

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
MEETING MINUTES
AUGUST 13, 2012**

1. 01-08/13: **Call to Order.** President Barkemeyer called the meeting to order at 7:06 p.m.

President: James Barkemeyer

Trustees Present: Debra Alch, James Boyle, David Korner, Daniel Orth, Frank Rothing

Trustees Absent: Timothy Fisher

Also Present: Village Engineer David Gewalt, Village Counsel Victor Filippini, Village Manager Maria Lasday, Village Finance Director Linda McCulloch, Chief Ronald Price, Village Administrative Assistant Blanca Vela-Schneider

Visitors: Village Resident Jordan Batt (1800 Hilltop Lane), Zachary Herrmann

2. 02-08/13: **Pledge of Allegiance.** President Barkemeyer led everyone in reciting the Pledge of Allegiance.
3. 03-08/13: **Visitor's Business.** President Barkemeyer inquired whether there was any Visitor's Business. Village Manager Lasday stated that Village Resident Mary Herrmann stopped by this morning in regards to a potential wedding at the Open Space. She stated that because there is not a second meeting in August, Mrs. Herrmann is seeking general direction as to whether the Board would consider approving this request. She stated that her son is present on behalf of Mrs. Herrmann this evening to discuss the request. Mr. Zachary Herrmann stated that he is the groom for the wedding. He stated that he is seeking to have approximately 200 guests at the wedding. Trustee Boyle noted that music at the Open Space would need to be considerably lowered by 11:00 p.m. Mr. Herrmann stated that this would not be an issue. Village Finance Director McCulloch stated that she has read the request and suggested that, if the Board approves the request, Mr. Herrmann have 2 signs placed on the Village's property to help guests identify the location of the reception. Village Manager Lasday stated that while the Board is not able to formally consider this issue, it could provide a general approval on the issue. The consensus of the Board is that approval would be granted provided that the petitioner provides all necessary paperwork and fees.
4. 04-08/13: **Consideration of a Waiver of Competitive Bids and the Approval of a Contract Between SE Inc. (Sciarretta Enterprises) and the Village of Bannockburn for Snow Plow Services for Village of Bannockburn Roadways and Sidewalks/Pathways on Telegraph Road, Half Day Road and Waukegan Road within the Village of Bannockburn.** Chief Price stated that Sciarretta Enterprises plowed the Village's streets for

us last year and did a great job. He stated that the company has always addressed Village's concerns. He stated that the company will hold its price even with the addition of Route 22 and, potentially, Aberdeen Court. Chief Price noted that Sciarretta Enterprises also assisted the Village to help remove debris during the June/July 2011 severe storms. Trustee Orth suggested a correction to the contract. Trustee Orth moved, seconded by Trustee Rothing, to waive competitive bids and approve a contract between SE Inc. (Sciarretta Enterprises) and the Village of Bannockburn. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).

5. **05-08/13: Consideration of a Waiver of Competitive Bids and the Approval of a Contract Between Tracz & Son, Inc. and the Village of Bannockburn for Snow Plow Services for the Village Hall, the Village Shelter, and the Village Water Reservoir.** Chief Price noted the modest price increase in the proposed contract between Tracz & Son, Inc. He stated that Tracz and Son, Inc. performed well last year. Trustee Orth suggested a revision to the draft clarifying salt purchases. Trustee Orth moved, seconded by Trustee Boyle, to waive competitive bids and approve a contract between Tracz & Son, Inc. and the Village of Bannockburn for snow plow services for the Village Hall, Village Shelter, and the water reservoir, as amended. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).
6. **06-08/13: Consideration of a Waiver of Competitive Bids and the Approval of a Contract between the Care of Trees and the Village of Bannockburn for Holiday Lighting Services within the Village of Bannockburn.** President Barkemeyer stated that the Care of Trees has been consistently lower in price than any other holiday lighting service company that has bid on the holiday light service. Village Manager Lasday added that the Care of Trees has also been responsive to the Village's tree and buckthorn removal requests. Trustee Boyle moved, seconded by Trustee Rothing, to waive competitive bids and approve a contract between the Care of Trees and the Village of Bannockburn for holiday lighting services within the Village of Bannockburn. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).
7. **07-08/13: Consideration of a Resolution Approving a Proposal from Urban Forest Management to Conduct a Dutch Elm Disease Survey.** Trustee Orth inquired about "portal to portal" transportation costs. He stated that he feels that Urban Forest Management should compromise on this fee. Trustee Korner inquired whether this is normal. Village Administrative Assistant Vela-Schneider stated that this has been a standard service charge for over a decade. Village Finance Director McCulloch noted that Urban Forest Manager tries to lump together reviews to avoid overcharging. Village Manager Lasday stated that she would speak with Urban Forest Management to see if they would be willing to consider splitting the transportation costs. President Barkemeyer also requested that Urban Forest Management review Emerald Ash Borer (EAB) infested trees on right-of-way and Village Property. After a brief discussion, it was agreed that the contract should be amended to include tagging EAB trees with this additional work not exceeding \$1,500. Trustee Orth moved, seconded by Trustee Boyle, to approve a resolution approving an amended proposal from Urban Forest Management to conduct a Dutch Elm Disease survey and tag EAB trees

