

**VILLAGE OF BANNOCKBURN
MEETING MINUTES
TUESDAY, OCTOBER 9, 2012**

1. 01-10/09: **Call to Order.** President Barkemeyer called the meeting to order at 7:00 p.m.

President: James Barkemeyer

Trustees Present: Debra Alch, James Boyle, Timothy Fisher (arrived at 7:14 p.m., left at 8:05 p.m.), David Korner, Daniel Orth, Frank Rothing

Trustees Absent: None

Also Present: Village Clerk David Ansani, Village Engineer David Gewalt, Village Counsel Victor Filippini, Village Finance Director Linda, Chief Price

Visitors: Daniel Berg (Sikich), Sara Danielwicz (BSPO)

2. 02-10/09: **Pledge of Allegiance.** President Barkemeyer led everyone in reciting the Pledge of Allegiance.
3. 03-10/09: **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. 04-10/09: **Consideration of Approval of a Bannockburn School Fun Run/Walk on October 20, 2012.** Ms. Sara Danielwicz of the Bannockburn School Parent Organization (BSPO) requested approval for BSPO to hold a Bannockburn School Fun Run/Walk on October 20, 2012 at 9:00 a.m. She stated that the event will begin at the school and go throughout the neighborhood along sidewalks. She stated that there would be volunteers to assist in the program and that the event should not last any longer than 45 minutes. Trustee Rothing moved, seconded by Trustee Korner, to approve the request for a Bannockburn School Fun Run/Walk on October 20, 2012. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher).
5. 05-10/09: **Consideration of Approval of a Resolution Determining Amounts of Money to be Raised through Ad Valorem Property Taxes.** Village Finance Director McCulloch noted that the proposed amount to be raised through ad valorem property taxes intentionally shoots higher in order to capture unidentified new growth. She stated that the County will reduce the amount if it is too high. She stated that the proposed 3.5% increase includes the .5% geared toward capturing new growth. Trustee Orth moved, seconded by Trustee Alch, to approve a resolution determining amounts of money to be raised through ad valorem property taxes. On a roll call vote, Resolution 2012-R-37 was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher)
6. 06-10/09: **Consideration of Approval of the Village of Bannockburn April 30, 2012 Annual Financial Report and Management Letter.** Mr. Daniel Berg of Sikich presented

the draft audit to the Village Board. He indicated that Village Finance Director McCulloch was very responsive in providing all the necessary documentation. He suggested that the Board Members review the Management Discussion and Analysis report. He noted that Sikich gives a clean opinion on this audit, the best response that can be provided. Mr. Berg stated that page 3 identifies the Village's net assets, noting that the amount increased mostly due to the increase in fixed assets. He stated that the General Fund balances are still healthy. He noted that some Special Service Area Funds have now been closed. Upon inquiry from Trustee Orth, Mr. Berg identified the corrections that will be updated to the audit report. Trustee Alch moved, seconded by Trustee Boyle, to accept the Village of Bannockburn April 30, 2012 Annual Financial Audit Report and Management Letter, as amended. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Abstain: One (Fisher), Absent: None.

7. **07-10/09: Consideration of Approval of a Loan Agreement between the Village of Bannockburn and the Illinois Environmental Protection Agency (Water Supply Project: Waukegan Road, Half Day Road and Cedarcrest Lane).** Trustee Fisher moved, seconded by Trustee Alch, to approve a loan agreement between the Village of Bannockburn and the Illinois Environmental Protection Agency for the Water Supply Project: Waukegan Road, Half Day Road, and Cedarcrest Lane. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.
8. **08-10/09: Consideration of Approval to Issue a Notice to Proceed with R.A. Mancini for the Water Supply Project at Waukegan Road, Half Day Road and Cedarcrest Lane and the Del Mar Water Company Interconnection Project.** Village Finance Director McCulloch noted that Village invoiced Del Mar Water Company's (DMWC's) for the costs associated for their portion of the project and that it is due tomorrow. She stated that the agreement clearly indicates work shall not commence until payment has cleared. Trustee Fisher moved, seconded by Trustee Orth, to approve the issuance of a notice to proceed with R.A. Mancini for Water Supply Project at Waukegan Road, Half Day Road and Cedarcrest Lane and the Del Mar Water Company Interconnect Project subject to receipt of payment from DMWC. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.
9. **9-10/09: Consideration of Approval to Release Greg Greenhill Construction Company, Inc.'s Contractual Retention of \$15,000 Subject to Receipt of ARRA Documentation, Final Subcontractors Waivers, Final Waiver by Greg Greenhill Construction Company, Inc.** Village Engineer Gewalt reviewed the status of the project and recommended the release of the \$15,000 subject to receipt of ARRA documentation, final subcontractor waivers, and a final waiver by Greg Greenhill. Trustee Boyle moved, seconded by Trustee Rothing, to approve the release of the \$15,000 subject to receipt of ARRA documentation, final subcontractor waivers, and a final waiver by Greg Greenhill. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.

10. 10-10/09: **Consideration of Approval of a Change Order for G&M Cement Construction Revising the Original Contract from \$513,725.86 to \$607,374.58 (North Lakeside Drive Roadway Project).** Village Engineer Gewalt stated that the Change Order is the summarization of all the work that occurred on the North Lakeside Drive Repaving Project. Village Finance Director McCulloch inquired whether the summarization has been provided. Village Engineer Gewalt stated that it was included in the various change order requests but that he will insert this information on page 3. Trustee Alch moved, seconded by Trustee Orth, to approve a change order in the original contract amount of \$513,725 to \$607,374.58 for G&M Cement Construction, as amended. On a roll call vote, the change order was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.

11. 11-10/09: **Consideration of Approval of the Following Invoices:**
 - *Pay Request for Greg Greenhill Construction Company, Inc.'s Contract to Woodland Landscape Contractors in the amount of \$5,000.00 (Stirling and Valley Road Project - Landscaping/ Restoration).** Village Engineer Gewalt reported and recommended approval of pay requests to Woodland Landscape Contractors Inc. in the amount of \$5,000 for the seeding and restoration of the Stirling Road/Valley Road Landscape Reconstruction Project. He stated that the \$5,000 was deducted from Greg Greenhill's contract. He noted that this pay request is included in the Bill Submit List.

 - *Pay Request for Illinois Department of Transportation in the amount of \$23,715.20 (Local Agency Preservation Project – Telegraph Road).** Village Engineer Gewalt presented a pay request from IDOT in the amount of \$23,715.20 for the Local Agency Preservation Project on Telegraph Road). Village Engineer Gewalt noted that the total cost of the Telegraph Road Repaving Project is much lower than what was anticipated. He noted that this pay request is included in the Bill Submit List.

 - *Pay Request # 4 Invoice from G&M Cement Construction in the amount of \$30,368.73 (North Lakeside Drive Roadway Project).** Village Engineer Gewalt presented pay request #4 from G&M Cement Construction in the amount of \$30,368.73 for the North Lakeside Drive Roadway Project. He noted that this pay request is included in the Bill Submit List.

12. 12-10/09: **Consideration of a Resolution Approving the Annual Treasurer's Report for the Fiscal Year Ending April 30, 2012.** Village Finance Director McCulloch summarized the purpose of the Annual Treasurer's Report. Trustee Orth moved, seconded by Trustee Rothing, to approve a resolution approving the Annual Treasurer's Report for the Fiscal Year ending April 30, 2012. On a roll call vote, Resolution 2012-R-38 was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.

13. 13-10/09: **Consideration of an Emerald Ash Borer Treatment Plan on Village Property.** President Barkemeyer stated that the Village Forester and the Care of Trees do not recommend treatment of the proposed ash tree this fall and possibly not at all. Trustee Fisher suggested tabling this issue. Village Finance Director McCulloch inquired whether the

Village would be willing to allow the property owners to treat the ash tree on the Village's right-of-way if they wish to absorb the total cost of the treatment themselves. Trustee Orth moved, seconded by Trustee Rothing, to table the approval of an emerald ash borer treatment plan on Village Property but to allow the property owners to treat the ash tree(s) in the Village right-of-way at their sole cost if the property owners desired. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None.

