

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
JULY 8, 2013**

1. 01-07/08: **Call to Order.** President Barkemeyer called the meeting to order at 7:04PM.

President: James Barkemeyer

Trustees Present: David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing

Trustees Absent: Timothy Fisher

Also Present: Village Clerk Estelle Raimondi (arriving at 7:18PM), Village Manager Maria Lasday, Finance Director Linda McCulloch, Lieutenant Jack Heneghan, Village Engineer David Gewalt, Village Counsel Filippini, Assistant to Village Manager Ryan Mentkowski

Visitors: David Levitz (GCG, 3000 Lakeside Drive), Catherine Loney (GCG, 3000 Lakeside Drive), Dan Sher (Alphagraphics, 2561 Waukegan Road)

2. 02-07/08: **Pledge of Allegiance.** President Barkemeyer led everyone in reciting the Pledge of Allegiance.

3. 03-07/08: **Visitors' Business.** None.

4. 04-07/08: **Consider Approval of a Waiver to the Village Board Appeal Process Regarding the Following Architectural Review Commission Applications.** Manager Lasday reported that the Plan Commission/Zoning Board of Appeals was moved to July 16, 2013 at 6PM; the meeting will take place before the regularly scheduled Architectural Review Commission meeting. Many of the items are time sensitive and therefore require a waiver of the Village Board Appeal process since the July 22nd 2013 Village Board Meeting is cancelled. Manager Lasday summarized that if the applications receive a waiver of the appeal process from the Village Board, the applicants will be able to obtain their permits faster. However, Village Manager Lasday noted that applicants will not be allowed to pick up their permits until approval has been granted by the ARC. Village Counsel Filippini stated that Alphagraphics will be taking some risk as their plans might not be approved by the ARC and PCZBA. Village Manager asked Village Counsel Filippini if he could prepare ordinances ahead of time before the next Village Council meeting to expedite the process if the PCABA recommends approval.

**Consider approval of a modification to a previously approved elevation plan and installation of a flag pole at the property located at 1665 Duffy Lane, submitted by Dr. Frank and Mrs. Lisa Karkazis. Manager Lasday indicated that they added windows to the*

bedroom and wished to install a 30' flag pole. Trustee Orth moved, seconded by Trustee Rothing, to waive the Village Board Appeal Process for the modification to a previously approved elevation plan and installation of a flag pole at the property located at 1665 Duff Lane, submitted by Dr. Frank and Mrs. Lisa Karkazis. The motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Fisher).

**Consider approval of the installation of exterior lighting at 2000 Telegraph Road, submitted by Sam and Sharon Krengel.* Village Manager Lasday summarized minor changes to pillars regarding lighting. Trustee Orth moved, seconded by Trustee Rothing, to waive the Village Board Appeals Process for the installation of additional exterior lighting at 2000 Telegraph Road, submitted by Sam and Sharon Krengel. The motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Fisher).

**Consider approval of (i) modifications to previously approved exterior site, lighting and landscaping plans for a new 11, 123 sq. ft. residence (Driveway, exterior lighting and related modifications) and (ii) installation of a generator for the new residence located at 2900 Telegraph Road, submitted by Mr. and Mrs. Glenn and Lauren Morris.* Village Manager Lasday noted that a staff review was still being completed. No waiver of the Village Board appeal process was recommended.

**Consider approval of the installation of exterior signage at Alphagraphics in the Bannockburn Green Retail Center, located at 2561 Half Day Road, Bannockburn, Illinois, Submitted by AP POB Bannockburn, LLC.* Village Manager Lasday stated that the applicant was changing their signage due to requirements from their parent company. Alphagraphics would like the ability to file for a building permit pending review and approval. Commissioner Rothing and Commissioner Orth indicated that they did not have a problem with the applicant's request. Provided a recommendation of approval is given by the PCZBA.

5. **05-08/07: Presentation by GCG Financial regarding the Health Care Reform Act and Consider Approval of a Broker Letter of Record.** David Levitz (GCG Financial) was present before the Board to review updates regarding health care reform. Mr. Levitz stated that he would review options for the Village going forward. Mr. Levitz stated that rules regarding health care reform keep changing. In the packets are items for the Board to consider. The Village of Bannockburn is not considered a large employer. Mr. Levitz stated that it is important for the Board to give notices of changes, summary of benefits, and more to employees. Mr. Levitz stated that compliance and consistency with notices of changes are important. Because the Village of Bannockburn is a small employer, it is not mandated that it must offer insurance. However, Mr. Levitz stated that as January 1, 2014 how the Village is paying for health insurance will change dramatically. The Village will no longer be able to look at health status to determine rates, only ages, location, and smoking status of the group. Mr. Levitz indicated that it will make it easier for the Village to change insurers. Mr. Levitz stated that it is important that employees understand the health insurance and how to be good consumers of health insurance. Mr.