with a total cost not to exceed \$6,500. On a roll call vote, Resolution 2012-R-26 was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).

8. **08-08/13: Consideration of Approval of a Resolution Approving a Proposal from a Company to be Determined to Remove Hazardous Trees on Public Property.** Village Manager Lasday stated that a list of trees have been provided that require removal. She stated that some of these trees have been removed by Bannockburn Public Works. She also noted that she would like to incorporate the EAB and DED trees that will be identified as part of the 2012 survey. Village Manager Lasday requested that she be permitted to award the contract to multiple vendors. Trustee Boyle moved, seconded by Trustee Alch, to approve a resolution approving a proposal from companies to be determined to remove hazardous and/or diseased trees on public property. On a roll call vote, Resolution 2012-R-27 was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).
9. **09-08/13: Consideration of a Resolution Approving a General Policy for Film Productions in the Village of Bannockburn.** Village Manager Lasday presented the draft film productions policy. Trustee Korner stated that he feels that the rate is too low as the filming crews have a greater impact in the Village of Bannockburn than in other communities. Trustee Rothing agreed. Village Counsel Filippini stated that the Village could justify an increased rate due to the greater displacement on the Village's small staff and the associated cost associated with having a film crew in the Village and impacting Village roads. He suggested that the proposed rate could be increased by 25%. The Board discussed acceptable timeframes for filming. Trustee Orth stated that there becomes a point in time when lengthy filming processes become a burden to the Village. Trustee Orth moved, seconded by Trustee Boyle, to approve a resolution approving a General Policy for film productions in the Village of Bannockburn, with final amendments provided by Village Counsel Filippini and Village Manager Lasday. On a roll call vote, Resolution 2012-R-28 was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).
10. **10-08/13: Consideration of Approval of a Change Order #1 from Curran Contractors for the Telegraph Road, South Lakeside Drive, and Broadley's Court – Roadway Reconstruction Project.** Village Engineer Gewalt presented Change Order #1 from Curran Contractors for the Telegraph Road, south Lakeside Drive, and Broadleys Court Roadway Reconstruction Project. He stated that the amendment reconciles the contract with the actual work performed. He noted that the work actually came in \$103,000 under budget. Trustee Alch moved, seconded by Trustee Korner, to approve change order #1 from Curran Contractors for the Telegraph Road, Lakeside Drive, and Broadleys Court Roadway Reconstruction Project. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).
11. **11-08/13: Consideration of Conditional Intent to Award the Water Main installation Contract for Waukegan Road, Cedarcrest Lane and the Del Mar Water Company Interconnection Projects Based on Review and Authorization of the Village President**

and the Village Water Commissioner. Trustee Alch moved, seconded by Trustee Rothing, to approve the conditional intent to award the water main installation contract for Waukegan Road, Cedarcrest Lane, and Del Mar Water Company interconnection projects based on review and authorization of the Village President and Water Commissioner. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher)

12. **12-08/13: Consideration of a Request to Waive the Village Board Appeal Process Regarding the Architectural Review Commission's Consideration for Approval of Modifications to a Previously Approved Exterior Plan to Allow the Installation of an In-Ground Pool, Spa, Fire-Pit, Exterior Lighting, Deck, Fencing and Pillars at the Existing Residence Located at 1800 Hilltop Lane, also known as 2480 Telegraph Road, Submitted by Mr. Jordan Batt.** Trustee Boyle inquired whether the fence is completely closed off. Mr. Denny Plauck indicated that the fence would be closed off, noting that the house makes the final connections. Trustee Rothing inquired about the timeline. Mr. Plauck replied that he hopes to begin work 6 to 8 weeks after application submittal. Trustee Orth moved, seconded by Trustee Rothing, to approve a waiver of the final Architectural Review Commission consideration for 1800 Hilltop Lane. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).

