

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
JUNE 22, 2015
MEETING MINUTES**

1. **Call to Order:** President Rothing called the meeting to order at 7:00pm.

President: Frank Rothing

Trustees Present: David Ansani, Jim Boyle, David Korner, Diana Lackner, Kerry Martin.

Trustees Absent: Mary Herrmann

Also Present: Village Manager Maria Lasday, Finance Director Linda McCulloch, Village Counsel Vic Filippini, Village Engineer David Gewalt, Village Forester Todd Sinn, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath.

Visitors: Robin Mininni (6 Bridle Lane), Glenn & Lauren Morris (2900 Telegraph Road), Ron Cohen (RAC Homes), John Ryan (1150 North Avenue), Bruce & Susan Nelson (1665 Meadow Lane).

2. 01-06/22: **Pledge of Allegiance.** President Rothing led everyone in reciting the Pledge of Allegiance.
3. 02-06/22: **Visitors Business:** None
4. 03-06/22: **Report from the Report from the Architectural Review Commission Meeting on June 16, 2015 of the Following Applications:**
- Consider Approval of the Installation of a Natural Western Red Cedar Fence Along the South Property Line at the Existing Residence, Located at 1300 Cedarcrest Drive, Submitted by Lillian Lewis.
 - Consider Approval of the Installation of a Gate and Stone Walls at the Front Entrance of the Existing Residence, Located at 1 Broadley's Court (Lot #1 Bannockburn Brae Subdivision), Submitted by Margaret Antonik and Piotr Filipek.
 - Consider Approval of Exterior Modifications to a Previously Approved Site Plan to (i) Extend a Previously Approved Rear Yard Patio, (ii) Install a Seat Wall and Fire Pit in the Rear Yard Extended Patio, and to (iii) Install Two Driveway Entry Monuments/Pillars with an Affixed Exterior Light Fixture at the Entrance of the Property, Located at 21 Aberdeen Court in the Tarns of the Moor Subdivision, Submitted by Tracey Belcourt.

Village Manager Lasday summarized the recommendations of the Architectural Review Commission (ARC) from June 16, 2015. She noted that the fence at 1300 Cedarcrest was approved. She asked Village Counsel Filippini if it is correct that Home Owners Association (HOA) approval is not required for 1 Broadley's Court per Village ordinance. Village Counsel Filippini concurred. She noted that 21

Aberdeen was approved subject to comments by Village Engineer Gewalt regarding drainage.

Village Engineer Gewalt recommended that the builder of the patio request a pre-construction meeting with the engineer to review the plans before work begins. Village Manager Lasday noted that before a Certificate of Approval is granted for 21 Aberdeen, that the drain work in the new patio area be checked by the Village Engineer.

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

5. **04-06/22: Consider Approval of an Update to a Corporate Authorization Resolution with Northern Trust. 2015-R-28.**

Finance Director McCulloch noted that this resolution was due to previous forms incorrectly completed and new forms needing to be completed.

Trustee Boyle moved, seconded by Trustee Lackner, to approve Resolution 2015-R-28, a Resolution approving an update to a Corporate Authorization with Northern Trust Bank. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann).

6. **05-06/22: Consider Approval and Acceptance of an Update to the Illinois Funds Electronic Payments Merchant Application and Merchant Services Agreement to Enable the Village of Bannockburn to Continue to Provide E-Pay Services to the Residents.**

Finance Director McCulloch noted that these documents included a new form that reiterated that users' pay most of the fees, the types of cards honored and that we would abide by the agreement.

Trustee Lackner moved, seconded by Trustee Boyle, to approve acceptance of an Update to the Illinois Funds Electronic Payments Merchant Application and Merchant Services Agreement to Enable the Village of Bannockburn to Continue to Provide E-Pay Services to the Residents. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann).

7. **06-06/22: Consider Approval and Acceptance of a Certified Water System Operation Contract for Contractual Operator of Public Water Supply (Illinois Environmental Protection Agency Required Standard Contract).**

Finance Director McCulloch noted that the Village has been using Swanson since 2007 and this is an enhancement to the standard contract with certification on file with Illinois Environmental Protection Agency (IEPA). Village Manager Lasday noted that she should be listed as being able to sign on behalf of the Village.

Trustee Korner moved, seconded by Trustee Boyle, to approve and accept a Certified Water System Operation Contract for Contractual Operator of Public

Water Supply (Illinois Environmental Protection Agency Required Standard Contract). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann).

8. **07-06/22: Consider Approval of a Resolution Approving an Agreement between the Village of Bannockburn and Tallgrass Restoration, LLC for the Maintenance of the Village of Bannockburn's Illinois Environmental Protection Agency 319 Grant Projects (Waukegan Road to Middle Fork of the North Branch Project and the Lakeside Drive Restoration Project) in an Amount not to Exceed \$15,666.00.**

Village Engineer Gewalt noted the maintenance obligation under our 319 grant agreement. He noted that Tallgrass Restoration has done related work and is the recommended contractor.

