

**VILLAGE OF LAKE BLUFF
BOARD OF TRUSTEES
REGULAR VIRTUAL MEETING
MAY 10, 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 (arrived at 7:02 p.m.)

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 (AVA)
Samantha Lenocho, Administrative Intern (AI)

2. PLEDGE OF ALLEGIANCE

President O’Hara led the Pledge of Allegiance.

Trustee Towle arrived at 7:02 p.m.

3. AWARDS AND PROCLAMATIONS

President O’Hara read the proclamation honoring the public service of Library Trustee Carole Stroh and thanked her on behalf of the Village for her dedicated service.

Mr. Stroh thanked the Library Board for the recognition and said she enjoyed serving on the committee.

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

President O’Hara 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.

Molly Sarver, Lake Forest resident and member of the Board of Directors for a local non-profit organization “Paws for Patrick” shared information regarding the organization, type of services provided and the Turn Our Towns Green Campaign then she thanked the Board for proclaiming May 2021 as Mental Health Awareness Month in Lake Bluff.

5. ITEM #7A – WARRANT REPORT FOR APRIL 27 – MAY 10, 2021 AND MARCH 2021 PAYROLL EXPENDITURES

President O’Hara reported expenditure of Village funds for payment of invoices in the amount of \$403,471.03 for April 27 – May 10, 2021 and expenditure of Village funds for payment of payroll in the amount of \$289,454.10 for March 2021 for a total amount of \$692,925.13

As there were no question from the Board, Trustee Meyer moved to approve the Warrant Report. Trustee Ankenman 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)

Following a comment from Village Administrator Drew Irvin, President O’Hara presented agenda item #4 without objections from the Board.

6. ITEM #4 – CONSIDERATION OF THE MINUTES OF THE APRIL 19 SPECIAL WORKSHOP MEETING AND APRIL 26, 2021 REGULAR BOARD MEETING

Village Administrator Irvin said the April 19 draft minutes will be amended to reflect the departure of Trustee Charlot (6:45 p.m.).

As there were no further comments, Trustee Markee moved to approve the April 19, 2021 Special Workshop Meeting Minutes as amended and April 26 Board of Trustees Regular Meeting Minutes as presented. 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 #7B – TREASURER’S ANNUAL REPORT OF THE POLICE PENSION FUND

President O’Hara reported attached is a copy of the fiscal year ending 4/30/2021 Annual Treasurer’s Report that will be submitted to the Police Pension Board at the next quarterly meeting. The Illinois Compiled Statutes (40 ILCS 5/3-141) requires that a copy of the reporting be filed with the Village Board by the second Tuesday of May each year. She further reported also included as required per the Illinois Pension Code, is an annual payment register of expenditures during the fiscal year beginning May 1, 2020 and ending April 30, 2021.

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

8. ITEM #8A – VILLAGE ADMINISTRATOR’S REPORT: 2021 LAKE BLUFF FARMERS MARKET REPORT

Following an introduction from Village Administrator Irvin, Administrative Intern (AI) Samantha Lenocho reported that the 2021 Framers Market will be held on Fridays, from June 4 to October 8 (7:00 a.m. to 12:00 p.m.) on the Village Green and commented on expected changes for the upcoming event. She said when the artwork is finalized it will be published on reusable bags, posters amongst other items. AI Lenocho said there will be 21 returning vendors and 8 new vendors, musical entertainment, RC Juggles and Library Story time amongst other activities then she thanked everyone for supporting the Farmers Market for the past 27 years.

Village Administrator Irvin continued his report by expressing his thanks to the outgoing Village Board and said he really enjoyed working with everyone as it was a great learning experience.

President O’Hara thanked the volunteer Farmers Market Committee for their hard work and organizing a community event that will operate as close to normal as possible.

9. ITEM #9 – VILLAGE ATTORNEY’S REPORT

Village Attorney Peter Friedman said because the outgoing Village Board was such great public servants it made his job easy and he thanked them for their service.