13. **13-08/13: Village Engineer's Report.** **Curran Pay Request.* Village Engineer Gewalt presented a final pay request in the amount of \$38,321.15 for Curran for the Telegraph Road, south Lakeside Drive, and Broadleys Court Reconstruction Project. He stated that the amount includes the retention and additional work that was performed on Broadleys Court. He stated that he recommends payment of this amount subject to Curran submitting final waivers, certified payroll, and change orders. **G&M Cement Pay Request.* Village Engineer Gewalt presented pay request number 3 in the amount of \$67,595.27 for G&M Cement for the north Lakeside Drive Roadway Project. He stated that the final project cost is \$607,374.58, noting that the project is \$95,000 over budget. He stated that the Village will hold 5% retention. He recommended payment. **DeMuth Pay Request.* Village Engineer Gewalt presented pay requests for DeMuth in the amounts of \$5,095.00 for the Broadleys Court water valve repairs, \$11,470.00 for the Lakeside Drive and Half Day Road fire hydrant adjustments, and \$12,650.0 for a Waukegan Road water main break repair. He recommended approval of payments. President Barkemeyer inquired whether the water main break is along the same area where the Village intends to replace the water main. Village Engineer Gewalt replied that the break did not occur in the location that the Village intends to replace. He stated that the break was a catastrophic failure that was extra deep and required an extra wide piece of pipe to extend past the joint. He noted that the area that the break occurred is in an area that was replaced a few years ago. He stated that it should have not occurred but there may have been some type of manufacturer defect of the pipe that was visible. He stated that because the work occurred several years ago, there is no recourse for the Village. **LifCo Pay Requests.* Village Engineer Gewalt presented pay requests for LifCo in the amounts of \$3,300 for Waukegan Road sidewalk and curb repairs, and \$3,800 for the Wilmot Road storm sewer shoulder adjustment. He recommended pay of this request. **Wilmot Road Repaving Project.* Village Engineer Gewalt stated that the State projected a

cost of \$642,235 for the Wilmot Road Repaving Project but noted that the actual cost should be around \$480,000. **Smoke Testing.* Village Engineer Gewalt stated that the smoke testing has been completed. He stated that there have been some broken sanitary sewer pipes identified by the smoke testing. He stated that some residents have already begun to fix the problems. He stated that he does not have a complete summary of all the problems located. He also noted that several residents had smoke inside of the house due to broken seals on sump pumps. President Barkemeyer stated that the company who performed the work seems to be more efficient in identifying problems than in the past. Village Engineer Gewalt stated that the company provided more concentrated levels of smoke and had more manpower to identify areas of concern. **Tarns of the Moor.* Village Engineer Gewalt reported that patching and paving occurred over the last week on the Tarns of the Moor road. He stated that he will be conducting a final inspection of the paving work during this week. Trustee Korer inquired about whose responsibility is the waterfall feature. Village Engineer Gewalt stated that the Homeowner's Association is responsible for the waterfall feature. He stated that when the waterfall was first installed, there were a lot of pumps but several have malfunctioned. He stated that Lake Forest Bank intends to have them fixed. Trustee Korer inquired what the Village can do to ensure that the pumps are repaired and stay in working order. Village Counsel Filippini stated that if the pumps are not repaired or not maintained, the Village can send a notice to the Homeowner's Association of its intent to complete the repairs and bill it to the Homeowner's Association and if unpaid, lean the Homeowner's Association. He stated that the Village needs to make sure that the infrastructure is in pristine shape before the Village accepts it. He stated that this is also a good opportunity to ensure that all other items that will be the responsibility of the Homeowner's Association are being well maintained. Trustee Korer inquired whether the Homeowner's Association is aware of their responsibilities. Village Counsel Filippini stated that it might be useful for the Village to send a letter to the Homeowner's Association detailing their responsibilities as well as the Village's responsibilities. **Village's Water Valves.* President Barkemeyer suggested that the Village exercise the water valves this year. Village Engineer Gewalt stated that the valves along Half Day Road have been exercised or replaced as part of the Route 22 Widening Project. He stated that he can prepare a list of additional valves that can be exercised this fall. President Barkemeyer inquired whether this is something that Bannockburn Public Works can do. Village Engineer Gewalt suggested that DeMuth do the work in case repairs are needed. **Stirling Road/Valley Road Restoration.* Upon inquiry from Trustee Rothing, Village Engineer Gewalt stated that he will need to contact Greg Greenhill to see if they are still in business and intend to complete the final restoration. Village Finance Director McCulloch stated that Greg Greenhill still needs to sign change orders as part of the ARRA (American Recovery and Reinvestment Act) Bonds. Trustee Rothing requested that Village Engineer Gewalt contact Greg Greenhill immediately to see if the area can be seeded in September or October. Village Finance Director McCulloch expressed concern regarding compliance with the Village's bid requirements and ensuring that whoever the Village hires to complete the restoration complies with Davis Bacon regulations. **1000 Lakeside Drive Agreement.* Village Manager Lasday inquired whether the Village has secured written authorization for the grant work that will occur at 1000 Lakeside Drive. Village Engineer Gewalt replied that he has not received written authorization. Village Manager Lasday noted that Walgreen's no longer wishes to be on the ordinance regarding exterior parking and lighting. Village Counsel Filippini stated that

