

**VILLAGE OF BANNOCKBURN  
BOARD OF TRUSTEES  
APRIL 16, 2014  
MEETING MINUTES**

1. **Call to Order.** President Barkemeyer called the meeting to order at 7:03 PM.

President: James Barkemeyer

Trustees Present: David Ansani, James Boyle, Timothy Fisher, David Korner, Daniel Orth III, Frank Rothing

Trustees Absent: None

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

Visitors: Jeremy Greenberg (97 Switch), Anthony Pecoraro (2000 Half Day), Guido Neri (2000 Half Day), Jeff Tigchelaar (CBRE), Mark Vryacnik (Heinen's), Mr. Neri (2000 Half Day Road).

2. 01-04/16: **Pledge of Allegiance.** Trustee Orth led everyone in reciting the Pledge of Allegiance.
3. **Visitors' Business.** None.
4. 02-04/16: **Consider Accepting a Proposal from 97 Switch Inc. for Village Website Design Improvements.** Village Manager Maria Lasday disclosed that consultant Jeremy Greenberg is her son. Village President Barkemeyer noted that the current website design is not working well as we have to pay each time there are modifications to the website. He noted that it will cost less overall as staff will be able to update the website as needed.

Consultant Jeremy Greenberg made a presentation to the Board regarding website design improvements. He stated that responsive web design will allow the website to display better on tablets and phones as the screen size adjusts automatically. He noted that the Village will have complete control (American Eagle has control now) and that hosting the website will be much less expensive. Trustee Orth asked if there were any obligations or contract with American Eagle. Greenberg noted that he did not know as he had never seen a contract, but that the Village owns Bannockburn.org and that since the Village owns the domain they can choose to install a different website.

Trustee Fisher asked if the website can be integrated with Facebook. Greenberg recommended that different social media sites be used, and then linked back to the

website. He noted that the website needs to be separate from Facebook as the Village has more control that way. Trustee Rothing noted that American Eagle uses a template, and if the proposed changes don't fit their template the Village incurs additional charges. This way the Village has control of the website and can make changes without the additional charges.

Trustee Rothing moved, seconded by Trustee Fisher, to accept and approve the proposal from 97 Switch for the new website and the web application. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

5. **03-04/16: Ratification of Approval of the Following Bands for Specials Events in the Village During Fiscal Year 2014-2015:**

<b>Band</b>	<b>Event</b>	<b>Date</b>	<b>Amount</b>
<b>Déjà Vu</b>	<b>BBQ Challenge</b>	<b>August 9, 2014</b>	<b>\$1,200.00</b>
<b>Kaleidoscope Eyes</b>	<b>Tennis Day</b>	<b>June 8, 2014</b>	<b>\$ 500.00</b>
<b>Kidron Music (DJ)</b>	<b>Community Day</b>	<b>June 21, 2014</b>	<b>\$ 250.00</b>
<b>Chicago Highlanders</b>	<b>700th Celebration</b>	<b>September 7, 2014</b>	<b>\$1,200.00</b>

Village Manager Lasday advised that Community Day may be moved to July, and the DJ may need to be changed if they are not available for a new date. Consultant Greenberg presented contracts to the Board.

Trustee Orth moved, seconded by Trustee Rothing, to approve the bands for special events in the Village. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

6. **04-04/16: Consider Approval of a Resolution Approving the 2014 Bannockburn Green Retail Center Seasonal Plan for Outdoor Seating and Table Arrangements and Outdoor Uses.** Jeff Tigchelaar of Bannockburn Green Retail Center summarized BGRC's proposal for 2014 seasonal seating, which includes some tables for Heinen's and other future tenants. He also updated the Board on leasing of space at the center, including a high end Greek restaurant. Village Attorney Filippini recommended that unallocated tables and chairs could be approved by the Building Commissioner to allow new tenants outdoor seating as needed. There is also a letter of intent for one of the outlots. The Board discussed Sleepy's window signs, and Tigchelaar stated that they were aware of the issue and were opening a dialogue about appropriate use of signage as required by local zoning.

