

**VILLAGE OF BANNOCKBURN  
BOARD OF TRUSTEES  
SEPTEMBER 16, 2015  
MEETING MINUTES**

1. **Call to Order:** President Rothing called the meeting to order at 7:11pm.

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 Police Chief Ron Price, Village Counsel Vic Filippini, Village Engineer David Gewalt, Village Clerk Kass Sigal, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath.

Visitors: Paul Monahan (Great Lakes Credit Union), Beth Gardner (Bannockburn School-Parent Organization) Bruce Nelson (1665 Meadow Lane), Glenn Miller (2500 Telegraph Road).

2. 01-09/16: **Pledge of Allegiance.** President Rothing led everyone in reciting the Pledge of Allegiance.

3. 02-09/16: **Other** (for non-agenda items)

Glenn Miller wanted to discuss the proposed tree regulations. Regarding the opacity definition, he noted that landscaping should not be limited only to the area within the landscape buffer yard. He noted that he gets no credit at his property with a large berm and trees because they are outside the buffer yard. Bruce Nelson concurred with Mr. Miller.

4. 03-09/16: Report of the Plan Commission / Zoning Board of Appeals Meeting on September 16, 2015:

- Public Hearing for the Consideration of Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any Other Zoning Relief Necessary in Connection with the Proposed Installation of a New Closed Type Fence at Great Lakes Credit Union, Located at 2111 Waukegan Road, Bannockburn, Illinois, Submitted by Great Lakes Credit Union.

Village Manager Lasday noted that the text amendment, variations & special use for a new fence that will surround an existing chiller unit at Great Lakes Credit Union was recommended for approval by the PCZBA. Village Counsel Filippini noted that the PCZBA discussed whether there should be clearer limits on the number of times a

generator could be tested weekly; The Board consensus was to allow testing once per week because this was the intent of approval for the project. Village Manager Lasday requested Village Counsel Filippini to prepare an Ordinance for 2111 Waukegan and general generator regulations related to regulating the number of time a generator can be tested per week for the next Board Meeting.

5. **04-09/16: Report of the Tree Commission Meetings on August 18, 2015 and September 16, 2015.**

Village Manager Lasday updated the Board on the discussion of the Tree Commission's meeting earlier in the day.

6. **05-09/16: Consider Approval of a Request by the Bannockburn School Parent Organization for a Saturday, September 26, 2015 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 26, 2015.**

Beth Gardner summarized the Bannockburn Dash event proposed for September 26, 2015.

Trustee Ansani moved, seconded by Trustee Martin, to approve a Request by the Bannockburn School Parent Organization for a Saturday, September 26, 2015 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 26, 2015. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

7. **06-09/16: Consider Approval of a Request by the Garden Club of a Waiver of Fees for Use of the Village Shelter on October 7, 2015 to Package for Distribution Daffodil Bulbs to Village Residents.**

Trustee Ansani moved, seconded by Trustee Korner, to approve a Request by the Garden Club of a Waiver of Fees for Use of the Village Shelter on October 7, 2015 to Package for Distribution Daffodil Bulbs to Village Residents. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

8. **07-09/16: Consider Approval of a Waiver to the Village Board Appeal Process Regarding the Following Architectural Review Commission Application:**

- Consider Approval of the Installation of a New Wood Closed Type 8' Fence to Screen an Existing Chiller at Great Lakes Credit Union, Located at 2111 Waukegan Road, Bannockburn, Illinois, Submitted by Great Lakes Credit Union.
- Consider Approval of the Installation of a New Wood Closed Type 6' Fence, Located at 2475 Telegraph Road, Bannockburn, Illinois, Submitted by Diana Lackner.
- Consider Approval of a Modification to the Rear Elevation of an Existing Home to Remove, Replace and Modify a Recently Approved Bathroom Transom Window with a Picture Window with No Mullions at the Property Located at 1280 North Avenue, Submitted by Michael and Edith Cohen.

- Consider Approval of the (i) Removal, Replacement and Extension of an Existing Wooden Retaining Wall with a New Stone Retaining Wall and (ii) the Installation of Additional Exterior Lights at the Property Located at 11 Lakewood Drive, Submitted by Reuben and Carolyn Slone.

Village Manager Lasday summarized the ARC approvals from earlier in the evening, which applied to each item on the agenda. Village President Rothing discussed the color of the proposed Lackner fence, and the Board expressed appreciation of the color (a dark green), but Trustee Korner noted that the Village should not regulate the color of future fence projects.

Trustee Ansani moved, seconded by Trustee Boyle, to approve a Waiver to the Village Board Appeal Process Regarding the September 16, 2016 Architectural Review Commission Applications. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Abstain: One (Lackner); Absent: None.