Walgreens made representation that they were acting on behalf of the owner and the tenant. He stated that a revised ordinance is unacceptable unless the owner seeks additional zoning relief to modify the approved ordinance. He stated that failure to sign the ordinance will place the tenants and owner in noncompliance with Village regulations.

14. 14-08/13: **Village Police Chief's Report.** Chief Price reported that he attended Governor Quinn's signing of the cell phone ban in construction zones. He stated that he presented Governor Quinn with Bannockburn challenge coin. **DUI Arrests.* Chief Price reported that there have been 11 DUI arrests this year thus far. **Neighboring Community Burglaries.* Chief Price reported that Deerfield has had 8 burglaries since June 2012. He stated that there have not been any burglaries in Bannockburn this year and believes that the high Police presence on Village streets has helped to deter would-be burglars.
15. 15-08/13: **Village Counsel's Report.** Village Counsel Filippini had nothing to report.
16. 16-08/13: **Village Manager's Report.** **Website Analytics.* Village Manager Lasday reported on recent web analytics in regards to the Bannockburn Barbeque event. **Watering Restrictions.* Village Manager Lasday reported that there is a good possibility that watering restrictions may continue through next year. **Inter-Municipal Pathway.* Village Manager Lasday reported that she is working with Lake Forest, Lake Bluff, and Lake County in creating a pathway that spans across multiple communities. **Vacation.* Village Manager Lasday reported on scheduled vacation plans for the following week.
17. 17-08/13: **Village Clerk's Report.** President Barkemeyer reported that the new Village Clerk will be sworn in at the September 10, 2012 Board Meeting.
18. 18-08/13: **Commissioners' Reports.**

**Finance Commissioner's Report.* **Bill Submit List.* Finance Commissioner Alch presented the August 2012 Bill Submit List. She identified items of note including the engineer's invoice, Highland Park's water bill, and Deerfield's sanitary sewer invoice. Trustee Orth moved, seconded by Trustee Korner, to approve the August 2012 Bill Submit list as submitted. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). **Budget Report.* Finance Commissioner Alch reported that for the Fiscal Year overall revenue is above expenses but sales tax revenues are down by 20% for the first quarter. Village Finance Director McCulloch did clarify that there is a 90 day lag for sales tax revenue, noting that the July report actually reflects revenue from April. **Quarterly Investment Report.* Village Finance Director McCulloch stated that there is \$7,000,000 in the Village's coffers but that \$3,800,000 is in reserve as part of the Village's reserve policy. She also noted that the Village has not reimbursed the State for the Telegraph Road and the Village has not received the tabulation for the anticipated costs for the Route 22 Project.

**Economic Development Commissioner's Report.* Economic Development Commissioner Rothing presented the poster for the Battle of Bannockburn. Upon inquiry from Trustee Alch, Village Manager Lasday stated that the Village used a graphic designer to develop the

poster. Economic Development Commissioner Rothing stated that the Village will send postcards out to the residents reminding them of the event. He stated that he is still waiting to hear back from a few local municipalities on whether they will participate in the event. **Bannockburn Golf Scramble.* Economic Development Commissioner Rothing stated that he hopes to have 34-40 golfers for the Bannockburn Golf Scramble. He stated that shirts have been ordered and he will contact local vendors regarding possible prize donations. **Battle of Bannockburn Barbeque.* President Barkemeyer suggested that a Trustee or Staff member contract Congressman Dold, who is attending an event at Trinity International University this evening, to see if he will participate in the Battle of Bannockburn Barbeque Competition as a judge. Hearing no volunteers, Village Manager Lasday stated that she will attend the event.

