

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 23, 2012**

1. 01-04/23: **Call to Order.** President Barkemeyer called the meeting to order at 7:03 p.m.

President: James Barkemeyer

Trustees Present: James Boyle, Timothy Fisher, David Korner, Gene Nordby, Daniel Orth

Trustees Absent: Frank Rothing

Others Present: Village Clerk Debra Alch, Village Engineer David Gewalt (arrived at 7:29 p.m.), Village Counsel Victor Filippini, Village Manager Maria Lasday, Village Finance Director Linda McCulloch, Chief Ronald Price, and Village Administrative Assistant Vela-Schneider

Visitors: Carolyn Shapiro (Bannockburn School Parent Teacher Organization)

2. 02-04/23: **Pledge of Allegiance.** President Barkemeyer led everyone in reciting the Pledge of Allegiance.
3. 03-04/23: **Visitor's Business.** President Barkemeyer inquired whether there was any Visitor's business. Hearing no comments from the audience, he moved onto the next issue.
4. 04-04/23: **Consideration of Approval of a Request by the Bannockburn School Parent Organization for Use of the Open Space Shelter and Open Space and a Waiver of Rental Fees for a Bannockburn School Picnic on May 31, 2012.** Ms. Carolyn Shapiro introduced herself to the Board of Trustees. She requested, on behalf of the Bannockburn School Parent Organization, the use of the Open Space Shelter and the Village Park on May 31, 2012 for the annual Bannockburn School picnic and a waiver of the fees for the use of the shelter. She stated that she will be sure that the premises will be left in the condition they were found. Trustee Orth moved, seconded by Trustee Fisher, to approve the use of the Bannockburn School Parent Organization for the use of the Open Space Shelter and Open Space and a waiver of the rental fees for the Bannockburn School Picnic on May 31, 2012 conditioned upon the area being cleaned afterward, including the bathrooms. On a roll call vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing).
5. 05-04/23: **Report of the Architectural Review Commission (ARC) Meeting on April 17, 2012.** *1715 Telegraph Road. Village Manager Lasday reported that the Architectural

Review Commission unanimously approved of the deck request for 1715 Telegraph Road. *2051 Waukegan Road. Village Manager Lasday reported that the Architectural Review Commission unanimously approved the cell tower antennae and interior cabinet replacement equipment for Sprint at 2051 Waukegan Road. *1393 Aitken Drive. Village Manager Lasday reported that the Architectural Review Commission unanimously recommended approval of the addition and exterior modifications for 1393 Aitken Drive. She stated that Commissioners Friedman and Pedersen will be meeting with the property owner to review the gates for the proposed replacement fence. She added that there are still some minor landscape issues that need to be resolved but that the property owner has been working hard to resolve outstanding issues. She stated that the engineer has recommended that a rain garden be installed to improve drainage issues on the property and noted that CAD drawings will be required due to the petitioner meeting the maximum allowable FAR requirements. *2000 Telegraph Road. Village Manager Lasday reported that the property owner is complying with the Village's exterior lighting requirements. *Other Business. Building Commissioner Orth stated that he feels that petitioner's appear to be seeking more and more exterior lighting. Village Manager Lasday stated that she does not feel this way, noting that the property owner of 1393 Aitken Drive will only have 9 exterior lights and that the majority of these lights are required by the Building Code. Trustee Fisher stated that Commissioners Pedersen and Raimondi are very mindful of the Village's dark at night policy. Trustee Orth stated that the Board should reiterate this to the newest Commission members.

6. **06-04/23: Continued Consideration of Approval of Monica Sobieski's Request for Use of the Open Space Shelter/Park for a Wedding Reception with a Tent, Alcohol, Music, Generator, Port-O-Potties, Air Conditioning Units and Extended Hours on July 6, 2013.**

Village Manager Lasday stated that she contacted Ms. Sobieski via email to inquire whether there has been any further consideration in regards to her request for the use of the Village's Open Space Shelter and park but did not hear anything back from her. President Barkemeyer suggested that the Board reconsider the security deposit for large events. After some discussion regarding the correct amount, the consensus of the Board is to have a \$150 clean-up security deposit, \$200 damage deposit, and \$250 tent deposit. Village Counsel Filippini stated that the modifications in the price could be approved via resolution. Trustee Nordby stated that he does not feel that the Board should approve Ms. Sobieski's request as it currently stands. The consensus of the Board is that the application would be denied if Ms. Sobieski wishes to have the event extend past midnight.

