

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
OCTOBER 11, 2016
MEETING MINUTES**

1. **Call to Order.** President Rothing called the meeting to order at 7:35am.

President: Frank Rothing

Trustees Present: David Ansani (left at 9:21am), James Boyle, Mary Herrmann, David Korner, Diana Lackner, Kerry Martin

Trustees Absent: None

Also Present: Village Manager Maria Lasday, Police Chief Ronald Price, Finance Director Linda McCulloch, Village Counsel Vic Filippini (arrived 7:39am), Village Engineer David Gewalt, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath

Visitors: Dan Berg (Sikich LLP)

2. 01-10/11: **Pledge of Allegiance.**

President Rothing led everyone in reciting the pledge of allegiance.

3. 02-10-11: **Visitors Business.** None.

Village Counsel Filippini arrived at 7:39am.

4. 03-10/11: **Discuss and Consider Approval of the Village of Bannockburn April 30, 2016 Annual Financial Report and Management Letter.**

Dan Berg of Sikich LLP, reviewed the Village's audit & financial report. He noted the accounting review was positive and provided extensive management notes. He noted that the Village is financially stable. The Board discussed the status of the pension funding, which is currently funded at 86% but must be carefully monitored.

The Board discussed whether to go out for bid on auditor services, especially to check internal controls. Finance Director McCulloch noted having a "test" audit to check and document the process is an option. The Board also discussed having Sikich periodically change the audit team but not the audit managers.

Trustee Herrmann moved, seconded by Trustee Lackner, to approve the Village of Bannockburn April 30, 2016 Annual Financial Report and Management Letter. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

5. **04-10/11: Consider Approval of a Resolution Approving the Annual Treasurer’s Report for the Fiscal Year Ending April 30, 2016.**
Trustee Herrmann moved, seconded by Trustee Lackner, to approve Resolution 2016-R-51, a Resolution approving the Annual Treasurer’s Report for the Fiscal Year Ending April 30, 2016. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.
6. **05-10/11: Consider Approval of a Resolution Determining Amounts of Money to be Raised through Ad Valorem Property Taxes.**
Trustee Ansani moved, seconded by Trustee Boyle, to approve Resolution 2016-R-52, a Resolution Determining Amounts of Money to be Raised through Ad Valorem Property Taxes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.
7. **06-10/11: Consider a Request by the Caucus for the Use of the Village Hall for 4 Meetings, a Waiver of Rental Fees and a Waiver of Liability Insurance Requirements. Possible Meeting Dates are as Follows:**
 - **October 23, 2016 at 7:00 p.m.**
 - **October 27, 2016 at 7:00 p.m.**
 - **October 30, 2016 at 2:00 p.m.**
 - **October 30, 2016 at 5:30 p.m.**

The Board discussed whether to have waivers signed by each participant of a meeting. The Board discussed the difference between a meeting/gathering and a recreational based event, deciding to “waive the waiver”, as well as fees and insurance requirements.

Trustee Ansani moved, seconded by Trustee Boyle, to approve a Request by the Caucus for the Use of the Village Hall for 4 Meetings (October 23rd 7:00pm, October 27th 7:00pm and October 30th at 2:00pm & 5:30pm), a Waiver of Rental Fees and a Waiver of Liability Insurance Requirements. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

8. **07-10/11: Discuss Landscaping Maintenance Services for Fiscal Year 2017-2018.**
Village President Rothing reviewed the progress on documenting the various landscaping areas needed for maintenance in the Village. He noted that he has met with various vendors and consultants in an effort to decide on the scope of activities and oversight. Board consensus was to return the responsibility of mowing the right-of-way’s inward from paths and ditches to the homeowner. He noted the landscaping utilized on the Rt. 22 medians will need to be evaluated. Village Counsel Filippini noted that residents who fail to maintain landscaping are subject to Village abatement and lien. The Board directed Village Counsel Filippini to draft a non-legally sounding letter notifying residents of this now required maintenance, as well as the consequences for failed maintenance.

9. **08-10/11: Discuss the Village of Bannockburn Tree Regulations.**

The Board discussed the history of the Village buffer yards. Village Manager Lasday noted she will secure consultants for the landscaping meeting.

David Ansani left at 9:21am.

10. **09-10/11: Discuss Calendar Year 2017 Water and Sewer Rates.**

Village Engineer reported that Village leak detection survey has not revealed any significant loss. He noted that the Unaccounted for Flow (UAFF) report indicates there is still significant loss. He noted a possible location to explore is the Trinity International University campus.

Following the discussion about the proposed rates, the Board consensus was to increase the water/sewer rates by 3%. The Board noted that the minimum water/sewer charge that is applied to the water/sewer bills is done to ensure infrastructure can be provided for fire protection.

11. **10-10/11: Village Engineer Report.**

Village Engineer Gewalt noted that the North Avenue project has completed the underground utilities and the project is 60% complete. He noted that he is working with the City of Highland Park regarding the IEPA (Illinois Environmental Protection Agency) inquiries about Village water capacity issues.

12. **11-10/11: Village Police Chief.**

Chief Price noted there have been reported thefts of landscape equipment. He noted as a result of his appearance at a hearing in Springfield for the consolidation of 911 dispatch services, Bannockburn, Riverwoods and Deerfield received a waiver of consolidation minimum requirements through 2018.

13. **12-10/11: Village Counsel.**

Village Counsel Filippini noted that an inquiry regarding Executive Session Meeting Minutes will be handled as part of the semi-annual review. He noted that the letter has been sent to the Valley Road resident as previously discussed.

14. **13-10/11: Village Clerk.** None.

15. **14-10/11: Village Commissioners.**

- *Finance:*
Finance Director McCulloch reviewed the monthly budget report.
- *Building: None*
- *Roads & R.O.W.:*
Trustee Martin noted that the Village is seeking PACE bus service to service the commercial office areas.

- *Sewer & Water: None*
- *Community: None*
- *Police:*
Trustee Boyle noted that he and Village Manager Lasday are considering participating in additional Emergency Management Services courses.

Trustee Herrmann moved, seconded by Trustee Martin, to approve the October bill submit list. On a roll call vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: One (Ansani).

16. **15-10/11: Village Manager.**

Village Manager Lasday noted she is serving on legislative committees for the Northwest Municipal League (NWML). She noted there is concern about the status of municipal funding being discussed in Springfield.

17. **16-10/11: Village President.**

President Rothing noted the upcoming Halloween Haunted trail on October 31st.

18. **17-10/11: Consider Approval of the September 26, 2016 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Martin moved, seconded by Trustee Lackner, to approve the September 26, 2016 Board Meeting Minutes, subject to minor corrections. On a voice vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: One (Ansani).

19. **18-10/11: Consider Approval of the September 26, 2016 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Boyle moved, seconded by Trustee Martin, to approve the September 26, 2016 Executive Session Meeting Minutes, subject to minor corrections. On a voice vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: One (Ansani).

ADJOURNMENT.

Trustee Boyle moved, seconded by Trustee Martin, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: One (Ansani). The meeting was adjourned at 9:54am.