Trustee Orth moved, seconded by Trustee Rothing, to approve Resolution 2014-R-15, as amended for the 2014 Bannockburn Green Retail Center Seasonal Plan for Outdoor Seating and Table Arrangements and Outdoor Uses. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

7. **05-04/16: Consider Approval of a Deferral of Enforcement Regarding the Installation of Exterior Signage at the Heinen's Grocery Store Location at Bannockburn Green Retail Center.**

Mr. Jeff Tigchelaar stated that the intention had been to allow area residents to know that Heinen's will be coming soon, especially as other tenants have noted a decrease in traffic without an anchor store at that location. He apologized to the Board for allowing the sign to be posted without strict compliance with the zoning code, but noted it was done in an effort to assist the other tenants of the Center. The Board agreed that promotion for Heinen's was needed, and Bannockburn Green will work with Heinen's to post appropriate signage.

Village Manager Lasday discussed that Heinen's will open at the end of June. Both ARC and Zoning approval is needed. The Plan Commission meeting is May 5<sup>th</sup> which causes an issue with timing, and to get all necessary approvals she recommended that the sequence be modified and that they go to ARC before the Plan Commission in order to get the sign up as quickly as possible. Trustee Orth noted that all paperwork needs to be filled out completely as soon as information is available. Village Attorney Filippini noted that the changes are just in sequence- to flip the order of the PCZBA and ARC meeting, and that the Board can direct that the sign variance be drafted based on the PCZBA recommendations.

Trustee Fisher moved, seconded by Trustee Rothing, to defer enforcement of the installation of temporary signage at the Heinen's Grocery Store location, and authorize suspension of temporary sign regulations regarding the Heinen's opening, subject to Building Commissioner approval. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

Trustee Rothing moved, seconded by Trustee Boyle, to modify the sequence of Commission meetings and for Village Attorney Filippini to prepare the sign variance. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

8. **06-04/16: Consider Approval of An Ordinance Amending Bannockburn Ordinance 2004-16, As Amended (The Bannockburn Morals and Conduct Code) Relating to Liquor Licenses.**

Mark Vryacnik, general manager of the Barrington Heinen's store introduced himself. Village Manager Lasday reviewed the request of Heinen's for liquor licenses. Heinen's has requested several things: for customers to be able to purchase wine or beer and consume it while grocery shopping, to have wine and beer tastings, to be able to have alcohol on the outdoor patio and to have extended hours for dinner parties offering wine and beer tastings. Additionally they have requested the ability to serve alcohol early in the day, as that will allow customers to sample a wine before buying it. Advertising for the events will be done by mail, email, or within the store. Additionally, for the dinner parties, patrons will be allowed to have a maximum of 12 ounces of wine and a maximum of 24 ounces of beer.

Trustee Korner stated his only concern is if patrons will be leaving the store with open bottles of alcohol. General manager Vryacnik assured the Board that there would be no open bottles leaving the store. Police Chief Price said that he called the Police Chief in Barrington, and the Chief spoke highly of Heinen's and said there had been no problems with alcohol. He noted that BASSET training educates the servers on how to avoid over serving patrons.

Village Manager Lasday noted that the Ordinance as drafted limits this to grocery stores with patios. The license will only apply to Heinen's. Village Attorney Filippini noted that there is a control access that is lost- if patrons are sitting at a bar it is difficult to have underage patrons consume alcohol. There is the ability to confirm that the person who orders the beverage is also the one who consumes it. In a mobile environment, it may be difficult to monitor the control issue. Vryacnik stated that there is a two drink maximum for patrons and that if there are any issues the store manager is alerted and deals with the issue. He noted that there is always someone in the liquor department who is Basset trained and aware. There will also be security cameras in the store. The Board discussed that this is a matter of enforcement rather than direct regulation. The matter is continued until the next meeting for the ordinance to be re-formatted before a formal vote for approval.

