

**VILLAGE OF LAKE BLUFF  
BOARD OF TRUSTEES  
REGULAR VIRTUAL MEETING  
MAY 24, 2021**

**APPROVED MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

Village President Charlot called the meeting to order at 7:00 p.m. and Village Clerk Katharine Hatch called the roll.

The following were present:

Village President: Regis Charlot

Trustees: Barbara Ankenman  
Kate Briand  
Taryn Fisher  
Joy Markee  
Stephen Rappin  
Susan Rider

Also Present: Katharine Hatch, Village Clerk  
Peter Friedman, Village Attorney  
Drew Irvin, Village Administrator  
Bettina O’Connell, Finance Director  
Matt Smizinski, Deputy Police Chief (DPC)  
Tom Vinson, Police Sergeant  
Jeff Hansen, Village Engineer  
Glen Cole, Assistant to the Village Administrator (AVA)

**2. PLEDGE OF ALLEGIANCE**

President Charlot led the Pledge of Allegiance.

**3. AWARDS AND PROCLAMATIONS**

President Charlot reported the Government Finance Officers Association (GFOA) established the Certificate of Achievement for Excellence in Financial Reporting Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. In addition, President Charlot said the Village of Lake Bluff was awarded the Certificate of Achievement for Excellence in Financial Reporting for its fiscal year 2020 Comprehensive Annual Financial Report. This is the highest form of recognition in governmental accounting and financial reporting.

Despite receiving this award numerous times, Staff remains committed to continue working on improving the quality of financial documents and maintaining transparency. Staff is appreciative of the Village Board and Finance Committee’s support and guidance in these efforts. President Charlot thanked the Finance Department on its 26<sup>th</sup> award.

President Charlot reported since the first Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Accreditation Award was granted in 1984, the program has become the primary method for an agency to voluntarily demonstrate their commitment to excellence in law enforcement. The standards upon which the Law Enforcement Accreditation Program is based reflect the current thinking and experience of law enforcement practitioners and researchers. Major law enforcement associations, leading educational and training institutions, governmental agencies, as well as law enforcement executives internationally, acknowledge the CALEA Standards for Law Enforcement Agencies and its Accreditation Programs as benchmarks for professional law enforcement agencies. President Charlot said as you may recall, CALEA initially accredited the Lake Bluff department in 1999. Successful reaccreditation requires the Lake Bluff Police Department to comply with 352 standards. On December 7, 2020 a team of assessors from CALEA examined all aspects of the Lake Bluff Police Department’s operations, policies, procedures, management, and support services. More specifically, areas such as evidence procedures, traffic enforcement, investigation practices, disaster plans, in-custody procedures, and personnel policies were reviewed by two CALEA assessors through virtual meetings. The assessors reviewed written materials, conducted interviews with employees and others throughout the community. The assessors completed their review of the agency on December 9, 2020 and delivered their report to the full CALEA Commission which awarded re-accredited status on March 27, 2021. In addition, President Charlot said this is Lake Bluff’s eighth CALEA accreditation then thanked the Police department.

Following an introduction from Deputy Police Chief (DPC) Smizinski, Police Sergeant Tom Vinson shared a video stating the purpose and goals of CALEA then commented on the organization components (policy/standards and proofs), process and member benefits.

DPC Smizinski showed the framed award then commented on what the award meant for Lake Bluff. He also commented on the CALEA Assessment Process and expressed his belief that Lake Bluff maybe the smallest accredited community in Illinois.

**4. CONSIDERATION OF THE MINUTES OF THE MAY 10, 2021 VILLAGE BOARD MEETING**

Trustee Ankenman moved to approve the May 10, 2021 Board of Trustees Regular Meeting Minutes as presented. Trustee Briand seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Briand, Fisher, Markee, Rider, Ankenman and President Charlot  
Nays: (0)  
Absent: (0)

**5. ITEM #5 – NON-AGENDA ITEMS AND VISITORS**

President Charlot 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 three (3) minutes.

