

**VILLAGE OF BANNOCKBURN  
BOARD OF TRUSTEES  
MONDAY, JANUARY 25, 2016  
MEETING MINUTES**

1. **Call to Order:** President Rothing called the meeting to order at 7:05pm.
- President: Frank Rothing
- Trustees Present: Jim Boyle, Mary Herrmann, David Korner, Diana Lackner, Kerry Martin
- Trustees Absent: David Ansani
- Also Present: Village Manager Maria Lasday, Finance Director Linda McCulloch, Village Counsel Vic Filippini, Village Engineer David Gewalt, Village Clerk Kass Sigal (arrived at 7:41pm), Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath
- Visitors: None

2. 01-01/25: **Pledge of Allegiance.** President Rothing led everyone in reciting the Pledge of Allegiance.
3. 02-01/25: **Other (for non-agenda items):** None
4. 03-01/25: **Discuss Village Landscaping Contracts (Open Space, Right-Of-Ways, Native Prairies and Rain Gardens).**

Village Manager Lasday reviewed the current landscaping vendors of Vito DiPinto and Guy Scopelleti. She noted the current status of services and contracts, and requested direction from the Board on whether to go through a re-bidding of services. Village Manager Lasday noted that Vito DiPinto had been previously overseen by Cosette Winter of the Garden Club, but her passing raised a question of oversight and the specifics of the contract. Village Engineer Gewalt reviewed some of the elements of the scope of work that would need to be developed for any bidding.

The Board discussed the merits of re-bidding the work versus keeping the existing vendors. In light of the impact on allocation of staff time, there were concerns that the time required to bid and oversee the services might not be valuable. Village Manager Lasday also noted that having staff become familiar with the Garden Club's vision will assist in any future bidding of services. The Board consensus is to continue the contract for 2016 with a re-bidding in 2017.

5. **04-01/25: Consider Approval of an Ordinance Approving a Trinity International University's Updated Campus Development Plan.**

Trustee Herrmann moved, seconded by Trustee Lackner, to approve Ordinance 2016-01, an Ordinance Approving Trinity International University's Updated Campus Development Plan. On a roll call vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani).

6. **05-01/25: Consider Approval of an Ordinance Granting a Special Use Permit for Non-Student Recreational Uses for Trinity International University.**

Trustee Lackner moved, seconded by Trustee Korner, to approve Ordinance 2016-02, an Ordinance Granting a Special Use Permit for Non-Student Recreational Uses for Trinity International University. On a roll call vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani).

7. **06-01/25: Consider Approval of a Referral of Modifications to the Village's Tree Regulations to the Plan Commission / Zoning Board of Appeals.**

Village Counsel Vic Filippini noted that if the referral is made by this Board with the menu of options presented, there will likely be several workshops for the Plan Commission/Zoning Board of Appeals (PCZBA) to consider the proposals prior to having a public hearing.

Trustee Boyle moved, seconded by Trustee Martin, to refer modifications to the Village's Tree Regulations to the Plan Commission / Zoning Board of Appeals for their review. On a roll call vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani).

8. **07-01/25: Consider Approval of a Resolution Approving the Purchase of Financial Software and Related Professional Services from BS&A Software.**

Finance Director McCulloch noted that our current finance software is 15 years old and support will be phased out. She noted that staff evaluated the current market of finance software including conducting site visits of other municipalities utilizing BS&A software. She noted that the BS&A product line is standard. She also noted that selecting BS&A would enable the Village to add additional modules in the future if needed or anticipated. Staff is recommending BS&A software for finance. Trustee Herrmann asked if there were any recommendations from the Northwest Municipal Conference for this type of software. Staff noted that there was not a specific recommendation or joint contract from the Northwest Municipal Conference for this type of software.

Trustee Martin moved, seconded by Trustee Boyle, to approve Resolution 2016-R-2, a Resolution approving the Purchase of Financial Software and Related Professional Services from BS&A Software. On a roll call vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani).

