

**VILLAGE OF BANNOCKBURN  
BOARD OF TRUSTEES  
MEETING MINUTES  
JANUARY 22, 2018**

1. **Call to Order.** Village President Frank Rothing called the meeting to order at 7:04pm.

President: Frank Rothing

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

Absent: None.

Also, Present: Village Manager Maria Lasday, Finance Director Stephanie Hannon, Chief Ron Price, Village Counsel Betsy Gates, Village Clerk Kass Sigal (arrived at 7:39pm), Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath.

Visitors: Jeff Napolski (Deerfield Park District)

2. 01-01/22: **Pledge of Allegiance.**

Village President Rothing led everyone in reciting the pledge of allegiance.

3. 02-01/22: **Visitor Business.** None.

4. 03-01/22: **Consider Approval of a Deer Dash Request by the Deerfield Park District.**

Trustee Lackner moved, seconded by Trustee Ansani, to Approve the Deer Dash Request by the Deerfield Park District. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

5. 04-01/22: **Consider Approval of the January 8, 2017 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Lackner moved, seconded by Trustee Ansani, to Approve the January 8, 2017 Board Meeting Minutes (Subject to Minor Corrections). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

6. 05-01/22: **Consider Approval of An Ordinance Amending Ordinance No. 2013-07 Regarding a Special Use Permit, Variations, and Other Zoning Relief for Signage (2275 Half Day Road).**

Trustee Lackner moved, seconded by Trustee Ansani, to Approve Ordinance 2018-02, Amending Ordinance No. 2013-07, Regarding a Special Use Permit, Variations, and Other Zoning Relief for Signage (2275 Half Day Road). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

7. **06-01/22: Consider Approval of An Ordinance Amending Section 260-607 of the Bannockburn Zoning Code Regarding Nonstudent Recreational Uses in the College District.**

Trustee Lackner moved, seconded by Trustee Ansani, to Approve Ordinance 2018-03, An Ordinance Amending Section 260-607 of the Bannockburn Zoning Code Regarding Nonstudent Recreational Uses in the College District. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

8. **07-01/22: 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 Ansani, to Approve Ordinance 2018-04, 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: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

9. **08-01/22: Consider Approval of a Waiver to the Village Board Appeal Process Regarding the Following Architectural Review Commission Applications Approved at the Architectural Review Commission Meeting on January 16, 2018:**

- **Consider a Request for Approval of the Installation of a 5-foot Open Type Aluminum Fence in the Front Yard of the Existing Residence, located at 1818 Duffy Lane, Submitted by Omer Kutay and Kate Robu.**
- **Consider Approval of Modifications to Previously Approved Elevation Plans, Landscaping Plan, Site Plan, and Lighting Plans Pertaining to the Construction of a (1) New 5,522 Sq. Ft. Home, (2) 3 Car Attached Garage, (3) Patios, (4) Walkways, (5) Exterior Lighting, (6) Landscaping, (7) Driveway, (8) Pillars, (9) a Front Yard Fence and Gate, and a (10) Rear Yard Wrought Iron Arbor at 2560 Telegraph Road, Submitted by Peter Filipek and Margaret Antonik.**

Village Manager Lasday reviewed the ARC recommendations for the existing permit at 2560 Telegraph Road. She noted the ARC recommended the Board consider consequences for the non-compliance of building and zoning regulations. She noted the homeowners will have to resubmit the revised approved plans for review by Lake Forest. The Board consensus was to draft an agreement regarding the structure and conditions of the fines that must be executed before a revised permit can be issued.

Trustee Ansani moved, seconded by Trustee Boyle, to Approve a Waiver to the Village Board Appeal Process Regarding the 1818 Duffy Lane Architectural Review Commission Applications Approved at the Architectural Review Commission Meeting on January 16, 2018. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

Trustee Korner moved, seconded by Trustee Martin, to Approve a Waiver to the Village Board Appeal Process Regarding the 2560 Telegraph Road Architectural Review Commission Applications Approved at the Architectural Review Commission Meeting

on January 16, 2018, subject to an assessment of a \$6,500 fine payable before revised building permit is issued and the execution of an agreement to pay the reduced \$1,500 fine. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

10. **09-01/22: Consider Approval of the December Monthly Financial Budget Report.**

Finance Director Hannon provided a summary of the budget.

Trustee Ansani moved, seconded by Trustee Herrmann, to Approve the December Monthly Financial Budget Report. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

11. **10-01/22: Consider Approval of a Supplemental January Bill Submit List.**

Trustee Ansani moved, seconded by Trustee Boyle, to Approve the Supplemental January Bill Submit List in the amount of \$62,273.50 as presented. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

Village Clerk Sigal arrived at 7:39pm.

