

**VILLAGE OF BANNOCKBURN  
BOARD OF TRUSTEES  
NOVEMBER 12, 2013  
MEETING MINUTES**

1. **Call to Order.** President Barkemeyer called the meeting to order at 7:02 PM.

President: James Barkemeyer

Trustees Present: James Boyle, David Korner, Frank Rothing

Trustees Absent: David Ansani, Timothy Fisher, Daniel Orth III

Also Present: Village Clerk Estelle Raimondi, Village Manager Maria Lasday, Village Police Chief Ron Price, Village Engineer David Gewalt, Village Counsel Betsy Gates, Finance Director Linda McCulloch, Assistant to Village Manager Ryan Mentkowski

Visitors: None

2. 01-11/12: **Pledge of Allegiance.** President Barkemeyer led everyone in reciting the Pledge of Allegiance.
3. **Visitors' Business.** None.

4. 02-11/12: **Public Hearing for Proposed Property Tax Increase for Village of Bannockburn (Truth in Taxation).**

Village President Barkemeyer opened the Public Hearing for the Public Hearing for Proposed Property Tax Increase for Village of Bannockburn (Truth in Taxation) at 7:03 pm.

No public comment was presented to the Board.

Trustee Rothing moved, seconded by Trustee Boyle, to close the Public Hearing at 7:03 pm. On a roll call vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Absent: Three (Ansani, Fisher, Orth).

5. 03-11/12: **Discuss Water Fund Balances.**

Village Manager Lasday advised that the funds from the IEPA should be received in the next week. Finance Director McCulloch stated that the structure of the rest of the agenda assumed that there would be redemption of all outstanding 2006 General Obligation bonds and that the General Fund would need provide advances to the Water Fund, those advances projected to be \$625,000. Redeeming these bonds early will bring the Water Fund into a deficit situation which should be self-correcting within 12 to 18 months. The Water Fund is currently paying 3.7% on these bonds, with future interest going to 4.0%. There will be some immediate interest expense savings. The Board has several options,

including redeeming some of the bonds, redeeming all of the bonds or taking no action to redeem bonds at this time. She advised that the planned Water Fund capital projects have been completed, and no large expenditures are expected in the next few years. Regarding options of which bonds to redeem early, the ones maturing furthest out have the highest interest rates. If not all bonds are redeemed, it would be recommended that these be redeemed first. With partial redemption, the remaining bonds could be redeemed in the next year or so. Trustee Korer asked if there was anything that would require going out for bonds in the near future. Finance Director McCulloch stated there was not. Trustee Korer asked the current balance of the water fund. Finance Director McCulloch said it was just under \$600,000, and another \$570,000 will be in from IEPA by the end of the month, and the balance of the IEPA reimbursements for Waukegan and Cedarcrest should be in by early 2014. Village Engineer Gewalt stated there was no anticipated need for water funds for upcoming capital. The Board discussed the projects funded with the 2006 bonds, all of which have been completed. Trustee Boyle asked if we did need to borrow money, what the current market rate is. Village Manager Lasday advised the current IEPA loan rate is 1.9%. She stated that if the Board opts to redeem these bonds and the need arises to issue bonds in the future, such as for the Telegraph Road watermain, we could get those funds at a lower interest rate than what we are paying on the 2006 bonds.

Finance Director McCulloch also stated that if we issue bonds in the future, our debt ratios would be favorable, as the 2006 bonds would be paid in full. The current investment earnings rate is 25 basis points. Regarding upcoming capital projects for the Water Fund, there are three water reservoir pumps scheduled for replacement in 2016. Those are at approximately \$100,000 each and they are 8 years old. Village Engineer Gewalt advised they were not showing any signs of wear at this time. Trustee Korer asked for their projected life expectancy, and Village Engineer Gewalt advised at least 10 years. He continued that all three would not have to be purchased at the same time; they would be replaced as they break down. Trustee Korer asked if a repair or replacement contingency should be built into the fund to replace one every year. Village Engineer Gewalt said he would not do anything until there were signs of deterioration, and there are none at this time. All of the pumps are performing properly, and there is no indication that any extraordinary maintenance needs to be done. Trustee Korer asked if \$300,000 should be kept back in case the pumps fail. Finance Director McCulloch advised that cash flow projections show the Water Fund netting at least \$200,000 a year. It can repay the General Fund advance and rebuild the reserve in a year or so. In 5 years, the Water Fund should still have over \$900,000 even with the projected deficit situation from bond redemption. Counsel Gates advised the Board had action items further in the agenda to vote on the disposition of the bonds. If we redeem on January 1st, we stop interest payments on all of the 2006 bonds. The Village is required to provide 45-days notice to Bank of New York Mellon of intent to redeem bonds. They then have 30-days to notify the bondholders.