9. **07-04/16: Consider Approval of a Resolution Regarding Deferral of a Rental Storage Unit Tax.** Village Manager Lasday stated that Metro had offered a donation of \$50,000 if the issue of a tax was tabled for 10 years. Village Attorney Filippini noted that this limits the Board's discretion in the future.

Trustee Rothing moved, seconded by Trustee Ansani, to approve Resolution 2014-R-16, a Resolution Regarding Deferral of a Rental Storage Unit Tax. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

**08-04/16: Consider Approval Authorizing the Village Engineer to Advertise for Bids for the Purchase and the Installation of Trees on Village Property and for the Installation of the Stirling Circle Landscaping Project.** Trustee Korner stated that the last meeting was held prior to the Board meeting, and there was consensus on what the plans will look like. The plan needs to be bid out, and then adjustments made as needed. The majority of the homeowners attended the meeting, and overall, they were in support of the plan.

Village Engineer Gewalt advised that the advertisement would be in the Deerfield Review and bid opening would be May 5<sup>th</sup> so that the results can be relayed to the Board on May 12<sup>th</sup>. If the bids are affordable, work can begin between mid-May and mid-June. In addition to the Stirling Circle plans, there are also 50 trees that the Village has selected for various street locations and that work will be included in the bid in an effort to realize economies of scale.

Trustee Korner moved, seconded by Trustee Boyle, to approve Authorizing the Village Engineer to Advertise for bids. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None

10. 09-04/16: **Discuss a Possible Development Concept for 2000 Half Day Road.** Architect Guido Neri distributed revised site plans for 2000 Half Day Road. The new proposal has only 26 units and is set back further from the road. The roadway has been moved to create a larger buffer area on northeast and northwest side. The revised plan calls for 6 buildings of 4 units each, and buffers are increased on the new plan. The units will be 2600 to 2800 square feet.

Village Attorney Filippini noted that this would require a change of the zoning code, and the Board should consider issuing a directive to the Plan Commission that they are considering an amendment to the code. The Board could then define what the text amendment would be for the Plan Commission to consider. The Plan Commission could then hold two hearings- one for the text amendment and the other for the specific relief required for this property.

This type of development can set up as a PUD, which is a multi-step process but will allow more flexibility in the zoning code regarding a new district. He stated that stability of zoning is an important consideration for a community, and if a zoning change is being made in a category and property is being moved from one category to another, that the Comprehensive Plan should be reflective of this. At this time, the Plan Commission has already recommended the draft Comprehensive Plan, but in light of some of the land use issues that have come up, there should be a complimentary reference in the Comprehensive Plan. He suggested that staff needed to know if having the Plan Commission review this housing plan is a worthwhile endeavor.

Trustee Korner suggested that the homeowners in the vicinity will be impacted and they need to be aware of proposed changes. Village Attorney Filippini noted that if it went to Plan Commission all of those residents would be notified, and it would be published in the newspaper. If it is done as a planned development, it is a two-step process so residents will have more opportunities to express their concerns. Advantages of a PUD are: 1) Overall site planning doesn't get served well through a standard identification of lots and a PUD allows more flexibility. 2) The change of districts can be addressed differently with a PUD tool and setting up appropriate parameters for access to that PUD can be built into the language. 3) Using a PUD is more process heavy, he noted, but is warranted in this kind of situation because of the difference between this type of development and more traditional developments in the Village. He also advised that there would have to be some sort of text amendment for a new PUD because it is not 10 acres.

Village Attorney Filippini suggested that instead of having the developers go to the Plan Commission seeking an amendment to the zoning ordinance, that direction by the Board might be helpful for the Plan Commission. The Board may want to refer to the Plan

Commission an amendment to the zoning code for a PUD within certain districts, and that will let them know what they should be focused on.