14. 14-10/09: Domestic Violence Awareness Month - Proclamation by the Village President. President Barkemeyer issued a proclamation declaring October as Domestic Violence Awareness Month.
15. 15-10/09: Village Engineer's Report. **Route 22 Landscape Restoration.* Village Engineer Gewalt reported that the tree installation has been deferred until Spring 2013. He stated that approximately 300 trees will need to be planted. He stated that there is an additional \$60,000 due to the Village from IDOT that can be provided in landscaping as part of its agreement with the Village. President Barkemeyer inquired about the watering of the trees. Village Engineer Gewalt stated that irrigation systems have been installed that will irrigate all but two of the islands. He stated that trees installed along the road will have watering bags referred to as gator bags. He stated that IDOT has a warranty on landscaping but it would be better for the Village to be proactive and water the new landscaping. Village Finance Director McCulloch inquired whether the Village would have to hire someone to refill the watering bags. Village Engineer Gewalt suggested that the refilling of the water bags be included in the Village's landscape maintenance contract. **Duffy Lane Resurfacing Project.* Village Engineer Gewalt reported that the Duffy Lane Resurfacing Project will be bid in January by the State with work to occur in May 2013. Trustee Rothing inquired whether the size of the road will change. Village Engineer Gewalt replied that widening of the road will take place on the south side on the road. **Smoke Testing.* Village Engineer Gewalt presented preliminary reports of residents who have infiltration issues. He stated that 100 infiltration items were identified with 26 of the items being identified as having significant infiltration issues. He stated that there were 31 homeowners who had missing or broken sanitary sewer cleanout caps. He stated that notices will be sent to these homeowners to have these issues addressed within a certain timeframe. He stated that the goal is to have the corrections performed prior to the spring rains. He noted that the Village did have a few items identified that will be resolved over the winter. Village Engineer Gewalt stated that the Village will need to inspect the work upon the resident completing the repair. Trustee Rothing stated that the deadlines need to be firm and that the Village needs to comply with the same deadlines. Trustee Boyle inquired about the enforcement process. Village Engineer Gewalt stated that the Village could penalize the property owner up to 5x their normal sewer rate if they fail to correct the problem. Village Counsel Filippini stated that if residents don't take action to resolve their defects, the Board could correct the private violations through nuisance abatement powers. He stated that the Village can bill the homeowner for the work and if the resident does not pay, the Village can lien the property. Trustee Orth requested that a map be provided that makes the violations easier to see and understand. Village Engineer Gewalt stated that he is happy with the results of the smoke testing and the thoroughness of the contractor but noted that infiltration issues are an on-

going challenge. **Village Hall Driveway Repaving Project.* Village Engineer Gewalt noted that this item was not on the Agenda but that the Village received three bids for the repaving of the driveway this fall. He stated that if the Village does not complete the work until the Spring, the price may increase. He stated that the lowest bid is Jacobs which came in at \$25,000 but noted that the amount meets prevailing wage requirements. Village Finance Director McCulloch stated that the contractor will need to provide certified payroll. Village Counsel Filippini stated that if the Board supports this project, the members could direct staff to have the work completed with the contractor who has the best pricing and to ratify the waiver of the bidding process and the contract approval at the next Board Meeting. Trustee Rothing moved, seconded by Trustee Orth, to authorize staff to proceed with the driveway repaving at the best pricing and to include this item on the October 22, 2012 Board of Trustees Meeting Agenda for ratification. On a roll call vote, the motion was unanimously approved. Ayes: Six (Alch, Boyle, Fisher, Korner, Orth, Rothing), Nays: None, Absent: None. **Smoke Testing Continued.* Trustee Orth inquired whether the violation notices could offer suggestions on how to correct the violation and what the costs may be to fix the violation. Village Engineer Gewalt stated that many of the violations that require a sanitary clean out cap could be performed by the property owner for a minimal amount of money. He stated that this information can be provided in the letters along with a few contractors who may perform the work. He stated that the more significant violations will be more difficult to assess. Trustee Alch agreed, noting that the extent of the repair may not be known until the contractor digs down to the infiltration source and reviews what will need to occur. Village Engineer Gewalt stated that different letters will be provided depending on what needs to be completed.

16. 16-10/09: **Village Police Chief's Report.** **Golf Outing.* Chief Price presented t-shirts to the Village's Board of Trustees left over from the recent Bannockburn Police Golf Outing. **Battle of Bannockburn Barbeque.* Chief Price reported on the success of the Battle of Bannockburn Barbeque event. He thanked everyone who helped with the event. He stated that Kevin Tracz of Bannockburn Public Works was a tremendous help with the event and noted that he received favorable responses from several of the Retail Center tenants. He stated that some of the tenants have reported an uptick in sales since Route 22 Widening Project has drawn to an end. Chief Price stated that if and when the Village decides to do the event again, there may need to be some adjustments. **International Association Chief of Police Conference.* Chief Price reported on his International Association Chief of Police Conference in San Diego. He thanked the Board Members for being allowed to attend the conference. He stated that he attended seminars addressing ethics, training, schedules and manpower, supervision, pension issues, and distracted driving. **Residential Burglary.* Chief Price reported on a recent burglary at the construction site of the property of 2840 Telegraph Road. He stated that the theft included three furnaces, three air conditioning units and two water heaters. He stated that he is working with the contractor to address security issues. **Battle of Bannockburn Barbeque Cont.* Trustee Rothing inquired whether the Dog Out Tenant had any feedback regarding the event. Chief Price stated that he did not receive any positive feedback but that this is not atypical. Trustee Rothing stated that the Village did well for its first time hosting this event and indicated that there is opportunity for corporate sponsorship and to get the Bannockburn Green Retail Center tenants to participate. Chief Price suggested that the 5K walk/run event be held separately and to push the event later in

the day. He suggested that a committee be set up and work for the next event to begin immediately.

