

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
TUESDAY, MAY 26, 2015
MEETING MINUTES**

1. **Call to Order.** President Rothing called the meeting to order at 7:03pm.

President: Frank Rothing

Trustees Present: David Ansani, Jim Boyle, Mary Herrmann, David Korner, Diana Lackner, Kerry Martin (arrived at 7:09pm).

Trustees Absent: None

Also Present: Village Manager Maria Lasday, Police Chief Ron Price, Finance Director Linda McCulloch, Village Clerk Kass Sigal (arrived at 7:16pm), Village Counsel Betsy Gates, Village Engineer David Gewalt, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath.

Visitors: Paul Monahan (Great Lakes Credit Union), Scott Herrmann (Bannockburn School District #106), George Demarakis (Arcon Associates).

2. 01-05/26: **Pledge of Allegiance.** President Rothing led everyone in reciting the Pledge of Allegiance.
3. **Visitors' Business.** None
4. **Consent Agenda Items:** Trustee Ansani moved, seconded by Trustee Lackner, to approve all consent agenda items. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Lackner); Nays: None; Absent: One (Martin).

The consent agenda items approved were as follows:

02-05/26: Approve an Update to the Wire Transfer Services Agreement with U S Bank for Illinois Funds Accounts and to Update the Illinois Funds Money Market Application & Agreement To Participate Application/Signature Forms, Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and Village Manager as Authorized Signers on Village Accounts with Illinois Funds.

03-05/26: Approve to Remove A Former Signer and Add A New Signer on Village Accounts with PNC Bank.

04-05/26: Approve Resolution 2015-R-22, a Resolution for Corporate Authorization Resolution and Authorization to Update the Signature Cards Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and

Village Manager as Authorized Signers on Village Accounts with Northern Trust with Northern Trust.

05-05/26: Approve Resolutions 2015-R-23 (safe deposit) and 2015-R-24, a Resolution to Update Safe Deposit Box Lease Agreement, Signature Card, Resolution and Certificate of Incumbency, and Update a Banking Resolution and Signature Cards Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and Village Manager as Authorized Signers on Village Accounts with First Midwest Bank.

06-05/26: Approve an Update to Signature Cards, Certificate Regarding Accounts, and Certificate of Incumbency Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and Village Manager as Authorized Signers on Village Accounts with JPMorgan Chase.

07-05/26: Approve an Update to a Third Party Custodian Agreement for Collateralized Municipal Deposits, Collateral Request Form, and Certificate of Authorized Persons, Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and Village Manager as Authorized Signers on Collateral Accounts with Bank of New York.

08-05/26: Approve an Update to a Pledge Agreement Form with the Federal Reserve Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and Village Manager as Authorized Signers on Collateral Accounts.

09-05/26: Approve an Update to the Authorized Signers with Harris Bank, Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and Village Manager as Authorized Signers on Collateral Accounts.

10-05/26: Approve an Update to the Depository Declaration and Signature Cards Naming the Finance Commissioner, Police Commissioner, Village Clerk, Police Chief, Finance Director, and Village Manager as Authorized Signers on Accounts with Associated Bank NA.

11-05/26: Approve a Ratification of Approval of Tom Winter's Request for Use of the Village's Open Space Shelter/Park for a Celebration of Cosette's Life with a Tent, Alcohol, and Music on May 31, 2015.

5. **12-05/26: Report of the Plan Commission / Zoning Board of Appeals Meeting on May 18, 2015:**

- Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any other Zoning Relief Necessary in Connection with the Proposed Installation of a New Monument Sign and the Installation and Maintenance of Solar Energy Panel for the New Monument Sign at Great Lakes Credit Union, Located at 2111 Waukegan Road, Bannockburn, Illinois, Submitted by Great Lakes Credit Union.
- Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any other Zoning Proposed Zoning Code Text Amendments, Special Use Permits, Relief Necessary in Connection with the Proposed Renovation of Existing Library Space and the Construction and Maintenance of a Building Addition and Related Improvements including Landscaping and Exterior Lighting on the Property commonly known as the

Bannockburn School located at 2165 Telegraph Road, Bannockburn, Illinois,
Submitted by the Bannockburn School.