George Russell said the North Shore Water Reclamation District is the entity responsible for maintaining the roadway down to the pumping station and parking lot. As a resident he expressed his extreme displeasure with the current conditions of the parking lot directly in front of the establishment, disposition of a guard rail removed during the revetment project, completed beach access road patching and various patch work done to the parking lot at the bottom which serves as the major thoroughfare to the Park District south beach. Mr. Russell showed pictures and said NSWRD is a guest at Sunrise Beach and should be embarrassed by these particular activities as well as the exposed barbed wired enclosed generator and odor. He expressed his opinion that NSWRD facilities in Lake Forest and Highland Park do not experience these types of conditions and their actions demonstrate the organization does not care about the little things at Sunrise Beach. Mr. Russell said he cannot recall, Lake Forest/Lake Bluff NSWRD Representative, Tom Swarthout, every address the Board regarding any of these matters and he hopes the Board will put some pressure on the organization regarding the matter.

In response to a question from Trustee Markee, Mr. Russell said he serves on a Park District Committee that have begun discussing these issues but it is his opinion that neither the Park District or Village Board should have to discuss these types of basic operations.

In response to a comment from Trustee Briand, Village Administrator Drew Irvin said Staff recently met with a representative from NSWRD to discuss if fencing or guard rails are needed for the eastern side of the parking lot. Following the meeting he spoke with Lake Bluff Park District Executive Director John Bealer regarding the current conditions and the possibility of the entities meeting to discuss a resolution. Village Administrator Irvin said it would be helpful if residents shared their concerns at public meetings and Staff could draft a letter on behalf of the Village regarding the disappointment and execution of the area. He said to his knowledge NSWRD is responsible for any risks associated with the area.

In response to a comment from Trustee Rider, Village Attorney Peter Friedman said a Freedom of Information Act request could be submitted to obtain documents that could be used for an audit. A discussion followed.

In response to a question from Trustee Markee, Village Administrator Irvin said pursuant to a court ruling the property is under the NSWRD purview but the Village was a party to the ruling and could have enforcement rights. Village Administrator Irvin said he thinks the initial action should be to send NSWRD a letter and hopefully they will be responsive to the Village.

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

President Charlot moved to take the consent agenda and Item #10b then regular to the regular order. There were no objections from the Board.

**7. ITEMS ##11, #12, #13, #14 and #15- CONSENT AGENDA**

President Charlot introduced the following Consent Agenda items for consideration:

11. Correspondence Delivered in the May 7 and 14, 2021 Informational Reports;
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); and
15. A Resolution Authorizing Certain Village Officials Signatures with Lake Forest Bank & Trust.

Trustee Markee said she previously expressed her concern regarding the layout of the tables for BONK and was told the tables will be removed when the Prairie Espresso expansion is complete.

In response to a comment from Trustee Briand, Village Administrator Irvin said Staff will address placement of signage in that area.

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

Ayes: (5) Markee, Rider, Ankenman, Briand and Fisher  
Nays: (0)  
Absent: (0)

Village Attorney briefly commented on the voting procedures regarding the Village President.

**8. ITEM #10B – VILLAGE PRESIDENT’S REPORT: Appointment and Approval of Stephen Rappin to the Lake Bluff Village Board of Trustees**

President Charlot said it is anticipated that the Village President Regis Charlot will recommend the appointment of former member of the Lake Bluff Development & Downtown Ad Hoc Committee and Architectural Board of Review Stephen Rappin to fulfill the remaining 24 months of his term as Village Trustee.

Following a request from the Board, Mr. Rappin introduced himself to the Board and commented on what inspired him to serve as a volunteer for the Village. He said Lake Bluff is a magical place to raise a family and for senior to reside. Mr. Rappin said his hope is to be part of the Village Board, bring some unique skills complementary to everyone serving on the Board, and ensure the community continues to thrive, leverage its special assets and be a fantastic place for all existing and future generations to live.

Trustee Ankenman said it seems Mr. Rappin is very qualified and that he will do well serving on the Board.

In response to a comment from Trustee Ankenman, President Charlot said a comment was received regarding the appointment and Village past practices in this regard. President Charlot said as he thought about who would be the best person to fill the position and his main concern was how to create a balanced Board to consider any Village issues. It was also important to be completely fair, impartial, and consider an open-minded individual not someone with preconceived notion of what should be the answer. The Board needs to be impartial regarding zoning issues and based on the current makeup of the Board he feels it needed a individual that would help make informed decisions for what could be the right answer for Lake Bluff. President Charlot said the past election was contested and the Vote Lake Bluff Caucus (Caucus) did not follow normal procedures, such as interview candidates in a public assembly, live format questions and answers or formal caucus vote to provide its recommendations to the community due to the pandemic. He said he did not interview any former Trustees because he believes that Mr. Rappin was the right choice to fill the position.