Trustee Orth noted concern about that proposal in that it may appear that the Board has already approved this concept if an amendment is suggested by the Board. Village Attorney Filippini suggested that limiting the scope would allow the Plan Commission to know what is being contemplated by the Board, and gives some structure for them to know what to consider. He also noted that the Village is within the 90 day window for approval of the Comprehensive Plan, so this would need to be brought to the Plan Commission immediately for it to be included in that Plan.

Trustee Rothing noted that if a new district is being contemplated, that needs to be communicated to the PCZBA. Trustee Korner stated that they can simply let the Plan Commission know that a developer has approached the Board with an interest in developing the property in this way, and then let the Plan Commission evaluate the plan. The Board can step in later and give input, but it allows the Plan Commission to evaluate it and be fully part of the process. Since the residents would be notified, they can attend the meeting and give feedback to the developers, which would be helpful for the developers. Trustee Fisher stated that he would like to get feedback to the developers as quickly as possible, and Trustee Korner noted that the residents will give feedback immediately, and that may help the developers decide if this should be pursued.

Village Attorney Filippini advised that they cannot apply for relief from the Plan Commission without a text amendment. He suggested that staff come up with different approaches to handle this and then evaluate the best course of action. He recommended that the developer attend the Plan Commission meeting if this is put on the agenda, because even though they cannot apply for zoning relief, this plan is the reason why a text amendment and zoning relief would be contemplated and the Plan Commission needs to see the site plan. Depending on comments from the Plan Commission, the developers can then submit the appropriate application. A text amendment requests a change in the code, and can be requested by the developers since they have an interest in the property.

11. 10-04/16: **Report of the Plan Commission / Zoning Board of Appeals Meeting on April 8, 2014:**

- **Public Meeting for the Consideration of an Update to the Campus Development Plan for Trinity International University Located at 2065 and 2075 Half Day Road, Submitted by Trinity International University.** Village Manager Lasday advised that she was given a Campus Development Plan by Trinity that had several issues, including reference to the Village purchasing property that the Village does not intend to purchase. Additionally improvements such as rain gardens and storm water management were missing. Village Engineer Gewalt gave Trinity comments on the plan, and then Trinity insisted that the Campus Development Plan be put on the agenda.

Because of the missing information, Village Manager Lasday was not given enough details to do a comprehensive plan review, and as a result, the Plan Commission was

unhappy with the level of detail on the comprehensive plan. Different Trinity staff members will now be leading the effort to revise the Campus Development Plan. Village Manager Lasday does not have any new information about what Trinity intends to include in their Campus Development Plan. One resident attended the meeting and expressed concern about the lack of detail on the plan and questions about the impact to storm water management, traffic, and other matters.

- **Other Business:**

- **Notice of Public Hearing for Consideration of Amendments to Existing Special Use Permits, Granting of New Special Use Permits, Variations, and/or Other Zoning Relief in Connection with the Development and Use of Racquetball Courts, Tennis Courts, and Other Fitness and Athletic Facilities at the College Park Athletic Club on the Property Commonly Known as 2223 Half Day Road, Bannockburn, Illinois.** No action taken.

12. 11-04/16: **Discuss the Citizen Survey Results.** Village Manager Lasday noted that there was low turnout for the survey. She believes that the low response is because residents are happy and there was nothing controversial on the survey that people felt they needed to provide input about. Recently she had a citizen come in to let her know that he appreciated all of the efforts to keep Bannockburn a desirable place to live. The results of the Citizen Survey will be included in the newsletter.

13. 12-04/16: **Discuss the Fiscal Year 2014-2015 Capital Projects and Budget.** Village Manager Lasday thanked the Board for their input and noted several changes to the initial proposal. Comparatively, IMRF is well funded so the amount budgeted for that item has been reduced. The number of trees to be planted has been reduced. She stated there were cuts made to the proposed budget where appropriate.

