1. CALL TO ORDER AND ROLL CALL

Village President Charlot called the meeting to order at 7:00 p.m. and Deputy Village Clerk R. Drew Irvin called the roll.

The following were present:

Village President: Regis Charlot

Trustees: Mary Cole
Taryn Fisher
Shana Fried
Katharine Hatch
Stephen Rappin

Absent: Susan Rider, Village Trustee

Also Present: Peter Friedman, Village Attorney
R. Drew Irvin, Village Administrator
Bettina O’Connell, Finance Director
Matthew Smizinski, Police Chief
Jeff Hansen, Village Engineer
Mike Croak, Building Codes Supervisor
Clara Gable, Assistant to the Village Administrator (AVA)

2. PLEDGE OF ALLEGIANCE

President Charlot led the Pledge of Allegiance.

President Charlot asked for a moment of silence in honor of Zach Porter, son of Village Trustee Susan Rider, and Lake Bluff Police Officer Jeff Jacoby then expressed condolences to the families on behalf of the Village Board.

3. AWARDS AND PROCLAMATION

President Charlot read the proclamation designating June 2023 LGBTQ Pride Month.
Village Administrator Irvin said he received an email, which he discussed with President Charlot, from a resident asking the Village to consider flying the pride flag in a prominent location within the Village. President Charlot said if there are no objections from the Board, he recommends discussing a policy regarding the type of celebrations observed within the Village at the next Committee of the Whole meeting. There were no objections from the Board.

In response to a comment from Member Fisher, President Charlot said due to the short timeframe the policy would likely govern future events.

4. **CONSIDERATION OF THE MINUTES OF THE MAY 8, 2023 REGULAR VILLAGE BOARD MEETING**

Trustee Fischer moved to approve the May 8, 2023 minutes as submitted. Trustee Rappin seconded the motion. The motion passed on a unanimous voice vote.

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 five (5) minutes.

There were no requests to address the Board.

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

President Charlot stated he would, if there were no objections, take agenda items #13 and #14 then return to the regular order of the meeting. There were no objections from the Board.

7. **ITEM #13 – AN ORDINANCE GRANTING A VARIATION FROM THE VILLAGE’S FLOOR AREA RATIO AND IMPERVIOUS SURFACE COVERAGE RESTRICTIONS (525 East Center Avenue)**

President Charlot said on February 10, 2023 the Village received a zoning variation application from Tim Noffke and Cathy Srebalus (jointly, Applicant) for zoning relief necessary to construct a shed in the rear yard of the single-family residence located at 525 East Center Avenue. 525 East Center Avenue is a local historical landmark. On March 8, 2023 the Historic Preservation Commission (HPC) conducted and terminated an advisory review of the proposed shed, having no concerns or issues with the proposed work. He further stated in response to the property owner letters that went out for the Joint Plan Commission and Zoning Board of Appeals (PCZBA) public hearing, an anonymous letter was received from a resident within 300 feet of the subject property, whom opposes the request.
President Charlot said on April 19, 2023, the applicant presented their plans to the PCZBA, whom continued the public hearing after expressing a number of concerns and suggested changes including: lowering the shed height, reducing imperious surfaces if possible, adding a swale, and providing information on the trees that will replace the existing ones. The applicant resubmitted plans that addressed the PCZBA’s concerns; the size of the shed decreased from 176 sq. ft. to 154 sq. ft. and the height of the shed decreased from 14 feet to 12 feet, 1 inch. The applicant also hired Bleck Engineering to address drainage concerns and provided a plan showing five arborvitae to replace the existing trees. President Charlot further stated on May 17, 2023, the PCZBA unanimously voted (6-0) to forward a favorable recommendation to the Village Board on these requests, subject to the condition that the five arborvitae (or similar) shown on the revised site plan to the east and south of the proposed shed be at least 6’ in height (at least as tall as the existing fence).

Following a brief discussion from the Board, Trustee Fisher moved to approved first reading of the ordinance. Trustee Rappin seconded the motion. The motion passed on a unanimous voice vote.

