

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
VIRTUAL MEETING
JANUARY 11, 2021**

APPROVED MINUTES

1. CALL TO ORDER AND ROLL CALL

Village President O’Hara called the meeting to order at 7:00 p.m. and Village Clerk Megan Michael called the roll.

The following were present:

Village President: Kathleen O’Hara

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

Also Present: Megan Michael, Village Clerk
Peter Friedman, Village Attorney
Drew Irvin, Village Administrator
Bettina O’Connell, Finance Director
Glen Cole, Assistant to the Village Administrator (ATVA)

2. PLEDGE OF ALLEGIANCE

President O’Hara led the Pledge of Allegiance.

3. CONSIDERATION OF THE MINUTES OF THE DECEMBER 14, 2020 VILLAGE BOARD REGULAR MEETING

As there were no comments from the Board, Trustee Dewart moved to approve the December 14, 2020 Board of Trustees Meeting Minutes as presented. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Charlot, Dewart, Markee, Meyer and Towle
Nays: (0)
Absent: (0)

4. **ITEM #4 – NON-AGENDA ITEMS AND VISITORS**

President O’Hara said 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.

Follow a request from President O’Hara, Village Administrator Drew Irvin said there are no queued requests.

5. **ITEM #5 – VILLAGE BOARD SETS THE ORDER OF THE MEETING**

There were no requests to change the order of the meeting.

6. **ITEM #6A – WARRANT REPORTS FOR DECEMBER 15-28, 2020 AND DECEMBER 29, 2020 – JANUARY 11, 2021 AND NOVEMBER 2020 PAYROLL EXPENDITURES**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$371,355.39 for December 15-28, 2020, expenditure of Village funds for payment of invoices in the amount of \$291,409.45 for December 29, 2020 –January 11, 2021 and, expenditure of Village funds for payroll in the amount of \$287,709.10 for November 2020 for a total amount of \$950,473.94.

As there were no questions from the Board, Trustee Meyer moved to approve the Warrant Reports. Trustee Towle seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Charlot, Dewart, Markee, Meyer, Towle and Ankenman
Nays: (0)
Absent: (0)

7. **ITEM #6B – NOVEMBER 2020 FINANCIAL REPORT**

At President O’Hara’s request, Finance Director Bettina O’Connell provided a summary of the November 2020 Finance Report highlighting major revenue sources and expenditures for the period.

- Sales tax revenues received in FY21 May-November of \$1,899,055 is \$141,898 or 7% less than FY20 cash receipts;
- Building Permit revenue for FY21 May-November is \$186,920, \$41,837 less than the same reporting period last fiscal year;
- General Fund total revenues of \$7,366,425 are \$51,080 or 0.7% less than FY20 May-November revenues. The largest declines are in Sales & Home Rule Tax Revenue - \$131,592, Property Tax revenue – \$78,558, Permits and Licenses - \$94,587, and Interest Earnings - \$58,839. With the addition of the one-time CARES Act Grant monies of \$257,269 the net revenue decrease is \$51,080; and

- FY21 current expenditures are consistent with or less than budgeted; the May-November expenditures of \$5,203,789 are \$162,031 less than the expenditures for the same period in FY20.

BUGETARY INFORMATION

To address the financial uncertainty of the COVID-19 pandemic, the Village adopted a budget that incorporated numerous reductions in revenues and expenditures:

- Sales and income tax expectations were **reduced by \$1,160,060**. Finance Director O’Connell said the initial reduction was in the amount of \$749,356 and the secondary reduction referred by the Finance Committee in May 2020 actually accumulated to \$1,160,060. She showed the general fund revenue chart and commented on the budget amendment changes and FY20/21 Year to Date (YTD) totals noting the difference between the adjusted budget numbers and current YTD numbers is approximately \$461,528;
- a freeze of **\$180k** in General Fund transfers to the Vehicle Replacement Fund was enacted;
- a reversal of the **\$410k** interfund transfers was approved;
- Expenses were reduced in the General Fund by **\$639,600** (operational and capital improvements); and
- FY21 transfers from the General Fund were decreased **\$630,000**.

Village Administrator Irvin said the Village had planned conservatively for a 20% impact on revenue streams but the impact is trending more favorable at about 8% as of to date.

