

**VILLAGE OF BANNOCKBURN
MEETING MINUTES
NOVEMBER 13, 2012**

1. 01-11/13: **Call to Order.** President Barkemeyer called the meeting to order at 7:05 p.m.

President: James Barkemeyer

Trustees Present: Debra Alch, James Boyle, Timothy Fisher, David Korner, Daniel Orth, Frank Rothing

Trustees Absent: None

Also Present: Village Clerk David Ansani, Village Engineer David Gewalt, Village Counsel Victor Filippini, Village Manager Maria Lasday, Village Finance Director Linda, Chief Ronald Price, Village Administrative Assistant Blanca Vela-Schneider

Visitors: Gregg Handrich (Michigan Avenue Group), Village Resident Rita Kirby (1340 Aitken Drive)

2. 02-11/13: **Pledge of Allegiance.** President Barkemeyer led everyone in reciting the Pledge of Allegiance.
3. 03-11/13: **Visitor's Business.** President Barkemeyer inquired whether there was any Visitor's Business. Hearing no comments from the audience, he moved onto the next issue.
4. 04-11/13: **Public Hearing for Proposed Property Tax Increase for Village of Bannockburn (Truth in Taxation).** President Barkemeyer opened a public hearing for a proposed property tax increase for Village of Bannockburn (Truth in Taxation). Hearing no comments from the public, President Barkemeyer closed the public hearing at 7:07 p.m.
5. 05-11/13: **Discussion of a Draft of the Truth in Taxation, Tax Levies and Tax Abatements.** Village Finance Director McCulloch identified items in the packet. She stated that in December, she will bring forth ordinances to the Board of Trustees, giving the Board the opportunity to abate the taxes for the various Special Service Areas, General Obligation bonds, the 2006 Water Bonds, and the Recovery Bonds, noting that if the Board of Trustees does not abate the taxes, Lake County will extend the levy on them. The consensus of the Board is that the ordinances would be consistent with the approach that the Board has approved in previous years.
6. 06-11/13: **Consideration of Approval of a Resolution Accepting Dedications and Granting Related Approvals Related to the Tarns of the Moor Planned Unit Development.** Village Counsel Filippini stated that the Tarns of the Moor Subdivision ordinances stipulate that 9 out of the 10 lots in the subdivision must be built upon prior to the Village accepting certain infrastructure for public use. He stated that the developer of the

Tarns of the Moor Subdivision approached the Board of Trustees to request that the Board accept certain improvements even though only 5 of the lots have been built upon. He stated that the inclination of the Board of Trustees was to accelerate the acceptance of public improvements of the subdivision provided that certain conditions are met. He stated that he and staff have reviewed all items required for the acceptance of infrastructure and that most of the items have been satisfactorily completed. He stated that there are few outstanding items that require completion prior to the Village officially accepting the infrastructure but he feels that that this could be accomplished administratively. Village Counsel Filippini stated that the proposed resolution would accept the dedication of the improvements for public use, accept the bill-of-sale, and a license agreement to reflect the responsibilities of the Homeowner's Association. He stated that the Board can approve the resolution but not officially accept the infrastructure (via signing the bill-of-sale) until all items are complete. Village Counsel Filippini noted that a guaranty of security in the form of a letter-of-credit (as requested by Lake Forest Bank) will need to be provided prior to the Village releasing the letter-of-credit for the installation of the road. He stated that the guaranty of security could be pulled if the road reveals any defects and the Tarn's of the Moor contractor does not complete the repairs. Trustee Orth inquired about the status of the road paving and the operation of the pumps at the waterfall. Village Engineer Gewalt replied that the pavement has been satisfactorily completed and the contractor has repaired 2 pumps and replaced 1 pump, bringing them all into working order. He noted that the pumps have been turned off for the winter. Trustee Orth inquired whether the Homeowner's Association has a sinking fund. Mr. Gregg Handrich indicated that there is money in the budget to handle repairs in the future but noted that, as Village Engineer Gewalt had mentioned, 1 pump has been completely replaced and 2 have been re-commissioned. Trustee Rothing inquired whether the ditch that abuts Stirling Road properties has been cleaned. Mr. Handrich replied that the ditch has been cleaned out and that Village Resident Donald Wroblewski is satisfied with the work. He noted that cleanings of the ditch will occur on a periodic basis. Village Finance Director McCulloch inquired whether the Homeowner's Association has been updated with the State. Mr. Handrich stated that there will be a meeting in January to decide who will act as the Agent of the subdivision. Trustee Orth moved, seconded by Trustee Rothing, to approve a resolution accepting dedications and granting related approvals related to the Tarns of the Moor Planned Unit Development provided that staff does not sign the bill-of-sale until all items are complete. On a roll call vote, Resolution 2012-R-41 was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. President Barkemeyer clarified to Mr. Handrich that the Village will not snow plow or maintain the road until the bill of sale has been signed. Mr. Handrich stated that he is aware of this and has contracted with Sciarretta Enterprises, the same contractor who plows the Village's roads, until all items are resolved.

