

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
MAY 12, 2014
MEETING MINUTES**

1. **Call to Order.** Pro-tem President Frank Rothing called the meeting to order at 7:01 PM.

Pro-tem President: Frank Rothing

Trustees Present: David Ansani, James Boyle, Timothy Fisher, David Korner, Daniel Orth III (7:03)

Trustees Absent: James Barkemeyer

Also Present: Village Clerk Estelle Raimondi, Village Manager Maria Lasday, Finance Director Linda McCulloch, Village Engineer David Gewalt, Village Counsel Betsey Gates, Assistant to the Village Manager Mentkowski, Village Police Chief Ron Price, Village Intern Cory Poris

Visitors: David Hoag (Trinity International University), Julie Wong (Trinity International University), Steve Sadin (Deerfield Review), Don Wroblewski (2200 Stirling), Susan Toback (Bannockburn School Parent Organization), Alan Croveiti (Trinity International University- Architect Ruck Pate Architecture)

2. 01-05/12: **Pledge of Allegiance.** Trustee Orth led everyone in reciting the Pledge of Allegiance.
3. **Visitors' Business.** None.
4. 02-05/12: **Report of the Plan Commission / Zoning Board of Appeals Meeting on May 5, 2014:**
 - **Approval of the April 8, 2014 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes.**
 - **Public Hearing for the Consideration of any Necessary Variations, Amendments to an Existing Special Use Permit, and/or any other Zoning Relief Necessary in Connection with the Proposed Installation of Exterior Signage in the Bannockburn Green Retail Center, Located at the Address Noticed as 2529 Waukegan Road and Commonly Known as 2503 Half Day Road, Bannockburn, Illinois, Submitted by AP POB Bannockburn, LLC.** Village Manager Lasday explained that the PCZBA had the minimum number of Commissioners for quorum with four Commissioners present. A minimum of four votes were needed for approval of the zoning relief, but the final vote was 3 to 1. As a result, the matter was being brought to the Board for their consideration. Village Attorney Betsy Gates clarified that without four affirmative votes, it was technically a denial and therefore

was being brought to the Board for their consideration. Trustee Fisher asked what the objection was by the Commissioner who voted against approval, and Village Manager Lasday stated that the Commissioner felt that appropriate hardship was not shown by Heinen's to justify the zoning relief requested.

- **Public Meeting for the Consideration of an Update to the Campus Development Plan for Trinity International University, which includes the Following Changes to the Frazier Athletic Field: (i) an 8 Lane Running Track Around the Football Field, (ii) an 840 Square Foot Concessions Building, (iii) a Sidewalk Leading from Parking Lot Q to the Concessions Building, and (iv) a 9 Hole Frisbee Golf Course, Located at 2065 and 2075 Half Day Road, Submitted by Trinity International University.** Village Manager Lasday advised that the Commissioners were impressed by the presentation at the meeting.

David Hoag of Trinity International University did a power point presentation for the Board to review the proposed Trinity Campus Development Plan. He noted that TIU is looking for approval for the items in general, but that they understand that specific plans will need to be developed and approved at a later date.

Hoag said that Trinity International University is hoping to add a track that will allow for an intercollegiate track team, and he stated that the University wants to have local people use it when it is not being used by the University. They hope to start building the track either in the fall or early spring, depending on final plans, ARC approval, and securing a contractor. He also discussed the emerging interest in Frisbee golf, and as a result they are proposing a 9 hole Frisbee golf course that would be open to the community.

A permanent concession building is also being proposed for behind the bleachers, and the building would service all outdoor sports areas. He noted that there would be landscaping around the building and the general area. The concession building would sell pre-packaged food, hot dogs, and other similar items, and sales tax would be charged. Hoag advised that they have worked with neighboring resident Mr. Kinder regarding the plans, and that Mr. Kinder is agreeable to the proposed plans.

Hoag stated that there are sewer connections to the south of the area, so just need to bring out water. Trinity also did a parking audit, and there are currently 1369 spots on campus. They plan to reduce that number to 1342 in the near future, with an eventual goal of bringing down parking spaces to a total of 1258. He stated that among long term goals are an addition on the sport complex and a fine arts center, but that there is not funding at this time so these items are not incorporated into the proposed Campus Development Plan.

