

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

1. **Call to Order.** President Rothing called the meeting to order at 7:05pm.

President: Frank Rothing

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

Trustees Absent: None

Also Present: Village Manager Maria Lasday, Police Chief Ronald Price, Finance Director Linda McCulloch, Village Counsel Betsy Gates, Village Engineer David Gewalt, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath

Visitors: Beth Gardner (2100 Stirling), B Schneider (no address provided)

2. 01-08/08: **Pledge of Allegiance.**
President Rothing led everyone in reciting the pledge of allegiance.
3. 02-08/08: **Recognition of Sergeant Bruce Bone's Retirement.**
Chief Price presented Sergeant Bruce Bone with a Bannockburn Police plaque and a framed keepsake of his police jacket, uniform and badges. He thanked Sergeant Bone for his 13 years of service to the Village, noting some of the cases the Sergeant Bone worked on over his tenure.
4. 03-08/08: **Other** (for non-agenda items). None.
5. 04-08/08: **Discuss Landscaping Maintenance Services for Fiscal Year 2017-2018.**
Village Manager Lasday noted that she, Trustee Martin and Chief Price met to review the current service level of landscaping in the Village. She noted the scope needs to be defined for landscape maintenance at the medians along Rt. 22 and Rt. 43; Landscape maintenance for all of the Village's Right of Ways, Open Space and the Village Water reservoir; for Village corners, rain gardens and ditch maintenance. She asked the Board to consider whether to go out to bid, in whole or in part. She noted that she will research clarification and ordinances as to who is responsible for maintaining the right-of-way's (R.O.W.), property owners or the Village.
6. 05-08/08: **Discuss a Referral to the Plan Commission / Zoning Board of Appeals of Modifications to the Village's Carryout and Special Use Regulations in the Retail District.**
Village Manager Lasday noted that the Village regulations applicable to the Bannockburn Green Retail Center (BRGC), require all restaurants to obtain a Special

Use Permit if they would like their customers to have the ability to carry out food/drinks.

Steve Brennan from CBRE, has requested the Village review the zoning code to ease the process for new tenants. Village President Rothing noted that a recommendation might be to only require a Special Use Permit if the tenant is requesting drive-thru service. The Board consensus was to refer this issue to the Planning Commission Zoning Board of Appeals (PCZBA) for further review.

7. **06-08/08: Report of the Plan Commission / Zoning Board of Appeals Meeting on August 1, 2016, which includes the Following Agenda Items:**

- Discuss a Referral by the Village Board of Trustees of Modifications to the Village's Tree Regulations.

Village Counsel Gates and Village Manager Lasday reported on the discussion from the Planning Commission Zoning Board of Appeals (PCZBA) meeting. The PCZBA noted the triggers for opacity are too overreaching; the multiplier for replacing trees is too high; prioritizing healthy landscape over opacity and creating a simpler process for review.

She noted the difficult process to obtain ARC approval and possibility of referring more project to the PCZBA. Triggers for additional existing condition reviews often occur as a result of opacity reviews for the homeowner. Village Manager Lasday requested the trustees send written comments to her by Thursday.

8. **07-08/08: Public Hearing Regarding Amendments to the Fiscal Year 2015-2016 Annual Budget and Appropriation Ordinance.**

President Rothing opened the public hearing at 8:45pm. There was no comment by the public. President Rothing closed the public hearing at 8:46pm.

9. **08-08/08: Consider Approval of an Ordinance Amending the Annual Appropriation Ordinance of the Village of Bannockburn, Lake County, Illinois for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016.**

Trustee Lackner moved, seconded by Trustee Herrmann, to approve Ordinance 2016-23, an Ordinance Amending the Annual Appropriation Ordinance of the Village of Bannockburn, Lake County, Illinois for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

10. **09-08/08: Consider Approval of a Memorandum of Agreement between Matt Gopin and the Village of Bannockburn and Partial Rain Garden Installation Reimbursement pursuant to the Village of Bannockburn's Rain Garden Participation Program.**

Village Manager Lasday noted the Village's partial rain garden installation reimbursement program has provided in the past a 50% shared cost of the raingarden. She noted that Mr. Gopin will receive a check in the amount of \$1,969 plus engineering and recording fees.

