

**VILLAGE OF BANNOCKBURN  
BOARD OF TRUSTEES  
OCTOBER 15, 2013  
MEETING MINUTES**

1. **Call to Order.** President Barkemeyer called the meeting to order at 7:08 PM.

President: James Barkemeyer

Trustees Present: David Ansani, James Boyle, Timothy Fisher (9:46 PM), David Korner, Daniel Orth III, Frank Rothing

Trustees Absent: None

Also Present: Village Clerk Estelle Raimondi, Village Manager Maria Lasday, Village Police Chief Ron Price, Village Engineer David Gewalt, Village Counsel Vic Filippini, Finance Director Linda McCulloch

Visitors: Therese Wildman, Jim Wildman, Sheila Price, Olivia Price, Brad Kleyla, Rosemary Redmond, Erika Ahlers, Mary Ahlers, Al Elkins, Deb Watkin, Ellen Williams, Whitman Williams

2. **01-10/15: Pledge of Allegiance.** Mr. and Mrs. Price (parents of Police Chief Ron Price) led everyone in reciting the Pledge of Allegiance.
3. **Visitors' Business.** None.
4. **Consent Agenda Items** - Trustee Orth moved, seconded by Trustee Korner, to accept the items on the consent agenda. On a roll call vote the motion was unanimously approved. Ayes: Five (Ansani, Boyle, Korner, Orth, Rothing); Nays: None; Absent: (Fisher).

The consent agenda items approved were as follows:

**02-10/15: Approval of a Bannockburn School Fun Run/Walk on October 19, 2013.**

**03-10/15: Approval of Change Order #3 to the R.A. Mancini Contract for the Waukegan Road and Cedarcrest Watermain Project to Determine a Final Contract Amount.**

**04-10/15: Consider Acceptance of a Service Contract with Metropolitan Pump Company.**

5. **05-10/15: Consider Approval of a Resolution Recognizing Thirty-Five Years of Public Service by Chief Ronald Price.**  
Village President Barkemeyer led the Trustees and Village Manager Lasday in reading the Resolution recognizing Thirty-Five Years of Public Service by Police Chief Ron Price.

Trustee Orth moved, seconded by Trustee Korner to approve Resolution #2013-R-30, a Resolution Recognizing Thirty-Five Years of Public Service by Chief Ronald Price. On a voice vote, the motion was unanimously approved. Yups: Five (Ansani, Boyle, Korner, Orth, Rothing), Nays: None; Absent: (Fisher).

6. **06-10/15 Report from the Plan Commission / Zoning Board of Appeals Meeting on October 7, 2013.**

- **Continued Public Hearing for the Consideration of Various Text Amendment(s) to the Bannockburn Zoning Code, including, without limitation, Amendments Pertaining to Definitions of Terms, Exterior Lighting, and the Keeping of Chickens as an Accessory Use, Submitted by the Village of Bannockburn.** Village Manager Lasday reported that the Commission decided they wanted the same rules to apply to patios that apply to decks, since if a deck is over 200 square feet then opacity requirements are triggered. They also wanted to include both wood and synthetic wood as materials for decks, and it was noted that these definitions will impact several portions of the zoning code. The Commissioners recommended chickens on residential properties provided that opacity requirements are met and that ARC review is required for the enclosures that house chickens on residential properties. Additionally, they recommended that swans be allowed on property and not be expressly prohibited. The Commission also removed the portion of the code regarding exterior lighting that prohibits lighting on balconies since the building code requires it on a 2nd floor. Trustee Orth asked for an opportunity to review the definition of structures and patios in more detail before directing the Village Attorney to draft the ordinance. All of the issues will be discussed again at the next Village Board meeting.
- **Work Session on Comprehensive Plan Update.** Village Manager Lasday stated that the Comprehensive Plan is still being reviewed but the Commission is very close to a rough draft; it is anticipated that public hearing will begin in January of 2014. The changes still under review involve grammatical changes and updated maps and photos. All photos included in the Comprehensive Plan will be pictures of Bannockburn.
- **Consider Approval of a 2014 Calendar Year Schedule for the Plan Commission Zoning Board of Appeals Meetings.** At this time there is no consensus for a meeting schedule for next year, but Commissioners are checking their calendars and this will be decided at the next meeting.