Village Manager Lasday noted that PCZBA reviewed the proposed monument sign with a solar energy panel submitted by Great Lakes Credit Union. She noted the building is known as Building VI within Bannockburn Lake Office Plaza which is primarily situated behind 2101 Waukegan Road (Building VII). She noted that the building is set back several hundred feet from Waukegan Road but the property has front directly adjacent to Waukegan Road. She noted the proposed monument sign is located along the Waukegan Road frontage and is the second sign for the business. She noted the proposed Ground Mounted Solar Energy System is to be located in the front yard setback of the property. She noted that the PCZBA recommended approval of all elements.

Village Manager Lasday noted that the PCZBA recommended approval of the Bannockburn School's request to expand the existing school along the front of the building. She noted that the School will also have landscape requirements that will have to be met. She noted that the school architect is working with their civil engineer to evaluate any storm management issues pertaining to Stirling Circle. She noted that the Bannockburn School agreed to meet storm water conditions noted in their recommendation of approval within 18 months. Trustee Korner asked what the impact of the construction is on the storm water management system. Village Engineer Gewalt noted that the school maintains a detention system and the impact would be minimal. He noted that the drainage goes to the east and ultimately to the railroad tracks. Trustee Boyle noted that Susan Knaack has expressed that the Village remove the ditch and replace it with a culvert. Village Engineer Gewalt noted that the ditch holds more water than the culvert.

Trustee Martin arrived at 7:09pm.

6. **13-05/26: Consider Approval of an Ordinance Amending Ordinance No. 96-20, As Amended, Amending a Special Use Permit for Floor Area Ratio and Site Plan Approval and Granting Additional Landscaped Bufferyard Variations for the Bannockburn School.**

Trustee Ansani moved, seconded by Trustee Lackner, to approve Ordinance 2015-06, an Ordinance Amending Ordinance No. 96-20, Amending a Special Use Permit for Floor Area Ratio and Site Plan Approval and Granting Additional Landscaped Bufferyard Variations for the Bannockburn School. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

7. **14-05/26: Consider Approval of an Ordinance Amending Section 9-106(H).3 of the Bannockburn Zoning Code Regarding Signage in the O-Office District.**

Trustee Korner moved, seconded by Trustee Ansani, to Approve Ordinance 2015-07, an Ordinance Amending Section 9-106(H).3 of the Bannockburn Zoning Code Regarding Signage in the O-Office District. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

8. **15-05/26: Consider Approval of an Ordinance Granting a Special Use Permit and Variations for a Ground-Mounted Solar Energy System and Signage for Building VI in the Bannockburn Lakes Office Plaza (2111 Waukegan Rd).**

Trustee Lackner moved, seconded by Trustee Boyle, to approve Ordinance 2015-08, an Ordinance Granting a Special Use Permit and Variations for a Ground-Mounted Solar Energy System and Signage for Building VI in the Bannockburn Lakes Office Plaza (2111 Waukegan Rd). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

9. **16-05/26: Report from the Architectural Review Commission Meeting on May 19, 2015:**

- Removal and Replacement of an Existing Cedar Shake Roof with Asphalt Shingles, Located at 1180 Valley Road, Submitted by Geoff Kamin.
- Modification to the Rear Elevation of an Existing Home to Remove, Replace and Modify a Bathroom Window at the Property Located at 1280 North Avenue, Submitted by Michael and Edith Cohen.
- Installation of a New Exterior Monument Signs and Ground-Mounted Solar Energy System (Ground Mounted Solar Panel) at Great Lakes Credit Union, Located at 2111 Waukegan Road, Bannockburn, Illinois, Submitted by Great Lakes Credit Union.
- Renovation of Existing Library Space and Construction of a Building Addition and Related Improvements including Landscaping and Exterior Lighting on the Property commonly known as the Bannockburn School located at 2165 Telegraph Road, Bannockburn, Submitted by the Bannockburn School.
- Approval of (1) a New 8,100 Sq. Ft. Home, (2) 4-Car Garage, (3) Rear Yard Porch/Terrace, (4) Walkways and Stoops (5) Exterior Lighting, (6) Landscaping, (7) Driveway, (8) Piers, and (9) Parking Area at the Property Located at 23 Aberdeen Court in the Tarns of the Moor Subdivision, Submitted by Capitol Custom Homes, Inc. for Foxford12 LLC.