Trustee Briand said she disagrees with President Charlot recommendation in the sense that the candidates were vetted for these positions. She stated that the Caucus not assembling in-person did not change the formal process and candidates made their selves-available for questions from voters. Trustee Briand said in this case she believes the Board is acting as fiduciaries on behalf of the voters. The statutory language uses the phrase “advise and consent” and she is not able to give an opinion on someone she does not know, or whose positions she is not familiar with on substantially important topics that the Board may consider.

Trustee Fisher said she spoke with Mr. Rappin in order to understand his positions on various topics, experience and how he views the role and responsibility of a potential appointment. She shared her views regarding the appointment process and statutory language and said it has become common practice for the Village President to have the authority to appoint. The public elected the Board to be its voice, representation, and to make difficult decision on what is believes to be in the best interest of the Board and Community. Trustee Fisher said it has been said the Village have an embarrassment of riches when it comes to individuals that have expressed an interest in volunteering. She said she placed a diverse Board high on her list and does not think the Village could do wrong with any of the potential appointees. It is important that the Board not be an echo chamber and since speaking with Mr. Rappin, if appointed, she looks forward to the discourse regarding issues and challenging decisions.

Trustee Markee said she feels Mr. Rappin previous volunteering on various Advisory Boards should be highlighted and she thinks he will bring a lot of business acumen and be a good voice for the Village. She said she has not met with Mr. Rappin or know his positions on many issues, but there is no question that his heart is in Lake Bluff and she thinks he will be a good addition to the Board.

Trustee Rider said the Board must abide by the process outlined by State Law and she believes Mr. Rappin qualifications meets all the requirements. The President has the authority to put forth a recommendation and the Board to advise and consent and she thinks this is the process that should be followed.

In response to a comment from Trustee Briand, Village Attorney Friedman said appointees must meet the general qualifications and there are no standards for who the Village President should appoint nor standards for whether or not the Board should approve the appointment. It is within each of the Board members legislative discretion to decide whether or not to approve the appointment.

Following a brief discussion, Trustee Rider made a motion to approve the appointment. Trustee Fisher seconded the motion. The following passed on the following roll call vote:

Ayes:	(4)	Rider, Ankenman, Fisher and Markee
Nays:	(1)	Briand
Absent:	(0)	

Village Administrator Irvin administered the oath of office to Stephen Rappin then he took his position at the dais.

**9. ITEM #7A – WARRANT REPORT FOR MAY 11 – MAY 24, 2021**

President Charlot reported expenditure of Village funds for payment of invoices in the amount of \$364,120.37 for May 11 – May 24, 2021 for a total amount of \$364,120.37. 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 question from the Board, Trustee Ankenman moved to approve the Warrant Report. Trustee Briand seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Briand, Fisher, Markee, Rappin, Rider and Ankenman  
Nays: (0)  
Absent: (0)

**10. ITEM #7B – MARCH 2021 FINANCIAL REPORT**

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

- The monthly sales tax revenue on a cash basis for FY21 through April is \$3,377,799, which is \$8,415 or 0.02% less than FY20 cash receipts.
- Building Permit revenue for FY21 to date is \$359,687, \$9,433 less than the same reporting period last fiscal year.
- General Fund total revenues of \$10,507,032 less the CARES ACT grant revenue of \$257,269 are \$27,257 or 0.3% less than FY20 May-April revenues.
- FY21 current expenditures are consistent with or less than budgeted; the May-April expenditures of \$9,506,850 are \$103,462 less than the expenditures for the same period in FY20.

Finance Director O’Connell said as a reference point the American Rescue Plan Act Information, H.R. 1319, the American Rescue Plan (ARP) Act of 2021 includes financial assistance for all municipalities nationwide. The Village of Lake Bluff as a non-metropolitan municipality will receive the first half of a population-based allocation directly from the State in the upcoming months and the balance of the distribution about 12 months later, for a total of approximately \$687,187. Eligible uses are defined in the attached additional slide.

In response to a question from Trustee Markee, Finance Director O’Connell said Staff thinks the best option for the funds would be to invest in water and sewer infrastructure but additional options will be presented for consideration at a future finance committee meeting.

