tentative budget, in the amount of **\$16,476,396** plus **\$1,777,350** in inter-fund transfers for FY2022, includes the Village of Lake Bluff funds and the Lake Bluff Public Library funds. The Village is submitting an update to its two-year fiscal plan; this update to the multi-year budget process emphasizes long-range planning, budgeting for results, effective program management, and fiscal responsibility. Specifically, the primary objectives of this budget are to: (i) maintain current fund balances at or above Village minimum reserve levels, (ii) control operational costs, (iii) continue reinvestment in Village infrastructure, and (iv) continue to deliver quality and efficient services. Additionally, this budget has been assembled with the intention to allocate resources consistent with the developed 2023 Village Strategic Plan.

President O’Hara reported the operating budget (all costs except capital and contingency) for the Village and the Library is \$12.35 million for FY2022, representing a 2.17% decrease from the previous year budget. The capital expenditure budget of \$3.87 million for FY2022 represents 23% of the total budgeted expenditures. Property taxes and sales taxes continue to be the two largest sources of revenue at \$4.56 million and \$3.9 million respectively. Sales tax revenue projections are flat for FY2022 as we continue to monitor the economic effects of the pandemic. The FY21 budget modifications reduced revenue expectations and deferred certain capital investment, namely contributions to the Vehicle/Equipment Replacement Fund (VERF). The FY22 Budget update includes a partially reinstated contribution of \$180,000 to the VERF. President O’Hara further reported on March 22, 2021 the Village Finance Committee discussed and recommended approval of this tentative budget document, which was available for public inspection on March 23, 2021 at the Village Hall, the Public Safety Building as well as on-line at the Village’s website at lakebluff.org. The Board unanimously approved first reading of the ordinance at its April 12 meeting.

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

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

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

President O’Hara reported as part of the biannual budget development process, Staff and the Finance Committee review the Village’s comprehensive fee schedule. At its March 8 meeting, the Committee reviewed the financial situation of the Village’s water fund and recommended a 2.5% increase in the water rate in order to provide additional funds to support operations and capital improvements. She further reported the attached Ordinance would enact these changes effective May 1, 2021. The Board unanimously approved first reading of the ordinance at its April 12 meeting.

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

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

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

President O’Hara reported on April 13, 2020 the Village Board approved resolution authorizing the execution of a construction engineering services agreement with Gewalt Hamilton Associates Inc. to perform construction engineering services for the Village’s 2020 Motor Fuel Tax (MFT) Street Improvement Program in the amount of \$47,088. During the project the Village added \$43,000 of work to the construction contract to repair street inlets that partially failed during significant rainfalls in May of 2020. Gewalt Hamilton Associated provided services in coordinating and inspecting the work on the street inlets. The fees for this additional work amount to \$4,203. President O’Hara further reported the Village’s FY2021 budget contains adequate funding for the increase in costs in the 2021 MFT Street Improvement Program. In accordance with the Village Purchasing Policy, a change order of this amount requires the approval of the Village Board. In addition, she reported the Village Engineer recommends that the Village Board approve the change order to the construction engineering services agreement with Gewalt Hamilton Associates for the increase in services required during the 2021 MFT Street Improvement Program.

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

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

18. ITEM #20 – 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. Since its March 22, 2021 meeting and most recently at its April 12, 2021 meeting, the Village Board has continued the public hearing. President O’Hara further reported the Village’s evaluation subcommittee and Staff continue to negotiate with proposers and, accordingly, are not yet ready to recommend award of the commercial franchise. Accordingly, Staff recommends the Village resume the public hearing, accept any comments, and continue the hearing to the Village Board’s next meeting on Monday, May 10, 2021 at 7 p.m.

As there were no comments from the Board of Public, Trustee Meyer made a motion to continue the public hearing until the May 10, 2021 meeting. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

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

19. ITEM #21 – TRUSTEE’S REPORT

Trustee Dewart said strategic vision is critical for the Village moving forward as well as meaningful recognition and he thanked the Board and Staff for their financial visions which allowed the Village to weather the previous year.

20. ITEM #22 – CONSIDERATION OF THE APRIL 12, 2021 EXECUTIVE SESSION MEETING MINUTES

Trustee Towle moved to approve the April 12, 2021 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

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

21. ITEM #23 – EXECUTIVE SESSION

At 8:14 p.m. Trustee Ankenman moved to enter into Executive Session for the purpose of discussing Disposition of Property (5 ILCS 120/2(c)(6)). Trustee Meyer seconded the motion. The motion passed on the following roll call vote:

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

There being no further business to discuss, Trustee Towle moved to adjourn out of executive session. Trustee Meyer seconded the motion and at 8:51 p.m. the motion passed on the following roll call vote:

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

22. ITEM #24 – ADJOURNMENT

Trustee Dewart moved to adjourn the regular meeting. Trustee Meyer seconded the motion and the motion passed on a unanimous voice vote at 8:52 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk