

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR MEETING
APRIL 25, 2022**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

In the absence of Village President Charlot and Village Clerk Katharine Hatch, Deputy Village Clerk R. Drew Irvin called the meeting to order at 7:00 p.m. then called the roll. The following were present:

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

Absent: Regis Charlot, Village President
Katharine Hatch, Village Clerk

Also Present: Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Bettina O’Connell, Finance Director
Mike Croak, Building Codes Supervisor
Jeff Hansen, Village Engineer
Glen Cole, Assistant to the Village Administrator (AVA)

Deputy Village Clerk Irvin said that in the absence of Village President Charlot, the Village Board must select a President Pro Tem to chair this evening’s meeting. Trustee Markee moved to nominate Trustee Ankenman as President Pro Tem for the meeting. Trustee Briand seconded the motion. The motion passed on a unanimous voice vote. Trustee Ankenman took the chair of the Village President.

2. PLEDGE OF ALLEGIANCE

President Pro Tem Ankenman led the Pledge of Allegiance.

3. AWARDS AND PROCLAMATIONS

President Pro Tem Ankenman read the proclamations declaring May 2022 *National Preservation Month*, May 2022 *National Bike Month* and the Week of May 16-22, 2022 *Bike to Work Week*, and May 2022 *Mental Health Awareness Month* in Lake Bluff.

4. CONSIDERATION OF THE MINUTES OF THE APRIL 11, 2022 VILLAGE BOARD MEETING

Trustee Rappin moved to approve the April 11, 2022 Board of Trustees Regular Meeting Minutes as amended. Trustee Fisher seconded the motion. The motion passed a unanimous voice vote.

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

President Pro Tem Ankenman 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.

There were no requests to address the Board.

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

Trustee Fisher made a motion to take agenda items #14, #8b and #15 then return to the regular order of the meeting. Trustee Markee seconded the motion. The motion passed on a unanimous voice vote.

7. ITEM #14 – A RESOLUTION HONORING THE SERVICE OF LAKE FOREST/LAKE BLUFF CHAMBER OF COMMERCE EXECUTIVE DIRECTOR ROANNA ROLEK

President Pro Tem Ankenman said Joanna Rolek has served the Lake Bluff and Lake Forest communities for 25 years as Executive Director of the Lake Forest/Lake Bluff Chamber of Commerce. As her service has provided substantial benefit to the Village and its residents, it is recommended that Ms. Rolek’s service be memorialized by Resolution of the Village Board of Trustees. President Pro Tem Ankenman read the resolution and presented her with a framed copy.

Ms. Rolek said she raised her family in Lake Bluff (26 years) and this year one of her biggest joy is the return of the 4th of July Parade which is a town legacy, and she cannot wait to stand on the podium to announce the event. She said she has enjoyed being the collaborator and working with the communities as each evolved then she thanked the Board and its predecessors for the recognition.

Trustee Fisher moved to adopt the resolution. Trustee Rider seconded the motion. The motion passed on a unanimous voice vote.

8. ITEM #8B – VILLAGE ADMINISTRATOR’S REPORT: Request from the Lake Bluff Garden Club to Waive Soliciting Permit Fees

President Pro Tem Ankenman said Title 3, Chapter 3 of the Village Code requires that persons who solicit “gifts or contributions of money, clothing, or any other valuable thing for the support or benefit of any charitable or nonprofit association, organization, corporation, or project” must first obtain a solicitor’s permit from the Village. The fee payable is \$100 per person, and the permit is valid for one year. The same requirements apply to commercial solicitors. President Pro Tem Ankenman further stated as described in the attached letter, the Lake Bluff Garden Club desires to solicit donations in exchange for native plant seedlings. Section 3-3-4 of the Village Code allows for the Village Board to waive the fee for a solicitor’s permit in this circumstance:

“B. **Waiver Of License Fee:** On written request, the board of trustees may waive license fees for religious or charitable solicitors, but in no event shall such waiver exceed two (2) days in any

one calendar year. The village may impose additional restrictions and conditions on any permit for which the fee has been waived.”

President Pro Tem Ankenman said in addition to considering the Garden Club’s request, the Board should consider if it wishes to explore updating how other types of license and fee waiver requests are addressed by the Code.

In response to a question from Trustee Markee, Village Administrator Irvin said the Village seldomly receives fee waiver requests from this organization and then he expressed his gratitude for their work downtown.

Following an invitation from President Pro Tem Ankenman, Lisa Schwartz, Chair of the Programs and Education Committee for the Lake Bluff Garden Club came forward to address the Board. She shared information on the proposed fundraising event and said any money raised will be used to fund Lake Bluff community educational programs. President Pro Tem Ankenman thanked the organization for their work and said the Village appreciates the Garden Club year-round beautification of the Village.