**Roads/Right-of-Way Commissioner's Report.* Roads/Right-of-Way Commissioner Koror reported that the contractors for the Route 22 Widening Project are currently 8 days behind schedule. He stated that he believes that there will be another traffic change in the next few days. He stated that the Village has received a preliminary landscape plan for the Waukegan Road median from IDOT representative, Melissa. Village Engineer Gewalt stated that 174 trees will be planted in the medians and parkway this fall. He stated that there are 4 islands that will have irrigation lines out to them. He stated that the watering bags will be used to water the newly planted trees. He stated an additional 100 trees and perennials will be planted in the Spring. He stated that there are two additional islands that will require irrigation lines. Village Manager Lasday inquired whether the Village will be responsible for maintaining the medians. Village Engineer Gewalt stated that the Village will be responsible in maintaining the medians. Village Manager Lasday suggested that the Village take pictures of the medians in order to solicit landscaping services for 2013. Village Engineer Gewalt suggested that the square footage of the medians also be provided. **Duffy Lane Repaving Project.* Roads/Right-of-Way Commissioner Koror reported that Bruce Christiansen of Lake County indicated that the Duffy Lane Repaving Project will go out to bid in 2013. He stated that the project will have a 70%-30% split as part of the Federal Surface Transportation Program.

19. 19-08/13: **Village President's Report.** President Barkemeyer had nothing to report.

20. 20-08/13: **Executive Session.** Trustee Orth moved, seconded by Trustee Boyle, to enter in Executive Session for the purposes of discussing Land Acquisition/Disposition, Personnel, Enforcement, Threatened Litigation, and Executive Session Meeting Minutes. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Koror, Orth, Rothing), Nays: None, Absent: One (Fisher). Executive Session was entered into at 8:48 p.m.

There being no further discussion in Executive Session, Trustee Orth moved, seconded by Trustee Rothing, to exit out of Executive Session. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Koror, Orth, Rothing), Nays: None, Absent: One (Fisher). Executive Session was adjourned at 9:35 p.m.

21. 21-08/13: **Other Business.** **Consideration of Approval of the July 9, 2012 Board of Trustees Meeting Minutes (Subject to Minor Corrections).* Village Administrative Assistant Vela-Schneider noted that Village Finance Director McCulloch identified corrections to the July 9, 2012 Board of Trustees Meeting Minutes. Trustee Boyle moved, seconded by

Trustee Orth, to approve the July 9, 2012 Board of Trustees Meeting Minutes, as amended. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). **Consideration of Approval of the July 23, 2012 Board of Trustees Meeting Minutes (Subject to Minor Corrections).* Trustee Boyle moved, seconded by Trustee Orth, to approve the July 23, 2012 Board of Trustees Meeting Minutes, as submitted. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). **Consideration of Approval of the July 23, 2012 Board of Trustees Executive Session Meeting Minutes.* Trustee Boyle moved, seconded by Trustee Orth, to approve but keep confidential the July 23, 2012 Board of Trustees Executive Session Meeting Minutes, as submitted. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). **Consideration of Approval and Ratification of an Agreement for Wholesale Water Service by and between the Village of Bannockburn and DelMar Water Company.* Trustee Alch moved, seconded by Trustee Boyle, to approve and ratify an agreement for wholesale water service by and between the Village of Bannockburn and DelMar Water Company, as amended by Village Counsel Filippini and Village Finance Director McCulloch. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). **Consideration of Approval of a Letter of Intent between the Village of Bannockburn and Unison Site Management LLC.* Trustee Orth moved, seconded by Trustee Rothing, to approve a letter-of-intent between the Village of Bannockburn and Unison Site Management, LLC, as amended. ON a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).

22. 22-08/13: Adjournment. There being no further business of the Board of Trustees, Trustee Boyle moved, seconded by Trustee Rothing, to adjourn the Board of Trustees Meeting. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). The meeting was adjourned at 9:36 p.m.