Trustee Lackner moved, seconded by Trustee Herrmann, to approve a Memorandum of Agreement between Matt Gopin and the Village of Bannockburn and Partial Rain Garden Installation Reimbursement pursuant to the Village of Bannockburn's Rain Garden Participation Program. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

11. **10-08/08: Consider Approval of a Request by the Bannockburn School Parent Organization for a Saturday, September 24, 2016 Bannockburn Dash (1 Mile Run / Walk) and a Waiver of Applicable Fees for the Use of the Village's Shelter and Open Space on Saturday, September 24, 2016.**

Trustee Ansani moved, seconded by Trustee Herrmann, to approve a Request by the Bannockburn School Parent Organization for a Saturday, September 24, 2016 Bannockburn Dash (1 Mile Run / Walk) and a Waiver of Applicable Fees for the Use of the Village's Shelter and Open Space on Saturday, September 24, 2016. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

12. **11-08/08: Consider Approval of a Waiver to the Village Board Appeal Process Regarding the Following Architectural Review Commission Applications to be Considered at the Architectural Review Commission Meeting on August 16, 2016:**

- **Consider a Request for Approval of the Installation of a Fence at 1715 Sunset.**
- **Consider a Request for Approval of the Removal, Replacement and Addition of Exterior Lights at the Property Located at 2600 Telegraph.**

Village Manager Lasday provided a review of the applications presented at the ARC meeting.

Trustee Ansani moved, seconded by Trustee Korner, to approve a Waiver to the Village Board Appeal Process Regarding the Following Architectural Review Commission Applications to be Considered at the Architectural Review Commission Meeting on August 16, 2016. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

13. **12-08/08: Consider Approval of a Resolution Approving a Renewal of an Elevator Safety Program Agreement.**

Finance Director McCulloch noted that this agreement is done every four years for the State Fire Marshall.

Trustee Boyle moved, seconded by Trustee Herrmann, to approve Resolution 2016-46, a Resolution approving the Renewal of an Elevator Safety Program Agreement. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

14. **13-08/08: Consider Approval of a Waiver of Competitive Bids and a Resolution Approving a Contract Between Tracz & Sons, Inc. and the Village of Bannockburn for Snow Removal and Salt Application Services for the Village Hall, the Village Shelter, and the Village Water Reservoir (Fall 2016- Spring 2017).**

Trustee Boyle moved, seconded by Trustee Martin, to approve a Waiver of Competitive Bids and Resolution 2016-47, a Resolution approving a Contract Between Tracz & Sons, Inc. and the Village of Bannockburn for Snow Removal and Salt Application Services for the Village Hall, the Village Shelter, and the Village Water Reservoir (Fall 2016- Spring 2017). On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

15. **14-08/08: Consider Approval of a Waiver of Competitive Bids and a Resolution Approving a Contract Between SE Inc. (Sciarretta Enterprises) and the Village of Bannockburn for Snow Removal and Salt Application Services for Village of Bannockburn Roadways and the Sidewalks/Pathways on Telegraph Road, Duffy Lane, Half Day Road and Waukegan Road within the Village of Bannockburn (Fall 2016- Spring 2017).**

Trustee Boyle moved, seconded by Trustee Martin, to approve a Waiver of Competitive Bids and Resolution 2016-48, a Resolution approving a Contract Between SE Inc. (Sciarretta Enterprises) and the Village of Bannockburn for Snow Removal and Salt Application Services for Village of Bannockburn Roadways and the Sidewalks/Pathways on Telegraph Road, Duffy Lane, Half Day Road and Waukegan Road within the Village of Bannockburn (Fall 2016- Spring 2017). On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

16. **15-08/08: Consider Approval of a Referral to the Plan Commission / Zoning Board of Appeals of Modifications to the Village's Carryout and Special Use Regulations in the Retail District.**

Trustee Herrmann moved, seconded by Trustee Martin, to approve a Referral to the Plan Commission / Zoning Board of Appeals of Modifications to the Village's Carryout and Special Use Regulations in the Retail District. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

17. **16-08/08: Village Engineer Report.**

Village Engineer Gewalt noted that half of the water main is installed as a part of the North Avenue project. He noted that the results from the dye water test indicate that there is no problem at the lift stations but, they still have to find leaks which occur after heavy rains. He noted that 4 of 27 home failed the field inspections for the sanitary sewer caps. He noted the MPI tree removal bid process is getting started.