7. **07-11/13: Discussion Regarding Calendar Year 2013 Water and Sewer Rates and Long Term Cash Projections.** Village Finance Director McCulloch presented her analysis of the water and sewer rates along with the long-term cash projections. She stated that she had met with Trustees Alch and Fisher to discuss water and sewer rates and the impact to their respective funds. She stated that Trustee Fisher desires to pay down the sanitary sewer deficit. Trustee Fisher stated that the Water Fund will benefit from Del Mar Water Company's connection. Village Manager Lasday noted that if and when Lake County

assumes responsibility of the sanitary line of the properties served by their processing plant, the Village may reduce its long term expenses for maintenance of the sanitary sewer line. She noted that Lake County Public Works will allow the Village to maintain control over the Special Service Area until the debt for the installation of the infrastructure is paid. Trustee Boyle inquired about the potential of combining the water and sewer funds. Village Counsel Filippini stated that the reason the Village has separated the sewer fund from the water fund is because not everyone is connected to both. Upon inquiry from Trustee Orth, Village Engineer Gewalt stated that Half Day Road is the longest and largest pipe in the Village, spanning 5,350 lineal feet and having a diameter of 12". Trustee Fisher and President Barkemeyer both recommended an increase to the sanitary sewer rates but to maintain the water rate. The Board agreed. Village Finance Director McCulloch stated that she will return in December with the proposed rate increase for sanitary sewer.

8. **08-11/13: Discussion Regarding Payments to Illinois Municipal Retirement Fund.** President Barkemeyer stated that the Illinois Municipal Retirement Fund representative was unable to attend tonight. Village Finance Director McCulloch stated that a representative will attend the next meeting. This item was tabled until the November 26th Board meeting.
9. **09-11/13: Discussion of the Six Month Update of the Village's Goals for Fiscal Year 2012-2013.** Village Manager Lasday presented a first draft for the 2012-2013 Six Month Update of the Village's Goals as well as future dates for events. She stated that Bannockburn Day is planned for September 8, 2013, the Golf Outing for September 22, 2013, and Tennis Day on June 8, 2013. Trustee Rothing stated that the tentative date for the Battle of the Barbeque event is June 29th. Trustee Alch offered some minor suggestions to the Goals.
10. **10-11/13: Discussion of Liability Insurance and Workman's Compensation Insurance Quotes.** Trustee Korner stated that the Village will continue coverage with its existing carrier. Village Manager Lasday stated that the Village's rate went down in regards to liability insurance but noted that the Village will also receive cyber security and sales tax coverage. Trustee Korner noted that the workman's compensation coverage rate increased.
11. **11-11/13: Discussion of a Middle Fork Tree Removal and Ditch Maintenance Project.** Village Engineer Gewalt stated that the Skokie Drainage District is proposing drainage improvements which will require tree removal and ditch maintenance. He stated that the project will begin in North Chicago and will continue into Deerfield. He stated that 77 trees on the west side and 134 trees on the east side of the Middle Fork in Bannockburn are proposed for removal. He stated that the Skokie Drainage District wants the Village to provide a letter of support to pursue the project and to waive the tree replacement requirement. Trustee Korner inquired whether the trees are actually on Village property. Village Engineer Gewalt stated that part of the Middle Fork is within the Village limits. Trustee Orth stated that he likes the preemptive measure that the Drainage District is taking. He inquired how the project will be funded. Village Engineer Gewalt stated that the project is funded via a portion of the real estate taxes. Trustee Fisher moved, seconded by Trustee Korner, to approve a letter to be written in support of the Skokie Drainage District Middle Fork Tree Removal and Ditch Maintenance Project and the waiver of tree replacements in the Village of Bannockburn of jurisdiction. On a roll call vote, the motion was unanimously

approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothling), Nays: None, Absent: None. Village Engineer Gewalt stated that he will draft a letter for signature by a Village representative.