Trustee Korner moved, seconded by Trustee Boyle, to approve Resolution 2015-R-29, a Resolution Approving an Agreement between the Village of Bannockburn and Tallgrass Restoration, LLC for the Maintenance of the Village of Bannockburn's Illinois Environmental Protection Agency 319 Grant Projects (Waukegan Road to Middle Fork of the North Branch Project and the Lakeside Drive Restoration Project) in an Amount not to Exceed \$15,666.00. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann).

9. **08-06/22: Discuss Possible Revisions to the Village of Bannockburn's Tree Ordinance and to the Village of Bannockburn Zoning Code Pertaining to Buffer yard Regulations.**

Village Manager Lasday summarized the proposed draft revisions to the zoning ordinance provisions and the tree ordinance. She noted that section 9-107 of the zoning ordinance has been reduced from 11 pages to 1 page after initial Staff review and a new section 6.3 has been added to the tree ordinance. She noted she is seeking direction on the other policy questions within the tree ordinance.

Village Forester Todd Sinn noted that there were various revisions in the past including Emerald Ash Borer reforestation requirements, plant unit requirements, replacement ratios, and affected buffer yards for certain improvements. He noted that this current review needs to consider particulars such as if a pool is installed in the backyard, the current requirement is to screen the pool and review opacity for the entire property. He noted that this requirement creates dual screening and a financial burden to residents. He also noted that currently removal of buckthorn, an invasive species, is also triggering opacity issues. He recommended reviewing the number of plant units required per 100 lineal feet of property because they are creating an unhealthy situation for the plantings as they grow in to each other. He noted that the Board should review whether a reforestation plan should be required for a dead/diseased tree that is located in the buffer yard of a property because under the current regulations you would be required to create a reforestation plan prior to removing a dead/diseased tree from a buffer yard.

Bruce Nelson (1665 Meadow Lane) raised concerns regarding the amount of buffer yard, whether the buffer yard extends to the zoning lot or to the right-of-

way/parkway and that the number of plant units required compared to the original ordinance is still double. Village Counsel Filippini discussed the buffer yard, including that it can be in the parkways but this relates to pre-existing buffer yards. Village Counsel Filippini noted that if the buffer yard is triggered and the parkway does not meet the buffer yard standards, the buffer yard requirements must be met on the property.

John Ryan (1150 North Avenue) commended the Board for reviewing the items that trigger the buffer yard requirement. He also felt that the number of plant units in the buffer yard should be softened.

Trustee Ansani raised the concern of whether these buffer yard trigger conditions should be changed per Village Forester Sinn's recommendation. Village Counsel Filippini noted that there could be a difference delineated in this proposed amendment between 'buffer yards' and 'screening'. The Board discussion tended towards reducing the buffer yard requirement to have more of a focus on the yard in which an improvement requiring ARC approval is made. As an example, they noted that if a deck is put in the backyard, it could be set up to only require a buffer yard in the rear yard. The Board discussion tended to move towards creating a new screening definition/requirement for anything that is not an expansion of the principal home (i.e. accessory structures). The intent of this discussion was that the screening requirement would require a lesser amount of trees and bushes than the buffer yard requirement.

Village President Rothing noted that Emerald Ash Borer (EAB) is destroying trees but buckthorn is still an issue. He continued that the Village has to find ways to limit the number of plant units in the buffer yard to a more reasonable amount during reforestation. He also noted that trees that are identified as dead/dying trees should have the same requirements as the EAB tree removals; specifically the fact they do not have to replace the entire buffer yard or mitigate trees as part of the removal. He noted that this proposed revision would still require a reforestation plan as part of a project that is being reviewed by the ARC and/or PCZBA.

Finance Director McCulloch and Assistant to the Village Manager, Ryan Mentkowski suggested that the current \$75 application fee for removal of dead/diseased trees should not be an upfront amount, as required by the Tree Ordinance. They noted the fee still should be required if reforestation occurs, but Staff has not been charging the fee for the removal of dead/diseased trees. They noted the Ordinance should be amended to reflect this policy.

Village Counsel Filippini noted that ultimately the decisions come down to Board policy. Village Manager Lasday noted that she will add this item to the next agenda for further discussion.

10. 09-06/22: **Village Engineer.**

Village Engineer Gewalt reported that the Lakewood/Bridle project will be completed shortly as the only item remaining is to complete the ditches.

11. 10-06/22: **Village Counsel**. None.
12. 11-06/22: **Village Clerk**. None.
13. 12-06/22: **Village Commissioners**.
 - *Finance*.
 - May Monthly Financial Budget Report.
 - Discuss the Following Draft Budget and Appropriation Ordinances:
 - Annual Appropriation Ordinance of the Village of Bannockburn, Lake County, Illinois for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016.
 - Annual Appropriation Ordinance of the Village of Bannockburn Special Service Area Number One, Lake County, Illinois for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016.
 - Annual Appropriation Ordinance of the Village of Bannockburn Special Service Area Number Two, Lake County, Illinois for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016.
 - Annual Appropriation Ordinance of the Village of Bannockburn Special Service Area Number Seventeen, Lake County, Illinois for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016.
 - Discuss a Resolution Authorizing the Statement and Sources of Estimated Revenues for Fiscal Year May 1, 2015 and Ending April 30, 2016.

