

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
OCTOBER 10, 2017
MEETING MINUTES**

1. **Call to Order.** President Rothing called the meeting to order at 7:02pm.

President: Frank Rothing

Trustees Present: David Ansani, James Boyle, Mary Herrmann, David Korner, Diana Lackner

Absent: Kerry Martin

Also Present: Village Manager Maria Lasday, Finance Director Linda McCulloch, Village Clerk Kass Sigal (arrived 7:07pm), Chief Ron Price, Village Counsel Betsy Gates, Village Engineer David Gewalt, Assistant to the Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath

Visitors: Caitlin Burke (Gewalt Hamilton), Dan Berg (Sikich)

2. **01-10/10: Pledge of Allegiance.**

President Rothing led everyone in reciting the pledge of allegiance.

3. **02-10/10: Municipal Separate Storm Sewer System (MS4) Permit Program, Annual Public Presentation to the Village Board by Caitlin Burke of Gewalt Hamilton Associates, Inc.**

Caitlin Burke presented an overview of the municipal separate storm sewer system (MS4) permit program. She noted this is an annual public presentation to the Village Board.

4. **03-10/10: Other (for non-agenda items).** None

5. **04-10/10: Discuss and Consider Approval of the Village of Bannockburn April 30, 2017 Annual Financial Report and Management Letter.**

Dan Berg provided an overview of the financial report, highlighting the equity section and discussing the modified vs. full accrual statements. He commented on the GASB 68 reporting requirements and the status of our current unfunded pension obligation. He noted the scope of the audit, resulting adjusting journal entries, internal control, and future accounting pronouncements.

Trustee Herrmann moved, seconded by Trustee Lackner, to Approve the Village of Bannockburn April 30, 2017 Annual Financial Report and Management Letter. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

6. **05-10/10: Consider Approval of a Resolution Approving the Annual Treasurer's Report for the Fiscal Year Ending April 30, 2017.**

Trustee Korner moved, seconded by Trustee Lackner, to Approve Resolution 2017-R-51, a Resolution Approving the Annual Treasurer's Report for the Fiscal Year Ending April 30, 2017. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

7. **06-10/10: Consider Approval of a Resolution Determining Amounts of Money to be Raised through Ad Valorem Property Taxes.**

Trustee Ansani moved, seconded by Trustee Herrmann, to Approve Resolution 2017-R-52, a Resolution Determining Amounts of Money to be Raised through Ad Valorem Property Taxes. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

8. **07-10/10: Consider Payment of the Following Invoice: #11418 from Wunderlich-Malec, LLC. in the amount of \$1,292.96 (Replacement of Power Supply at Village's Water Reservoir).** Village Engineer Gewalt noted SCADA controls are exceeding the life expectancy, therefore an upgrade is needed.

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Invoice#11418 from Wunderlich-Malec, LLC. in the amount of \$1,292.96 (Replacement of Power Supply at Village's Water Reservoir). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

9. **08-10/10: Consider Acceptance and Approval of a Reciprocal Agreement on Exchange of Information between the Village of Bannockburn and the Illinois Department of Revenue and the Designation of the Village Manager and Village Finance Director as the Recipients of Confidential Financial Information.**

Village Manager Lasday noted that this will enable us to confirm sales tax information for our sales tax agreement.

Trustee Lackner moved, seconded by Trustee Boyle, to Approve a Reciprocal Agreement on Exchange of Information between the Village of Bannockburn and the Illinois Department of Revenue and the Designation of the Village Manager and Village Finance Director as the Recipients of Confidential Financial Information. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

10. **09-10/10: Consider Approval of the October Bill Submit List.**

Trustee Ansani moved, seconded by Trustee Boyle, to Approve the October Bill Submit List. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

11. **10-10/10: Consider Approval of the September Monthly Financial Budget Report.**

This agenda item will be continued until the October 23, 2017 Board meeting.

12. 11-10/10: Consider Approval of a Revised 2018 Schedule for the Village of Bannockburn Special Events.