17. 17-10/09: **Village Counsel's Report.** Village Counsel Filippini reported that Lake Forest City Council gave a very favorable report regarding the Battle of Bannockburn Barbeque event.
18. 18-10/09: **Village Manager's Report.** There was no report for the Village Manager.
19. 19-10/09: **Village Clerk's Report.** Village Clerk Ansani had nothing to report.
20. 20-10/09: **Village Commissioners' Reports.**

**Finance Commissioner's Report. *Bill Submit List.* Finance Commissioner Alch presented the Bill Submit List. She identified items of note including invoices for the Battle of Bannockburn Barbeque. Village Finance Director McCulloch noted that AFLAC is phasing out third party administration of unreimbursed medical accounts. She stated that the program will continue to be offered by AFLAC but that Wage Works will be handling the processing of claims. Trustee Rothing moved, seconded by Trustee Alch, to approve the 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). **September Budget Report.* Finance Commissioner Alch noted that sales revenues are down by 25% for the month of September compared to last year. She noted that the Village is on budget for the Battle of Bannockburn Barbeque event.

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

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

**Economic Development Commissioner's Report. *ICSC Convention.* Economic Development Commissioner Rothing reported that during the ICSC meeting that he and Village Manager Lasday attended, McDonald's expressed interest in coming to the Bannockburn Green Retail Center as one of its local locations will need to close. He stated there will be a meeting with McDonald's representatives on October 17th. He stated that McDonald's expressed interest in the Blockbuster site but noted that a drive-through is needed. Economic Development Commissioner Rothing stated that he and Village Manager Lasday were able to speak with several potential retailers including a Hallmark store. **Comprehensive Plan Review.* Economic Development Commissioner Rothing indicated that the Village should begin updating the Comprehensive Plan. He stated that the Board may wish to obtain residential input. He stated that there is a need to review current zoning districts, path systems, and what the Village envisions for future developments on public and commercial sites. Trustee Boyle noted that there are some volunteers who have expressed interest in participating in the zoning code process. Trustee Orth stated that there was a Citizens' Committee and a Village Committee in 1993. He stated that the Village Committee was able to utilize consultant services including Lane Kendig. Trustee Rothing stated that it is important to get input from our residents including those in the commercial, office, and

college districts. Village Counsel Filippini stated that there are a variety of ways to review the Comprehensive Plan. President Barkemeyer suggested that Board members pass along potential volunteers to Village Manager Lasday.

**Roads/Right-of-Way Commissioner's Report.* Roads/Right-of-Way Commissioner Korner had nothing to report.

21. 21-10/09: Village President's Report. President Barkemeyer noted that Village Manager Lasday is at the ICMA Conference. He stated that the focus of the conference is on economic development. **Lake County Municipal League.* President Barkemeyer reported that the Lake County Municipal League will be holding its annual holiday party on November 15, 2012. **Trinity Signage.* President Barkemeyer noted that the new Trinity International University ground sign shows that it is located in Bannockburn, not Deerfield.
22. 22-10/09: Executive Session. Trustee Orth moved, seconded by Trustee Korner, to enter into Executive Session for the purposes of discussing lands acquisition/disposition, personnel, and Executive Session Meeting Minutes. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). Executive Session was entered into at 8:25 p.m.

Trustee Orth moved, seconded by Trustee Korner, to exit Executive Session. On a roll call vote, the motion was unanimously approved. Ayes: Five (Alch, Boyle, Korner, Orth, Rothing), Nays: None, Absent: One (Fisher). Executive Session was adjourned at 9:05 p.m.

23. 23-10/09: Other Business. **Consideration of Approval of the September 24, 2012 Board of Trustees Meeting Minutes.* Village Finance Director McCulloch offered corrections to the September 24, 2012 Board of Trustees Meeting Minutes. Trustee Korner moved, seconded by Trustee Boyle, to approve to the September 24, 2012 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 September 24, 2012 Executive Session Meeting Minutes.* Village Finance Director McCulloch offered corrections to the September 24, 2012 Executive Session Meeting Minutes. Trustee Boyle moved, seconded by Trustee Korner, to approve but not release the September 24, 2012 Executive Session 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).
24. 24-10/09: Adjournment. There being no further business of the Board of Trustees, Trustee Rothing moved, seconded by Trustee Boyle, 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 9:07 p.m.