9. **08-09/16: Consider Approval of a Resolution regarding Village of Bannockburn's Responsibility for Acceptance of a Golf Event Agreement with the Deerfield Golf Club and Learning Center for the Village of Bannockburn Golf Day.**

President Rothing noted that this event is scheduled for Sunday, September 27<sup>th</sup>.

Trustee Boyle moved, seconded by Trustee Martin, to approve Resolution 2015-R-34, a Resolution to approve the Village of Bannockburn's Responsibility for Acceptance of a Golf Event Agreement with the Deerfield Golf Club and Learning Center for the Village of Bannockburn Golf Day. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

10. **09-09/16: Consider Approval of an Ordinance Authorizing the Sale of Certain Surplus Personal Property Owned by the Village of Bannockburn.**

Village Finance Director McCulloch noted that this relates to obsolete computer equipment.

Trustee Lackner moved, seconded by Trustee Boyle, to approve Ordinance 2015-18, an Ordinance Authorizing the Sale of Certain Surplus Personal Property Owned by the Village of Bannockburn. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

11. **10-09/16: Consider Approval of a Resolution Authorizing the Adoption of the National Incident Management Systems as the Basis for all Incident management in the Village of Bannockburn.**

Village Manager Lasday explained the purpose of the National Incident Management Systems. She noted that the Illinois Emergency Management Act (20 ILCS 3305/11)

indicates that the effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision. She noted as such, the Village needs an Emergency Operations Plan (“EOP”) that includes activities that will occur within the Village following the activation of the EOP. Staff has prepared an EOP that will be needed should there be a local emergency or disaster. The EOP follows an Incident Command System (“ICS”) and the National Incident Management System (“NIMS”), a management structure and system for coordinating emergency operations.

Trustee Herrmann moved, seconded by Trustee Boyle, to approve Resolution 2015-R-35, a Resolution Authorizing the Adoption of the National Incident Management Systems as the Basis for all Incident management in the Village of Bannockburn. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

12. **11-09/16: An Ordinance Amending Ordinance No. 2003-8, being the Bannockburn Water Systems and Facilities Regulation, to provide for Mandatory Water Conservation Measures.**

Village Counsel Filippini reviewed the new Illinois Department of Natural Resources regulations that apply to any municipality who utilizes Lake Michigan water. He noted that wells are exempt from this new regulation. He noted that requirements for new energy efficient plumbing fixtures with a water sense label, can be met once plumbing fixtures are replaced. Trustee Herrmann asked if we need to communicate this change to the residents.

Trustee Boyle moved, seconded by Trustee Herrmann, to approve Ordinance 2015-19, an Ordinance Amending Ordinance No. 2003-8, being the Bannockburn Water Systems and Facilities Regulation, to Provide for Mandatory Water Conservation Measures. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

13. **12-09/16: Village Engineer Report.**

Village Engineer Gewalt noted there is a community meeting/open house scheduled for October 1, 2015 at the Deerfield Village Hall to review the North Avenue project. He noted that bids for the project will be going out in March 2016. Village Engineer Gewalt noted that Village Forester Sinn has evaluated and inventoried the trees and determined that 86 trees will need to be removed and 31 trees will be replanted. He noted the project requires a 1-to-1 for trees that are removed. President Rothing asked if we can apply for a waiver for the 1-to-1 tree requirement. Village Manager Lasday noted that there will be separate meeting for Cedarcrest residents who are affected by the North Avenue construction.

Village Engineer Gewalt noted that Dixon Engineering provided the report of the water reservoir tank and found it in good condition. He noted that Dixon Engineering recommended the test of the tank be done every 5 years. Village Engineer Gewalt recommended payment to Tall Grass for management of invasive and exotic species at the Illinois Environmental Protection agency 319 grant project.

**13-09/16: Village Police Chief.**

Police Chief Price summarized the department's involvement in the death investigation of Fox Lake Lt. Gliniewicz. He noted that we had 4 officers assisting with the investigation; Officer Ogden, Officer Lemmer/Odin, Officer McConnell and Officer Sears. He commended the officers for their diligence and dedication with a difficult case. He noted that a delegation from the Police department did also attend the memorial and funeral services.

Police Chief Price commended Officer Sears for his work with Alliance against Intoxicated Motorist.

14. **14-09/16: Village Counsel.** None.

15. **15-09/16: Village Clerk.**

Village Clerk Sigal thanked the police for helping to locate one of her lost horses.