Trustee Herrmann noted the Board should have thoughtful planning and consider allocation of Staff time and resources when selecting special events. The Board discussed the process and guidelines for donation of gifts from businesses for use at Village special events.

Trustee Ansani moved, seconded by Trustee Boyle, to Approve the Revised 2018 Schedule for the Village of Bannockburn Special Events. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

13. 12-10/10: Consider Approval of an Ordinance Amending Article X of Chapter 141 of the Village of Bannockburn Municipal Code Regarding Class H Liquor Licenses and Regulations.

Village Manager Lasday noted that La Quinta has agreed to all of the terms of this license class.

Trustee Lackner moved, seconded by Trustee Boyle, to Approve Ordinance 2017-30, An Ordinance Amending Article X of Chapter 141 of the Village of Bannockburn Municipal Code Regarding Class H Liquor Licenses and Regulations. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

14. 13-10/10: Consider Acceptance and Approval of a Proposal from Ravinia Country Club for the Village's Annual Appreciation Dinner.

Trustee Ansani moved, seconded by Trustee Boyle, to Approve the Proposal from Ravinia Country Club for the Village's Annual Appreciation Dinner on December 5, 2017. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

15. 14-10/10: Consider Approval of a Resolution Approving a Contract for the 2017/2018 Inspection and Maintenance Service Contract for the Village's Standby Generator Facilities (Fiscal Year 2017-2018) between Interstate Power Systems and the Village of Bannockburn (Village Owned Generators at Route 22 Lift Station, Telegraph Road Lift Station, Water Reservoir, and Village Hall) in an amount of \$3,580.00.

Village Engineer Gewalt noted that Interstate Power Systems is providing us services with a slight fee increase over last year.

Trustee Boyle moved, seconded by Trustee Lackner, to Approve Resolution 2017-R-53, a Resolution Approving a Contract for the 2017/2018 Inspection and Maintenance Service Contract for the Village's Standby Generator Facilities (Fiscal Year 2017-2018) between Interstate Power Systems and the Village of Bannockburn (Village Owned Generators at Route 22 Lift Station, Telegraph Road Lift Station, Water Reservoir, and Village Hall) in an amount of \$3,580.00. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

16. **15-10/10: Consider Approval of an Ordinance Amending Articles I, II, and VI of Chapter 225 of the Village of Bannockburn Municipal Code regarding Utility Fees & Charges and Rates and Amending the Bannockburn Fee Schedule.**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Ordinance 2017-31, an Ordinance Amending Articles I, II, and VI of Chapter 225 of the Village of Bannockburn Municipal Code regarding Utility Fees & Charges and Rates and Amending the Bannockburn Fee Schedule. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

17. **16-10/10: Discuss Long Term Cash Flow in the General Fund and Water Fund.**

Finance Director McCulloch reviewed that currently we have multiple funds comingled into one checking account. She noted the interest earned on that bank account goes back into the account, there is no separation between funds, it all posts as General fund interest earned. The Board consensus was to continue this practice.

Finance Director McCulloch reviewed current yields on our various investment bank accounts. The Board consensus was to direct Finance Director McCulloch to continue to seek out institutions that would offer the Village a higher yield.

18. **17-10/10: Report of the Plan Commission / Zoning Board of Appeals Meeting on October 2, 2017, which includes the Following Agenda Items:**

- **Public Hearing for the Consideration of Zoning Map Amendments, Zoning Code Text Amendment(s) to the Zoning Code in the Village of Bannockburn Municipal Code, Amendments to Existing Special Use Permits, Granting of New Special Use Permits, Variations, and/or Any Other Zoning Relief Necessary in connection with the Proposed Installation of Signage, including On-Site Information and Identification Signs and Related Facilities, at the Property Commonly Known as 3000 Lakeside Drive, Bannockburn, Illinois, Submitted by DBannock Acquisition, LLC.**
- **Continued Public Hearing for the Consideration of Potential Zoning Code Text Amendment(s) to the Bannockburn Zoning Code Regarding the Architectural Review of Developments within the Village, including (i) Such Regulations Relating to the Requirements for Architectural Review; (ii) the Scope, Procedures, and Standards Applicable to Architectural Review; and (iii) the Jurisdiction, Authority, and Procedures of the Architectural Review Commission.**
- **Consider Approval of the 2018 Calendar Year Schedule for the Plan Commission & Zoning Board of Appeals Meetings.**

Village Manager Lasday noted a text amendment was presented for a change to the zoning ordinance to allow other properties to utilize this change in the identification sign rule.