In response to a question from Trustee Markee, Finance Director O’Connell said there are no delays on property tax revenue but sales tax revenue continues to lag more than usual.

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

Ayes: (6) Dewart, Markee, Meyer, Towle, Ankenman and Charlot
Nays: (0)
Absent: (0)

8. **ITEM #7 – VILLAGE ADMINISTRATOR’S REPORT**

Village Administrator Irvin said Lake Bluff was the first community in Illinois to offer its residents a year round food scrap composting program and has become a leader in managing waste and recycling. As such, the Solid Waste Agency of Lake County has asked the Village to participate in its USDA Grant program (24 months) which will develop a campaign surrounding the four pilot communities’ food scrap composting programs.

9. **ITEM #8 – VILLAGE ATTORNEY’S REPORT**

Village Attorney Peter Friedman had no report.

10. ITEM #9A – VILLAGE PRESIDENT’S REPORT: CONSIDERATION OF AN EXTENSION OF THE VILLAGE PRESIDENT’S DECLARATION OF CIVIL EMERGENCY

President O’Hara reported on March 18, 2020 President O’Hara issued a Declaration of Emergency for the Village of Lake Bluff (Declaration) related to the COVID-19 emergency which has been subsequently extended at each meeting since that time and requested that the Declaration be extended until the next regular Village Board meeting.

Trustee Meyer made a motion to extend the Declaration until the adjournment of the next regular (January 25, 2021) or emergency Village Board meeting. Trustee Ankenman seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Markee, Meyer, Towle, Ankenman, Charlot, and Dewart
Nays: (0)
Absent: (0)

11. ITEM #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on December 11, 18, 23 and 31, 2020.

Trustee Markee made a motion to accept the correspondence as submitted. Trustee Towle seconded the motion. The motion passed on the following roll call vote:

Ayes: (6) Meyer, Towle, Ankenman, Charlot, Dewart and Markee
Nays: (0)
Absent: (0)

12. ITEM #11 – A RESOLUTION APPROVING A SIGN EXEMPTION FOR JC LICHT AT 413 WEST WASHINGTON AVENUE

President O’Hara reported JC Licht and their sign company, LaGrange Sign & Lighting, are proposing to install two wall signs on the building at 413 West Washington Avenue, one on the east façade and one on the south façade facing West Washington Avenue. She further reported the Architectural Board of Review considered this request at their December 1 meeting and voted 6-0 to recommend approval, subject to the conditions that both signs be 3’ x 12’ and that the signs align with the top of the new entrance. In the revised drawings which are attached, the bottom edge of the signs aligns with the top edge of the glazing above the new entrance to comply with this condition. In addition, President O’Hara reported in preparation for the Village Board’s consideration of the request, the neighboring property owners have been notified of the meeting date and a resolution has been prepared transmitting the ABR’s recommendation. Mark Satala of LaGrange Sign and Lighting and Village Staff will be in attendance at the meeting to answer questions from the Board.

In response to a question from Trustee Markee, BCS Mike Croak said illuminating hours were not discussed at the ABR meeting. He said the new sign will face east toward the commercial property, and the sign facing south toward the apartment building will be replacing an existing sign of the same size, and the light intensity will be less because only the text and graphics will be illuminated not the background.

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

Ayes: (6) Towle, Ankenman, Charlot, Dewart, Markee and Meyer
Nays: (0)
Absent: (0)

13. **ITEM #12 – TRUSTEE’S REPORT**

Trustee Markee read her prepared statement in regards to the recent attempt to remove Trustee Towle from the April 2021 ballot due to a technicality.

Trustee Meyer stated that he agreed with Trustee Markee and thanked her for speaking in favor of volunteerism and the community.

14. **ITEM #14 – ADJOURNMENT**

Trustee Towle moved to adjourn the regular meeting. Trustee Charlot seconded the motion and the motion passed on a unanimous roll call vote at 9:14 p.m.

The motion passed on the following roll call vote:

Ayes: (6) Ankenman, Charlot, Dewart, Markee, Meyer and Towle
Nays: (0)
Absent: (0)

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Megan Michael
Village Clerk