7. **07-04/23: Consideration of Approval an Ordinance Authorizing the Sale of Certain Surplus Personal Property Owned by the Village of Bannockburn.**

Trustee Korer recused himself on this issue, noting that he does business with Highland Park Ford. Village Counsel Filippini stated that he did not have to recuse himself for this issue but acknowledged Trustee Korer's recusal. Trustee Fisher moved, seconded by Trustee Orth, to

approve an ordinance authorizing the sale of certain surplus personal property owned by the Village of Bannockburn. On a roll call vote, Ordinance 2012-09 was approved. Ayes: Four (Boyle, Fisher, Nordby, Orth), Nays: None, Present: One (Korer), Absent: One (Rothing).

8. **08-04/23: Consideration of a Resolution Authorizing a Proposal by the Care of Trees to Remove Buckthorn and to Apply an Herbicide Treatment in Certain Areas on Village Property.** President Barkemeyer requested approval for the removal of additional buckthorn along the Village Hall and Open Space area. Village Manager Lasday inquired whether there will be other areas in the Village, such as on right-of-ways, the Board may wish to consider removing buckthorn. President Barkemeyer stated that there are no areas other than the Village Hall and Open Space area designated to have buckthorn removal. Trustee Nordby moved, seconded by Trustee Boyle, to approve a resolution authorizing a proposal by the Care of Trees to remove buckthorn and to apply an herbicide treatment in certain areas on Village Property. On a roll call vote, Resolution 2012-R-14 was unanimously approved. Ayes: Five (Boyle, Fisher, Korer, Nordby, Orth), Nays: None, Absent: One (Rothing).
9. **09-04/23: Consideration of Approval of a State of Illinois, Illinois State Police Inter-Agency Agreement between the Illinois State Police and the Village of Bannockburn.** Chief Price stated that the Illinois State Police require fingerprinting when running a background check. He stated that the Agreement will bring the Bannockburn Police Department into compliance with these regulations. Trustee Fisher moved, seconded by Trustee Korer, to approve an Illinois State Police Inter-Agency Agreement. On a roll call vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korer, Nordby, Orth), Nays: None, Absent: One (Rothing).
10. **10-04/23: Consideration of a Resolution Establishing a Checking/Money Market Account and Agreement with Associated Bank NA.** Village Finance Director McCulloch presented supplemental information for this issue. She stated that Associated Bank NA has agreed to give the Village 30 basis points. She stated that their credit rating is acceptable. She stated that she will move \$1,000,000 from Illinois Funds to Associated Bank NA, if the resolution is approved. Trustee Nordby moved, seconded by Trustee Orth, to approve a resolution establishing a checking/money market account and agreement with Associated Bank NA. On a roll call vote, Resolution 2012-R-15 was unanimously approved. Ayes: Five (Boyle, Fisher, Korer, Nordby, Orth), Nays: None, Absent: One (Rothing).
11. **11-04/23: Consideration of a Resolution Authorizing the Transfer of Certain Funds from the Water Fund and Sanitary Sewer Fund for Special Service Area Deficits to the General Fund.** Village Finance Director McCulloch stated that the Village created Special Service Areas for the installation of certain water and sanitary sewer lines in the Village. She stated that the projects were funded by the General Fund with the intention that the Water and Sanitary Sewer Funds would repay the General Fund via property tax receipts and recapture fees. She stated that through various reasons, the General Fund has not been

completely reimbursed for the funds expended and recommended that the Board of Trustees approve a resolution authorizing the repayment of these funds from the Water and Sanitary Sewer Funds. Trustee Nordby moved, seconded by Trustee Orth, to approve a resolution authorizing the transfer of certain funds from the Water Fund and Sanitary Sewer Fund for Special Service Area deficits to the General Fund. On a roll call vote, Resolution 2012-R-16 was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing).

