

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
FEBRUARY 8, 2016
MEETING MINUTES**

1. **Call to Order:** President Rothing called the meeting to order at 7:02pm.
- President: Frank Rothing
- Trustees Present: David Ansani, Jim Boyle, Mary Herrmann, David Korner, Diana Lackner, Kerry Martin
- Trustees Absent: None
- Also Present: Village Manager Maria Lasday, Finance Director Linda McCulloch, Village Counsel Vic Filippini, Village Engineer David Gewalt, Village Clerk Kass Sigal, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath
- Visitors: Stacey Tompkins (1450 North Avenue), Joan Karnauskas (H&R Block)

2. **01-02/08: Pledge of Allegiance.** President Rothing led everyone in reciting the Pledge of Allegiance.
3. **02-02/08: Other (for non-agenda items):**
Joan Karnauskas (H&R Block) explained to the Board the recent events regarding the H&R Block's temporary closure and re-opening at the Bannockburn Green Retail Center (BGRC) location. She noted that these events led to the previously approved sign being removed and then re-installed. The Board consensus is not to pursue any enforcement or further review of the sign, except being subject to the \$75 application fee. Village Manager Lasday reminded Ms. Karnauskas that this does not result in a waiver of an electrical permit and approval requirements.
4. **03-02/08: Consider Approval of a Deferral of Plan Submittals under the Tree Regulations (1450 North Ave).**
Mrs. Stacey Tompkins asked for deferring based upon the of plan submittals for trees while the tree requirements are under review. She noted that they are prepared to abide by the revised regulations. President Rothing noted that the deferral is appropriate. The Board's general consensus is to defer this element of compliance.

Trustee Ansani moved, seconded by Trustee Martin, to approve a Deferral of Plan Submittals under the Tree Regulations (1450 North Ave). On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

5. **04A-02/08: Consider Approval of a Resolution Authorizing the Appropriation of Funds from the Village of Bannockburn's Motor Fuel Tax Fund in the Amount of \$280,000.00 for the North Avenue Road Improvement Project.**

Trustee Martin moved, seconded by Trustee Ansani, to approve Resolution 2016-R-03, a Resolution Authorizing the Appropriation of Funds from the Village of Bannockburn's Motor Fuel Tax Fund in the Amount of \$280,000.00 for the North Avenue Road Improvement Project. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

04B-02/08: Consider Approval of a Resolution for Improvement by Municipality Under the Illinois Highway Code.

Village Engineer Gewalt noted that the approval of a resolution for Improvement by Municipality Under the Illinois Highway Code is needed to access the Motor Fuel Tax (MFT) funds and receive Illinois Department of Transportation (IDOT) approvals.

Trustee Herrmann moved, seconded by Trustee Lackner, to approve an Illinois Department of Transportation Resolution authorizing the Improvement by Municipality Under the Illinois Highway Code. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

6. **05-02/08: Consider Approval to Utilize Designated Contributions from the Community Support Fund to Make a Donation to Deerfield High School Parent Network and Prom after Party Committee.**

President Rothing noted that this item was discussed last year and that we made a \$500 contribution from the Community Fund. Trustee Herrmann asked what contributions the Village of Deerfield makes to the event.

Trustee Lackner moved, seconded by Trustee Martin, to approve the utilization of Designated Contributions from the Community Support Fund to Make a Donation of \$500 to the Deerfield High School Parent Network and Prom after Party Committee. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

7. **06-02/08: Consider Approval of a Revision to Change Order #1 of the Contract between the Village of Bannockburn and Peter Baker & Son for the 2015 Motor Fuel Tax Road Improvement Project (Lakewood and Bridle Road Resurfacing Project) to Reduce the Contract Amount from \$238,885.65 to \$222,779.42.**

Village Engineer Gewalt noted that Board approved a prior change order, and noted that the contract needs a further \$1,000 increase, which is still under budget.

Trustee Lackner moved, seconded by Trustee Herrmann, to approve a Revision to Change Order #1 of the Contract between the Village of Bannockburn and Peter Baker & Son for the 2015 Motor Fuel Tax Road Improvement Project (Lakewood

and Bridle Road Resurfacing Project) to Reduce the Contract Amount from \$238,885.65 to \$222,779.42. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

8. **07-02/08: Consider Approval of a Resolution Accepting 1) E-Pay a) Bank Authorization Documents, b) Merchant Services Agreement, c) Merchant Services Agreement for Sub-Merchants and 2) Illinois Funds / U S Bancorp Fund Services d) Account Authority Form, e) Bank Instructions Form, and f) Online Account Access Form for Village of Bannockburn General Fund, Motor Fuel Tax Fund, E-Pay Credits Cards, and Forfeiture PA 94-556 Accounts.**

Finance Director McCulloch noted that Illinois Funds has revised and added additional documents for administering their banking services. She noted that the Village might re-visit some of the authorizations from an internal perspective. Trustee Ansani noted that because Assistant to Village Manager Ryan Mentkowski is overseeing the water billing separately from Finance Director McCulloch, this is sufficient separation to protect the Village funds. President Rothing discussed the issues relating to internal controls. Finance Director McCulloch will examine additional measures to strengthen controls.