8. ITEM #14 – AN ORDINANCE AMENDING TITLE 3 OF THE VILLAGE OF LAKE BLUFF MUNICIPAL CODE AND THE COMPREHENSIVE FEE SCHEDULE TO ALLOW BYOB LIQUOR SERVICE (Half and Half Pizza Company located at 77 East Scranton Avenue)

President Charlot said Half and Half Pizza Company located at 77 East Scranton is currently undergoing a renovation to expand its dining room pursuant to Ordinance 2023-13 and Owner/Operator John des Rosier is now seeking the ability to allow BYOB consumption on premises of the restaurant. The Illinois Municipal Code grants all home rule and non-home rule municipalities the authority to license and regulate BYOB establishments as a public accommodation for establishments that are not licensed under the Liquor Control Act of 1934. A "public accommodation" means a refreshment, entertainment, or recreation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, or advantages are extended, offered, sold, or otherwise made available to the public. A survey of Northshore communities (attached) reveals that there is great variety in how communities have chosen to manage BYOB establishments.

President Charlot said Mr. des Rosier has operated numerous establishments in the Village while holding a variety of liquor licenses without issues during the past several years. As drafted, the proposed regulations provide certain limitations to hours of operation, prohibit customers from leaving the restaurant with open containers of alcohol and prohibit restaurant staff from serving alcohol to customers; Mr. des Rosier’s attached letter addresses his plans in regards to staff training and service offerings. The Liquor Commissioner has reviewed this request and recommends approval of the creation and issuance of the new BYOB license to Half and Half Pizza Company.
Following an invitation to come to the podium from President Charlot, John des Rosier, Owner, said the intention for Half and Half Pizza is to create a community focused centric place, accessible to everyone, and allow guest to consume beer or wine brought onto the premises. He said he does not intend to apply for a liquor license because there are many places downtown to purchase alcohol and this is a small space. President Charlot said he is grateful that there will be a casual pizza restaurant downtown.

In response to questions from Trustee Fisher, Mr. des Rosier said he is requesting 48 indoor seats in addition to the 26 outdoor dining seats and he noted the restaurant renovations have been completed pursuant to State and local regulations. Mr. des Rosier said his Staff would be held to the same standards applicable to his full license restaurants (Basset trained, check ID, ensure guests do not over serve themselves, etc.). He said guest would be provided with glassware and tools needed to open their bottles; however, Staff will not physically open or serve the alcohol. Mr. des Rosier said the goal is to create an opportunity for easier and more affordable dining opportunity as well as be responsible stewards of people visiting the restaurant.

In response to a question from Trustee Rappin, Mr. des Rosier said he has never operated a BYOB restaurant. Village Administrator Irvin said there have been no violations or safety issues received regarding the current licenses and said from his personal experience less alcohol is generally consumed in BYOB restaurants. Trustee Rappin said he thinks it is a great affordable idea and in keeping with Lake Bluff. A discussion followed.

In response to questions from the Board, Mr. des Rosier reviewed the proposed full-service restaurant layout and said the menu has been expanded to include salads, appetizers and desserts. Lastly, he said this would be a family driven restaurant as such a liquor license would not be needed. A discussion followed.

As there were no further questions from the Board, Trustee Rappin moved to approve first reading of the ordinance. Trustee Hatch seconded the motion. The motion passed on a unanimous voice vote.

9. ITEM #7A – WARRANT REPORTS FOR MAY 9 – JUNE 12, 2023 AND APRIL 2023 PAYROLL EXPENDITURES

President Charlot reported expenditure of Village funds for payment of invoices in the amount of $436,820.57 for May 9 – May 22, 2023, $557,140.00 for May 23 – June 12, 2023, and expenditure of payroll in the amount of $293,827.13 for April 2023 for a total amount of $1,287,787.70.

As there were no questions from the Board, Trustee Fisher made a motion to approve the warrant report. Trustee Hatch seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Cole, Fisher, Fried, Hatch, Rappin
Nays: (0)
Absent: (1) Rider
10. ITEM #7B – APRIL 2023 FINANCIAL REPORT

At President Charlot request, Finance Director Bettina O’Connell provided a brief summary of the April 2023 Financial Report highlighting major revenue sources and expenditures for the period.

- The monthly sales tax revenue on a cash basis for April of FY23 is $290,939 which is $8,078 or 2.9% greater than the FY22 cash basis receipts. Overall the sales tax revenue on a cash basis totals 3,729,935, which is $166,339 less than FY22, however calendar year to date comparisons reflect a 5.77% increase in tax revenue compared to CY22.
- Building Permit revenue for FY23 to date is $686,400, $374,197 greater than the same reporting period last fiscal year.
- General Fund FY23 total revenues of $13,260,148 are $625,758 greater than the FY22 year to date revenues.
- FY23 current expenditures are consistent with or less than budgeted for the total General Fund; the FY year to date expenditures of $11,804,473 are $229,647 less than the expenditures for the same period in FY22. However, there are still year end accounts payable payments that will be added to the FY23 totals as April invoices are paid thru June.