Trustee Korner expressed concern about the removal of 100 spaces and the impact on campus parking. Hoag stated that generally if there is a play or concert, those events are in the evening so there are not faculty or staff cars on campus. TIU will also work with Lakeside Office Plaza regarding parking if the need arises. Among the

University's long-term goal is a 1000 seat performing arts center, but since they do not want to have to put in enough spaces to accommodate, they plan to work with corporate neighbors on options for parking. Hoag noted that they already have soccer and football games and can accommodate the guests for those events with the current spaces available.

Architect Alan Croveiti spoke on behalf of Trinity and stated that he had reviewed the square footage calculations for all of the buildings. The historical percentages are 51.3% housing, and even with the proposed Campus Development Plan they are still within 51.5%. The percentage has not changed because he is using a more precise calculation of space per building. He reviewed all buildings, per floor, to determine total square footage. Before ground square footage was just doubled for a 2 story building, now they have actually measured it.

- **Other Business: Consider Approval to Repeal and Replace the March 4, 2014 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes.** Village Manager Lasday advised that one resident asked to have minutes repealed and replaced. The resident also asked to have the PCZBA review text amendments directly, without going through the Board. Village Attorney Gates stated that she researched the procedure, and that normally the proposed text amendment, goes to Board for review, then to PCZBA. The PCZBA can initiate an application for a text amendment, but that the PCZBA request to review code still goes to Village Board first. Proposed text amendments can be suggested by the PCZBA, the Board, or a resident.

5. **03-05/12: Consider Approval of a Request by the Bannockburn School Parent Organization for the Use of the Village's Shelter and Open Space and a Waiver of Applicable Fees for an Ice Cream Social on August 20, 2014:** Susan Toback introduced herself on behalf of the Bannockburn School Parent Organization. They are requesting use of the Shelter and Open Space for the evening before school starts for an ice cream social. She stated that she will personally make sure that the Open Space Shelter is clean at the conclusion of the event, and she also assured the Board that she would confirm that all trucks stay on the pathway. The vendors will be the same as last year, and they expect attendance to be similar to last year with approximately 200 kids between 5:00 and 7:30 PM.

Trustee Orth moved, seconded by Trustee Boyle, to approve a Request by the Bannockburn School Parent Organization for the Use of the Village's Shelter and Open Space and a Waiver of Applicable Fees for an Ice Cream Social on August 20, 2014. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).

6. **04-05/12: Consider Approval of an Ordinance Granting a Variation for the Installation of a Wall Sign for Heinen's Grocery Store (Bannockburn Green Retail Center).** Trustee Ansani moved, seconded by Trustee Boyle, to approve Ordinance 2014-09 Granting a Variation for the Installation of a Wall Sign for Heinen's Grocery Store

(Bannockburn Green Retail Center). On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).

7. **05-05/12: Consider Approval of an Ordinance Approving Trinity International University's Updated Campus Development Plan.** Trustee Orth moved, seconded by Trustee Boyle, to approve Ordinance 2014-10 Approving Trinity International University's Updated Campus Development Plan. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).
8. **06-05/12: Consider Approval of an Ordinance Authorizing the Sale of Certain Surplus Personal Property Owned by the Village of Bannockburn.** Finance Director McCulloch advised that the generator was purchased, used, in 2001 from Deerfield High School. The Village will keep infrastructure, and we will be getting bids for a new generator. Trustee Fisher moved, seconded by Trustee Korner, to approve Ordinance 2014-11 Authorizing the Sale of Certain Surplus Personal Property Owned by the Village of Bannockburn. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).
9. **07-05/12: Consider a Ratification of Approval of FUNTIMES / Don Wilson (DJ) to Provide Music for Community Day on June 21, 2014 in the amount of \$250.00.** Trustee Rothing noted that the correct date is July 26th and that it will be held after the Heinen's grand opening. Trustee Korner moved, seconded by Trustee Orth, to approve FUNTIMES / Don Wilson (DJ) to Provide Music for Community Day on June 21, 2014 in the amount of \$250.00. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).
10. **08-05/12: Consider Approval of a Resolution Authorizing Acceptance of a Bid Proposal from Woodland Commercial Landscape for the Stirling Circle Landscape Installation Project in an amount not to exceed \$49,242.09.** Village Manager Lasday stated that this is a resolution, not a contract. Village Engineer Gewalt would receive the contract and then Village Manager Lasday would need authority to sign the contract on behalf of the Village. Trustee Korner noted that some items may be less than budgeted, but that the budget is expected to be comprehensive of all costs associated with the project. He also noted that bid proposal is over what the budget was for the initial plan, but the scope is also bigger. Resident Don Wroblewski advised the Board that the area residents were all in agreement regarding the final plan.

