

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

Monday, May 24, 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 **849 3250 5127**. 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.

REVISED
MEETING NOTICE AND AGENDA

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. AWARDS AND PROCLAMATIONS
 - a) GFOA Certification of Achievement in Financial Reporting for FY20 Comprehensive Annual Financial Report
 - b) Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Accreditation Award
4. CONSIDERATION OF THE MINUTES OF THE MAY 10, 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 May 11 – May 24, 2021
 - b) April 2021 Finance Report

8. VILLAGE ADMINISTRATOR’S REPORT

- a) Discussion Regarding the Scranton Avenue Streetscape Improvement Project

9. VILLAGE ATTORNEY’S REPORT

10. VILLAGE PRESIDENT’S REPORT

- a) Consideration of an Extension of the Village President’s Declaration of Civil Emergency
b) Appointment and Approval of Stephen Rappin to the Lake Bluff Village Board of Trustees

CONSENT AGENDA

11. ACCEPTANCE OF THE CORRESPONDENCE

Please note all correspondence was delivered to the Village Board of Trustees in the Informational Reports on May 7 and 14, 2021

12. A RESOLUTION APPROVING A SECOND AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH PASSPORT LABS, INC.

13. A RESOLUTION APPROVING AN OUTDOOR DINING FACILITY FOR REV CYCLES, LLC (“BONK” – 79 East Scranton Avenue)

14. A RESOLUTION APPROVING THE EXTENSION OF A SPECIAL USE PERMIT AND VARIATIONS FOR A RESTAURANT AND DRINKING PLACE (Lawrence English Pub – 103–13 East Scranton Avenue)

15. A RESOLUTION AUTHORIZING CERTAIN VILLAGE OFFICIALS’ SIGNATURES WITH LAKE FOREST BANK & TRUST

OTHER BUSINESS

16. A RESOLUTION APPROVING THE TEMPORARY INCREASE IN THE NUMBER OF AUTHORIZED POSITIONS (Police Officer)

17. AN ORDINANCE AMENDING THE INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE SOLID WASTE AGENCY OF LAKE COUNTY, ILLINOIS (SWALCO)

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

19. TRUSTEE’S REPORT

20. EXECUTIVE SESSION

21. 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:

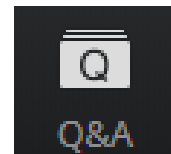
- Panelists (Trustees, Staff, etc.) control their own ability to speak and transmit video.
- Attendees (members of the public) can see the meeting, but cannot transmit audio or video unless recognized by the chair. (See below for how to be recognized.)
- One or more staff members will act as hosts and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

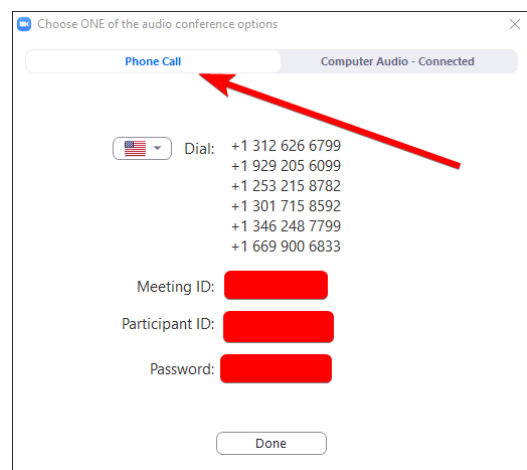
Technical setup. The ideal attendee has:

- **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.