Trustee Ansani thanked Finance Director McCulloch for her efforts to create a budget that was comprehensive and understandable. He noted that the numbers will improve over time, as sales tax receipts from Dominicks are no longer included, and also the redemption of the 2006 water bonds and other one-time costs are reflected in the document.

Village Finance Director McCulloch stated that there is preliminary information included in the proposed budget regarding how much the Village receives from taxes, with the Village receiving about 7%. She noted that the largest portion of the budget goes to the Police Department. She stated that there are limiting rates, and as the EAV has gone down since 2010, our tax rate, along with that of all other taxing bodies, has increased even as the EAV has declined. Three of our funds have limiting rates, two do not. While our capped funds are currently levied at less than 60% of our limit, it is prudent to continue to monitor this so long term financial planning remains viable and on target.

14. 13-04/16: **Village Engineer Report.**

- **Dunsinane Lane.** Village Engineer Gewalt stated that there was a bid opening with Highland Park and Lincolnshire for Dunsinane Lane. The bid came in at \$113,628.00 and the project will probably start in June. Because it is a joint bid each Village has to act on the contract and that will take time. Trustee Korer noted concerns because of past work the contractor had done in the Village. Both Village Engineer Gewalt and Village Attorney Filippini noted that should not be a concern because of the limited scope of the project.
- **Water Meter Calibration.** He stated that the contractor has started to calibrate the meters, only three have been done so far. All were within the tolerance range, but the larger meters have not been calibrated yet.
- **Half Day Planting.** The Village has received a little less than 1400 free plants from IDOT. These plants will be supplemental to those planted last year, to replace those that died and also to fill in other areas as needed and will be planted in May. The Village is now on the IDNR list for plantings, and it appears that we will be asked every year. The only limitation is that they have to be planted on IDOT roadways.
- **Crack Sealing Project.** Village Engineer Gewalt noted that the joint bidding for the crack sealing went well. It will be done between late June and July.
- **Boulton property.** Trustee Rothing asked about the cross connection issue and if it had been resolved. Village Engineer Gewalt stated that the sump pumps had been disconnected and they had temporarily run a pipe towards the pond until the weather broke. They are now in the process of connecting it to the storm sewer on Valley. Village Manager Lasday noted that the new owner of the property came in and assured staff that everything would be corrected as needed.

15. 14-04/16: **Village Police Chief.** Police Chief Price reported on the recent death of a Trinity student. A death investigation was performed, and ultimately the coroner reported that the death was of natural causes. Village Manager Lasday and three officers attended the memorial service to show support to the family and Trinity.

Police Chief Price noted that there had been the successful arrest of members of a theft ring, in part due to the new security cameras installed at Midtown. The theft ring was using stolen information to rent cars, and those vehicles were then used for the crimes. Lt. Heneghan and Highland Park officers were able to get information by working with On Star to track the vehicle, leading to the successful apprehension of the suspects. He noted it was a nationwide theft ring, concentrating on stealing women's purses left unattended in cars.

16. 15-04/16: **Village Counsel.** No report.

17. 16-04/16: **Village Manager Report.** Village Manager Lasday noted that the actual cost of snowplowing was approximately \$68,000, while only \$30,000 was budgeted. She also stated that the Village had responded to the latest FOIA request from Bruce Nelson. There is a new owner at 3000 Telegraph, and the house will be either torn down or completely rehabbed. The architect for 3 Broadleys is complaining that the code is incomprehensible.

She also discussed that the Northwest Municipal Conference has asked for 12 communities per week to go to Springfield regarding the minimum manning bill for firefighters. They are asking for a commitment, and she needs direction from the Board. The fire department is a separate taxing body, but it will impact the residents if passed. Village Attorney Filippini explained that the bill will mandate minimum staffing levels as part of collective bargaining agreements. This will not affect the Village budget, but will affect the residents. Village President Barkemeyer noted that for many municipalities this will significantly impact their budgets, as money for additional firefighters will have to be taken from other departments. The Board discussed that it is important to show support for the Northwest Municipal Conference by going to Springfield, even though this issue does not specifically impact Bannockburn.