12. **12-11/13: Consideration of Approval a Resolution Authorizing for Calendar Year 2013 the following: 1) Execution of an Illinois Public Risk Fund Pooling Agreement for Workman's Compensation Insurance for the Village of Bannockburn; 2) Acceptance of Hanover – American Alternative Public Entity as the Village of Bannockburn's General Liability Insurance Carrier; 3) Acceptance of the Terms in a Service Fee Letter from Mesirow Financial Agency for the Procurement of General Liability and Workman's Compensation Insurance for the Village of Bannockburn; and 4) The Village Manager to Execute All Necessary Insurance Related Documents from Illinois Public Risk Fund, Hanover – American Alternative Public Entity, and Mesirow Financial Agency.** Trustee Orth moved, seconded by Trustee Boyle, to approve a resolution authorizing for Calendar Year 2013 the following: 1) execution of the Illinois Public Risk Fund Pooling Agreement for workman's compensation insurance for the Village of Bannockburn; 2) acceptance of Hanover – American Alternative Public Entity as the Village of Bannockburn's General Liability Insurance Carrier; 3) acceptance of the terms in a service fee letter from Mesirow Financial Agency for the procurement of general liability and workman's compensation insurance for the Village of Bannockburn; and 4) the Village Manager to execute all necessary insurance related documents from Illinois Public Risk Fund, Hanover – American Alternative Public Entity, and Mesirow Financial Agency. On a roll call vote, Resolution 2012-R-42 was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothling), Nays: None, Absent: None.
13. **13-11/13: Consideration of Approval of a Resolution Accepting a Proposal for Auditing Services from Sikich, LLP.** Trustee Orth moved, seconded by Trustee Boyle, to approve a resolution accepting a proposal for auditing services from Sikich, LLP. On a roll call vote, Resolution 2012-R-43 was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothling), Nays: None, Absent: None.
14. **14-11/13: Consideration of Approval a Change Order from RJN Group, Inc. for Smoke Testing in the Southeast Portion of the Village.** Village Engineer Gewalt identified the additional area of smoke testing which included an area tributary to the Village of Deerfield's sewer line. Trustee Fisher moved, seconded by Trustee Orth, to approve a change order from RJN Group, Inc. for smoke testing in the southeast portion of the Village. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothling), Nays: None, Absent: None.
15. **15-11/13: Consideration of Approval of a Change Order from Jacobs and Sons, Inc. for the Repaving of the Village Hall Parking Lot.** Trustee Rothling moved, seconded by Trustee Alch, to approve a change order from Jacobs and Sons, Inc. for the repaving of the Village Hall Parking Lot. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothling), Nays: None, Absent: None.

16. 16-11/13: **Consideration of Approval of a Request by the Garden Club for the Use of the Village of Bannockburn Shelter on November 18, 2012 and Waiver of Fees for Use of the Village Shelter.** Trustee Fisher moved, seconded by Trustee Korner, to approve a request by the Garden Club for the use of the Village of Bannockburn Open Space Shelter on November 18, 2012 and waiver of fees for use of the Village Shelter. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.