In response to a comment from Trustee Rappin, Finance Director O’Connell shared her perspective regarding potential sales tax trends. Village Administrator Irvin shared information regarding automotive sales tax trends and noted financial advisors have stated that sales taxes are performing extremely well.

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

11. ITEM #7C – TREASURER’S ANNUAL POLICE PENSION FUND REPORT

Following a request from President Charlot, Finance Director Bettina O’Connell said it is State Statute that a copy of the report be filed with the Village Board each year in May. The report provides an annual payment register of expenditures during the fiscal year beginning May 1, 2022 and ending April 30, 2023. Also includes is the funding ratio While the Fund is 54.08% funded it is on track to reach the 90% by the year 2040. She said less than a year ago the Fund transferred all investments to the consolidated Illinois Police Officers’ Pension Investment Fund (IPOPIF). This mandatory consolidation was created by the Illinois Legislature to pool investments taking advantage of economies of scale and greater diversification strategies. Unfortunately, a lot of the investment material is provided in arrears and the lac$ allocation data they are looking to improve that, so it is difficult to say exactly what it is invested in, per entity.

In response to a comment from Trustee Fisher, Finance Director O’Connell commented on how the Village funding ratio compares to surrounding communities. A discussion followed.
In response to a question from President Charlot, Finance Director O’Connell said the criteria used for the evaluation could change; however, the primary approach would be to change the interest rate of return used for calculation. President Charlot asked if we are changing the Village’s assumption expectation to a higher level. Finance Director O’Connell said assumptions change yearly without the Pension Board necessarily making those recommendations. The mortality tables which affect the contribution calculations changes as well as payroll percentage. The pension contribution has increased with a similar pool of people but other than that they have not made specific changes to assumptions voluntarily like the interest rate. Village Administrator Irvin commented on how the modified assumptions could negatively impact the Village ratio. A discussed ensued.

Finance Director O’Connell said there are always changes to how the State calculates the funding ratio we have to consider the fluidity and ability of the fund to make payments as more of a maker and from that perspective the Village is doing great. Following a comment from Village Administrator Irvin, Finance Director O’Connell commented on the statewide pooling associated with the Police Pension Fund.

Trustee Hatch moved to accept the report. Trustee Rappin seconded the motion. The motion passed a unanimous voice vote.


Following a comment from Village Administrator Irvin, AVA Gable said the first Friday of the the 2023 Farmers Market was on June 9. The market will operate on the Village Green from June 9 through October 13 (7:00 a.m. to 12:00 p.m.). She shared background information then reported on the upcoming activities planned for the 30th annual Lake Bluff Farmers Market. AVA Gable said this year’s artwork was produced by Beth McKenna and Phillip Ross. She said there will 26 returning vendors and at least 3 new vendors. The special events and entertainment schedule include musical entertainment, RC Juggles, Library Story Time, corn roast (August 11) amongst other activities. AVA Gable thanked the event sponsor Lake Forest Bank and Trust, Market Manager (Kathleen Swanton), and Farmers Market Committee (Chair Frank Swanton, Daria Andrews, Sean Bjork, Adrienne Fawcett, Lise Martin, Sarah Wnek, Kathy Sheppard).

In response to a question from Trustee Rappin, AVA Gable said the successful first day could have been a combination of attributes such as beautiful weather, social media posting, school closure, etc.

13. ITEM #8B – VILLAGE ADMINISTRATOR’S REPORT: Consideration of a Request from Lake Bluff School District 65 to Waive Permit Fees

Village Administrator Irvin reported that Lake Bluff School District 65 has submitted three permit fee waiver requests for the following three projects: the sportcourt at the Middle School, roof repairs at the Middle School, and the west parking lot paving and lighting at the Middle School and security enhancements to the Elementary School parking lot. The cost of construction for
these projects is respectively $150,000, $285,000, and $950,000 without a waiver the permit fees for these three projects would be $1,525, $2,875, and $9,525 respectively, for a total of $13,925. He said School District 65 is a qualifying organization under the Village’s Fee Waiver Policy. Waiver requests over $1,000 are subject to approval by the Village Board.