7. **07-10/15: Consider Approval of the Village of Bannockburn April 30, 2013 Annual Financial Report and Management Letter.**

Dan Berg of Sikich reported to the Board on the Village Fiscal Year 2013 Audit. A clean opinion is issued for the report; he advised it is the best opinion they can issue and accordingly that is what they have issued for the Village of Bannockburn. He noted changes in GASB standards that may affect future reporting, particularly regarding IMRF. Dan Berg also reviewed the Management Letter and noted that with the small number of Village Staff there will always be the segregation of duties note included in the letter. A few benchmark statistics are also included for the Trustee's review. Trustee Orth inquired about the wording for the President and Trustees and requested clarification that all of those positions are elected. Dan Berg agreed to add more explanation to that section.

Dan Berg also noted that the reporting for pensions is based on actuarial classification and the Village will go through a reporting change in 2016. He explained that the liability for IMRF becomes more complicated to calculate under the new GASB rules, and it will create a larger liability than is shown right now.

Village President Barkemeyer asked how much would have to be put into the fund now for it to be fully funded.

Dan Berg said that it is not possible to determine right now because the methodology will change in 2 years. As of 12/31/12 it would have been an additional 1.4 million dollars. However this is a “soft” liability that will constantly be moving over time because of interest rates and the market influencing the rate of return. He stated that even if it was fully funded today, that could change in 6 months.

Village Attorney Filippini advised that once any advance funding goes to IMRF it does not come back, and so some of his clients have created an unofficial rainy day fund, but it is really identified in their own processes as future contributions to close the gap in the pension fund. But they do not make a formal contribution to IMRF so they have flexibility. He further advised that the actions in Springfield will impact IMRF and other pensions, and that IMRF is one of the more stable and solvent of the pension funds. As a result, getting fully caught up with the pension fund is not advisable.

Dan Berg advised that a portion of the general fund balance can be assigned to a fund to pay down pension liability in the future. Another option would be to commit funds to this action through an ordinance, but the only way to “un-commit” the funds would be through another ordinance.

Village Attorney Filippini advised that although IMRF is stable at this time there has been talk of IMRF essentially subsidizing other Illinois pension funds. Continuing to meet obligations with IMRF is the best option, but we do not want to fully fund the pension at this time. Dan Berg thanked Finance Director McCulloch for her assistance with the audit.

Trustee Orth moved, seconded by Trustee Rothing, to accept the audit and management letter. On a roll call vote the motion was unanimously approved. Ayes: Five (Ansani, Boyle, Korner, Orth, Rothing); Nays: None; Absent: (Fisher).

8. **08-10/15: Consider Approval of a Resolution Regarding Village of Bannockburn’s Agreement with Circuit Court of Lake County Illinois for ACH Direct Deposits.**

Village Manager Lasday explained that the court is asking to have the agreement filled out so they can do electronic transfers. In the form it says that the Chief has the authority to sign for the electronic transfers, but the Village Board has not expressly given that authority. As a result it is on the agenda so that authority can be given.

Trustee Orth noted that neither the Resolution nor the Agreement defines what “ACH” stands for. Trustee Orth asked that the term “ACH” be defined on both documents to provide clarity.

Finance Director McCulloch stated that “ACH” stands for Automated Clearing House, or essentially direct deposit.

Trustee Korner moved, seconded by Trustee Ansani, to approve Resolution #2013-R-31, a Resolution Regarding Village of Bannockburn’s Agreement with Circuit Court of Lake County Illinois for ACH Direct Deposits, as revised to spell out “automated clearing house” for ACH. On a roll call vote the motion was unanimously approved. Ayes: Five (Ansani, Boyle, Korner, Orth, Rothing); Nays: None; Absent: (Fisher).

9. **09-10/15: Discuss Calendar Year 2014 Water and Sewer Rates, Long Term Cash Projections and Billing Processes.**

Finance Director McCulloch stated that Trustee Fisher had reviewed the water and sewer rates and was not recommending an increase in those rates for the next 12 months. With the addition of Del Mar Woods they have a discount of wholesale rate but we are not incurring any direct maintenance costs for them. Additionally, part of the wholesale rate structure includes depreciation so Del Mar Woods is not billed at the rate that we are paying Highland Park. All of the infiltrations have been addressed and now we can see more precisely what our processing costs will be.

Finance Director McCulloch stated that on the bill submit list is the charge from Deerfield for their sanitary sewer processing and includes a 5% increase. The Lake County processing group that was on our system for sewer will now only be on our system for water, and as a result we may see revenue drop off. The fund balances are strong as we have been assertive with rate increases since 2002. Because the balances are looking good, even with no increase in revenues, the numbers still seem to be acceptable. For sanitary sewer, we will need \$5,000,000 for capital improvements, but we have 40 years to get it. She stated that as a result we have time to keep building that fund up and decide if we are going to do long term debt service or if we are going to pay cash for some of the improvements.