12. **12-04/23: Discussion of the Removal of Trees and Tree Stumps on Village Property.**

Village Manager Lasday reported on the request of two residents to remove ash trees along the Village's right-of-way. Village Counsel Filippini stated that the Board needs to determine whether it is comfortable allowing the removal of the trees. Trustee Fisher and Trustee Orth stated that residents should be permitted to remove ash trees and/or diseased trees if they want. Village Manager Lasday inquired whether there was any liability on the Village's part if an accident were to occur. Village Counsel Filippini suggested that if the Board finds tree removals acceptable, staff send a letter to the residents authorizing the removal and/or replacement of the trees, the standards for the work, and the care that needs to be provided for the planted trees. Village Manager Lasday inquired whether the Board wished to require tree replacement. Trustee Fisher indicated that the Board should not require it. Trustee Orth agreed, indicating that if the Village feels that the space is too open, it has the option of planting a tree back in the right-of-way area. The consensus of the Board is to require that the stump be removed and the area filled and seeded. Trustee Fisher moved, seconded by Trustee Nordby, to permit residents to remove ash, dead, or diseased trees in the right-of-way areas when a request is made provided that the tree removed in accordance with general tree removing standards, that the stump be ground down and that the area be refilled with dirt and seeded. On a voice vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing).

13. **13-04/23: Village Engineer's Report. *Pay Request.** Village Engineer Gewalt presented a pay request from American Underground in the amount of \$2,212.50 for the rodding of culverts in the Village. Upon inquiry from Trustee Orth, Village Engineer Gewalt stated that Steve Bennett (Gewalt Hamilton) is called when Police Department notice flooding along roads and are unable to remove the debris. He stated that Steve Bennett (Gewalt Hamilton) reviews the situation and, when necessary, contacts the appropriate contractor, and in this case it was American Underground, to resolve the situation. He stated that Mr. Bennett then confirms that the work has been completed to the satisfaction of the Village. **Lakeside Drive Repaving Project.* Village Engineer Gewalt reported on the recent signing of the Lakeside Drive Repaving Contract with GM Cement. He stated that there will be a pre-construction meeting on Thursday. **Wilmot Road Repaving Project.* Village Engineer Gewalt reported that the Wilmot Road Repaving Project is scheduled to begin on April 30, 2012. He stated that notification signs will be installed identifying when the construction will begin. Trustee Nordby inquired whether motorists will be able to use the road. Village

Engineer Gewalt reported that the road should be passable, but noted that there may be some instances when equipment is being moved which may require the motorist to wait about 5 minutes. He stated that the project will be similar to the project that occurred on Telegraph Road. **Waukegan Road, Half Day Road, and Cedar Crest Lane Water Main Project.* Village Manager Lasday indicated that the Village Engineer has contacted Village Resident Howard Cooper on several occasions to obtain the necessary easement for the Cedar Crest Lane portion of the project but Mr. Cooper has now requested that a Board member contact him about the project. Village Engineer Gewalt reported that Village Resident Lillian Lewis has not yet provided the easement but has not stated that she will not provide the easement. He stated that he is still hopeful that this portion of the project can be completed. Upon inquiry from Trustee Nordby, Village Engineer Gewalt stated that Mr. Cooper has indicated that he does not see the benefit of the water line and views the work as an inconvenience. Trustee Boyle indicated that he tried speaking with Mr. Cooper earlier today but that Mr. Cooper was busy. He stated that he will try contacting him once more. He noted that Mr. Cooper indicated that he did not feel a fire hydrant was necessary and inquired whether it was necessary to install a fire hydrant on this property. Village Engineer Gewalt replied that not installing the fire hydrant would defeat the purpose of putting in the water line. President Barkemeyer stated that the project will benefit the residents but that if the Village is unable to secure the easements by tomorrow, it should remove this portion from the project.