6. **04-11/12: Discussion of the Six Month Update of the Village's Goals for Fiscal Year 2013-2014.**

Village Manager Lasday advised there were a few corrections, including taking out Tennis Day as that will occur in the next fiscal year. It should also note that water and sewer rates were increased by 2.5%. Trustee Korner requested that Stirling Circle be added, including that the buckthorn was removed. The Board discussed that marketing brochures for both residential properties and residential office space should also be added.

7. **05-11/12: Report from the Plan Commission / Zoning Board of Appeals Meeting on November 4, 2013:**
  - **Work Session on Comprehensive Plan Update:** Village Manager Lasday advised that the Comprehensive Plan was almost done. Commissioner Elston has concerns about the maps, so those will be reviewed again in a meeting with Village Engineer Gewalt. It should be possible to schedule a public hearing in February. Village Attorney Gates advised the draft needs to be available when the Public Hearing is noticed, 15 days in advance of the Public Hearing.
  - **Consider Approval of a 2014 Calendar Year Schedule for the Plan Commission & Zoning Board of Appeals Meetings:** Village Manager Lasday advised this had been finalized.
  - **Other Business: Public Hearing for the Consideration of Proposed Zoning Code Text Amendments, Special Use Permits, Variations, and any other Zoning Relief Necessary in Connection with the Proposed Establishment of a Self-Storage/ Mini-Warehouse Facility on the Property Commonly Known as 1951 Waukegan Road, Bannockburn, Submitted by Metro Storage LLC and Sears, Roebuck & Co.** Village Manager Lasday advised that this will be on the January agenda, as there are still some issues with lighting, accessory structures, and other matters. She advised Village Engineer Gewalt would be reviewing the plan with the applicants.
  
8. **06-11/12: Consider Approval of an Ordinance Amending the Bannockburn Zoning Code Regarding Patios and Decks, Exterior Lighting, and the Keeping of Chickens.** Village Manager Lasday stated that the Building Commissioner had a few comments, but they were formatting issues, and she requested that if approved it be approved subject to those corrections being made by the Village Attorney. Assistant to the Village Manager Mentkowski confirmed that he had reviewed it with the Building Commissioner and that the changes were just formatting issues.

Trustee Korner moved, seconded by Trustee Boyle, to approve Ordinance 2013-21, an Ordinance Amending the Bannockburn Zoning Code Regarding Patios and Decks, Exterior Lighting, and the Keeping of Chickens, subject to minor formatting corrections. On a roll call vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Absent: Three (Ansani, Fisher, Orth).

9. **07-11/12: Consider Approval of a Resolution Authorizing Advances from the General Fund to the Water Fund.** Trustee Rothing moved, seconded by Trustee Korner, to approve Resolution 2013-R-32, a Resolution Authorizing Advances from the General Fund to the Water Fund as presented.

On a roll call vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Absent: Three (Ansani, Fisher, Orth).

10. **08-11/12: Consider Approval of a Resolution Approving Redemption of 2006 General Obligation Bonds, and Facsimile/E-Mail Instruction Authorization and Incumbency Certificate for Bank of New York Mellon.**

Trustee Boyle moved, seconded by Trustee Rothing, to approve Resolution 2013-R-33, a Resolution Approving Redemption of 2006 General Obligation Bonds, and Facsimile/E-Mail Instruction Authorization and Incumbency Certificate for Bank of New York Mellon, as presented. On a roll call vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Absent: Three (Ansani, Fisher, Orth).