As there were no questions from the Board, Trustee Rappin made a motion to waive the building permit fee for the scope of the project, excluding any additional out of pocket cost, Trustee Cole seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Fisher, Fried, Hatch, Rappin, Cole
Nays: (0)
Absent: (1) Rider

14. ITEM #9 – VILLAGE ATTORNEY’S REPORT

Village Attorney Friedman had no report.

15. ITEM #10 – VILLAGE PRESIDENT’S REPORT

President Charlot reported that Trustee Rappin has been appointed as the Village Board liaison to the PCZBA for affordable housing and comprehensive land use update discussions and on behalf of the Board said we are grateful for his contribution to the Village.

President Charlot said the Village received a request from a resident regarding an exemption to the Village’s leaf blower regulations specifically for large Village parcels. He said if there are no objections, the Sustainability and Community Enhancement Ad Hoc Committee will be asked for a recommendation regarding this possible exemption to the Village’s Gas Powered Leaf Blower Ban for larger property (approximately 20 acres and over). There were no objections from the Board.

16. ITEM #11 – ACCEPTANCE OF THE CORRESPONDENCE

President Charlot introduced the correspondence delivered in the April 21 and 28, 2023 Informational Reports.

Trustee Hatch moved to accept the correspondence. Trustee Cole seconded the motion. The motion passed on a unanimous voice vote.

17. ITEM #12 – SECOND READING OF AN ORDINANCE AMENDING TITLE I OF THE MUNICIPAL CODE OF THE VILLAGE OF LAKE BLUFF REGARDING THE COMPREHENSIVE FEE SCHEDULE
President Charlot said at the April 24, 2023 Village Board meeting Title 8 of the Lake Bluff Municipal Code was amended to impose a stormwater utility fee. In order to implement the new utility as directed, the Annual Fee Schedule Ordinance requires the following updates:

1) Stormwater utility fee rate of $195 per Equivalent Runoff Unit (ERU).
2) Stormwater management incentives;
   a) Rain Garden – $250
   b) Runoff Rate Reduction – $250
   c) Runoff Volume Reduction – $250
   d) Runoff Water Quality – $250
   e) Rain Barrel- $25

President Charlot said the maximum lifetime incentive amount available per property for the combination of rain gardens, rate reduction, volume reduction and water quality items is $1,000. Once a property reaches $1,000 in incentive payments for these items, no more incentives will be issued to the property regardless of the ownership. Rain barrels are not subject to any maximum lifetime incentive amount. He further stated the Village Board approved first reading of this ordinance at its May 8, 2023 meeting, Village Staff has added an additional fee for Board consideration – a new $500 application fee for the fire sprinkler mandate exemption process adopted at that same meeting. Staff recommends approving the attached ordinance to amend the fee schedule.

In response to a question from Trustee Fisher, Village Administrator Irvin commented on why all Village fees and charges are set forth in the Village’s Comprehensive Fee Schedule. Trustee Fisher said she feels a great deal of thought went into this and is reflected in the ordinance which she is looking forward to supporting.

As there were no further questions, Trustee Fisher moved to approved the ordinance. Trustee Rappin seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Fried, Hatch, Rappin, Cole, Fisher
Nays: (0)
Absent: (1) Rider

18. ITEM #15 – A RESOLUTION APPROVING THE WAIVER OF COMPETITIVE BIDS AND AN AGREEMENT BETWEEN THE VILLAGE OF LAKE BLUFF AND BRIDGE BROTHERS, INC. FOR THE REPLACEMENT OF THE GLEN AVENUE FOOTBRIDGE

President Charlot said a little over a year ago, the Village Board approved an agreement between the Village of Lake Bluff and the National Philanthropic Trust to accept an anonymous donation in the sum of $400,000 for the replacement of the existing Glen Avenue pedestrian bridge. This generous gift from a resident put the Village on track to replace the bridge slightly earlier than
originally programmed, which is fortunate given how the current footbridge continues to deteriorate. Over the last several months, several steps have been taken to further replacement:

1. Preliminary engineering and design work based on Bob Hunter’s, Chairman of the Village’s Architectural Board of Review (ABR), concept plan for the new bridge was completed last summer.
2. Bridge Brothers, Inc. was hired by the Village Board in October 2022 to design the new bridge as this approach was identified as the most efficient and cost-effective way to procure a quasi-custom bridge (contracting with a company that manufactures bridges off-site and having it delivered and installed to the project location).
3. Landscape plans for the bridge approaches which, along with the final bridge design were reviewed and recommended for Board approval by the ABR (May 2023).