14. 14-04/23: **Chief's Report.** *La Quinta Arrest.* Chief Price reported on an individual arrested for assault on the manager of La Quinta after the manager had confronted him and asked him to leave. He stated that the staff of La Quinta will, in the future, contact the Police Department prior to asking an individual to leave. **Community Safety Day.* Chief Price reported that he will be in contact with the Village's liability insurer to confirm that the Village is covered by the Community Safety Day event and the various activities that will occur at the Bannockburn Green Retail Center. **NATO Summit.* Chief Price reported on the NATO Summit Preparations that are being made by law enforcement agencies.
15. 15-04/23: **Village Counsel's Report.** Village Counsel Filippini reminded the Board to obtain Open Meetings Act training by the end of the year. He stated that the training takes about an hour to complete and a copy of the certificate of completion should be provided to Village Staff.
16. 16-04/23: **Village Manager's Report.** **Letter from Don Wrobleski.* Village Manager Lasday reported on a letter received from Village Resident Donald Wrobleski. The consensus of the Board is that it will not change its policy in buckthorn removal. **Economic Development Progress.* Village Manager Lasday reported that there has been substantial increase in regards to the occupancy of buildings in the Village of Bannockburn. She stated that she has received a request for a sales tax rebate. The consensus of the Board is to have a written request be submitted identifying what the proposed tenant is seeking. **Safety Day Event.* Village Manager Lasday reported that the Village may wish to have someone create

individual fliers for the Safety Day Event, noting that the designer for the Bannockburn Green Retail Center's flier has been dealing with personal issues and unable to assist in this matter. Trustee Fisher stated that he has a call into the management company. **Arbor Day.* Village Manager Lasday reported that Arbor Day will be on Friday and invited the Board members to attend the event. Trustee Boyle stated that he will attend. **Pace Bus Service.* Village Manager Lasday reported on the request of a \$5,000 request for a six month period to resume Pace Bus Services in the Village. She stated that Catalyst has indicated that they may be inclined to help in the future. The consensus of the Board is that this would be money well-spent. **1975 Telegraph Road.* Village Manager Lasday reported on a recent pre-application meeting for a new single family residence on the vacant property at 1975 Telegraph Road. **Unitarian Church Signage.* Village Manager Lasday reported that sign companies for the Unitarian Church have been in contact with the Village to discuss signage requirements. She noted that Unitarian Church is not in the Village's jurisdiction. **Electric Aggregation Program.* Village Manager Lasday reported on the recent updates in regards to electric aggregation. **2275 Half Day Road.* Village Manager Lasday reported that she has received phone calls from developers regarding the possible uses at 2275 Half Day Road, Bannockburn Executive Plaza. **Metro Manager's Luncheon.* Village Manager Lasday reported that she has received a requested to be an officer on the Board of the Metro Manager's committee. The consensus of the Board is for Village Manager Lasday to proceed. **1000 Lakeside Drive.* Village Manager Lasday reported that the owner of 1000 Lakeside Drive has recently passed away. She stated that a relative (daughter or wife) is taking over his affairs and has requested that Walgreen's move forward in obtaining approvals regarding the possible restriping modifications to the building. She noted that Walgreen's has expressed support of the 319 Grant and will meet with the executor to discuss whether she will be willing to grant an easement to the Village. **Lobby Day.* Village Manager Lasday reported that she and President Barkemeyer will be heading to Springfield tomorrow for Lobby Day and noted that she will be meeting with the IEPA in regards to the Waukegan Road, Cedarcrest Lane, and Half Day Road Water Main Project.

17. 17-04/23: **Village Clerk's Report.** Village Clerk Alch had nothing to report.

18. 18-04/23: **Commissioners' Reports.**

**Finance Commissioner's Report.* **April Bill Submit List.* Finance Commissioner Nordby presented the second Bill Submit List for the month of April. President Barkemeyer noted that he has submitted for mileage reimbursement. Finance Commissioner Nordby identified items of note, including the City of Lake Forest's building permit application review and inspection fees, the Village of Deerfield's charges for sanitary sewer processing and 9-1-1 dispatch, and American Underground's cost for rodding Village culverts. He inquired about the Police Coins. Chief Price stated that the coins will be used as recognition tokens for the officers as well as for gifts. Trustee Nordby moved, seconded by Trustee Fisher to approve the Bill Submit List, as submitted. On a roll call vote, the motion was unanimously

approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing). **Consideration of Approval of Budget and Capital Projects for Fiscal Year 2012-2013.* Finance Commissioner Nordby indicated that the Budget needs to be amended to include the \$10,000 Pace Bus Services donation. Village Finance Director McCulloch inquired whether the Board wished to keep the Cedarcrest Lane portion of the project in the Budget. Village Counsel Filippini suggested that it remain in the budget. Finance Commissioner Nordby also noted the removal of the Deer Maintenance Program for 2012-2013. Trustee Nordby moved, seconded by Trustee Orth, to approve the Budget and Capital Projects for Fiscal Year 2012-2013, as amended. On a roll call vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing).