17. 17-11/13: **Village Engineer's Report.** **Waukegan Road, Cedarcrest Lane, and Half Day Road Water Main Project.* Village Engineer Gewalt reported that the installation of the Del Mar Water Main connection is progressing nicely. He stated that the pipe has been placed under the road and that the meter vault is currently being installed. He stated that he anticipates RA Mancini will start the Waukegan Road and Cedarcrest Lane portion after Thanksgiving. **Smoke Testing Repairs.* Village Engineer Gewalt reported that 13 out of the 41 properties with infiltration issues have completed their repairs and he noted that several other property owners are working toward fixing their infiltration issues. Trustee Orth stated that he is happy with how thorough RJN has been in identifying infiltration problems but inquired how far the Village has progressed in solving infiltration issues. Village Engineer Gewalt stated that approximately ¼ of the Village's infiltration problems has been resolved but noted that the Village needs to be proactive and inspect periodically to address new infiltration problems. Village Administrative Assistant Vela-Schneider noted that she had received a call from one resident who didn't really understand the letter and had inquired if the work really needed to be completed. She stated that she informed the resident that the repair needs to be completed because the Village was needlessly processing storm water which impacts the sanitary sewer ate of Village residents served by the Village of Deerfield and that the Village could enforce its ordinances by terminating water service to the property. Trustee Fisher suggested that future enforcement letters provide language in "layman's terms". Trustee Rothing stated that the letters also need a compliance date and the Village needs to be more aggressive in enforcement. Trustee Boyle inquired whether the Village should do the work for the violators. Village Counsel Filippini recommended against performing the work on behalf of the residents, noting that the Village would be subject to prevailing wage requirements and that the repairs are not Village projects. **Buffalo Box and Valve Replacements.* Village Engineer Gewalt reported that four valves on Half Day Road and two buffalo boxes are missing on Half Day Road. He stated that during the course of work that occurred on Route 22, the buffalo boxes and valves had been removed. He recommended that the Village reinstall the buffalo boxes and valves in case a shutoff is needed in an emergency. He stated that the Village can put in the buffalo boxes and valves and then notify Capitol Cement and IDOT about the missing buffalo boxes and valves. Village Counsel Filippini suggested that the Village first notify IDOT and Capitol Cement of the missing valves and buffalo boxes and give them time to remedy the problem before commencing with work. The consensus of the Board is to provide notice allowing IDOT and Capitol Cement two weeks to install the valves and buffalo boxes.

18. 18-11/13: **Village Police Chief's Report.** **La Quinta Incident.* Chief Price reported on a LaQuinta incident that involved a person who was shot. He stated that the investigation has come to a standstill as the victim and his family members are not being cooperative. He

stated that he and Lt. Heneghan have met with the La Quinta manager to improve safety measures at the hotel. **Burglary.* Chief Price reported on a second theft at 2840 Telegraph Road. He stated that some cameras were installed on the property but that the burglars parked their car away from the site and that the cameras are not able to clearly identify the thieves. **Officer Evaluations.* Chief Price reported that he has just completed Police Officer evaluations. He stated that the number of calls for officer assistance has increased, the number of DUI arrests is on par with last year, and the number of compliance tickets has increased. He stated that all these items reflect the Police Officers' commitment to improving safety in the Village. **Arrest Warrant Issued.* Chief Price reported on Sergeant Bone's investigation of a woman who stole her employer's credit card to purchase gift cards at Dominick's. He stated that an arrest warrant has been issued.

19. 19-11/13: **Village Counsel's Report.** Village Counsel Filippini reported that the Open Meetings Act training needs to be completed by all elected and appointed Board and Commission members. He stated that there are still several individuals who need to complete training and provide their certification to Village Staff by December 31, 2012.
20. 20-11/13: **Village Manager's Report.** **November 26, 2012 Board Meeting.* Village Manager Lasday confirmed that there will be a quorum at the November 26, 2012 Board Meeting. **SWALCO Service.* Village Manager Lasday reported that she and SWALCO Director Walter Willis met with waste haul providers currently serving the residential district in the Village of Bannockburn. **NWML.* Village Manager Lasday reported that a letter-of-intent to join the league will be sent to the Northwest Municipal League. **Electric Aggregation Program.* Village Manager Lasday reported on a problem that Village Resident Florence Gatti is having in establishing service with Constellation Energy. She stated that Mrs. Gatti had indicated that she had sent a sign-up form to Constellation Energy in May but Constellation did not process the request until August. She stated that Constellation is not able to sign the Gattis up and has indicated that the Village needs to contact ComEd. **Lake County Sanitary Sewer Agreement.* Village Counsel Filippini reported that the Lake County Sanitary Sewer Agreement will be coming before the Board's consideration at the next meeting. He stated that the agreement is standard and noted that Lake County will not be asking the Village to turn over sanitary sewer monies already received. He also noted that the County is willing to allow the Village to keep the Special Service agreement until the bond is paid. Village Counsel Filippini stated that the Village will need to identify specific infrastructure that will be turned over the county as part of the agreement. **NIU- Naperville.* Village Manager Lasday reported that she and Trustee Fisher were part of a focus group regarding alternative service delivery. He stated that NIU is trying to put together a paper regarding shared services. **Healthcare Reform Act.* Village Manager Lasday reported that she attended a seminar on upcoming healthcare laws that will go into effect in the spring. President Barkemeyer stated that the Village may wish to contact GCG to obtain a quote for healthcare services. Village Finance Director McCulloch stated that she receives excellent service from Horton and H-Group and is not very inclined to switch brokers. President Barkemeyer stated that it would not hurt to get a quote from GCG.
21. 21-11/13: **Village Clerk's Report.** Village Clerk Ansani had nothing to report.