In response to a comment from Trustee Markee, Ms. Schwartz said she thinks there is definitely a demand for educational programs and that the Garden Club will continue to work with Staff to include program information in the Village Newsletter.

As there were no further comments from the Board. Trustee Markee moved to waive the solicitation permit fees as presented. Trustee Rappin seconded the motion. The motion passed on the following roll call vote:

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

The consensus of the Board was to have the Finance Committee examine the possible update to how other licenses and fees are processed/waived.

9. ITEM #15 – A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE VILLAGE OF LAKE BLUFF AND THE LAKE COUNTY STORMWATER MANAGEMENT COMMISSION FOR STORMWATER MANAGEMENT IMPROVEMENTS TO THE WEST SCRANTON AVENUE VIADUCT AND DRAINAGE SYSTEM

President Pro Tem Ankenman said the West Scranton Avenue viaduct is the only permanent access road in Lake Bluff for emergency vehicles to cross the Union Pacific Railroad tracks that run parallel to Sheridan Road and the periodic closure of this roadway due to flooding results in health, safety, and economic concerns for the Village. To reduce the frequency and duration of flooding in this area, the Village has identified certain improvements as part of a recently completed Village-wide stormwater modeling and planning study. The Village has also actively sought financial partners to fund further study, design and the construction of improvements for the past few years. Fortunately, the Lake County Stormwater Management Commission (SMC) has agreed to be the lead agency and take on Phase I Engineering for the proposed drainage improvements to the Scranton Avenue viaduct in a manner so as

to be eligible for other potential federal funding opportunities which is fantastic news. The attached Intergovernmental Agreement, which the SMC approved on April 7, 2022, spells out:

- the full scope of work that Christopher B. Burke Engineering, LTD will complete which totals an estimated \$497,318;
- a graduated payment plan for the Village's 16% cost participation to cover the SMC's administrative expenses (estimated at \$80,000); and
- that the Village will host any community engagement meetings.

President Pro Tem Ankenman said the Village's recently approved FY23 & FY24 Budget includes \$60,000 in FY23 for the storm sewer trunk work. The Village Engineer recommends the Village Board approve the Intergovernmental Agreement. Village Administrator Irvin mentioned that Lake Bluff resident Scott Griffith, Engineer with Christopher Burke, assisted with the Village-wide stormwater modeling and planning study.

In response to a question from Trustee Briand, Mr. Griffith said the agreement does not guarantee State, Federal or other outside funding sources. He commented on the added 30% revenue for the plan set and alternatives noting after which the Village would be responsible for the additional funding needed to move the project forward. Trustee Briand thanked him for addressing the Board.

Village Administrator Irvin commented on the conversations with State and Federal Representatives as well as the Illinois Department of Transportation which encouraged the Village to pursue the massive project in tandem and indicated their interest in funding Phase Two as early as next fall. In response to a question from Trustee Markee, Village Administrator Irvin said there will be sufficient time to amend the budget, if needed, to fund the remaining cost of the project. Mr. Griffith said the agreement stated an end date of April 8, 2023; however, it is unclear when the Stormwater Commission will officially issue the notice to proceed.

As there were no further questions, Trustee Rider moved to adopt the resolution. Trustee Briand seconded the motion. The motion passed on the following roll call vote:

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

10. ITEM #7A – WARRANT REPORT FOR APRIL 12 – APRIL 25, 2022

President Pro Tem Ankenman reported expenditure of Village funds for payment of invoices in the amount of \$487,685.96 for April 12 – April 25, 2022 for a total amount of \$487,685.96. 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.

In response to a question from Trustee Briand, Village Administrator Irvin explained that the payment to the City of Lake Forest (\$141,412) was the final payout for a settled dispute in regards to ambulance fees from previous fiscal years.

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

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

11. ITEM #7B – MARCH 2022 FINANCIAL REPORT

At President Pro Tem Ankenman’s request, Finance Director Bettina O’Connell provided a brief summary of the March 2022 Financial Report highlighting major revenue sources and expenditures for the period.

- The monthly sales tax revenue on a cash basis for March of FY22 is \$353,909, which is \$2,599 or .07% less than FY21 cash basis receipts of \$356,508. FY22 year to date sales tax revenue is \$516,511 greater than the May-March FY21 cash basis receipts.
- Building Permit revenue for FY22 to date is \$351,118, \$7,236 greater than the same reporting period last fiscal year.
- General Fund FY22 total revenues of \$11,785,184 are \$1,936,044 or 19.7% greater than March FY21 year to date revenues.
- FY22 current expenditures are consistent with or less than budgeted for the total General Fund; the FY year to date expenditures of \$10,296,704 are \$1,905,129 greater than the expenditures for the same period in FY21.

As there were no questions from the Board, Trustee Fisher moved to accept the Finance Report. Trustee Markee seconded the motion. The motion passed on a unanimous voice vote.