Trustee Korner moved, seconded by Trustee Boyle, to approve Resolution 2014-R-18, a Resolution Authorizing Acceptance of a Bid Proposal from Woodland Commercial Landscape for the Stirling Circle Landscape Installation Project in an amount not to exceed \$49,242.09 and to authorize Village Manager Lasday to sign the contract on behalf of the Village. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).

11. 09-05/12: **Consider Acceptance of a Tree Planting Bid Proposal from Woodland Commercial Landscape for a Tree Installation Project in Various Public Parkways in the Village in the amount of \$15,125.00.** Village Manager Lasday explained that this would replace ash trees and since there is not a contract to sign at this time she would need authorization to execute the contract on behalf of the Village if they would like to accept the proposal. Village Engineer Gewalt stated that it needs to be done quickly, which is why the proposal is being accepted before the contract is available. Village Manager Lasday noted that the amount does not cover the Delta grant trees, and there is still \$10,000 available for new trees. Trustee Korner moved, seconded by Trustee Boyle, to Accept a Tree Planting Bid Proposal from Woodland Commercial Landscape for a Tree Installation Project in Various Public Parkways in the Village in the amount of \$15,125.00 and to authorize Village Manager Lasday to sign the contract on behalf of the Village. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).

12. 10-05/12: **Village Engineer Report.** Village Engineer Gewalt advised that letters were sent to the homeowners on Dunsinane Lane to let them know that if they are having work done they may want to do it in conjunction with the repaving project. He stated that he has not received the contract from Highland Park yet.

He also stated that water meter calibration is almost complete, and they found a couple of meters that were not connected at all. The recalibration will be completed in the next couple of weeks.

Half Day Road landscaping work has been done by IDOT and work is being scheduled to replace rain garden plants and enhance the plants in median using the 1300 plants received from IDOT. Village Manager Lasday stated that the Village is fortunate to again have plants available from IDNR at no cost to the Village. Village Engineer Gewalt advised that he will keep applying for the plants each spring, as the Village just pays for installation of the plants, but not plants themselves and it is of clear benefit to the Village. Village Manager Lasday stated that she and Village Engineer Gewalt had done a survey of the rain gardens and 80 to 90% of rain garden plants survived the winter.

13. 11-05/12: **Village Police Chief.** Village Police Chief Ron Price advised that the Illinois Department of Corrections came into the police department to do an inspection, and the recent accreditation smoothed that process. The accreditation helps us to be in compliance with other agencies and that made the inspection process easier.

He also discussed Relay for Life, an annual fundraiser for cancer research that the police department will participate in again this year, with Police Chief Price and Village Manager Lasday walking for the event. Additionally the police department will raffle off donations for the event, and all of the proceeds go to cancer research.

He noted that there is a budget line item requesting \$8,000 for special training at the Forensic Academy at the University of Tennessee. Although the full \$8,000 would be paid for the academy, half (\$4,000) would be reimbursed by Lake County. Police Chief Price explained that the number one evidence technician position is vacant in Lake County, and that Lake County wants to know if Ogden can go through the training and assume the position. Trustee Boyle stated that the training classes are a great opportunity to be involved with the Lake County task force, and they will give us \$4,000 of the \$8,000 total cost. Police Chief Price stated that although it is a 10 week course, he does not plan to use overtime to cover Officer Ogden's schedule, but will adjust other officer's schedules as needed and that he would be the backup officer when necessary. Village Manager Lasday clarified that although it is on the bill submit list as \$8,000, \$4,000 will be reimbursed so the total for the Village will be \$4,000. Police Chief Price advised that an advantage of having Officer Ogden complete the training is that if we have a crime scene in town, he can provide expertise.