Trustee Ansani moved, seconded by Trustee Boyle, to approve Resolution 2016-R-04, a Resolution Accepting 1) E-Pay a) Bank Authorization Documents, b) Merchant Services Agreement, c) Merchant Services Agreement for Sub-Merchants and 2) Illinois Funds / U S Bancorp Fund Services d) Account Authority Form, e) Bank Instructions Form, and f) Online Account Access Form for Village of Bannockburn General Fund, Motor Fuel Tax Fund, E-Pay Credits Cards, and Forfeiture PA 94-556 Accounts. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

9. **08-02/08: Consider Approval of an Ordinance Adopting by Reference the Lake County Watershed Development Ordinance.**

Village Engineer Gewalt noted this is an update that is required to have the Village remain a certified community.

Trustee Herrmann moved, seconded by Trustee Martin, to approve Ordinance 2016-03, an Ordinance Adopting by Reference the Lake County Watershed Development Ordinance. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

10. **09-02/08: Consider Approval of a Waiver and Covenant Agreement (2345 Waukegan Road).**

Village Manager Lasday explained the background for this agreement and the anticipated future zoning amendment request. Village Counsel Filippini explained the provision affecting the rule against perpetuity.

Trustee Korner moved, seconded by Trustee Boyle, to Approve a Waiver and Covenant Agreement (2345 Waukegan Road). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

11. 10-02/08: **Discuss the Bannockburn Annual Citizen Survey.**

Trustee Martin offered suggestions on the survey. Trustee Herrmann asked about the context for the questions on the survey. The Trustees directed Village Manager Lasday to make several changes in format prior to distribution of the survey.

12. 11-02/08: **Village Engineer Report.**

Village Engineer Gewalt noted that the water audit is being prepared. He noted that the Village did improve its unaccounted flow from last year but still does not meet the requirement of less than 12% unaccounted flow. He noted that the Village might want to join with the other Northwest Municipal Conference (NWMC) members to contract for leak detection services.

13. 12-02/08: **Village Police Chief.**

Chief Price reported on upcoming taser training and lost property resolution. He noted that a citizen provided a donation in support of police services. Chief Price presented the Annual Police Report. Village Manager Lasday asked Chief Price to arrange for new part time officers to meet the Board of Trustees.

14. 13-02/08: **Village Counsel.** None

15. 14-02/08: **Village Clerk.** None

16. 15-02/08: **Village Commissioners.**

- *Finance:*

Trustee Ansani provided a summary of the February bill submit list and the monthly budget report. Trustee Korner asked about the status of the Geographical Information System (GIS). Finance Director McCulloch reviewed the Village's investment report, noting many banks do not want the Village's funds because regulatory demands make servicing Village funds too expensive.

Trustee Ansani moved, seconded by Trustee Herrmann, to approve the February Bill submit list. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

- *Building:* None

- *Roads & R.O.W:* None

- *Sewer & Water:* None

- *Community Development:* None

- *Police*: None

17. 16-02/08: **Village Manager.**

Village Manager Lasday reported that Mrs. Reichenbach (13 Broadleys Court), asked for a summary of the drainage responsibility affecting Bannockburn Brae. President Rothing asked Village Engineer Gewalt and Village Counsel Filippini to prepare a short summary of this topic.

Village Manager Lasday noted that the ICMA has asked her to prepare an article on the Village's top projects. She noted that she and Ryan attended the ILCMA conference last week.

18. 17-02/08: **Village President.**

President Rothing began discussing Village goals and activities. He noted that Trustee Martin suggested the Village pursue a shuttle service to the Village's office center and to the train station. Trustee Herrmann and Trustee Lackner shared some conceptual ideas regarding Village goal setting. The Board discussed how these goals can be incorporated into a community engagement strategy.

President Rothing noted that leak detection will be added to the budget. He noted some ideas for additional revenue sources in the Village. The Board did not take any immediate action. President Rothing recommended that the Sikich audit contract be extended as the Village transitions to new financial software.

President Rothing has secured Bobby Rex, a rock band for the Concert in the Park event.

EXECUTIVE SESSION

For the Discussion of (i) Acquisition or Disposition of Property, (ii) Enforcement and (iii) 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, (ii) Enforcement and (iii) Executive Session Minutes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was entered at 9:25pm.

There being no further discussion in Executive Session, Trustee Lackner moved, seconded by Trustee Martin to exit out of Executive Session. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was adjourned at 9:49pm.

19. 18-02/08: **Consideration of Approval of the January 25, 2016 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Lackner moved, seconded by Trustee Martin, to approve the January 25, 2016 Board Meeting Minutes. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

20. **19-02/08: Consideration of Approval of the January 25, 2016 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Ansani moved, seconded by Trustee Martin, to approve the January 25, 2016 Executive Session Meeting Minutes. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

ADJOURNMENT

Trustee Herrmann moved, seconded by Trustee Boyle, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None. The meeting was adjourned at 9:49pm.