12. **11-01/22: Consider Approval of a Village of Bannockburn Proclamation to Declare January 23, 2018 as “The Village of Bannockburn Poverty Awareness Day”.**

Trustee Herrmann moved, seconded by Trustee Martin, to Approve a Village of Bannockburn Proclamation to Declare January 23, 2018 as “The Village of Bannockburn Poverty Awareness Day”. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

13. **12-01/22: Report of the following Level 1 Architectural Review.**

Village Manager Lasday reported on the recent Level 1 ARC review at 1841 hilltop for a generator. She noted positive comments by the ARC commission on the revised review process.

14. **13-01/22: Discuss the Implementation of a Budget Officer System in the Village of Bannockburn and the incorporation of the Village’s Mission Statement, Strategic Planning Goals, and Related Actions and Timetables.**

Finance Director Hannon provided a summary of the proposed revised budget process and implementation of the Government Financial Officers Association Awards. She presented information on Appropriations versus Budget Officer System, Budget Officer System Ordinance, Strategic Planning, GFOA Certificate of Achievement for Excellent in Financial Reporting Program (CAFR), financial policies and procedures and internal controls.

15. **14-01/22: Discuss the Bannockburn Annual Citizen Survey.**

Village President Rothing noted the need for the Citizen Survey. Trustee Korner summarized the previous Board discussion from the January 8<sup>th</sup> Board meeting regarding the viability of the survey and others ways to connect and gain insight with residents.

Village President Rothing expressed his desire to continue the survey for information on salt policy, grocery store habits and Village services. The Board consensus was to revisit implementation of the citizen survey next year.

16. 15-01/22: **Discuss a Resolution Regarding Termination Pay in accordance with the Village's Personnel Policies and a Supplemental Payment in accordance with a Gift of Recognition (Finance Director Linda McCulloch).**

Village President Rothing provided a summary for discussion of the Gift of Recognition for retiring Finance Director McCulloch. The Board discussed the way to ensure that current and future Gift of Recognition considerations have a meaningful (but not expected) thought process based on criteria. The Board reviewed Finance Director McCulloch's exemplary work history, accomplishments, and contributions to the Village.

Board consensus was to have Village Counsel draft a resolution for a Gift of Recognition for Linda McCulloch in the amount of \$15,000.

17. 16-01/22: **Village Counsel.** None.

18. 17-01/22: **Village Clerk.** None.

19. 18-01/22: **Village Commissions.**

- Finance: None

- Building:

Trustee Korner remarked about a hazardous tree on private property being addressed by the Village.

- Roads & R.O.W.:

Trustee Martin noted he attended a meeting with the Lake County Transportation. Village President Rothing noted cracks on Aitken and Meadow roads that should be repaired.

- Sewer & Water: None

- Community Development: None

- Police:

Chief Price noted that Officer Al Maciareillo (part-time) retired on 12/31/17. He noted a portion of Officer Maciareillo job was as our representative for the Lake County Major Crash Assistance Team (MCAT). Chief Price recommended the hiring of Kiersten Trillhaase, a part time officer in Riverwoods. He noted, she is MCAT trained, and as a result, will save the Village \$2,000 in training expenses. Chief Price remarked that Kiersten Trillhaase is the daughter of Officer Walt Trillhaase. He noted they would never be on the same shift, since she is on call only for MCAT callouts. The Board

consensus was to hire Officer Kiersten Trillhaase as part time officer and our MCAT rep.

20. 19-01/22: Village Manager.

Village Manager Lasday noted Bannockburn Green Retail Centers began discussions to subdivide three parcels. She noted the Village is waiting for a formal request from the owner for consideration. Village Counsel Gates noted there would be significant work to have a text amendment revised to approve this type of proposal.

Village Manager Lasday noted that a realtor for 1760 Sunset inquired about subdividing parts of three properties to create an additional lot of 160,000.

She noted she is working on revisions to the personnel policy.

Village President Rothing remarked about a recent article on prevailing wage.

21. 20-01/22: Village President.

Village President Rothing reported that he met with an RPZ inspection company to discuss their services. He noted that compliance within the Village for RPZ reporting is about 25%. He noted he would like to increase efforts for residents to comply. He noted that either the Village can manage the compliance or the Village can outsource the project.

Village President Rothing reported on the progress of receiving bids for Village landscaping for this proposal.

**EXECUTIVE SESSION**

For the Discussion of (i) Personnel

Trustee Lackner moved, seconded by Trustee Boyle, to enter into Executive Session for the discussion of (i) Personnel. 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 10:00pm.

There being no further discussion in Executive Session, Trustee Boyle 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 10:16pm.

**ADJOURNMENT**

Trustee Boyle moved, seconded by Trustee Martin, 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 10:16pm.