Levitz indicated that GCG Financial could be available to the Village of Bannockburn for healthcare consulting and educational services. Mr. Levitz went further to discuss health exchanges which will take place online where people can go to access insurance and subsidies based on income. Mr. Levitz stated that Illinois has entered into a partnership agreement with the federal government. Mr. Levitz indicated that GCG Financial has created a private exchange. Mr. Levitz mentioned that new taxes will go into effect on January 1, 2014 which will increase the rates by 4-5%. Mr. Levitz stated that employers should encourage employees to stay healthy. Catherine Loney (GCG Financial) stated that an option for the Village could be to change their renewal date to December 1, 2013 in order to stay under its current health care plan. Trustee Orth inquired about the tax. Mr. Levitz offered that the tax goes into effect on January 1, 2014.

Mr. Levitz stated that employees have options to pick and choose from health care plans. The new health care laws require some benefits to be mandatory such as maternity coverage and others. Mr. Levitz suggested that it is in the best interest of the Village to renew early. Mrs. Loney added that it is her role to provide information to clients about rates. Employees will not be obligated to stay on the Village of Bannockburn's plan; however, employees will not receive subsidies if they look for insurance out of pocket. Mrs. Loney stated that education is her priority when working with groups of employees, who will then be able to make informed decisions. Trustee Orth moved, seconded by Trustee Boyle, to approve a Broker Letter of Record for GCG Financial. On roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Fisher).

6. **06-07/08: Consideration of a Resolution Approving a Proposal from Urban Forest Management to conduct a Dutch Elm Disease Survey.** Trustee Orth expressed concern with portal-to-portal billing. Trustee Orth recommended that the consultants should not charge for traveling to and from sites and the Village should negotiate. Finance Director McCulloch stated that Urban Forest Management provides quality service for all service and they could increase their rates if portal-to-portal billing is taken away. Village Manager Lasday stated that portal-to-portal billing mainly occurs when Urban Forest Management only comes to service Bannockburn. Trustee Orth suggested reviewing a bill for travel time to see what is included in travel. Finance Director McCulloch and Village Manager Lasday commended the quality service provided by Urban Forest Management. Trustee Korner moved, seconded by Trustee Ansani, to approve Resolution 2013-R-22 as amended, a resolution approving a proposal from Urban Forest Management to conduct a Dutch Elm Disease subject to further discussion between Village Staff and Urban Forest Management regarding portal-to-portal billing with the goal of reducing travel time. On roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).
7. **07-07/13: Consideration of a Resolution Approving a Proposal from Urban Forest Management to conduct an Emerald Ash Borer Tree Survey.** Trustee Korner moved, seconded by Trustee Orth, to approve Resolution 2013-R-23 as amended, a resolution approving a proposal from the Urban Forest Management to conduct an Emerald Ash

Borer Tree Survey for all trees subject to (a) review of portal-to-portal charges (b) consolidating work on Dutch Elm Disease and (c) clarifying that Option "B" does not include Dutch Elm. On roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).