Village Manager Lasday noted the Commission agreed on the ordinance for ARC related project reviews. She noted the Commission wanted to see a completed revised ARC application before formally approving ordinance changes. She noted that the ARC application is an internal form and not a part of the ordinance.

19. 18-10/10: **Village Engineer.**

Village Engineer Gewalt reported the valve exercise testing is 40% finished. He noted three outcomes so far from the testing include: 1. The valves are operating well; 2. They found 1 leak; 3. This new information provides a clearer focus for leak resolution.

He noted the seal costing of the Telegraph Road Path is almost complete.

He attended the Wilmot Road Pathway meeting with residents.

20. 19-10/10: **Village Police Chief.**

Police Chief Price noted the department participated in the Law Enforcement Expo at Hawthorn Mall on September 9-10th. He noted the success and coordination of Bannockburn Day. He reported on the annual emergency drill held for Bannockburn School. He noted that the repairs to the railroad crossing were successful and the traffic detours were well communicated.

Trustee Ansani commented that the Village Board should reconsider the “dark at night” policy as a result of a spike in car thefts in the area.

21. 20-10/10: **Village Counsel.** None.

22. 21-10/10: **Village Clerk.** None.

23. 22-10/10: **Village Commissions.**

- Finance: None.
- Building: None.
- Roads & R.O.W.: None.
- Sewer & Water: None.
- Community Development: None
- Police: None.

24. 23-10/10: **Village Manager.**

Village Manager Lasday reported that the Village has been asked to maintain a memorial tree at Stirling Circle. The Board discussed whether the Village should be responsible for the on-going maintenance these trees. The Board consensus was the Village should not take financial responsibility for maintaining memorial trees.

She noted that she met with Mr. White (Broadley’s Court) and he is working on coordinating with home owners on the re-establishment of the Home Owners Association to address storm sewer issues.

Village Manager Lasday noted that Staff attended the grand opening of Mariano's on October 9th. She noted there is a question regarding the type of liquor license they were issued and what type of liquor they are offering at the bar area.

25. **24-10/10: Village President.**

Village President Rothing noted the success of the festivities at Mariano's grand opening event. He noted that he is working on next year's landscape planning. He noted this includes considering changing the way we approach the contracts from a cost for tasks to an hourly rate. He noted the Village can monitor landscaping needs on a weekly basis, providing direction for the landscaper. He noted this could save money on landscaping where maintenance is not needed.

He noted he would like to obtain a quote for removal of additional dead trees in the Village.

He reported that the Trinity International University students will help with the Haunted Trail. He noted there will be 20 stations for candy.

EXECUTIVE SESSION

For the Discussion of (i) Personnel, (ii) Pending Litigation, (iii) Executive Session Minutes.

Trustee Boyle moved, seconded by Trustee Korner, to enter into Executive Session for the discussion of (i) Personnel, (ii) Pending Litigation and (ii) Executive Session Meeting Minutes. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin). Executive Session was entered at 9:25pm.

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

Executive Session was exited at 9:45pm.

26. **25-10/10: Consider Approval of the September 25, 2017 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Boyle moved, seconded by Trustee Ansani, to Approve the September 25, 2017 Board Meeting Minutes (Subject to Minor Corrections). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

27. **26-10/10: Consider Approval of the September 25, 2017 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Boyle moved, seconded by Trustee Ansani, to Approve the September 25, 2017 Executive Session Board Meeting Minutes (Subject to Minor Corrections). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

ADJOURNMENT.

Trustee Boyle moved, seconded by Trustee Herrmann to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin). The meeting was adjourned at 9:46pm.