18. 17-08/08: **Village Police Chief.**

Chief Price thanked Trustee Martin for participating in the Deerfield July 4th parade. He noted there were no reported mechanical issues with the Bannockburn Police golf cart.

He noted our area had significant rain storms on July 23rd. He noted that the Peters residences was affected by water from railroad ties left from a Metra repair. He noted that Kevin Tracz worked diligently to clear the ditch in order for the water to recede. Village Manager Lasday noted that she was regularly updated by officers on duty that day.

He reminded the Board about the Blue Light program in support of Law Enforcement and lights are available at Village Hall.

19. 18-08/08: **Village Counsel.** None.

20. 19-08/08: **Village Clerk.** None.

21. 20-08/08: **Village Commissioners.**

- *Building*: None

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

- *Sewer & Water*: None

- *Finance*:

Trustee Ansani provided a summary of the July Monthly Financial Budget Report and the August Bill Submit list. He noted for consideration special pre-approval of payment for outstanding bills due before the September 12, 2016 Village Board Meeting. Finance Director McCulloch provided a review of the quarterly investments. She noted that the City of Highland Park water bills were up by 20%. She has asked Highland Park to research the reason for the spike in the bills.

- *Community Development*: None

- *Police*:

Trustee Boyle noted our successful participation in the Lincolnshire's National Night out on August 5, 2016.

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

Trustee Ansani moved, seconded by Trustee Herrmann, to approve special pre-approved payments for outstanding bills due before the September 12, 2016 Village Board Meeting. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

22. **21-08/08: Village Manager.**

Village Manager Lasday noted that she attended a meeting with PACE. She noted the Annual Water Meeting in Highland Park is September 15, 2016. She noted last Friday, Mariano's was in court and prevailed. She noted that the Cross Fit Fitness proposal will be coming forward and requested a pre-application meeting be scheduled.

23. **22-08/08: Village President.**

Village President Rothing asked the trustees about their ability to be in attendance at the November 28th Board meeting. He reviewed the proposed meeting dates for 2017 and noted that the February 15th meeting is Presidents day, as a result the meeting will be on February 14th. He noted that the Concert in the Park will not on the event schedule for 2017. He noted that Halloween is on a Monday this fall and we will need lots of volunteers and candy.

Village President Rothing noted there will be a Color Guard ceremony for a 9/11 tribute at Bannockburn Day, He noted that McDonald's mascot, Ronald McDonald will also be at Bannockburn Day.

EXECUTIVE SESSION

For the Discussion of (i) Enforcement and (ii) Executive Session Meeting Minutes.

Trustee Boyle moved, seconded by Trustee Martin, to enter into Executive Session for the discussion of (i) Enforcement, (ii) Executive Session Meeting Minutes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None. Executive Session was entered at 9:53pm

There being no further discussion in Executive Session, Trustee Herrmann moved, seconded by Trustee Ansani, to exit out of Executive Session. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None. Executive Session was exited at 10:30pm.

24. **23-08/08: Consider Approval of the July 11, 2016 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Ansani moved, seconded by Trustee Boyle, to approve the July 11, 2016 Board Meeting Minutes, subject to minor corrections. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

25. 24-08/08: **Consider Approval of the July 11, 2016 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Ansani moved, seconded by Trustee Korner, to approve the July 11, 2016 Executive Session Meeting Minutes, subject to minor corrections. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); 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, Lackner, Martin, Korner); Nays: None; Absent: None 10:31pm.