**Economic Development Commissioner's Report.* Economic Development Commissioner Fisher had nothing to report.

**Roads/Right-of-Way Commissioner's Report.* **Wilmot Road Repaving Project.* Roads/Right-of-Way Commissioner Korner reported that the preparations for the Wilmot Road Repaving Project are underway and that the project is anticipated to begin next week. **Tollway Road Work.* Roads/Right-of-Way Commissioner Korner reported that the Illinois State Toll Highway Authority has notified him of resurfacing work along the Tollway from Route 22 south to Lake Cook Road. **Route 22 Widening Project.* Roads/Right-of-Way Commissioner Korner reported that Telegraph Road will be closed just north of Route 22 for two weeks to allow for the repaving of the road. He stated that motorists will be notified of the detour route via the changeable message signs. He stated that Waukegan Road is anticipated to continue for another month. **Tollway Signage.* Roads/Right-of-Way Commissioner Korner reported that he feels that some of the Village's signage on the Tollway is much smaller than the other signs in this area.

**Building Commissioner's Report.* Building Commissioner Orth had nothing to report.

**Police Commissioner's Report.* Police Commissioner Boyle had nothing to report.

19. 19-04/23: President's Report. **I-Care Awards.* President Barkemeyer reported that he and Village Manager Lasday attended the I-Care Awards which acknowledges volunteer services. He stated that Bannockburn was the only municipality that had an official attend the ceremony, but noted that the event was fantastic. **Goals.* President Barkemeyer presented the Goals for 2012-2013. Trustee Nordby stated that the area under expenses should be reworked. Trustee Fisher recommended that the language in regards to the building code be modified to reflect that the Village of Bannockburn to comport with the City of Lake Forest's Building Code series. Trustee Nordby inquired about the tennis day outing for the summer of 2012. Village Manager Lasday stated that this will be updated for the upcoming newsletter. **Deerfield Officials Meeting.* President Barkemeyer stated that he

and Village Manager Lasday met with Deerfield officials regarding various matters and one item discussed was the repaving of North Avenue, possibly in Fiscal Year 2013-2014.

20. 20-04/23: **EXECUTIVE SESSION.** Trustee Orth moved, seconded by Trustee Fisher, to enter into Executive Session for purposes of discussion of potential litigation, enforcement, personnel, land acquisition/disposition, and Executive Session meeting Minutes. On a roll call vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing). Executive Session was entered into at 8:43 p.m.

There being no further business in Executive Session, Trustee Orth moved, seconded by Trustee Boyle, to adjourn Executive Session. On a roll call vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing). Executive Session was adjourned at 9:20 p.m.

21. 22-04/23: **Other Business.** **Consideration of Approval of the April 9, 2012 Board Meeting Minutes (Subject to Minor Corrections).* Trustee Nordby identified corrections to the April 9, 2012 Board Meeting Minutes. Trustee Orth moved, seconded by Trustee Boyle, to approve the April 9, 2012 Board Meeting Minutes, as amended. On a roll call vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing). **Consideration of Approval of the April 9, 2012 Executive Session Meeting Minutes (Subject to Minor Corrections).* Trustee Nordby moved, seconded by Trustee Orth, to approve but keep confidential the April 9, 2012 Executive Session Meeting Minutes, as amended. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Present: Nays: None, Absent: One (Rothing)

22. 23-04/23: **Adjournment.** There being no further business of the Board of Trustees, Trustee Korner moved, seconded by Trustee Fisher, to adjourn the Board of Trustees Meeting. On a roll call vote, the motion was unanimously approved. Ayes: Five (Boyle, Fisher, Korner, Nordby, Orth), Nays: None, Absent: One (Rothing). The meeting was adjourned at 9:23 p.m.