Trustee Ansani reviewed and reported on the financial budget reporting for May 2015. He also summarized the draft budget and appropriation document for Fiscal Year 2016. He noted that the appropriation hearing will be on 7/13/15 due to a publication problem with the previous notice that was sent to the paper. Trustee Ansani and Finance Director McCulloch noted that contingencies are in place in the event that the state finances stop releasing revenue.

- *Police*.
Trustee Boyle noted a recent spill by a blacktop contractor was attempted to be cleaned up but was ineffective. He noted the Annual Community Safety was successful but would like to see a higher attendance.
- *Community Development*.
Trustee Lackner summarized the Wine & Cheese event on June 12th. She noted that it was a success and well attended with 57 attendees. She noted that Heinen's did an excellent job in the food display. She also noted that the Northwest Municipal Managers Conference (NWMC) Gala will be held this Wednesday, June 24th in Evanston and the Village of Bannockburn provided a gift basket for the silent auction.
- *Building*: None
- *Roads*: None

14. 13-06/22: **Village Manager.**

Village Manager Lasday noted that Senator Julie Morrison is having a town hall meeting at Village Hall on July 15th at 7:30pm. She noted that there is a strong prospect for a tenant for 3000 Lakeside Drive. She noted that there will be an intern assisting with updating all permit/ARC/PCZBA forms. She noted that Com Ed continues to perform tree trimming in the Village. She asked the Board if the Village Forester should continue to supervise the Com Ed trimming and removal work. The consensus was to have the Forester continue this oversight of the work done by Com Ed. President Rothing also noted that there are large Ash trees along Meadow Lane that are very close to the overhead service. Village Forester Sinn noted that there will be significant expense to supervise and coordinate with Com Ed if needed. There was Board consensus that Todd Sinn should supervise the Com Ed work. Village Manager Lasday stated she was contacted by cell tower representatives regarding the Village's Lakeside location and will provide an update in the upcoming weeks.

15. 14-06/22: **Village President.**

Village President Rothing noted that the Concert in the Park is Sunday, July 12, 2015 from 3-6pm. He noted that Village residents and guests are invited. He noted that he met with the new manager for the Bannockburn Green Retail Center. They discussed moving the post office box from in front of Heinen's to near Sleepy's as a drive thru option. He also noted that Rosati's will be opening a sit down restaurant.

He noted that Trustee Martin will represent the Village marching in the July 4th parade in Deerfield. Village President Rothing noted that we receive a request from the Deerfield Parent Network for a \$1,000 donation. Trustee Lackner noted that she has worked with the Network in the past. Village President Rothing noted that the donation has to be commensurate with the population. Board consensus was for a \$250 donation with Trustee Ansani dissenting.

Village President Rothing noted that a Rt. 53 Extension is being proposed, and the County has requested a Village endorsement. He noted that there was a 2009 Village resolution in support of the Rt. 53 extension. Trustee Ansani noted that this plan may have quality of life issues for other communities and he would like to have an opportunity to further consider. Village Manager Lasday noted she will contact Barry Burton to advise him that the Village Board agreed to have the Village of Bannockburn join in Lake County's letter supporting the advancement of the Route 53 project.

Village President Rothing noted that Bruce Nelson has objected to the response he received to his FOIA request. President Rothing and Village Manager Lasday confirmed that Village Counsel Filippini provided documents consistent with what the Attorney General has indicated. He noted that he will advise Bruce Nelson of the closed status.

Executive session for the Discussion of (1) Enforcement and (2) Executive Session Meeting Minutes.

Trustee Boyle moved, seconded by Trustee Martin, to enter into Executive session for the discussion of Enforcement and executive session meeting minutes. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann). Executive Session was entered at 9:23pm.

There being no further discussion in Executive Session, Trustee Martin moved, seconded by Trustee Ansani, to exit out of Executive Session. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann). Executive Session was adjourned at 9:33pm.

16. 15-06/22: Consider Approval of the June 8, 2015 Board Meeting Minutes (Subject to Minor Corrections).

Trustee Ansani moved, seconded by Trustee Martin, to approve the June 8, 2015 Board Meeting Minutes, as amended. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann).

17. 16-06/22: Consider Approval of the June 8, 2015 Executive Session Meeting Minutes (Subject to Minor Corrections).

Trustee Korner moved, seconded by Trustee Ansani to approve the June 8, 2015 Executive Session Meeting Minutes, as amended. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann).

ADJOURNMENT.

Trustee Martin moved, seconded by Trustee Ansani, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Five (Ansani, Boyle, Korner, Lackner, Martin); Nays: None; Absent: One (Herrmann). The meeting was adjourned at 9:38pm.