In response to a question from Trustee Ankenman, Finance Director O’Connell said she believes the time frame is two years from the last installment and a repayment fee could be assessed if the funds are not expended appropriately. A discussion followed.

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

Ayes: (6) Fisher, Markee, Rappin, Rider, Ankenman and Briand  
Nays: (0)  
Absent: (0)

**11. ITEM #8A – VILLAGE ADMINISTRATOR’S REPORT: Discussion Regarding the Scranton Avenue Streetscape Improvement Project**

President Charlot said the Village's 2021 Road Improvement Program contemplated resurfacing East Scranton Avenue between Walnut Avenue and Oak Avenue, as well as replacing the majority of curbs in this same area (estimated at \$250,000). While preparing plans for these downtown improvements, Village Engineering discovered an opportunity to add up to 9 parking stalls to the Village's parking inventory along East Scranton Avenue between Walnut Avenue and Oak Avenue and perhaps cure previously identified streetscape maladies (trip hazards, stormwater pooling, poor geometry, etc.); the engineer's concept would require the block of East Scranton to become one way (east bound movement only), which was discussed by the Village Board at their February 8, 2021 Committee of the Whole meeting where the consensus of the Board was to (i) consider all public parking opportunities in the Central Business District (CBD) and (ii) have the ABR consider and opine regarding the possible investment/improvement to the CBD including decorative lighting and other streetscape treatments.

President Charlot said the ABR began their review in March where they reviewed the 2007 CBD Streetscape Plan, all public parking opportunities and other CBD planning documents. To assist with the design of these improvements and support the ABR's discussions, the Village engaged architect/landscape architect Jodi Mariano from Teska Associates, Inc. Ms. Mariano met with the ABR at their April 6 meeting where, following significant discussions, the ABR strongly supported the Concept 1 Plan (April 2021 Concept involves 2-way traffic, reduces public parking by 5 stalls and adds trees). The consensus of the ABR was that the various opportunities to add public parking within the CBD created more negative outcomes (significant tree removal, added traffic to adjacent residential areas, etc.) than the potential value of the additional parking, and was not as desirable as expanding and improving the pedestrian experience. President Charlot further said estimates of the April 2021 Plan indicate additional funding will be required in the range of \$285,000 to \$420,000 (depending on the extent to which aspects of the Plan are included). Staff and Teska have prepared a version of the April 2021 Plan and a "Base Option" (May 2021 Plan) which is included as Attachment 4. There are various ways to fund these streetscape improvements as conceived which staff is prepared to present when the Board has defined the scope of the project.

Village Administrator Irvin provided background information regarding the Teska Associates, Scranton Avenue Streetscape Concept and noted the drawing presented tonight is a modified base plan based on the ABRs recommendations. He said timing is of the essence and the goal this evening is to create a list of improvements and, if the Board desires, to be included in a bid package that would be awarded and constructed in the fall.

Following a request from Village Administrator Irvin, Village Engineer Jeff Hansen commented on the current conditions along Center Avenue then reviewed the proposed improvements such as festoon lighting, sidewalk replacement, middle block pedestrian crossing amongst other amenities for the southeast corner of Center Avenue and Scranton Avenue, southeast corner of Scranton Avenue and the north side of Scranton Avenue. Village Engineer Hansen said this design concept will eliminate five spaces in total, largely due to the middle block crossing.

In response to a comment from Village Administrator Irvin regarding a public question, Village Engineer Hansen said he does not believe there are any middle block crossing standards for a block this size, and if eliminated, the CBD would gain approximately four parking stalls.

Village Administrator Irvin shared the ABR's views regarding the middle block cross walk, additional gathering spaces on the north/south sides of the street and separation of use for current and future tenants then reiterated the goal for tonight's discussion.

Following a request from Village Administrator Irvin, Village Engineer Hansen said the concept budget analysis shows \$611,000 to replace cracked or uneven sidewalks. The ABR expressed concern regarding consistent sidewalks because patchwork sidewalks are inevitable.

Village Engineer Hansen concluded the presentation and the Board began its discussion regarding the modified base plan, each Trustee provided feedback, recommendations, and suggestions on the modified base plan.

In response to a comment from Trustee Ankenman, Village Administrator Irvin said firms suggest that charging stations be installed in high parking zones but alternative locations such as in front of Village Hall or the train station are being considered because the charging devices are not aesthetically pleasing. He said doing work on the north side to modify the two alley points would disturb the tree root zone and the plan was not to disturb the existing trees.