Finance Director McCulloch noted that the water fund is in a similar position. During budget discussions last February, the Board discussed how to approach the \$2,000,000 worth of water pipe that was scheduled for replacement since the system was not showing signs of needing to be replaced. The Board can continue to defer that replacement. Finance Director McCulloch recommends that we take the 1.8 million that we were targeting to have available and use it to pay off bonds that we are paying between 3.7 and 4 percent interest on.

Village Manager Lasday asked if Trustee Fisher had agreed, and Finance Director McCulloch stated that per discussion with Trustee Fisher, he was supportive of this recommendation.

Trustee Korner asked if the water pipes were on a schedule to be replaced based on life expectancy.

Finance Director McCulloch stated that they were and that the Board had felt comfortable delaying it because of the road infrastructure schedule and not wanting to have to replace the

water pipes again after the roads were ripped up. She further stated, however, that it can always be adjusted, and if things start happening with the pipes then we can respond at that time. She offered the example that when the Waukegan water main started breaking more frequently, the replacement schedule was accelerated.

Village Manager Lasday noted that there will be a 2.49 percent rate increase from Highland Park.

Finance Director McCulloch stated in the multi-year budget that even though Highland Park is budgeted to incorporate a rate increase, in terms of expenditures we projected a 4.5% increase. So in terms of long term planning those expenditures should be covered. Water and sewer revenues are always subjective because revenues are much higher when we have a drought. If we have a wet summer, then our revenue stream will not be as strong.

Village President Barkemeyer asked if we incorporated an increase, how would that affect the deficit in the sewer account.

Finance Director McCulloch stated that most of the sewer infiltration infrastructure was installed in 2008 and the Village should be out of debt in the next 3 to 5 years.

Village President Barkemeyer stated that it would be good to make progress to get these funds back into the black. He suggested a 1 or 2% increase.

Finance Director McCulloch also stated that the recapture fees from Tarns of the Moor were in the long term budget but we have gotten \$60,000 recently and that has been a nice increase for the sewer fund. She further stated that the revenue did include connection and tap in fees and those fees would not be included as often going forward. She said that she would evaluate an increase and report back to the Board.

Village President Barkemeyer stated that if there is an increase from Highland Park that it should be passed along to all users.

Village Manager Lasday asked if the 2.49% increase should be passed along to users.

Village Attorney Filippini recommended that this issue be included in the agenda for the next meeting as an increase to users as Del Mar Woods requires notice of at least 60 days. If Highland Park is going to take effect on January 1st, then if the Board passed it at the next meeting there would be time to give notice. Otherwise the Village will be subsidizing the increase.

Trustee Korner stated that part of our savings will be reducing the sewer processing costs.

Village Engineer Gewalt advised that he has been looking at the processing and it does not seem to be spiking when it rains. He stated it is close to an acceptable level. It will never get to zero, but it is down considerably.

Trustee Boyle asked if we need to pass the increase to the rates.

Trustee Korner stated that the sewer deficit had decreased by almost 50% over the past year.

Village President Barkemeyer suggested that if we were going to increase water by 2.49% that we should increase sewer by the same amount.

Finance Director McCulloch advised that our next sewer project is in 2035. For the water fund, if we call the bonds it will give future Boards flexibility if they want to have a cash reserve.

Trustee Korner stated that if we pay off the bonds it is tantamount to earning 3.5 to 4% since that is higher than what we are earning on any investments right now. He noted that if interest rates go up however, we might want to reconsider that.

Village Attorney Filippini stated that the Board can choose to redeem only a portion of the bonds. He will look at the ordinance to confirm that is an option.

Village Manager Lasday will bring back early release options for the 2006 water bonds as a discussion item for the next meeting. The increase of water and sewer rates will also be brought back to the Board for approval.

Finance Director McCulloch reported that the second utility billing will be out by the weekend. Staff is investigating user friendly payment options for users, but is still working through opportunities and obstacles to make sure payments are secure.

**10. 10-10/15: Village Engineer Report.**

- a. **Top Project List.** High Terrace and Sunset Lane paving projects are 99% complete, as there are just some punch list items which will be done this week. Contractor Maneval Construction has a pending pay request.
- b. **319 Grant Projects.** They have been inspected for the final time this season and seem to be doing well. Village Engineer Gewalt is recommending that Pay Request number 3 be approved and distributed. The change orders will be presented later on the agenda and is reflective of additional work done past what was originally awarded for the project. Woodland Landscaping is on a maintenance contract and they will be cleaning up some ditches on Waukegan Road. A lot of wildflowers are coming up and the geese seem to be staying out of the water. The final report has been submitted to Lake County Storm Water Management and after they approve it then send it on to the IEPA so the Village can get the 50% reimbursement. We should see that this year.
- c. **Waukegan Road and Cedar Crest.** The final pay request for R.A. Mancini has been submitted and there was a change order that was under the consent agenda. Not as much money was spent as budgeted for that project, and that project is now complete. A final accounting needs to be given to Utilities, Inc. and we need to refund to them money not spent.