President Charlot said the step before the Village Board now is consideration of the attached Bridge Brothers, Inc. proposal to complete the engineering and then furnish and install the bridge for a price of $325,984. The removal of the existing bridge, required site work to accommodate the new bridge, and the landscape enhancements bring the estimated total project cost $600,000. If approved as presented, it is estimated to take 20 weeks to deliver, construct and set the replacement bridge (fall of 2023). President Charlot further stated back in October, there are adequate funds in the General Fund to support the completion of this project this fiscal year. At a further savings to taxpayers, the anonymous donor has pledged an additional $6,000 to cover the cost tied to the Ipe wood decking and trim pieces (as designed), which will decrease future Village maintenance costs. Village Staff recommends that the Village Board waive the competitive bidding process and enter into an agreement with Bridge Brothers, Inc. in the amount of $325,984 to supply and install the bridge.

In response to a question from Trustee Rappin, Village Administrator Irvin said the actual cost was closer to $300,000 in the Village’s multi-year plan and the Village could be spending a significant amount of money depending on the cost of materials. He commented on why it made sense for the Village to waive competitive bidding and hire the proposed firm. He said there will be expenditures for the additional scope of work including the abutments, sheet piling and final landscaping.

In response to a comment from President Charlot, Village Administrator Irvin confirmed that the project was in good standing with the adjacent neighbors and he noted that the proposed benches for the north side were removed from the plan. A discussion followed.

As there were no further comments from the Public or Board, Trustee Hatch moved to adopt the resolution. Trustee Fisher seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Hatch, Rappin, Cole, Fisher, Fried
Nays: (0)
Absent: (1) Rider
19. **ITEM #16 – A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH INTERDEV, LLC (Managed IT & Security Services)**

President Charlot said for the past 8 years, the Village has been part of an Information Technology Consortium (GovITC) made up of 6 communities that joined forces to (i) develop and share IT services, staffing and equipment, and (ii) find efficiencies, reduce risk, and provide a collaborative environment for innovation and continuous improvement. While the consortium was successful in (i) reducing certain expenses and (ii) elevating IT service and security, the lack of uniform operating environments and changing organizational expectations hampered GovITC’s success.

President Charlot said at this time, the two largest members of GovITC are looking to dissolve the consortium to pursue different service arrangements to further their respective organizational goals just as GovITC’s service contract with InterDev concludes at the end of June. To ensure IT services for the Village, a procurement process was initiated and proposals were solicited from the three IT firms that recently provided proposals to the consortium since they were familiar with the Village’s operating environment and service level standards. After analysing the proposals, staff believes that the 3-year proposal submitted by InterDev, LLC – the firm that has been the contractor for the consortium since day one – demonstrates:

- their capability to meet or exceed requirements set forth in the scope of work,
- how they can build on our existing relationship and address current and future needs and trends in the industry (chiefly, security), and
- their affordability of services ($115,644/year with an annual escalator not to exceed 5% per year for the initial 3-year term, and under no circumstances 18% over the possible full 5-year engagement was the most cost-effective proposal).

President Charlot said Village Staff has been very satisfied with InterDev’s services to date and recommends approval of the agreement as presented.

In response to a comment from Trustee Rappin, Village Administrator Irvin said that in the final year the Village was approached by the IT provider attempting to negotiate an increase in services; however, the consortium did not agree to the changes. He commented on how the Village benefited from being part of the consortium and that future consideration for intergovernmental agreement for backup services/storage was forthcoming.

As there were no further comments from the Public or Board, Trustee Fisher moved to adopt the resolution. Trustee Cole seconded the motion. The motion passed on the following roll call vote:

- Ayes: (5) Rappin, Cole, Fisher, Fried, Hatch
- Nays: (0)
- Absent: (1) Rider

20. **ITEM #17 – TRUSTEE’S REPORT**


There was no Trustee’s report.

21. **ITEM #18 – EXECUTIVE SESSION**

President Charlot stated this concludes the open session, upon the adjournment of closed session, there will be no further public business, and the public meeting will close automatically.

At 8:12 p.m. Trustee Cole moved to enter into Executive Session for the purpose of discussing Personnel (5 ILCS 120/2(c)(2)) and adjourn at the conclusion of the closed session. Trustee Fisher seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Cole, Fisher, Fried, Hatch, Rappin
Nays: (0)
Absent: (1) Rider

The meeting ended at 8:28 p.m.

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R. Drew Irvin
Deputy Village Clerk