16. **16-09/16: Village Commissioners.**

- *Finance*

Trustee Ansani summarized the August financial report, noting we did not receive any MFT funds for July, income tax receipts are above budget, and bills for Forester reviews were higher than expected. Trustee Ansani summarized the September bill list and the ratification of pre-approved September bill list.

Village Counsel Filippini noted that Ryan Mentkowski has requested an advance for tuition reimbursement; Ryan should be subject to a formalized tuition reimbursement agreement.

Trustee Ansani moved, seconded by Trustee Boyle, to approve the August Monthly Financial Report, Ratification of Pre-Approved September Bill submit list, September Bill Submit list and Waiver of Tuition policy in the personnel handbook. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

- *Building:*

Trustee David Korner reported that the McDonald's permit has been picked up but that construction will not begin until March 2016 according to an email correspondence he received for McDonald's.

- *Roads & ROW:*

Trustee Martin reviewed a recent meeting regarding the policy and practice for plowing and salting the Village streets. He noted that we will increase salting in high risk intersections. He also noted that we will have sufficient salt supply for the upcoming winter. He noted that he attended a meeting on the Federal Surface Transportation funding and that this will likely benefit the Village for the North Avenue project.

Trustee Martin noted the (Telegraph road gate) that we should physically eliminate the Telegraph road gate as it restricts us from qualifying for federal funding. Police Chief Price & Manager Lasday asked Village Counsel Filippini to prepare the appropriate ordinance for the next meeting. Police Chief Price noted he will remove the current signs on the gate.

- *Water & Sewer:* None
- *Police:*  
Trustee Boyle noted that he attended the funeral for Lt. Glinewicz. He also noted that we participated in the Hawthorne Mall Police expo on September 12<sup>th</sup>.
- *Community Development:*  
Trustee Lackner noted that Bannockburn Days was a success, even with a lower attendance. She noted that the food provided by Italian Kitchen was great.

17. 17-09/16: Village Manager.

Village Manager Lasday noted the staff is extremely busy with processing two transfer compliance requests; one for Bannockburn Lakes Office Plaza and for Bannockburn Green Retail Center. She noted that she met with the new owner of the Bannockburn Lakes Office Plaza and he would like to change the signs on the property. She noted that reviewing a plan review for signage will take about a month.

Village Manager Lasday noted that she was named to the Northwest Municipal Conference legislative and transportation committees. She noted that the information coming from Springfield continues to indicate that municipalities will not be receiving funds normally expected. She noted that staff has been receiving an extremely high volume of lengthy FOIA requests. She noted that most of these FOIA's are requesting commercial property zoning information.

Village Manager Lasday noted she will not be in attendance at the next Village Board meeting.

18. 18-09/16: Village President.

Village President Rothing noted that the Bannockburn BBQ event was well attended. He noted that there is concern that next year with the addition of McDonald's and Rosati's, there will not be sufficient room to hold an event. He noted that the goal of the event was to raise awareness of Bannockburn Green. Trustee Korner noted that the event is a large time commitment, resources and staff time. Village President Rothing noted that it has been decided that will discontinue having the BBQ event.

Village President Rothing noted that will be introducing a "Haunted Trail" Halloween event in coordination with the Bannockburn School Parent Organization. He noted that this event will take place on Saturday, October 31<sup>st</sup> from 4-6pm and have 12-15 stations for trick or treating along the trail.

Village President Rothing noted that the fireplace at the Open space shelter was inspected. He noted that it was determined that the firebox was built too big for the chimney creating draft out of smoke. He noted that the estimate to fix the firebox is \$1800. Village Manager Lasday noted that we can agree to have the work done and bill the Village under the Village Managers authority.

Village President Rothing noted that we are having a coat drive for veterans.

### **EXECUTIVE SESSION**

For the Discussion of (1) Enforcement, (2) Personnel, and (3) Executive Session Minutes.

Trustee Boyle moved, seconded by Trustee Martin, to enter into Executive session for the discussion of (1) Enforcement, (2) Personnel, and (3) Executive Session Minutes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was entered at 8:50pm.

There being no further discussion in Executive Session, Trustee Martin moved, seconded by Trustee Korner, to exit out of Executive Session. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was adjourned at 9:05pm.

19. **19-09/16: Consider Approval of the August 10, 2015 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Boyle moved, seconded by Trustee Korner, to approve the August 10, 2015 Board Meeting Minutes with corrections. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None.

20. **20-09/16: Consider Approval of the August 10, 2015 Executive Session Meeting Minutes (Subject to Minor Corrections).**

No action taken.

### **ADJOURNMENT**

Trustee Martin moved, seconded by Trustee Herrmann, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Korner, Lackner, Martin); Nays: None; Absent: None. The meeting was adjourned at 9:08pm.