8. **08-07/13: Consider Approval of a Change Order to the Lifco Construction Proposal to Patch and Repair 52, instead of 40, Village Sanitary Manholes Pursuant to Pay Invoice #1090 in the New Total Amount of \$23,400.00.** Village Engineer Gewalt discovered the extra manhole coverings that need a replacement through smoke testing. Trustee Rothing moved, seconded by Trustee Korner, to approve a change order to the Lifco Construction proposal to patch and repair 52, instead of 40, Village sanitary manholes pursuant to invoice #1090 in the new total amount of \$23,400.00. On roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).
9. **09-07/13: Consider Approval of a Resolution Approving (a) an Agreement for Retail Sanitary Sewer Service to the Village of Bannockburn, and (b) an Agreement for the Sale and Transfer of Sanitary Sewer Facilities by and between the Village of Bannockburn and the County of Lake.** Village Counsel Filippini and Trustee Rothing noted exhibit changes. Village Manager Lasday indicated that easements need to be finalized. Village Counsel Filippini then noted the resolution revisions. Village Counsel Filippini suggested revising Section 2 on easements. Trustee Korner indicated that easements needed to ironed out to insure the Village of Bannockburn has access. Village Counsel Filippini stated that the Village will be protected in the agreement. Trustee Rothing indicated that some names are not accurate on an exhibit. Trustee Korner moved, seconded by Trustee Orth, to approve Resolution 2013-R-24 as amended, a resolution approving (a) an agreement for retail sanitary sewer service to the Village of Bannockburn, and (b) an agreement for the sale and transfer of sanitary sewer facilities by and between the Village of Bannockburn and the County of Lake subject to correction in the exhibits. On roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).
10. **10-07/13: Discuss and Consider Action Regarding Maintenance and Financial Obligations for Private Culvert Work on Broadley's Court.** Trustee Korner stated that since Trustee Fisher is in charge of addressing the Board and has been maintaining relations with Broadley's Court Homeowners Association regarding the completed work on Broadley's Court, the Board should wait until the next meeting to continue the discussion. Village Counsel Filippini stated that Trustee Fisher is not directly liable, but the Homeowner's Association is liable. Village Counsel Filippini reviewed the letter and the 10% administrative fee issued in the letter. Village Counsel Filippini stated that Trustee Fisher has no direct liability to the work completed so this does not affect his status as a Board member when voting on the issue.

11. **11-07/13: Consider Awarding the 2013 Motor Fuel Tax Construction Project to Maneval Construction in the amount of \$151,785.04 for Road Improvements on Sunset Lane and High Terrace.** Village Engineer Gewalt indicated that there were four bidders and very competitive. Village Engineer Gewalt is recommending Village Engineer Gewalt stated that in order to use Motor Fuel Tax funds the Village must award to lowest, responsible bidder. Maneval Construction for the project as the lowest, responsible bidder who has done work in the Village before on Aberdeen Court. Village Manager Lasday suggested holding on to funds until the work is done. Village Counsel Filippini stated that the Village has to release funds when the work is completed. The Village can retain funds until the work is completed per Village standards. Village Engineer Gewalt noted that the project is subject to IDOT rules and approval for Motor Fuel Tax projects. Trustee Orth moved, seconded by Trustee Korner, to award the 2013 motor fuel tax construction project to Maneval Construction in the amount of \$151,785.04 for road improvements on Sunset Lane and High Terrace. On roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).
12. **12-07/13: Ratification of Approval of “Bike to Work Day” Event in the Village on July 9, 2013.** Lieutenant Jack Heneghan stated that it was requested by the applicant that the date be changed from Tuesday, July 9, 2013 to Thursday, July 11, 2013 due to weather. Trustee Rothing moved, seconded by Trustee Boyle, to approve a “Bike to Work Day” event in the Village on July 11, 2013. On a voice vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).
13. **13-07/13: Discussion Items.** **Discuss the Details for Bannockburn Day on September 8, 2013* Village Manager Lasday stated she was directed to have a television at the Shelter for a Bears game on that day. Village Manager Lasday stated she needed Comcast to come out and run a line from a cable to the Shelter and was concerned about the cost of the service. Discussion continued on where to run the cable. The Board decided on a permanent installation of television to the Shelter and asked Manager Lasday to investigate further. **Discuss the Use of IPAD’s for Village Board Meeting Materials* Village Manager Lasday indicated that a drop box will be used to organize item materials. She stated the iPads will be connected to the Village’s Wi-Fi internet connection. Village Counsel Filippini stated that there are risks that relate to Village Business that will be subject to FOIA. Village Counsel Filippini suggested that the Board members separate public and private uses on the iPads as they are likely subject to FOIA.
14. **14-07/13: Village Engineer Report.** **Top Project List *Cedarcrest Lane and Waukegan Road Watermain Projects* Village Engineer Gewalt stated that the project is almost complete. **Status of Smoke Testing Repairs* One house remains and is in the process of completed sewer repairs. **Pay request #1 to Woodland Landscape in the amount of \$143,295.71 (Lakeside Drive 319 Grant Project)* Village Engineer Gewalt stated that the project is 65% complete. **Pay request #1 to Woodland Landscape in the amount of \$145,295.84 (Waukegan Road 319 Grant Project)* Village Engineer Gewalt stated that the project is 50% complete. Village Engineer Gewalt stated that the Duffy Lane paving