22. 22-11/13: **Village Commissioners' Reports.**

**Finance Commissioner's Report. *Bill Submit List.* Finance Commissioner Alch presented the November 2012 Bill Submit List. She identifies items of note. Trustee Orth suggested that the donation to Casa Italia on behalf of Nick Raimondi be \$500 instead of \$50. Trustee Orth moved, seconded by Trustee Korner, to approve the Bill Submit List, as amended. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Budget Report.* Finance Commissioner Alch presented the October Budget Report. She noted concerns regarding sales tax revenues. President Barkemeyer stated that the sales tax revenue may improve now that the work on Route 22 has come to a close. **Quarterly Investment Report.* Village Finance Director McCulloch presented the Quarterly Investment Report. She stated that the Village continues to maintain its minimum reserve policy but noted that returns on investments are small.

Water and Sanitary/Storm Sewer Commissioner's Report. Water and Sanitary/Storm Sewer Commissioner Fisher had nothing to report.

**Roads/Right-of-Way Commissioner's Report.* Roads/Right-of-Way Commissioner Korner had nothing to report.

**Economic Development Commissioner's Report.* Economic Development Commissioner Rothing had nothing to report.

**Police Commissioner's Report.* Police Commissioner Boyle had nothing to report.

**Building Commissioner's Report.* Building Commissioner Orth had nothing to report.

23. 23-11/13: **Village President's Report.** President Barkemeyer had nothing to report.

24. 24-11/13: **Executive Session.** Trustee Boyle moved, seconded by Trustee Rothing, to enter into Executive Session for the purposes of discussing enforcement, threatened/potential litigation, personnel, and Executive Session Meeting Minutes. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. Executive Session was entered into at 9:06 p.m.

Trustee Fisher moved, seconded by Trustee Orth, to exit Executive Session. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. Executive Session was adjourned at 10:20 p.m.

25. 25-11/13: **Other Business.** **Consideration of a Resolution Establishing a Mandatory Retirement Age for Village Police Officers.* Trustee Fisher moved, seconded by Trustee Boyle, to approve a resolution establishing a mandatory retirement age for Village Police Officers. On a roll call vote, Resolution 2012-R-44 was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Consideration of a Motion to Amend the Village of Bannockburn Personnel Policies and Procedures.* Trustee Orth moved, seconded by Trustee Boyle, to approve amendments to the Village of

Bannockburn Personnel Policies and Procedures, as submitted. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Consideration of Approval of Payroll Adjustments and Employee Contract Amendments.* Trustee Orth moved, seconded by Trustee Korner, to approve salary adjustments at 3.1% for Police Officers, 4.0% for Lt. Heneghan and Sgt. Bone, and 5 % for Village Administrative Assistant Vela-Schneider effective January 1, 2013. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Consideration of Approval of the October 9, 2012 Board of Trustees Meeting Minutes.* Trustee Alch offered a correction to the October 9, 2012 Board of Trustees Meeting Minutes. Trustee Korner moved, seconded by Trustee Fisher, to approve the October 9, 2012 Board of Trustees Meeting Minutes, as amended. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Consideration of Approval of the October 9, 2012 Board of Trustees Executive Session Meeting Minutes.* Trustee Korner moved, seconded by Trustee Boyle, to approve but not release the October 9, 2012 Executive Session Meeting Minutes, as submitted. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Consideration of Approval of the October 22, 2012 Board of Trustees Meeting Minutes.* Trustee Boyle moved, seconded by Trustee Rothing, to approve the October 22, 2012 Board of Trustees Meeting Minutes, as submitted. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Consideration of Approval of the October 22, 2012 Board of Trustees Executive Session Meeting Minutes.* Trustee Boyle moved, seconded by Trustee Korner, to approve the October 22, 2012 Board of Trustees Executive Session Meeting Minutes. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.

26. 26-11/13: Adjournment. There being no further business of the Board of Trustees, Trustee Fisher moved, seconded by Trustee Alch, to adjourn the Board of Trustees Meeting. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. The meeting was adjourned at 10:22 p.m.