Trustee Fisher asked about the status of the new canine. Police Chief Price advised that the dog is in training, but that it does not appear that the dog is a good fit for Bannockburn. A canine is matched to not only the trainer but also the community and he does not appear to have a good personality for a small community like Bannockburn. Therefore we are looking for another dog with a more suitable temperament.

14. 12-05/12: **Village Counsel**. No report.

15. 13-05/12: **Village Manager Report**. Village Manager Lasday stated that the Village has obtained a banner to thank Heinen's for co-sponsoring the Bannockburn BBQ Challenge.

She also advised that FEMA was in Bannockburn last week, and is trying to work collectively with 4 communities regarding storm water retention. Each community gave FEMA an issue for them to focus on, and we asked them to focus on Bannockburn Court.

She stated that based on current electrical supply rates, Bannockburn residents are doing well with electric supply rates under the contract the Village negotiated. The renewal of a contract with Comcast will be on next agenda.

Village Manager Lasday also asked the Board if they were aware of the flooding lawsuit initiated by an insurance company to recover costs from area flooding. She noted that our efforts in storm water management are paying off as Bannockburn is not on the list of communities being sued.

16. 14-05/12: **Village Clerk Report**. No report

17. 15-05/12: **Village Commissioner Reports**.

Finance

- April Monthly Financial Budget Report. Trustee Ansani noted that there has been an exception made to the reserve policy as a result of the payment to IMRF and

early water bond redemption. The sales tax income has decreased, presumably due to the closing of Dominick's. The Village is also below budget on bonds and loans. He stated that the report does note the 20% return on the IMRF payment this year. Overall, the expenses exceeded budget, but that was because of these large advances, and some moderate increases in fees. Snow removal was also above expected amounts.

- **May Bill Submit List.** Finance Director McCulloch stated that the Village had just received a detailed bill from Tracz and Sons. She had initially requested authorization to pay the bill "not to exceed \$5,000" but the submitted amount was higher as EAB trees were removed and other maintenance was performed during the billing cycle. As a result, she requested authorization to pay the bill in full.

Trustee Orth moved, seconded by Trustee Boyle, to authorize payment of the bill in full. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None. Trustee Ansani moved, seconded by Trustee Fisher, to approve the Bill Submit List. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).

- **Quarterly Investment Report.** Trustee Ansani stated that invested balances had decreased after the bond call but are slowly improving. Balances will improve more when we receive the IEPA reimbursement.

Roads.

Trustee Korner advised that Deerfield will be re-doing North Avenue and that the Village has the opportunity to partner with them on 50/50 basis. It is an FAU route, so the Village will actually only pay 15% of the costs, but we would need to get the engineering started right away. Trustee Boyle asked if there is any way to get a path included. Village Engineer Gewalt advised that a path is one of the things that can be considered and studied, and looking at these sorts of options is the purpose of the Phase 1 engineering. Curbs and gutters may also provide a right of way for a pathway on the north side, and they will try to incorporate what is needed in that space. Additionally he stated that if the pavement is widened, there is more confined space for vehicles and the Village may be able to get pathway through that alternative. He advised that because it is a joint project, Deerfield wants to rebuild water mains, while we will do just a re-build for the road.

Trustee Korner stated that if costs are tremendous because of curb and gutter, we could have a conflict with Deerfield. Because it is an FAU project there is a long timeline, and they have a 70/30 payout. He said that Deerfield has authorized Phase 1 engineering, so it is a 50/50 split with them for those costs as both communities use Gewalt.

Trustee Fisher asked if sewer and water engineering were going to be included as part of the project. Village Engineer Gewalt advised that sewer is not part of the road. Trustee Orth asked about the order for the completion of projects. Village Engineer Gewalt advised that the Village could choose to do either the water main first and then road next

year, or because the area is so tight, it might be beneficial to have one large project with a longer construction time frame. The options would be included in the plans, and then each community decides how they want to handle it.