11. **09-11/12: Consider Approval of an Ordinance Establishing Revised Comprehensive Regulations for the Protection, Preservation, Planting and Regulation of Trees and Repealing Ordinance No. 2011-42.**

Village Manager Lasday advised that Trustee Orth had reviewed it and stated it was fine and no modifications were needed. She noted that she had not received any comments from Trustee Fisher or Trustee Ansani regarding Ordinance as presented.

Trustee Rothing moved, seconded by Trustee Korner, to approve Ordinance 2013-22, an Ordinance Establishing Revised Comprehensive Regulations for the Protection, Preservation, Planting and Regulation of Trees and Repealing Ordinance No. 2011-42. On a roll call vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Three (Ansani, Fisher, Orth).

12. **10-11/12: Consider Approval of a Request by the Garden Club for the Use of the Village of Bannockburn Shelter on November 25, 2013 and January 8, 2014 and Waiver of Fees for Use of the Village Shelter.**

Trustee Rothing moved, seconded by Trustee Boyle, to Approve the waiver of fees for the Garden Club for the use of the shelter on November 25, 2013 and January 8, 2014. On a voice vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Absent: Three (Ansani, Fisher, Orth).

13. **11-11/12: Village Engineer Report**

a. **Top Project List.** Village President Barkemeyer stated that the Village was now down to the Reservoir and Stirling Circle as the only pending projects, and Village Engineer Gewalt agreed.

b. **Consider payment of the following invoice:**

- Payment Request #2 by Maneval Construction Company in the amount of \$15,471.31 (High Terrace and Sunset Lane Pavement Improvements). Village Engineer Gewalt advised it is complete and came in under budget. There will be a change order from Maneval when they pick up the check. It will be before the Board at the next meeting. All of the punch list items are complete. Village Manager Lasday asked if this was the item that IDOT sent an email authorizing the project, and Village Engineer Gewalt advised that it was.

14. 12-11/12: Village Police Chief Report.

Village Police Chief Price advised that he met with the onsite assessors for the Police Department accreditation, and the report has been completed and submitted to the accreditation Board by the assessors with a recommendation for approval.

Officer Lemmer and Dex assisted the Lake Villa Police Department with a missing person. Officer Ogden assisted several departments last month, as it was a busy month for the Task Force.

Chief Price then noted there is a gang out of Florida that has been all over the country targeting cars where they can see women's purses inside the vehicle. They smash the window and take the purse, and several departments are looking for these subjects. Recently they targeted cars in Midtown. There was a video camera recording during the event, and although you can see activity, it was not possible to see precisely what was happening. The suspects are then using the stolen credit cards and going to drive up windows at banks and cashing checks under the \$2,000 limit. They are using prostitutes to cash checks, so they are difficult to locate. The Village had 5 break-ins one day in Midtown, and two days later there were 2 more. Efforts have been made to eliminate these incidents, including having a conversation with the manager at Midtown about having his employees walk through the lot, and a police car has been parked in the lots at various times to try and keep them away from Bannockburn. The suspects are targeting purses to get the checking account information and credit cards.

Trustee Boyle mentioned that Midtown has been approached numerous times about putting cameras in place to prevent this from happening but they have been unresponsive.

Trustee Rothing suggested a meeting with the Midtown manager to install cameras.

Trustee Boyle stated that the police department is putting squad cars in the parking lot to try and prevent these thefts but that Midtown needs to be proactive also. Village Police Chief Price stated that he felt a camera system would deter the suspects.

15. 13-11/12: Village Counsel Report. No report.

16. 14-11/12: Village Manager Report.

Village Manager Lasday stated that the split rail fence at Wilmot and North is in poor condition and beyond repair. She posed the question whether the Board wants to have a new one installed. Village President Barkemeyer stated that it should wait until spring and that would allow staff time to ensure who's fence it is and that we have the right to put up a new fence.

Village Manager Lasday noted that the Village Hall brick has been replaced the previous week to fix some depressions and a possible trip hazard. Next she reported that the Responsible Bidder Bill did pass and it is being sent to the General Assembly. Andersen Consulting was able to put together a consortium to oppose it. Village Manager Lasday

spoke to several legislators about the burden it puts on small municipalities without public works departments, and the legislators admitted that they had not considered that issue. They wanted Bannockburn to testify, and Village Manager Lasday and Village Manager Barkemeyer were prepared to testify but they decided it was not needed at the last moment. The Village President and Village Manager are still prepared to testify if given the opportunity.