9. 08-01/25: **Village Engineer Report.**

Village Engineer Gewalt reported on the December 2015 readings at the lift station which revealed a doubling of average flows. He noted this is typical 1.5 daily average flow. He noted due to the age, appearance of deterioration, and declining performance of the lift station, improvements and related smoke-testing are needed. He noted that if there were leaks found on the resident's property in a lateral, the residents would be responsible to fix their own leaks. Village Engineer Gewalt noted the best option is to plan for the work this summer. Village Manager Lasday noted that this project needs to be factored into the budgeting, due to the estimated cost of \$150,000. The Board consensus was to proceed.

Village Engineer Gewalt noted that there was a water main break at 1000 Lakeside Drive. He noted that the valve vault at the south end of Lakeside Drive required repairs. He noted that there was also a more extensive leak along Dunsinane Lane.

10. 09-01/25: **Village Counsel.** None.

11. 10-01/25: **Village Clerk.** None.

12. 11-01/25: **Village Commissioners.**

- *Finance:* None
- *Building:* None.
- *Roads & R.O.W.:*  
Trustee Martin noted he will be attending the Lake County Division of Transportation meeting with Village Manager Lasday. He noted the meeting was to finalize the 80/20 funding for the North Avenue reconstruction project.
- *Sewer & Water:* None
- *Community Development:* None
- *Police:* None

13. 12-01/25: **Village Manager.**

Village Manager Lasday noted that she and Chief Price attended a seminar which focused on the 9-1-1 consolidation. She noted that she has been in communication with the City of Highland Park regarding off-duty use of Highland Park police personnel. She noted that the annual budget and community survey process will begin shortly. She noted that a draft copy of the survey will be distributed in the upcoming week. She noted that Deerfield Road is under construction and the Board should be aware of this. Following discussion, the Board consensus was to have staff put information on the Village website and the Police Facebook Page regarding the construction project.

Village Manager Lasday noted that the Village has contracted Kevin Tracz for public works services for the past several years. She asked the Board whether this contract should be bid out for this year. The Board consensus was to continue with Kevin Tracz services for the next year.

Village Manager Lasday noted the upcoming annual legislative breakfast on January 30<sup>th</sup>. She noted because of the lack of a budget, the breakfast may have little value. Trustee Lackner asked about the turn-around agenda of Governor Rauner with respect to consolidations.

Finance Director McCulloch distributed a draft of capital projects list to the Board members which was to be reviewed by the members prior to the next meeting.

14. **13-01/25: Village President.**

Village President Rothing noted he would like to know how the videos taken by the proposed tasers for the police department would be uploaded and stored. He noted that he is concerned about the ability to organize the videos and if the Village would be using indexing software. Following a question about the digital availability of the Citizen Survey, he also noted that the Citizen Survey will be coming out soon via the Newsletter and online via SurveyMonkey.com.

**EXECUTIVE SESSION**

For the Discussion of (i) Acquisition or Disposition of Property and (ii) Executive Session Minutes.

Trustee Boyle moved, seconded by Trustee Martin, to enter into Executive Session for the discussion of (i) Acquisition or Disposition of Property and (ii) Executive Session Minutes. On a roll call vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani). Executive Session was entered at 8:13pm.

There being no further discussion in Executive Session, Trustee Martin moved, seconded by Trustee Herrmann, to exit out of Executive Session. On a roll call vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani). Executive Session was adjourned at 8:55pm.

15. **14-01/25: Consideration of Approval of the January 11, 2016 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Boyle moved, seconded by Trustee Korner, to approve the January 11, 2016 Meeting Minutes, as amended. On a voice vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani).

16. **15-01/25: Consideration of Approval of the January 11, 2016 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Martin moved, seconded by Trustee Lackner, to approve the January 11, 2016 Executive Session Meeting Minutes, as amended. On a voice vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None;

Absent: (One) Ansani.

**ADJOURNMENT.**

Trustee Martin moved, seconded by Trustee Lackner, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani). The meeting was adjourned at 8:56pm.