

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
VIRTUAL MEETING
JANUARY 25, 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 (arrived at 7:02 p.m.)
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
Mike Hosking, Police Chief
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 JANUARY 11, 2021 VILLAGE BOARD REGULAR MEETING

As there were no comments from the Board, Trustee Ankenman moved to approve the January 11, 2021 Board of Trustees Meeting Minutes as presented. Trustee Towle seconded the motion. The motion passed on the following roll call vote:

Ayes: (5) Ankenman, Charlot, Markee, Meyer and Towle
Nays: (0)
Absent: (1) Dewart

Trustee Dewart arrived at 7:02 p.m.

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**

President O’Hara recommended taking Agenda Item #11 then return to the regular order of the meeting. There were no objections from the Board.

6. **ITEM #11 – A RESOLUTION HONORING THE PUBLIC SERVICE OF POLICE DEPARTMENT MEMBER PAMELA McCUTCHEON**

President O’Hara said Pamela McCutcheon will retire later this month after serving Lake Bluff as a Police Telecommunicator and Records Clerk for over 20 years. Because of her service and devotion to the Village, it is recommended that Ms. McCutcheon’s service is memorialized by Resolution of the Village of Lake Bluff Board of Trustees then she read the resolution.

President O’Hara said Ms. McCutcheon service to the community has been greatly appreciated then she thanked her on behalf of the Village and entire Lake Bluff community.

Ms. McCutcheon said it was a pleasure serving the community and she thanked the Board for the recognition.

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

7. **ITEM #6A – WARRANT REPORT FOR JANUARY 12-25, 2021**

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$367,627.98 for January 12 – January 25, 2021 for a total amount of \$367,627.98.

As there were no questions from the Board, Trustee Towle moved to approve the Warrant Report. Trustee Meyer 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 #6B – DECEMBER 2020 FINANCIAL REPORT

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

- Sales tax revenues received in FY21 May- December is \$2,177,532, which is \$190,903 or 8% less than FY20 cash receipts,
- Building Permit revenue for FY21 May-December is \$276,880, \$45,295 more than the same reporting period last fiscal year,
- General Fund total revenues of \$8,009,043 are \$16,568 or 0.2% less than FY20 May-December revenues, and
- FY21 current expenditures are consistent with or less than budgeted; the May-December expenditures of \$6,365,477 are \$291,716 less than the expenditures for the same period in FY20.

Finance Director O’Connell said 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,
- 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.

As there were no questions from the Board, Trustee Markee moved to accept the Finance Report. 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)

9. ITEM #7A – VILLAGE ADMINISTRATOR’S REPORT: INFORMATIONAL REPORT REGARDING THE REFERRAL OF SHORT TERM RENTAL REGULATIONS TO THE JOINT PLAN COMMISSION AND ZONING BOARD OF APPEALS

Village Administrator Drew Irvin reported at its January 11, 2021 meeting the Village Board met as a Committee of the Whole and directed Staff to prepare legislation that would establish Backyard Bee/Chicken Keeping and Short Term Rental (STR) pilot programs regulations. He said the backyard bee/chicken keeping draft ordinance will be considered later this evening and the draft STR ordinance with provision regarding the quantity of STR operator permits, which the Village Board can modify via Resolution, has been prepared for referral to the Joint Plan Commission and Zoning Board of Appeals (PCZBA). Unless directed otherwise, Staff will provide notice that a public hearing will be held at the PCZBA’s February 17 meeting to initiate the adoption of the STR regulations. There were no comments from the Board.

Village Administrator Irvin continued his report by stating the Illinois Department of Public Health had announced plans to move Region 9, which includes Lake County, to Tier 1 COVID-19 resurgence mitigation measures and he commented on how the shift will impact the current restrictions.

President O’Hara said this is good news and briefly commented on what makes a region eligible for the shift.

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

Village Attorney Peter Friedman had no report.

11. **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 (February 8, 2021) or emergency Village Board meeting. Trustee Dewart 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 #9B – VILLAGE PRESIDENT’S REPORT: APPOINTMENT OF MARGARETTE MINOR TO THE HISTORIC PRESERVATION COMMISSION**

President O’Hara reported subject to the consent of the Board of Trustees, the Village President appoints members to the Village’s various advisory Boards and Commissions. Village President O’Hara recommends the appointment of Margaret Minor to fill the vacant position on the HPC. If the proposed appointment is approved, Ms. Minor term will expire on April 30, 2021. President O’Hara said Ms. Minor is very interested in historic preservation and shared information regarding her Sunrise Avenue renovation project which maintained the streetscape in that area.

Trustee Meyer said he had spoken with Ms. Minor and found her to be impressive. He said he would like to recognize and give credit to everyone that has stepped up to be a volunteer in Lake Bluff.

Trustee Meyer made a motion to approve the appointment. Trustee Towle 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 #10 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on January 8 and 15, 2021.