Village Manager Lasday noted that all of the change orders were approved by the IEPA and payouts will be issued soon which will help with the Water fund. Village Manager Lasday noted that she was able to speak to several key members of the IEPA.

Village Manager Lasday noted that there still has been no quote given for the health insurance. The insurance agency has been given all of the information necessary for the quote, we just have not been given the quote yet. The Village has also not received a quote yet for the liability insurance.

Trustee Korner and Village Manager Lasday went to a transportation meeting.

Village Manager Lasday advised that all of the holiday lights were on ahead of schedule. Trustee Rothing stated that he had thought all of the lights were going to be one color, white lights, similar to Michigan Avenue. That would take care of the ongoing issues regarding colored lights and ornaments. Village President Barkemeyer stated he did not recall that. Trustee Korner advised that the decision was made to do it similar to last year, with no ornaments so that it was a secular theme, and included white and blue. Village Manager Lasday advised it was in the minutes. Trustee Rothing stated he thought that last year there was one blue and white tree and one multi-colored tree and ornaments on the evergreen tree. Trustee Boyle said the lights and ornaments were on the evergreen tree. Trustee Korner stated the other one was blue, and Trustee Rothing said the one to the right of the door was blue and white. Police Chief Price advised that was done, and the mini blue lights did not stand out, which is why it was decided last year to be more prominent with the blue. Village President Barkemeyer read the Board decision from the previous meeting regarding the colors for the lights. Village Police Chief Price stated that since we had lost one of the railings at the entrance to the Village that Kevin Tracz had recommended lighting the bushes at the entrances to the Village instead of the railings. Trustee Korner stated he did not find it offensive to have multi-colored lights, but that to be in the spirit of last year there should also be a tree lit in blue. Trustee Rothing stated there were now several trees in blue, but none with multi-colored lights, and that was not in the spirit of what was done last year. Trustee Korner stated multi-colored lights could be used too, but that at least one of the trees should be lit in blue. Price asked for direction to add multi-colored lights or to take away blue. Price clarified that multi-colored normally includes an amber, a red, a green and a blue strand of lights. Trustee Korner stated that blue is associated with Hanukah and that red and green is associated with Christmas and that those colors could all be used, as long as one of the trees was emblematic of Hanukah. Trustee Rothing stated that a Michigan Avenue look is all white and that is representative of the holidays in general, not one in particular. After

discussion, it was decided to do what was done last year, including the evergreen tree with multi-colored lights and the other tree(s) with a blue base.

17. 15-11/12: **Village Clerk Report.** No report.

18. 16-11/12: **Village Commissioners.**

a. **Economic Development Commissioner**

- **Report from the October 30, 2013 Economic Development Commission Meeting.** A number of businesses attended the meeting. They decided that the Community Service day will be on June 21<sup>st</sup>, the BBQ will be August 23<sup>rd</sup> (which coincides with Trinity's back to school weekend), and the 700<sup>th</sup> anniversary of the Battle of Bannockburn will be on September 7<sup>th</sup> and will coincide with Bannockburn Day.

Trustee Rothing also talked with the businesses about commercial waste hauling. There was a meeting today regarding the RFP for waste hauling with the final three carriers. Businesses were asked to provide information about their container size and frequency of pick up. There is substantial savings for the businesses, and the meetings went very well. A final decision on a carrier should be reached in the next week. The savings to the businesses will range from approximately 20 to 50%, and all of the bids were competitive. The Village will probably do this as a stand-alone contract as there was no benefit in price to do the contract in conjunction with Deerfield. It appears a 4 to 5 year contract will be beneficial and this will save wear and tear on the roads in addition to providing additional recycling opportunities. It will also provide additional opportunities for recycling at Trinity International University. Village Manager Lasday noted that there is a 30 day notice requirement for the 2<sup>nd</sup> public hearing and that the goal is to have it available for approval of the Board on January 13th. Once someone is chosen, contract terms will need to be finalized so it can be approved by the Board. The 15 month implementation period will begin when finalized by the Board.