Village Engineer Hansen clarified that the concept plan consists of the existing two-way traffic system on Scranton Avenue and the proposed narrow bump outs will not impede traffic but possibly reduce speed in that area.

In response to a comment from the Board, Village Administrator Irvin said the alley space could be redeveloped with buildings. Staff showed a Google image of downtown and noted the ABR expressed concern regarding lighting on both sides of the streets because the scale and quality of architecture is not consistent. He said the goal of the ABR is to completely envision a streetscape plan for the entire CBD and ensure all amenities connect visually downtown. A discussion followed.

In response to questions from Trustee Rappin, Village Administrator Irvin said the concrete barriers were placed on East Scranton Avenue to protect patrons in the Board-authorized outdoor dining area. In the long term he thinks the public parking stalls on the south side of Block will reopen. Village Administrator Irvin said Staff has identified various funding options for this project and funding for improvements for Block One and other downtown areas could be done over time.

In response to a comment from Trustee Briand, Village Engineer Hansen said eliminating two poles on the south side would eliminate some visual clutter and cost. He stated that the Village consultant does not recommend that festoon lighting be attached to buildings for safety reasons and he is not sure if they can be attached to historic buildings. A discussion followed.

President Charlot said from a strategic standpoint the task is to expand business presence downtown. The south side of Scranton Avenue is entertainment rich and installing festoon lighting on the north side will highlight those buildings and Lake Bluff as a destination community and possibly attract more entertainment downtown. A discussion regarding festoon lighting poles followed.

In response to comments from Trustee Briand, Village Engineer Hansen said the existing light poles are not tall enough to attach the festoon lighting with the sag needed for a vertical clearance. There are areas where the festoon and street lighting are incorporated into one pole but that would add cost to remove/replace all the existing lights. Also, we are running new power to our light poles as part of this project because we have had some issues in the past. Village Engineer Hansen said he believes the height of the festoon lighting poles is approximately 15 feet and the existing street poles 9 feet and he noted, if the middle block crossing is eliminated, the sidewalk will not be expanded so festoon lighting would not be possible.

Trustee Ankenman expressed her preference to create a master plan and consolidate improvements costs so as not to disrupt businesses numerous times for construction. A discussion followed.

In response to a comment from Village Administrator Irvin, Village Engineer Hansen commented on the bid process and noted there are efficient ways to bid the project and keep the Village options available.

Trustee Briand said she is concerned regarding the height of the proposed festoon lighting poles because the lights will be directly in front of the downtown apartments and asked if the lights will be turned off.

Trustee Rider said it makes sense to improvement downtown and eliminate the bump out on the southeast corner to preserve parking in that area.

In response to a question from Trustee Markee, Village Engineer Hansen said the parking study says the Village have a surplus of parking just not necessarily in the most convenient place for people. A discussion followed.

Trustee Fisher said consideration should be given to maintaining the lighting and bump out near the Community Church because that would mirror the balance aesthetic and provide lighting for that area. A discussion followed.

President Charlot opened the floor to public comments.

Mickey Collins said she thought a lot of the proposed festoon lighting would be emphasized for Block One the “party block.” As the two blocks are very different there needs to be a conceptual design to tie them together and carry the party atmosphere to the west even if the improvements are done in phases. Ms. Collins said she thinks there should be a conceptual lighting plan for the entire CBD and she would like to see elevations and perspective because it is hard to visualize the concept with the plans presented.

Following a request from Village Administrator Irvin, Village Engineer Hansen showed the drawing demonstrating how the trees and poles would look in the CBD to scale. Ms. Collins said she is having trouble seeing how the drawing relates to the height of the existing light poles. A discussion followed.

In response to a question from Trustee Briand, Village Administrator Irvin said the lights would be designed so as not to impede public safety vehicles from maneuvering within the area.

Following a comment from Village Administrator Irvin, Village Engineer Hansen commented on the bid process and said he would like to bid the project in June to begin construction in the fall so as not to lost potential contractors.

Village Administrator Irvin summarized the Board consensus as proceeding with the base plan concept but eliminate the middle block crossing and associated festoon lighting, and to produce perspectives on how the concept would appear to better understand how this relates to the existing streetscape and architecture.