Village Manager Lasday noted the Architectural Review Commission (ARC) reviewed Great Lakes Credit Union's proposed Ground Mounted Solar Energy System. She noted the system is to be used as an external light source for a new ground monument sign along Waukegan Road and will also power the sign. She noted they approved the request.

Village Manager noted that the ARC approved the Bannockburn School's addition. She noted that the new single-family home in the Tarns of the Moor subdivision (23 Aberdeen Court) was approved. However, it was conditioned on reducing the height of the pillars to the zoning compliant 6 feet and that there is textured glass on the light fixtures and no frosted bulbs present. She asked that Staff check on these conditions prior to issuing a certificate of occupancy.

Trustee Lackner moved, seconded by Trustee Boyle, to approve the Architectural Review Commission recommendations. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

10. 17-05/26: **Consider Approval of a Resolution Urging Protection of Local Government Revenues.**

Trustee Boyle moved, seconded by Trustee Herrmann, to approve Resolution 2015-R-25, a Resolution urging protection of local government revenues. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

11. 18-05/26: **Consider Approval of a Resolution Approving a Handbook for Elected Officials.**

Trustee Herrmann asked about the role of governance each Trustee plays and what the big picture decision making process is with the Board. Village Manager Lasday noted that each Commissioner plays a large role in their defined capacity, including participating in meetings and making improvements and recommendations. She noted that the Board's main focus is policy decision and Staff executes policies to improve situations. She also noted the Comprehensive Master Plan is a document that guides the Village on future land use and development in the Village.

Trustee Herrmann asked about the ARC responsibilities and the appeal process. Village Counsel Gates noted that ARC approvals stand on their own and the process varies between communities. She added that the Village Board approval of the ARC recommendations is a formality.

Following additional discussion about the content of the proposed Handbook for Elected Officials, Village Counsel Gates suggested making changes to item #2 on page 4 to reflect a big picture focus regarding planning. President Rothing noted that being on the Board means being able to set future direction (of the Village).

Trustee Martin moved, seconded by Trustee Herrmann, to approve Resolution 2015-R-26, a Resolution approving a handbook for elected officials, as amended. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

12. 19-05/26: **Village Engineer.**

Village Engineer Gewalt noted that the Lakewood and Bridlewood road project has started and is going well. He noted that with an earlier start on this project, the completion should be done in July. He noted that they are gathering proposals on tree planting for Route 22 and should have a recommendation by the next Board meeting. President Rothing asked if the water meters have been checked at the Bannockburn School. Village Engineer Gewalt noted that the water meters have been checked and the school will be performing dye testing of the storm and sanitary sewers as part of their reconstruction process.

13. 20-05/26: **Village Counsel.** None.

14. 21-05/26: **Village Clerk.**

Finance Director McCulloch noted that she and Clerk Sigal attended the Municipal Clerks of Lake County Meeting. She noted the meeting included a presentation by the

state archivist, who discussed how records are created and storage methodology for short and long term needs. She added that paper records have different retention schedule from electronic records. She noted that the Municipal Clerks of Lake County provides a great support resource.

15. 22-05/26: **Village Commissioners.**

Finance.

- Draft Budget and Appropriation Ordinances (Village, SSA 1, SSA 2, and SSA17).
- Draft Estimated Revenues Resolution

Finance Director McCulloch noted that the Budget and Appropriation Ordinance (BAO) is the legal budget of the Village. She noted that the Budget and Appropriation Ordinances are statutory, so the Village doesn't have to constantly update the budget records. She noted the BAO must be adopted before or within the first quarter of each fiscal year. She noted that it must be conveniently available to the public for inspection before its approval. She noted that a public hearing must be conducted before approval, and a notice of the hearing must be published at least seven days before the hearing. She noted that publication is scheduled for June 11th.

Finance Director McCulloch noted that at the June 22nd Board meeting, Village President Rothing will declare the opening of the *public hearing on the Budget and Appropriations Ordinance*, state that a copy of the Ordinance has been available for inspection for at least ten days and that a notice of the public hearing appeared in the Deerfield Review on June 11, 2015, solicit public and Board comments, and declare the public hearing closed.