b. **Finance Commissioner**

- **November Bill Submit List.** Trustee Koror moved, seconded by Trustee Boyle, to approve the Bill Submit List. On a roll call vote the motion was unanimously approved. Ayes: Three (Boyle, Koror, Rothing); Nays: None; Absent: Three (Ansani, Fisher, Orth).
- **October Monthly Financial Budget Report.** Finance Director McCulloch stated that we are half way through the fiscal year. Annual capital budget is just under 1.85 million and we have already spent 1.4 million, which was planned. Water bills have been sent out and will increase our cash balances. Property taxes are done for the year, and IEPA and 319 grant disbursements are expected soon. Staff is beginning to compile numbers for next years budget. No extra funds have come in for IMRF through the telecommunications tax.

Trustee Koror asked what happened with the cell tower. Village Manager Lasday stated that she had called several times and had not gotten a return phone call.

She will try and reach out to him again and also will look at the agreement. Trustee Korner stated that there is potential revenue there and he would like a report on the status. Village Manager Lasday will reach out again and try to get him to come to the meeting.

- **Quarterly Investment Report.** Finance Director McCulloch stated that because of the recapture agreement with Tarns of the Moor there was a nice infusion of income but otherwise interest returns have been dismal, reflective of the current market.

c. **Roads/Right-of-Way Commissioner**

Trustee Korner inquired about the fire pit for the Unitarian Church. Village Manager Lasday advised it would not be moving forward because of the fire department.

Trustee Korner advised that the buckthorn had been removed from Stirling Circle and it should be ready for planting. He advised that the residents may want to re-think the plans now that there is an open space that might provide more options than previously, and that the Village will need to have more detailed plans for the space. Village Manager Lasday advised it will be in the budget for next year. Trustee Korner suggested that installing the landscaping might be done in stages so that it can be done right the first time and not feel pressured to install something right away. He advises that the residents need to see plans so they can visualize it. Village Engineer Gewalt advised there are three different plans, but the Board needs to decide on budget and if there should be hardscape such as pillars and walls. Trustee Korner stated he thinks it would be good as a softscape with limited hardscaping, and that if we get it done right this will last for generations. Trustee Rothing suggested that the plans be brought to the homeowners, and if they wanted something more elaborate then they could pay for the difference. Trustee Korner advised that there will never be the density that has been there in the past with the buckthorn, but that there are good options for landscaping. What is needed now is the plan from several views around the circle so that everyone can see what the view will be from their property. Village Engineer Gewalt suggested to take landscape plan A, take out the brick wall and monuments, and then make a more detailed plan including plants and elevation. Trustee Korner suggested something that will show what it will eventually look like when the plants reach maturity.

d. **Police Commissioner**

Trustee Boyle advised that electronic tickets are going to be implemented, as this is up to Deerfield and what vendor they choose. Village Manager Lasday asked if 911 funds could be used for this purpose. Police Chief Price will check and advise the Board.

19. 17-11/12: **Village President Report.**

Village President Barkemeyer requested that beef be added to the menu options for the holiday party, and also that a vegetarian option be added. Trustee Rothing advised that the restaurant offered to provide a vegetarian meal if requested but the option can be added. Trustees Rothing and Trustee Boyle noted that the cost of the beef was



significantly more expensive than the other options. Trustee Rothing advised the room fee had been waived. The Board directed staff to email invitees to ask them to choose from four options (including beef and vegetarian) when they send their RSVP response.

20. **18-11/12: Consider Approval of the October 28, 2013 Board Meeting Minutes.**

Trustee Rothing moved, seconded by Trustee Boyle, to approve the October 28, 2013 Board Meeting minutes. On a roll call vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Three (Ansani, Fisher, Orth).

21. **Adjournment.**

Trustee Rothing moved, seconded by Trustee Korner, to adjourn the meeting at 8:37 pm. On a roll call vote the motion was unanimously approved. Ayes: Four (Barkemeyer, Boyle, Korner, Rothing); Nays: None; Absent: Three (Ansani, Fisher, Orth).