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

14. ITEM #12 – AN ORDINANCE ESTABLISHING PERMANENT LICENSING REGULATIONS FOR CHICKENS AND BEES, AND AMENDING THE VILLAGE’S COMPREHENSIVE FEE ORDINANCE

President O’Hara reported on January 8, 2018, the Village Board approved two pilot programs to authorize the keeping of chickens and bee hives on residential properties that included a sunset provision ending the programs as of March 1, 2021. At its meeting on January 11, 2021, the Committee of the Whole directed Staff to present an Ordinance that would conclude the pilot programs and establish regulations to allow bees and chickens to be kept within the Village indefinitely. She further stated the Ordinance codifies the existing pilot programs with the following changes:

- No sunset or expiration date.
- Increases the initial application fee to \$100 and leaves in place a \$0 renewal cost. Current participants would be treated as renewals.
- The removal of the following provisions inserted for the purposes of the pilot program:
 - Provisions concerning minimum lot size; specifically, the pilot program stated that “no more than two [...licenses...] shall be issued to lots less than 10,000 square feet” and “no permit shall be issued for a lot smaller than 7,000 square feet.”
 - The requirement that a public meeting be held prior to renewing a license.
- Establishes a limit of 10 licenses. (The current limit under the pilot program is five; four are currently issued.)
- Allows for waiver of a requirement that requires chicken coops to be located in the rear yard where similar visual screening, security, and privacy can be provided; this rear yard requirement is prohibitively difficult on some irregular and through lots.
- Creates a time limit on appeals, which must be made to the Village Board within 30 days of the aggrieved action.

- Only during the COVID-19 emergency, the Village Administrator retains the ability to issue new licenses without an advisory body’s review only after providing an opportunity for neighborhood comment.

Trustee Markee said the Centers for Disease Control and Prevention has information regarding salmonella infections linked to backyard chickens posted on its website. She asked if the Village website could be linked to outside sources because it is important to education residents and provide safety precautions associated with these type of programs. Trustee Markee shared information regarding the location of bee hive collection centers in the area. A discussion followed.

As there were no comments from the Board, Trustee Dewart moved to approve first reading of the ordinance. Trustee Charlot 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)

15. **ITEM #13 – AN ORDINANCE AMENDING THE FIRST YEAR OF THE BIENNIAL BUDGET OF THE VILLAGE OF LAKE BLUFF FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2022**

President O’Hara reported to align expenses with amounts noted in the first year of the multi-year budget and to reduce the General Fund revenues to reflect the anticipated revenue shortfalls due to the COVID-19 pandemic (as recommended by the Finance Committee and discussed by the Village Board), Staff recommends following past practice and revising the first year of the FY21 Biennial Budget in the amount of \$1,441,560 (revenue adjustment) and \$1,129,996 (expenditure adjustment). This memorialization includes the following expenses:

1. Resolution #2020-73 – Authorized additional accounting services of \$48,000.
2. FY20 rollover costs for installation of plaques in commemoration of the Quasiquicentennial year (\$7,706).
3. FY20 rollover costs related to the Village Hall generator noise reduction project (\$3,980).
4. FY20 rollover costs associated with the purchase of additional Fire Department turnout gear to include the FEMA Assistance to Firefighters Grant - Resolution #2019-51 (\$50,000).
5. Special Operations Fire Department dryer equipment purchase of \$ 7,975 offset with FEMA grant award EMW2018-FO-03603 received in FY21.
6. FY20 rollover costs of \$260,000 associated with outfall improvements.
7. Resolution #2020-40 – Authorized up to \$33,100 to perform professional engineering services for the East Terrace overland flow and stormwater utility studies. This amount was funded with Resolution #2020-43 transferring \$33,100 in General Fund monies back from the Water Fund.
8. Repairs needed for the diesel spill bucket (\$6,980) and also the emergency repair of the Public Works garage heaters (\$8,018).

9. FY20 rollover cost of \$14,942 related to the Moffett Road box culvert work.
10. FY20 rollover and change order costs of \$ 32,500 for Moffett/East Witchwood sanitary sewer work authorized by Resolution# 2020-37.
11. Water Meter Project expenses of \$623,695 from FY20 delayed due to COVID-19 restrictions.

In addition, President O'Hara reported funds are available to effectuate these expense modifications from sources other than the tax levy. The graph shows the impacts of these amendments and demonstrates the current general fund balance projection reflecting the planned fiscal position during this pandemic.

As there were no questions from the Board, Trustee Ankenman moved to approve first reading of the ordinance. Trustee Markee 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)

16. **ITEM #14 – TRUSTEE’S REPORT**

There were no Trustee’s report.

17. **ITEM #15 – EXECUTIVE SESSION**

At 9:03 p.m. Trustee Dewart moved to enter into Executive Session for the purpose of discussing Pending Litigation (5 ILCS 120/2(c)(11)). Trustee Markee 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)

There being no further business to discuss, Trustee Meyer moved to adjourn out of executive session. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 9:21 p.m.

18. **ITEM #16 – 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