Village President Barkemeyer asked about the rain gardens on Duffy.

Village Engineer Gewalt advised that some plantings will be transferred there from more mature rain gardens. Additionally there has been a request submitted to IDNR for plantings if they have them available for next year. They should start to fill up and will show improvement this fall and next spring.

Village Engineer Gewalt stated that plans are still being developed for Stirling Circle. It has been marked off and there is a dumpster out there. Additionally most of the buckthorn has been taken out. He advised there should be drawings of a proposed landscape plan by the next meeting and the clearing will be done this fall and planting plans can be evaluated and planted in the spring.

Village Engineer Gewalt advised that he, Village Manager Lasday and Trustee Fisher met with Swanson Treatment at the Village reservoir to discuss modifications that could be made to enhance the chlorine feed system in case there was a problem with chlorine from Highland Park. A budget is being put together for next year that would enhance the chlorine feed and make it more of an automated system, as well as, some alarms so that if there is low chlorine, the system will respond automatically and increase the chlorine coming out of the system. Currently it is a manual system and it will be replaced with an automated system.

Village Manager Lasday stated that this was not part of the original strategic plan and that this is a recommendation that will need to be added to next year's budget.

Trustee Orth stated that we have not needed it in the past, and asked if the chlorine levels drop if it is an easily fixable problem or if a backup system needs to be added.

Village Manager Lasday advised that it is also a backup alarm system and will notify us if there is an issue similar to what happened in Deerfield and we need to be sure we are adequately protected.

Village Engineer Gewalt explained that if there is a problem, the response involved the addition of chlorine to retard the potential growth of bacteria. The higher the chlorine level the less likely it is that a boil water order will need to be implemented.

**11. 11-10/15: Village Police Chief Report.**

Village Police Chief Price thanked the Board for recognizing his time in law enforcement and his 26 years in Bannockburn and that he was appreciative of what each of them had done for him. He also complimented the entire department, Trustee Boyle, Village President Barkemeyer, and Village Manager Lasday for their support and contributions to the accreditation process. He stated that the assessors that came out were impressed with the department, personnel, and Village President Barkemeyer and Village Manager Lasday. They would like their departments to be modeled on what is being done in Bannockburn.

Police Chief Price also brought the policy manual and explained it that had been started by former Police Chief Kevin Tracz. He stated that while going through the accreditation process he discovered that it needed some modification, and the police department staff all contributed to the final policy manual. He also noted that the entire process was a result of the vision of former Police Chief Tracz.

He also noted that Facebook is being updated on a regular basis in an effort to make it interactive for the community. A lot of photos have been uploaded, including the K-9 Dex, and activities that the officers have been involved in.

He also commended Trustee Fisher for helping to solve a drunk driving case. Trustee Fisher stopped to respond to an auto accident when the driver left suddenly. Trustee Fisher called the police department and gave a description and the car was apprehended in Highland Park. The driver was insured and the damage will be repaired.

12. 12-10/15: **Village Counsel.** No report.

13. 13-10/15: **Village Manager Report.**

Village Manager Lasday advised that there is a new folder on dropbox for the Trustee's use labeled "Resources", and includes items such as the water presentation from Highland Park that shows the new rate, in addition to progress towards the new water treatment plant. The Zoning ordinance, the most up to date Comprehensive Plan, the Tree Ordinance and other resources that the Trustees might find useful are also present.

Village Manager Lasday advised that Phil Montgomery of Bannockburn Green passed away suddenly. She stated that he has always been very helpful and will be missed.

Village Manager Lasday also advised that Sharon Kregel wanted to know if she could plant trees in the Village Right of Way. The Board discussed and noted that it was a good idea, subject to the proper selection of tree species. She wants permission to plant the tree before the ash trees on the right of way die. The Village would own it so we would need to maintain it, and would need to determine the proper location with guidance from the Village Forester.

Village Manager Lasday noted that there is an inconsistency in the ordinance regarding trees. One section states that diseased trees are supposed to be removed with no mitigation, but another part says if there are ash trees it needs to be replaced 3:1, while another part says that if it is in the bufferyard it needs to be replaced.

Village Attorney Filippini stated that if a healthy ash tree is taken out it needs to be mitigated. There is also an issue with the interpretation of the Village Forester as he has taken the view that given the presence of EAB, if they are ash trees, they are dying or going to die. These issues are being reviewed this week.