18. 17-04/16: **Village Clerk Report.** Village Clerk Raimondi reported on a recent Clerk's seminar.

19. 18-04/16: **Village Commissioner Reports.**

*Economic Development.*

Trustee Rothing reported on the Battle of Bannockburn celebration. Planning is going well, and the SCA is lined up to do a tournament there with 25 to 30 warriors battling. A bagpipe group will be performing in the afternoon. The Board discussed the Trustees wearing kilts and t-shirts. Trustee Rothing also stated that they may have t-shirts for sale at Trinity and Bannockburn School. A bonfire is being tentatively planned for 4:00 the afternoon of the event. On May 8<sup>th</sup> Dr. Fratt will be doing a presentation at Bannockburn School.

Police Chief Price asked if this would primarily be for Bannockburn families and friends, or if it would be advertised to the general public. He expressed concern about the parking situation if people from outside Bannockburn are coming in. Trustee Rothing advised that the re-enactors will be dressing at Trinity, and Trinity has offered to bus them to the site.

Trustee Rothing explained additional details of the event, including tent placement, multiple demonstrations, and other matters. The bonfire will be at the north side of the shelter. Police Chief Price suggested that the set-up be the same as the picnic, with the tent in the front area of the shelter, and then have everyone else to the south. This will allow participants to get their equipment into the area more easily. He will be meeting with the SCA to discuss placement of the activities and food.

*Finance.*

- **Budget.** Trustee Ansani moved, seconded by Trustee Fisher, to approve Fiscal Year 2015 Budget. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.
- **Financial Report.**
  - Revenues: Trustee Ansani reported that sales tax from December of 2013 was strong, presumably due to Dominick's closing. While this period to

date amount exceeds the prior year-to-date, it is below budget. Dominick's did not renew their liquor license for 2014. With a new grocer, we expect that their local and state liquor licenses will be May or June financial activities. Fees Grants are \$200,000 over budget to date. The significant components are: SSA 6 recapture Interest \$89,489, SSA 6 recapture fees \$60,000, RZ bond rebate \$28,509 (timing), Canine donations \$12,987, and Court fines \$12,457.

- Expenses: He noted that some operational costs will exceed budget by marginal amounts. They include bank fees, training, liability insurance deductibles & worker's comp adjustment, and appreciation & recognition festivities. Some above budget costs were intentional, with the goal to improve the Village's long-term financial position. Operational items include the early redemption of the 2006 Water bonds and \$500,000 supplemental IMRF funding. Some above budget cost items were unexpected. The operational anomalies are staff changes and snow plowing.
- Capital: Dunsinane engineering began this fiscal year; it was budgeted for next year. Waukegan & Cedarcrest watermain projects, crossing multiple fiscal years, were below budget. Waukegan & Lakeside 319 projects combined exceeded budget due to unanticipated site conditions. State invoicing and reimbursements for shared roadway projects do not align with budget timing projections.
- **Bill Submit List.** There was \$9,000 for plowing and salting in February and March. Other items of note are the Dex statue and water to Highland Park. Trustee Korner moved, seconded by Trustee Boyle, to approve the Bill Submit List. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

*Police.* Trustee Boyle advised that the statue of Dex is in production, and has been paid for completely with donations. The donations for Jeremy Harris are at approximately \$5,000, and \$1,000 will be donated to an anti-drug organization.

20. 19-04/16: **Village President Report.** Village President Barkemeyer discussed a recent seminar he attended.
21. 20-04/16: **Consideration of Approval of the March 10, 2014 Board Meeting Minutes.** Trustee Korner moved, seconded by Trustee Orth, to approve the March 10, 2014 Board Meeting Minutes. On a voice vote the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.
22. **Adjournment.** Trustee Fisher moved, seconded by Trustee Orth, to adjourn the meeting at 10:03 PM. On a voice vote the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.