Trustee Korner stated concern about getting involved in a large project, and noted that it defeats the purpose of handling it in this fashion. Village Manager Lasday noted that we are only doing the road, not a water project for Deerfield. Village Engineer Gewalt advised that the costs specifically for the Village of Bannockburn would be broken out. Village Manager Lasday noted that IDOT does bidding for an FAU route. Village Engineer Gewalt stated that the Village does the planning, and then IDOT does the actual bidding. The Board authorized Village Engineer Gewalt to start Phase 1 engineering.

Economic Development.

Trustee Rothing stated that he brought in the new Heinen's store manager to meet staff today, and that Heinen's confirmed that they will supply meat for BBQ event. He also put the new manager in contact with Trinity International University to explore student employment opportunities. He went with Village Manager Lasday to the Heinen's grand opening in Glenview, and described it as "outstanding". Heinen's will need additional parking for the grand opening in Bannockburn, so they will contact local businesses, and specifically Bannockburn Lakes Office Plaza to investigate options. He also noted that some former Dominick's employees will be hired for the new store.

He also stated that the Tennis Outing is coming up June 8th. After tennis that morning there will be a picnic that afternoon at the Open Space Shelter with a Beatles tribute band. He will be sending out emails to increase RSVP's. He noted that the Picnic is not restricted to Bannockburn residents, but that people do need to sign up in advance for the tennis portion of the event.

Police. No report

Water/Sewer

Trustee Fisher provided additional information about the water loss issue, When HBK calibrated the high volume meters, they found that two meters were not even connected; and that counts as is a complete loss of water as it is not being accounted for in any way. Northshore Medical Building had one of the unconnected meters, and the second unconnected meter was at Trinity International University.

Trustee Fisher also said that he noticed that fire hydrants are looking poor, and he would like to do an update on fire hydrants. The Board discussed that it is a public works function, not a fire department function, and that the fire department does not want to do it because the cost of moving engines is prohibitive. Trustee Fisher stated that several companies have different methods of painting hydrants, and that he will look at options. The Village has approximately 250 hydrants.

Building- Trustee Orth stated that 21 Aberdeen had compliance issue over weekend, with work occurring on Saturday morning without permission. Work was stopped at

approximately 9:00 am.

18. 16-05/12: **Village President Report.** No report.
19. **EXECUTIVE SESSION.** Trustee Orth moved, seconded by Trustee Boyle, to enter executive session for (1) Personnel. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: None. Executive Session was entered into at 8:30 PM.

There being no further discussion in Executive Session, Trustee Fisher moved, seconded by Trustee Korner, to exit out of Executive Session. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer). Executive Session was adjourned at 8:59 PM

Village Attorney Betsy Gates returned after Executive Session at 8:59 PM.

20. 17-05/12: **Consideration of Approval of the April 28, 2014 Board Meeting Minutes.** Trustee Fisher moved, seconded by Trustee Orth to Approve the April 28, 2014 Board Meeting Minutes, as amended. On a voice vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).
21. 18-05/12: **Consideration of Approval of the April 28, 2014 Executive Board Meeting Minutes.** Trustee Orth moved, seconded by Trustee Korner to Approve the April 28, 2014 Executive Board Meeting Minutes. On a voice vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).
22. 19-05/12: **Consider Approval of Legal Representation and Transfer Authorizations.** Trustee Ansani moved, seconded by Trustee Boyle to approve Option 2 for Legal Representation and Transfer Authorizations. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).
- Trustee Ansani moved, seconded by Trustee Boyle to authorize President Barkemeyer to execute an Agreement for Legal Representation on June 1st, 2014. On a roll call vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).
23. **Adjournment.** Trustee Korner moved, seconded by Trustee Boyle, to adjourn the meeting at 9:06 PM. On a voice vote, the motion was unanimously approved. Ayes: Six (Ansani, Boyle, Fisher, Korner, Orth, Rothing); Nays: None; Absent: (Barkemeyer).