14. 14-10/15: **Village Clerk Report.** No report



**15. 15-10/15: Village Commissioners Report.**

*a. Finance Commissioner*

- Bill Submit List. Trustee Ansani moved, seconded by Trustee Boyle, to approve the Bill Submit list with amendment to include reimbursement for Trustee Rothing. On a roll call vote the motion was unanimously approved. Ayes: Five (Ansani, Boyle, Korner, Orth, Rothing); Nays: None; Absent: (Fisher).
- Budget Report. Finance Director McCulloch reported on the status of the budget, noting that the Village has undertaken and completed several significant capital improvements. For the October report she will prepare a 6 month synopsis. She also noted that the sales tax information will be something to watch with the Dominick's update. Dominick's will know within 30 days the disposition of the property. The Bannockburn store is the number one store in the state for Dominick's in terms of profit, so it should be attractive to other tenants.

*b. Economic Development Commissioner*

- Trustee Rothing reported on the recent visit to Milwaukee School of Engineering to look at the football/soccer field and the LED lights used. The lights are an improvement financially and the shine can be directed without a lot of reflection or scatter. They can also be dimmed. The lights are at the edge of the field with three sets of lights on each side. Village President Barkemeyer noted that the ordinances were not written for lights with this type of technology and the ordinances would have to be amended to allow these types of light.
- Trustee Rothing reported that the golf outing was held on October 6th with 36 golfers. The Trinity team won the event and there were many nice prizes provided to the golfers.
- Trustee Rothing and Village President Barkemeyer went to the Bagpipes and Bonfire event to evaluate whether this is something to be incorporated into the celebration of the 700<sup>th</sup> anniversary of the Battle of Bannockburn in Bannockburn, Scotland to be held next year. 100 bagpipers were involved and approximately 1000 people attended. Bannockburn School and Trinity will be involved with the celebration next year.
- The commercial waste hauling RFP is being reviewed, and Trustee Rothing is developing a spreadsheet with the businesses in town and their current waste hauling provider. There seems to be substantial savings that can be realized for many of the businesses.

**16. 16-10/15: Village President Report.**

Village Manager Lasday and Trustee Orth discussed the list of sites on the proposed tour for elected officials. Trustee Orth and Village Police Chief Price went through the places listed and the Board approved the list. November 3rd was suggested as a date. Police Chief Price offered to schedule something with an individual officer if a common date is not available. No more than 2 officials can go at a time to avoid an Open Meeting Act violation. Trustee Rothing suggested that Broadleys Court be added and the path to nowhere (proposed path).

**17. EXECUTIVE SESSION.**

Trustee Orth moved, seconded by Trustee Boyle, to enter executive session for the discussion of (i) Personnel and, (ii) Disposition of Property. On a roll call vote, the motion was unanimously approved. Ayes: Five (Ansani, Boyle, Korner, Orth, Rothing); Nays: None; Absent: (Fisher). Executive Session was entered into at 9:36 PM.

Trustee Fisher entered executive session at 9:46 PM.

Trustee Orth moved, seconded by Trustee Korner, to exit Executive Session. On a voice vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None. Executive Session was adjourned at 10:24 PM.

- 18. Personnel.** Trustee Fisher moved, seconded by Trustee Orth, to approve the following compensation: Part time records clerk will get a 6% raise; Part time officers will get a 4% raise; Police Lieutenant will get a 5.5% raise; Police Sergeant will get a 4% raise; Police officers will get a 2.85% raise; Full time staff will get \$1,000 bonuses including the intern, and the records clerk will receive a \$500 bonus. On a roll call vote the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

- 19. Disposition of Property.** The consensus is to keep the Durango at this time.

- 20. 17-10/15: Consider Approval of the September 23, 2013 Board Meeting Minutes.** Trustee Boyle moved, seconded by Trustee Rothing, to approve the September 23, 2013 meeting minutes. On a voice vote the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

- 21. 18-10/15: Consider Approval of a Change Order for Woodland Landscaping for Waukegan Road and Lakeside Drive 319 Grant Project in the amount of \$48,291.80.** Trustee Ansani noted that Finance Director McCulloch caught a discrepancy and brought it to his attention. Trustee Boyle moved, seconded by Trustee Rothing, to approve the Change Order for Woodland Landscaping. On a roll call vote the motion was unanimously approved. Ayes: Six: (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None.

**22. Adjournment.**

Trustee Boyle moved, seconded by Trustee Rothing, to adjourn the meeting. On a voice vote the motion was unanimously approved. Ayes: Six: (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None. The meeting was adjourned at 10:27 PM.