project is 90 to 95% complete. It should have been completed already but the rains delayed the landscaper from finishing the project. Project will be \$80,000 under contract. Discussion of a penalty clause and whether IDOT would penalize them for going past the finish date of the contract. Village Manager Lasday stated that there were numerous nice days when the job could have been completed and the Peter Baker knew about the penalty clause. Village Counsel Filippini advised that generally in the terms of the contracts there is a requirement that they petition for an extension but they have the burden to show that they were delayed. When they submit the pay request the contract will require that ask for an extension of the contract time as there was a force de jour event. Construction was done by July 1st, only the restoration was delayed. **Pay request for Invoice #1965 from DiPinto Landscape Contractors, Inc. in the Amount of \$9,340.20 for the planting of the Illinois Department of Natural Resources Plants in the Half Day Road Rain Gardens.*

15. 15-07/13: **Village Police Chief Report.** Lt. Heneghan presented new badge design. He then stated that a recent case regarding juveniles has been adjudicated and all received the same plea bargain. He then stated that credit card fraud has occurred recently at Walgreens and Dominicks involving re-embossing and re-coding stolen credit cards and buying expensive items gift cards. One person has been arrested and charged and they are trying to get a warrant on the other one. He stated that regarding the recent Major Crimes call out in Lake Villa, the coroner has determined the two subjects died of an overdose.
16. 16-07/13: **Village Clerk Report.** Clerk Raimondi announced that she had passed the Open Meetings Act test and was certified.
17. 17-07/13: **Village Manager Report.** A voucher from FEMA for preventive work for storm water management was signed for and the check will be cut in the next week or two. The money had previously been taken out of the budget because it did not seem that it would ever be reimbursed. Progress has been made with water billing. Lincolnshire has a person they are using part time and the Village will be using her part time in an effort to move to monthly water billing. There will be a lot of work involved with educating residents and revising ordinances. EPay is currently available on the website, and automatic pay will be examined as an option. Commercial waste hauling RFP has been sent out.
18. 18-07/13: **Village Commissioner Reports.**

**Finance Commissioners Report.* June monthly financial report and July bill submit list reviewed along with the quarterly tax figures for sales tax and hotels. Sleepy's exceeded budget numbers for their opening. Trustee Boyle moved, seconded by Trustee Orth, to approved submitted bills. On roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).

**Roads/Right of ways Commissioners Report.* Trustee Korner asked about the status of Sleepy's grand opening sign. Village Manager Lasday said it was to be removed and that the owner had been contacted.

**Police Commissioners Report.* Trustee Boyle was in the DARE car at the 4th of July Parade and Shannon Rovers did a great job.

19. 19-07/13: **Village President Report.** Village Manager Lasday will be taking classes to become a credentialed manager through ICMA. She will be speaking at ICMA regarding small community sustainability. This is the first time they will have a class for a "micro" community. She will also be on the planning committee. Trustee Korner discussed the rain gardens and the calls he has received regarding how beautiful it looks. Maintenance of the gardens was also discussed, and the Village is responsible for maintenance.

20. 20-07/13. **Executive Session.** Trustee Orth moved, seconded by Trustee Boyle to enter into Executive Session for the discussion of Personnel Matters. On a roll call vote, Executive Session was entered into at 8:55PM. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).

There being no further discussion in Executive Session, Trustee Orth moved, seconded by Trustee Korner, to exit out of Executive Session. On a roll call vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher). Executive Session was adjourned at 9:13PM.

21. 20-07/13: **Consideration of Approval of the June 24, 2013 Board Meeting Minutes.** Trustee Orth moved, seconded by Trustee Korner, to approve the June 24, 2013 meeting minutes. On a voice vote, the motion was unanimously approved. Ayes: Five (David Ansani, James Boyle, David Korner, Daniel Orth III, Frank Rothing); Nays: None; Absent: One (Timothy Fisher).

22. 21-07/13: **Adjournment.** Trustee Korner moved, seconded by President Barkemeyer, to adjourn the meeting at 9:14 PM. Motion approved. Ayes: Five (Daniel Orth III, David Ansani, James Boyle, David Korner, Frank Rothing); Nays: none; Absent: One (Timothy Fisher).