12. ITEM #8A – VILLAGE ADMINISTRATOR’S REPORT: Request from the Lake Bluff Library to Waive Permit Fees

President Pro Tem Ankenman said the Lake Bluff Library is requesting a fee waiver for two permits: one for interior alterations to create the Stroh Reading Room and one for the installation of raised garden beds. Without a waiver, the permit fees would be \$2,550 for the reading room and \$100 for the raised garden beds. She further stated under the November 2021 Village Board approved fee waiver policy, the Library is a qualifying organization because it derives the majority its revenues from taxes levied within the Village. Village Administrator Irvin has waived the \$100 fee but the requests in excess of \$1,000 requires approval by the Village Board. Similar requests have been considered on a case-by-case basis for other non-profit and governmental organizations.

As there were no further comments from the Board. Trustee Rappin moved to waive the permit fees as presented. Trustee Rider seconded the motion. The motion passed on the following roll call vote:

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

Village Administrator Irvin continued his report by announcing that State Senator Julie Morrison notified President Charlot and Staff that the Village was awarded a grant in the amount of \$1,250,000 (appropriated to the Department of Commerce and Economic Opportunity from the State’s General Revenue Fund) for

costs associated with a pedestrian bridge located at our northern border. The purpose of the bridge is to create a safer crossing over a railroad (most likely on the west side of Green Bay Road). Presently, the Village's pathway system ends just south of this location at Signe Court. Requests for this new bridge were initiated by residents living in the Arden Shores area that were concerned with school age children crossing the bridge unprotected on their way to Lake Bluff school(s). The existing road bridge, which is within unincorporated Lake County, connects North Chicago and the Village of Lake Bluff. The Village will work with an engineering firm to develop a concept plan that we can vet with Lake County and North Chicago.

13. ITEM #9 – VILLAGE ATTORNEY'S REPORT

Village Attorney Peter Friedman had no report.

14. ITEM #10A – VILLAGE PRESIDENT'S REPORT

President Pro Tem Ankenman said Principal Day will be observed on May 1 and Teacher/Staff appreciation week being May 2. She said she would like to take this opportunity to celebrate the many talented principals, teachers and staff in our Lake Bluff schools, both public and private. The Village is incredibly fortunate to have such a talented educational and professional team which pour their hearts and souls into their activities, lesson plans and important classroom conversations. President Pro Tem Ankenman said next week we will honor those who serve in our schools guiding and shaping our young people into the next generation of creators, thinkers, doers and leaders then she expressed her sincere gratitude to all Lake Bluff school teachers and staff.

15. ITEM #11, #12, and #13 – CONSENT AGENDA

President Pro Tem Ankenman introduced the following Consent Agenda items for consideration:

11. Correspondence Delivered in the April 8 and 15, 2022 Informational Reports;
12. Second Reading of an Ordinance Amending Title 1 of the Municipal Code Regarding the Comprehensive Fee Schedule (Accessory Dwelling Unit Fee Reduction); and
13. Second Reading of an Ordinance Amending the Second Year of the Biennial Budget of the Village of Lake Bluff for the Fiscal Year Beginning May 1, 2020 and Ending April 30, 2022.

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

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

16. ITEM #16 – A RESOLUTION ADOPTING A REVISED PURCHASING POLICY

President Pro Tem Ankenman said the Village most recently updated its Purchasing Policies and Procedures in 2009. The current policy is dated and in need of revisions; for example, the current policy references statutory limits that do not apply to the Village as a home rule jurisdiction. At the Finance Committee's September 2021 meeting, the Committee reviewed the recommendation of Staff to generally update the Purchasing Policies and Procedures in order to:

- Adopt purchasing thresholds that match State law. (Public Act 100-338, which became effective in August 2017, increased the bid threshold for a municipality contracting for public works from \$20,000 to \$25,000.)
- Eliminate references to outdated processes, procedures, and forms.
- Streamline the Village’s purchase order practices and thresholds.
- Establish a Village credit card and allow for online purchases.

President Pro Tem Ankenman said the consensus of the Committee was to support this course of action. Consistent with the Committee’s discussion, Staff has prepared a rewrite of the Purchasing Policy and recommends adoption effective May 1, 2022 concurrent with the start of the 2023 fiscal year. She further stated the Village Board previously approved ongoing service agreements for payroll (Paylocity Corporation) and internet service (AT&T), and allowed the Village Administrator to modify the scope of services within an annual limit of \$20,000 (i.e. the Administrator’s purchasing authority). For consistency, the revised Resolution makes these limits match the Village Administrator’s updated purchasing authority.

In response to a question from Trustee Markee, Finance Director O’Connell said that the process for credit card purchases will be itemized similar to the Amazon purchases in the warrant report. Also, the plan is to use the credit card for in-house items typically charged by Staff such as payment to the vendor for recording certain Village meetings.