10. ITEM #10 – VILLAGE PRESIDENT’S REPORT

President O’Hara expressed her thanks to the Village Board and all Lake Bluff volunteers which she has served with during her tenure. She said volunteers are the lifeblood of the community and that is what makes Lake Bluff special. President O’Hara said sometimes the Village Board vehemently disagrees but everyone has the Village best interest at heart and worked hard to make Lake Bluff the very best. She thanked all the Lake Bluff Employees (Village Administration and Community Development, Public Works, Police and Fire Departments) for providing the security and comfort that the community relishes and expects particularly this last year with the COVID-19 pandemic. She concluded her report by sharing a portion of a historical poem “On the Shores of Blue Lake Michigan” written by a descendant of the first Lake Bluff settlers (John and Catherine Cloes).

11. ITEM #11 – ACCEPTANCE OF THE CORRESPONDENCE

President O’Hara introduced the correspondence from the Informational Reports on April 23 and 30, 2021.

Trustee Ankenman made a motion to accept the correspondence as submitted. Trustee Charlot 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)

12. ITEM #12 – A RESOLUTION AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT WITH MARC KRESMERY CONSTRUCTION, LLC FOR THE FOREST COVE LIFT STATION REHABILITATION PROJECT

President O’Hara reported on Tuesday May 4, 2021, the Village of Lake Bluff opened bids for the Forest Cove Lift Station Rehabilitation Project. Four bids were received, with the lowest responsive bid of \$199,732.50 submitted by Marc Kresmery Construction, LLC of Elgin, Illinois. The project includes replacing the existing pumps, piping, valves, and control system at the sanitary lift station located on Forest Cove Road. The project will improve the reliability of the lift station which has had significant issues in recent years. The Villages FY22 Budget includes \$240,000 for the Forest Cove Lift Station Rehabilitation Project. The Village intends to use a portion of the remaining budget to hire the projects design engineer, HLR, Inc. to perform construction engineering services with a portion of the remaining budget. President O’Hara further reported the Village Engineer is recommending the award of a contract for the construction of the Forest Cove Lift Station Rehabilitation Project to the low bidder, Marc Kresmery Construction in the bid amount of \$199,732.50.

Village Administrator Irvin commented on his response to inquiries from Trustees Ankenman and Markee regarding variations in the bid results. He said Staff reviewed the numbers and the proposed contractor completed the recent lift station replacement project for the Village and Staff is confident that the firm will do a good job.

In response to a question from Trustee Markee, Village Administrator Irvin said he is uncertain of the actual cost regarding the design engineering but the project will not exceed the budgeted amount.

As there were no further questions from the Board, Trustee Towle moved to adopt the resolution. Trustee Markee 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)

13. ITEM #13 – A RESOLUTION APPROVING A SITE PLAN FOR PRAIRIE ESPRESSO AT 79 EAST SCRANTON AVENUE

President O’Hara reported Prairie Espresso is currently remodeling the space at 79 E Scranton Ave, which fronts on the street, with plans to move into the new space soon. The proposed exterior changes include replacing the existing wood door with a metal and glass door and painting window trim and a concrete lintel black. The plans were presented to the Architectural Board of Review (ABR) on May 6. By a vote of 4-0, the ABR recommended that the Village Board approve the plans.

Trustee Markee said she had expressed her concern regarding additional outdoor seating on the southwest corner of East Scranton Avenue and said the Village should be mindful not to allow seating to hinder pedestrian access. A discussion followed.

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)

14. ITEM #14 – A RESOLUTION APPROVING A SITE PLAN FOR A DUMPSTER ENCLOSURE FOR LINDEMANN CHIMNEY AT 86 ALBRECHT DRIVE

President O’Hara reported Lindemann Chimney has moved to the building at 86 Albrecht Drive. They are proposing to install a dumpster enclosure adjacent to their rear parking lot. The enclosure will be an 18’ long, 8’ wide, shadow box fence mounted on galvanized steel posts. The posts will be on the inside the enclosure. They are proposing a three-sided enclosure with no gate. The proposal that Lindemann Chimney originally submitted was for a 7’ tall fence; however, they understand that the fence panels cannot exceed 6’ in height without the approval of a height variance from the Joint Plan Commission and Zoning Board of Appeals. She further reported the plans were presented to the ABR on May 6 and by a vote of 5-0, the ABR recommended that the Village Board approve the plans.