Ms. Collins asked if there should be a unified lighting concept plan for downtown including Block One.

In response to a comment from Trustee Rappin, Village Administrator Irvin said he would reach out to the CBD property owners encouraging them to engage in the process.

Following a brief discussion, Trustee Ankenman made a motion to proceed with the improvements with the exception of the festoon lighting at the middle block crossing and the middle block crossing improvements. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Briand, Fisher, Markee, Rappin and Rider  
Nays: (0)  
Absent: (0)

Trustee Rappin made a motion to support a streetscape planning effort for the entire CBD that would include the Train Station, Block One all the way to Evanston Avenue. Trustee Rider seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Markee, Rider, Rappin, Ankenman, Briand and Fisher  
Nays: (0)  
Absent: (0)

Subsequent to the vote, Trustee Briand indicated that it was not her intention to vote in favor of proceeding with all of the improvements as set forth in the first vote.

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

Village Attorney Peter Friedman had no report.

**13. ITEM #16 – A RESOLUTION APPROVING THE TEMPORARY INCREASE IN THE NUMBER OF AUTHORIZED POSITIONS (Police Officer)**

President Charlot said on April 26, 2021 the Village Board of Trustees approved the Village Official Pay Plan which included the authorized salary ranges and number of regular full-time positions for the FY2021-22 period; more specific to law enforcement personnel, this Pay Plan authorized 10 Patrol Officers and 3 Police Sergeants. With the news that one of the Village’s officers was to retire in early July, the Village Board approved on May 10, 2021 a temporary increase in the number of police officers (raised from 10 to 11) in order to immediately begin training of a lateral hire and minimize overtime spending. Police Chief Hosking was notified this week that another of the Village’s long-tenured Patrol Officers will retire effective July 1, 2021, creating an additional vacancy on one of the Patrol shifts. President Charlot further stated fortunately, the Police Department has been in communication with a lateral transfer candidate who is a currently employed, highly qualified Illinois Certified Peace Officer. In order to most efficiently achieve full staffing, the Village Administrator and Chief of Police recommend that the Village Board again authorize the temporary increase in the number of Police Officers by one (raise from 11 to 12) for a period time not to go beyond July 9, 2021.

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

Ayes: (6) Fisher, Markee, Rappin, Rider, Ankenman and Briand  
Nays: (0)  
Absent: (0)

**14. ITEM #10A – VILLAGE PRESIDENT’S REPORT: CONSIDERATION OF AN EXTENSION OF THE VILLAGE PRESIDENT’S DECLARATION OF CIVIL EMERGENCY**

President Charlot said 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. The Declaration, among other things, provided that: (1) physical fitness facilities and membership sports and recreational clubs must close; (2) the Village may enter into contracts for the emergency purchase of goods and services; (3) the Village Administrator may implement emergency staffing protocols pursuant to the Village’s respective collective bargaining agreements; and (4) directed Village officials and employees to cooperate with other government agencies. Subsequently, the Village President issued an April 23 supplemental order requiring the use of face coverings in the Village; a similar requirement was imposed statewide on May 1 by order of the Governor. The Village President has the authority to issue the Declaration and any supplemental orders pursuant to the enabling provision set forth in the Lake Bluff Municipal Code.

President Charlot said in accordance with Illinois statutes, the Village President’s Declaration lasted only for a period of seven days, unless it was extended by action of the Village Board. Since its March 18, 2020 meeting and most recently at its May 10, 2021 meeting, the Village Board has extended the Declaration until its next regular meeting. Because the Village Board will meet on Monday, the Declaration will expire at the end of that Board meeting unless the Board extends the duration of the Declaration. President Charlot further stated the agenda for the Board meeting has been prepared in a manner to allow the Board, if it so desires, to extend the term of the Declaration. The extension can be accomplished by a motion, a second, and a roll call vote. No written ordinance or resolution is necessary. If the Village Board desires to extend the Declaration, the motion needs to include an expiration date.

In response to a question from Trustee Ankenman, Village Attorney Friedman commented on the distinction between remote meetings and the emergency declaration. He said the President has it within his authority, outside of the emergency declaration, to resume in-person meetings and as long as the Governor’s disaster declaration remains in effect he can revert back to remote meetings if necessary. Village Attorney Friedman said remote meeting solely relate to the Village President’s finding at the last meeting which stating it is impractical to hold normal in-person meetings. That can be done away with at any time and the Board can meeting pursuant to the open meetings act requirements which require a quorum to be physically present and remote participation in the case of a family emergency, business, or health reason. Village Attorney Friedman said the Board can deny the emergency declaration because it would not affect remote meetings but it does allow for intergovernmental cooperation and staffing issues. A discussion followed.