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

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

17. ITEM #17 – A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF LAKE BLUFF AND THE NATIONAL PHILANTHROPIC TRUST TO ACCEPT AN ANONYMOUS DONATION FOR THE REPLACEMENT OF THE GLEN AVENUE FOOTBRIDGE

President Pro Tem Ankenman said an in-depth assessment of the Glen Avenue footbridge was completed a year ago and the recently approved 10-year Capital Improvement Plan includes \$300,000 in FY2027 for its replacement. Recent conversations with a long-time Village resident have resulted in an anonymous donation of \$400,000 to replace the bridge and improve the approaches as soon as planning and design efforts allow. She further stated in order to memorialize this generous gift, an Agreement has been prepared and which outlines the timing, method, and recognition for the donation. From a design perspective, the donor and the Village appear to be in alignment that the replacement bridge be in the same spirit of the existing bridge and that the approach areas be beautified, accessible and functional. Should the Village Board accept the terms of the donation and approve the Agreement, then the planning for the replacement footbridge and approaches can begin in earnest.

Trustee Briand expressed her concern regarding negative construction impact on the existing trees. She asked what efforts are being made to retain the trees in the same footprint and reduce the amount of detrimental effect on species which the Village desire to retain. Village Engineer Jeff Hansen commented on the method of construction for the bridge and said the company will determine if the trees would have

to be removed to replace the bridge. The process will include a survey, soil borings, and lay out of the bridge and he noted the plan is to avoid removing the existing abutments because it would be difficult to stabilize the slope. Village Engineer Hansen explained why it would be impossible to complete the bridge construction without possibly impacting some of the existing trees.

In response to a comment from Trustee Briand, Village Engineer Hansen said the crane would be located on Sylvan Road and craning over to the Ravine so as not to use the narrow asphalt gravel area. Village Administrator Irvin said the Lake Bluff Park District will not be involved in the process because the area is within the Village right of way. He commented on how the project would move forward, if endorsed, and mentioned that Architectural Board of Review Chair Robert Hunter had worked with the Village, donor and bridge builder on the rendering and project goals. Trustee Briand commented on why she thinks over landscaping would defeat the goal. A discussion followed.

Trustee Rappin said the diversity on the Village Board is incredible then he thanked the anonymous donor for the generous gift. In response to a comment from Trustee Rappin, Village Administrator Irvin said this is a project of opportunity which would have eventually been programmed in the capital plan.

Trustee Markee said she is amazed at the people in the Village that step up to help the community; she said this will be a beautiful bridge and thanked the anonymous donor for the generous gift.

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

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

18. ITEM #18 – A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH BAXTER & WOODMAN INC (Design Engineering for the Glen Avenue Pedestrian Bridge Replacement Project)

President Pro Tem Ankenman said in conjunction with agenda item #17, the Village requested a proposal from Baxter & Woodman Inc. to provide engineering design services for the replacement of the Glen Avenue pedestrian bridge. The existing bridge was originally constructed around 1915 and underwent a significant rehabilitation in 1980. Recent inspections have shown deterioration in some of the steel beams and recommended the Village either contract for significant repairs to the bridge or replace it entirely in the coming years. President Pro Tem Ankenman further stated it is currently envisioned that the Village will purchase a bridge from a manufacturer that will build the bridge off-site and then use a crane to install the bridge in two main pieces. The proposal from Baxter & Woodman includes professional services to lay out the alignment of the new bridge and design new abutments for the bridge to sit on. A separate professional services contract with a landscape architect will be utilized to provide the design of bridge approaches. The proposal from Baxter & Woodman is for time and expense not to exceed \$29,822. The project costs are expected to be funded by the donor and will require an amendment to the Village's FY2023 budget.

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

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

19. ITEM #19 – TRUSTEE’S REPORT

There was no Trustee’s report.

20. ITEM #20 – CONSIDERATION OF THE APRIL 11, 2022 EXECUTIVE SESSION MEETING MINUTES

Trustee Markee moved to approve the April 11, 2022 Board of Trustees Executive Session Meeting Minutes as presented. Trustee Briand seconded the motion. The motion passed on the following roll call vote:

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

21. ITEM #21 – EXECUTIVE SESSION

At 7:58 p.m. Trustee Fisher moved to enter into Executive Session for the purpose of discussing Land Use Acquisition (5 ILCS 120/2(c)(2)). Trustee Briand seconded the motion. The motion passed on the following roll call vote:

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

There being no further business to discuss, Trustee Fisher moved to adjourn out of executive session. Trustee Markee seconded the motion and at 9:00 p.m. the motion passed on the following roll call vote:

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

22. ITEM #22 – ADJOURNMENT

Trustee Rider moved to adjourn the regular meeting. Trustee Rappin seconded the motion and the motion passed on a unanimous voice vote at 9:01 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Katharine Hatch
Village Clerk