As there were no questions from the Board, Trustee Markee moved to adopt the resolution. Trustee Ankenman 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)

15. ITEM #15 – A RESOLUTION APPROVING THE TEMPORARY INCREASE IN THE NUMBER OF AUTHORIZED POSITIONS (Police Officer)

President O’Hara reported 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; specifically, this Pay Plan authorized 10 Patrol Officers and 3 Police Sergeants. Police Chief Hosking was recently notified that one of the Village’s long-tenured Patrol Officers will resign effective July 8, 2021 which will create a vacancy on one of the Patrol shifts. Typically, the hiring, training and certification of a new Peace Officer takes upwards of 6 months; fortunately, the Police Department has been maintaining communication with a lateral transfer candidate who is a currently employed, highly qualified Illinois Certified Peace Officer. President O’Hara further reported because it would be advantageous to fill the vacancy immediately and begin the training process of a new officer in order to keep the shifts properly staffed and minimize overtime spending, the Village Administrator and Chief of Police recommend that the Village Board authorize the temporary increase in the number of Police Officers by one for a period time not to go beyond July 9, 2021.

As there were no questions from the Board, Trustee Meyer moved to adopt the resolution. 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)

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

President O’Hara said 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 O’Hara 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 April 26, 2021 meeting, the Village Board has continued the public hearing. President O’Hara 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, May 24, 2021 at 7 p.m.

As there were no comments from the Board of Public, Trustee Dewart made a motion to continue the public hearing until the May 24, 2021 meeting. Trustee Ankenman 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)

17. ITEM #17 – TRUSTEE’S REPORT

Trustee Dewart said it has been a privilege to serve the community as a Village Trustee for 10 years. He said Lake Bluff is a relatively small community but the Village Board has considered a variety of issues (dumpster enclosure, chicken coops, large scale property developments, etc.) each of which had important implications to Village residents, property and business owners. Trustee Dewart said it has been exciting to support the evolving dynamic and progressive Lake Bluff nature which is blessed with beautiful residential neighborhoods and more vibrant commercial districts on both sides of town. The Village successful synergy of large and small enterprises supports the community and its residents and provides a solid financial base. He said who would have thought that Lake Bluff would be a destination location for restaurants and businesses. Trustee Dewart said he thinks the “bedrock” associated with Lake Bluff includes friendly neighbors, historic and attractive streetscape, beautiful lakefronts and comprehensive Village services which attract newcomers and retain existing residents. Trustee Dewart thanked his family, Village Board, Staff and previous Village Board Commissioners for their support during his tenure.

Trustee Meyer said it has been his honor to serve the people of Lake Bluff for 10 years. He witnessed the strength of volunteer spirit, which sets Lake Bluff apart from other communities, when faced with challenges and consequences as a result of the COVID-19 pandemic. He said volunteerism is what makes Lake Bluff a strong community and he is very confident that Lake Bluff will continue to strive under the new leadership. Trustee Meyer expressed his thanks to Staff and all the volunteers that have contribute their efforts, grace and generosity to the community. Trustee Meyer extended a special thanks to President O'Hara, Trustees Dewart and Towle and Village Clerk Megan Michael and said it has been an honor to serve with them on the Village Board. He said he know the new Village Board, each with incredible talents, will address the new responsibilities regarding the Village. Trustee Meyer said he will remember these times with fondness and wished everyone good luck.

18. ITEM #18 – CONSIDERATION OF THE APRIL 26, 2021 EXECUTIVE SESSION MEETING MINUTES

Trustee Ankenman moved to approve the April 26, 2021 Board of Trustees Executive Session Meeting Minutes as presented. 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)

President O'Hara congratulated the new Village Board and said this is a very challenging but also a very great time for Lake Bluff and she is looking forward to seeing how this progressive welcoming community continues to move forward.

19. ITEM #19 – ADJOURNMENT SINE DIE

Trustee Meyer made a motion to adjourn sine die. 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)

20. ITEM #20 – INAUGURATION OF NEW OFFICERS

Village Administrator Irvin administered the Oath of Office to Village President Regis Charlot and Village Clerk Katharine Hatch.

Village Clerk Katharine Hatch administered the Oath of Office to Village Trustees Kate Briand, Taryn Fisher and Susan Rider.

Following the oaths of office, the newly elected officials took their positions at the dais as Village Officials and returned to the agenda.