Trustee Briand asked how changing the remote meetings provision change the public participation in the room, Village Attorney Friedman said as long as the Board and anyone attending the meeting virtually or in-person can hear all the comments during the hearing then virtual participation by the public is allowed under the open meetings act. A discussion followed.

Trustee Fisher commented that she had witnessed first-hand the value of virtual meetings for the court system and said it’s likely some virtual use of Zoom for the courts and the Village will continue beyond the pandemic, but that it’s too soon to attempt to memorialize the practice at the moment.

In response to a question from Trustee Markee regarding previously approved COVID-19 related Village regulations, Village Administrator Irvin commented that he would review those ordinances.

Trustee Markee made a motion to extend the Declaration until the adjournment of the next regular (June 14, 2021) or emergency Village Board meeting. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Briand, Fisher, Markee, Rappin and Rider  
Nays: (0)  
Absent: (0)

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

President Charlot said the Village is a member of the Solid Waste Agency of Lake County (SWALCO) and has been since its formation circa 1991. Pursuant to the SWALCO intergovernmental agreement, each member designates (by Resolution) one Director and one Alternate Director to exercise the Member’s voting power at meetings of its Board of Directors. Only current elected officials, city managers, or designated senior staff may serve on the SWALCO Board as Directors or Alternate Directors. For Lake Bluff, Village Administrator Drew Irvin serves as the Director and Village Engineer Jeff Hansen serves as the Alternate Director. President Charlot further stated at the April 15, 2021 SWALCO Board of Directors meeting the SWALCO Board recommended an amendment to the intergovernmental agreement. The amendment would allow an immediate past Mayor whose term of office ended to serve as an Alternate Director on the SWALCO Board of Directors. In order for this amendment to take effect, every SWALCO member community must approve the proposed amendment by Ordinance. The attached Ordinance, if approved, will provide Lake Bluff’s approval of the amendment.

As there were no questions from the Board, Trustee Rider moved to approve first reading of the ordinance. Trustee Briand seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Briand, Fisher, Markee, Rider, Rappin and Ankenman  
Nays: (0)  
Absent: (0)

Following a comment from Village Administrator Irvin, Trustee Ankenman moved to waive second reading of the ordinance. Trustee Briand seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Rappin, Rider, Ankenman, Briand, Fisher and Markee  
Nays: (0)  
Absent: (0)

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

President Charlot 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 Charlot 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 May 10, 2021 meeting, the Village Board has continued the public hearing. President Charlot 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, June 14, 2021 at 7 p.m.

In response to a comment from Trustee Rappin, Village Administrator Irvin said the goal is to save businesses money and expand recycling and food scrapping, and when the franchise is awarded there would be one commercial hauler for the Village.

As there were no comments from the Board of Public, Trustee Ankenman made a motion to continue the public hearing until the June 14, 2021 meeting. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Rider, Ankenman, Briand, Fisher, Markee and Rappin  
Nays: (0)  
Absent: (0)

**17. ITEM #19 – TRUSTEE’S REPORT**

There were no Trustee’s Report.

**18. ITEM #20 – EXECUTIVE SESSION**

At 10:09 p.m. Trustee Fisher moved to enter into Executive Session for the purpose of discussing Pending Litigation (5 ILCS 120/2(c)(11)) and Land Disposition (5 ILCS 120/2(c)(6)). Trustee Markee seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Briand, Fisher, Markee, Rappin and Rider  
Nays: (0)  
Absent: (0)

There being no further business to discuss, Trustee Rappin moved to adjourn out of executive session. Trustee Ankenman seconded the motion and at 11:19 p.m. the motion passed on the following roll call vote:

Ayes: (6)  
Nays: (0)  
Absent: (0)

**19. ITEM #21 – ADJOURNMENT**

Trustee Rappin moved to adjourn the regular meeting. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 11:20 p.m.

Respectfully Submitted,

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R. Drew Irvin  
Village Administrator

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Katharine Hatch  
Village Clerk