Finance Director McCulloch noted that if the Board wishes to make changes to the Ordinances, the changes will be made and the public hearing continued with the Ordinances approved at the July 13, 2015 meeting. She noted that if no changes are made at the June 22nd meeting, President Rothing may ask for a motion to adopt the Ordinances. She noted that approval will be requested at the June 22nd or July 13th meeting to file timely and remain legally compliant. She noted that the approved Ordinances must be filed with the County before July 30, 2015.

Police:

Trustee Boyle noted that Chief Price will be discussing the upcoming Community Safety Day in June.

Building:

Commissioner Korner noted that he visited 1250 Cedarcrest to follow up on the progress of planting. He noted that there is a lot of product to be planted, grass is not growing and the owner has spent a lot on drainage.

Roads:

Commissioner Martin noted that he will be attending a meeting on May 29th for the Lake County Transportation Alliance to discuss future funding.

Community Development:

Commissioner Lackner noted that the invitations for the Wine & Cheese event to be held on June 12th were mailed out last week.

16. 23-05/26: **Village Manager.**

Village Manager Lasday noted that she received notice that Bannockburn was listed as the 6th best suburb to live in Illinois by Niche. She noted that she attended the Lake County Sewer Meeting, where there is a proposal from Lake County to have an ordinance requiring Lake County Public Works to inspect sewer connections prior to any real estate transfers. She noted that this ordinance replicates the Bannockburn transfer compliance ordinance. She noted that there have been several complaints regarding properties with lawns that are not maintained with removal of grass and weeds. She noted that Staff is looking to see if we have a property maintenance code or if we need to create a nuisance ordinance. Village Counsel Gates remarked that there is an Illinois municipal code regarding nuisance issues, she will forward to Staff for review.

Village Manager Lasday noted that she has been contacted by a group of residents on Dunsinane regarding the increased level of train noise. She noted that the group will be coming to the Board to ask for assistance with the increased noise level from the 110 daily trains and the effect on their property values. President Rothing noted that the sound may have increased due to the removal of ash trees, thinning out the forest.

17. 24-05/26: **Village President.**

Village President Rothing noted that the new restaurant, Marigold Maison is open and busy. He suggested that we have the appreciation dinner at the restaurant. He asked if all Trustees have received their invitation to the Northwest Municipal Conference annual dinner to be held on June 24th. He encouraged Trustees to attend this event and asked that they respond to Maria as to whether they will be attending.

President Rothing noted that after much consideration and having attended a meeting with MC2 and the Village of Kildeer, it has been decided that the Village will not continue the electrical aggregation program when our contract ends in September. He noted that Com Ed's recent rate increases along with new fees being passed onto customers from MC2, does not make financial sense for residents. He noted the rates are similar but would only benefit half of the residents. He noted that no action is required on the part of the community, as the service will revert back to Com Ed after the expiration of the contract. He hopes that residents will do their due diligence when receiving offers in the mail from soliciting providers. He made the recommendation that residents focus more on energy conservation, including converting their old incandescent lightbulbs to LED bulbs, which will last longer and use less electricity.

Executive session for the discussion of (1) Litigation

Trustee Boyle moved, seconded by Trustee Herrmann, to enter into Executive session for the discussion of Litigation. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was entered at 8:35pm.

There being no further discussion in Executive Session, Trustee Boyle moved, seconded by Trustee Martin, to exit out of Executive Session. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was adjourned at 8:55pm.

18. 27-05/26: Consider Approval of the May 11, 2015 Board Meeting Minutes (Subject to Minor Corrections).

Trustee Boyle moved, seconded by Trustee Korner, to Approve the May 11, 2015 Board Meeting Minutes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None.

19. 28-05/26: Consider Approval of the May 11, 2015 Village Board of Trustees Workshop Meeting Minutes (Subject to Minor Corrections).

Trustee Korner moved, seconded by Trustee Lackner, to approve the May 11, 2015 Village Board of Trustees Workshop Meeting Minutes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None.

ADJOURNMENT.

Trustee Martin moved, seconded by Trustee Korner, to adjourn the meeting. On a voice call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Hermann, Korner, Lackner, Martin); Nays: None; Absent: None. The meeting was adjourned at 8:54pm