21. ITEM #21 – CALL TO ORDER AND ROLL CALL

Village Clerk Hatch called the meeting to order at 7:53 p.m. and announced the following were present:

Village President: Regis Charlot

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

22. ITEM #22 – VILLAGE PRESIDENT’S REPORT: CONSIDERATION OF AN EXTENSION OF THE VILLAGE PRESENT’S DECLARATION OF CIVIL EMERGENCY

President Charlot said it is an honor to serve as President of the Village of Lake Bluff and he is excited about being here as it has been a long journey. President Charlot read the following announcement: Pursuant to recently adopted amendments to the Illinois Open Meetings Act included in Public Act 101-0640, public bodies may in certain circumstances hold entirely virtual public meeting without a forum physically present at any one location. On March 18, 2020 the Village President issued a declaration of emergency pursuant to the authority granted by the Village Code, Illinois Municipal Code, and the Illinois Emergency Management Agency Act, who addressed the health proposed by the COVID19 pandemic. On May 29, 2020 Governor Pritzker issued a disaster Proclamation that declared in-person attendance at public meetings of more than 10 people, at a regular public meeting location, to be infeasible in accordance with the Illinois Open Meetings Act as amended by Public Act 101-0640. In accordance with the Governor disaster proclamation and former Village President O’Hara previous declaration of emergency, I, Regis Charlot, hereby determining that given the ongoing emergency associated with the COVID-19 pandemic, in-person meetings of the Village Board, Subsidiary Boards and Commission of the Village are not practical or prudent at this time and until further notice.

President Charlot continued his report by stating 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 April 26, 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 reported 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

"I hereby move to extend the Village President's March 18, 2020 Declaration of Emergency until the end of the next regular, special, or emergency meeting of the Village Board."

Trustee Ankenman made a motion to extend the Declaration until the adjournment of the next regular (May 24, 2021) or emergency Village Board meeting. Trustee Markee seconded the motion. The motion passed on the following roll call vote:

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

President Charlot take a moment to honor former Trustee Dewart and stated when asked to fill a vacancy on the Village Board he served an additional two years as Trustee with integrity, wisdom and great dedication then he read the previous resolution honoring his public service.

23. ITEM #23 – A RESOLUTION HONORING THE PUBLIC SERVICE OF VILLAGE TRUSTEE WILLIAM MEYER

President Charlot read the resolution honoring the public service of Village Trustee William Meyer and said it was a pleasure and honor to serve with him on the Village Board.

Trustee Meyer thanked the Board for the recognition and said continue to nurture the spirit of volunteerism as it is beneficial to everyone. He thanked Trustees Ankenman and Markee and said it has been a great honor to serve with them on the Village Board and he wished the new Village Board the best of luck.

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

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

24. ITEM #24 – A RESOLUTION HONORING THE PUBLIC SERVICE OF VILLAGE TRUSTEE AARON TOWLE

President Charlot wished Trustee Aaron Towle a Happy Birthday then read the resolution honor his public service.

Trustee Towle agreed with the comments regarding volunteerism in Lake Bluff. He thanked President O'Hara and said it has been a treat getting to know and serve with the Village Board over the years. He said the former Village Boards have made good progress over the years and he know the new Village Board will continue that legacy. Trustee Towle thanked his family for their support and sacrifice during his tenure. Trustee Towle said he is not finished with his volunteerism to the Village as he will continue to serve as a volunteer firefighter as well as other volunteer aspects throughout the community.

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

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

25. ITEM #25 – A RESOLUTION HONORING THE PUBLIC SERVICE OF PRESIDENT KATHLEEN O’HARA

President Charlot read the resolution honoring the public service of President Kathleen O’Hara. He said Ms. O’Hara has done incredible work for the community, mentor, and shaped the people who are now changing the work as former students of Lake Bluff.

President O’Hara said it has been a great ride but now it is time to turn the wheel over to the new Village Board.

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

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

26. ITEM #24 – ADJOURNMENT

Trustee Rider moved to adjourn the regular meeting. Trustee Ankenman seconded the motion and the motion passed on a unanimous voice vote at 8:32 p.m.

Respectfully Submitted,

R. Drew Irvin
Village Administrator

Katharine Hatch
Village Clerk