

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
NOVEMBER 14, 2016
MEETING MINUTES**

1. **Call to Order.** President Rothing called the meeting to order at 7:02pm.

President: Frank Rothing

Trustees Present: David Ansani, James Boyle, Mary Herrmann, David Korner, Kerry Martin

Trustees Absent: Diana Lackner

Also Present: Village Manager Maria Lasday, Police Chief Ronald Price, Village Counsel Vic Filippini, Village Engineer David Gewalt, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath

Visitors: Dan Cvejic (2640 Telegraph Road), Catherine Loney (GCG Financial)

2. 01-11/14: **Pledge of Allegiance.**

President Rothing led everyone in reciting the pledge of allegiance.

3. 02-11/14: **Visitors Business.** None

4. 03-11/14: **Consider Approval of the Appointment of Dan Cvejic to a Village Commission and Swearing in of Dan Cvejic to the Village of Bannockburn's Architectural Review Commission.**

Dan Cvejic introduced himself to the Board.

Trustee Martin moved, seconded by Trustee Herrmann, to Approve the Appointment of Dan Cvejic to the Village of Bannockburn's Architecture Review Commission. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

Clerk Sigal swore Mr. Dan Cvejic into the Architecture Review Commission.

5. 04-11/14: **Consider Approval of a Waiver to the Village Board Appeal Process Regarding the Following Architectural Review Commission Applications to be Considered at the Architectural Review Commission Meeting on November 21, 2016:**

- **Consider a Request for Approval of the Installation of an Open Type 4 Foot Galvanized Steel Tube Fence at 2800 Lakeside, Submitted by LTD Commodities.**
- **Consider A Request For Approval For (i) The Removal And Replacement Of An Existing Exterior Wall Sign And Pylon Sign and to Extend The Existing Colored Band At The Exterior Building (Shelter) And (ii) To Extend and Change The Color**

of the Band on the Shell Gas Station Shelter Building At 1301 Half Day Road, Submitted By RDK Ventures LLC.

- **Consider Approval of a (1) New 12,372 Sq. Ft. Home, (2) Garage, (3) Porches, (4) Patio, (5) Pool, (6) Pool House, (7) Fence, (8) Exterior Lighting, (9) Landscaping, and (10) Fountain (11) Driveway at 2125 Wilmot Road, Submitted By Elizabeth Porikos-Gorgees.**
- **Consider a Request for Approval of the Removal and Replacement of the Existing EIFS (Dryvit) on the Exterior Elevations with the Installation of Cedar Siding at 3 Broadleys, Submitted by Mr. Stuart and Mrs. Linda Atkinson.**

Village Manger Lasday reviewed the agenda items for the upcoming ARC meeting. She noted that the meeting has been deferred to November 21, 2016 due to a lack of a quorum.

Trustee Ansani moved, seconded by Trustee Martin, to Approve a Waiver to the Village Board Appeal Process Regarding the Architectural Review Commission Applications to be Considered at the Architectural Review Commission Meeting on November 21, 2016. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Koror, Martin); Nays: None; Absent: One (Lackner).

6. **05-11/14: Consider Approval of a Waiver of the 120 Day Waiting Period for the 2125 Wilmot Demolition.**

Trustee Boyle moved, seconded by Trustee Herrmann, to Approve of Waiver of the 120 Day Waiting Period for the demolition of a house at 2125 Wilmot Road. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Koror, Martin); Nays: None; Absent: One (Lackner).

7. **06-11/14: Consider Approval of a Resolution Approving Non-Material Changes to Plans Approved Pursuant to Ordinance No. 2008-43 (Shell Station Signage).**

Village Counsel Filippini reviewed changes to the Resolution as a result of the deferred ARC meeting.

Trustee Martin moved, seconded by Trustee Boyle, to Approve Resolution 2016-55, A Resolution Approving Non-Material Changes to Plans Approved Pursuant to Ordinance No. 2008-43 (Shell Station Signage). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Koror, Martin); Nays: None; Absent: One (Lackner).

8. **07-11/14: 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:**

- **November 29, 2016 at 5:00 p.m.**
- **November 30, 2016 at 5:00 p.m.**
- **December 11, 2016 at 11:00 a.m.**

Trustee Martin moved, seconded by Trustee Herrmann, to approve 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: November 29, 2016 at 5:00pm, November 30, 2016 at 5:00pm, December 11, 2016 at 11:00am. On a roll

call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

9. **08-11/14: Discuss and Consider Proposed Insurance Renewals for (i) Health Insurance with Blue Cross Blue Shield Insurance and (January 1, 2017 – December 31, 2017), (ii) Dental Insurance with Delta Dental (January 1, 2017 – December 31, 2017), and (iii) Life Insurance with Madison National (January 1, 2017 – December 31, 2017).**

The Board discussed the Village preceding year insurance coverage plan. The insurance committee, consisting of Trustee Boyle, Trustee Martin, Village Manager Lasday, Chief Price and Finance Director, Linda McCulloch, noted the decision to stay on the same plans for medical, dental and life. They noted that the medical plan is 3% over our budgeted amount. The board discussed whether Village officials can be included in the plan. Catherine Loney noted the Affordable Care Act requirement is 30 hours a week of work to qualify for the group plan.

Trustee Boyle moved, seconded by Trustee Martin, to Approve Insurance Renewals for (i) Health Insurance with Blue Cross Blue Shield Insurance and (January 1, 2017 – December 31, 2017), (ii) Dental Insurance with Delta Dental (January 1, 2017 – December 31, 2017), and (iii) Life Insurance with Madison National (January 1, 2017 – December 31, 2017). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

10. **09-11/14: Consider Approval of a Resolution Approving a Bid Proposal to Remove Hazardous Trees Situated on Public Property from Lucas Landscaping.**

Village Manager Lasday noted that the proposal from the joint bid included options of trees that were identified as dead, dying or unhealthy, and was a favorable price. The Board recommendation is a “not to exceed” threshold. The Board discussed the possibility of creating a connection between the contractor and residents to use the tree removal service at a similar cost to the bid. Finance Director McCulloch noted that the proposed approval exceeds the fiscal year budget. Village Manager Lasday noted that the Village has received more tree-related revenue during the fiscal year.

Trustee Herrmann moved, seconded by Trustee Martin, to Approve Resolution 2016-56, a Resolution Approving a Bid Proposal to Remove Hazardous Trees Situated on Public Property from Lucas Landscaping, with the addition of \$15,000 for additional tree removal. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

11. **10-11/14: Consider Approval of a Resolution Approving a Proposal from Urban Forest Management to Tag and Inventory Newly Planted Trees on Public Property.**

Village Engineer Gewalt noted that this project will be addressing the recently planted trees (from IDOT) to keep the Village inventory updated.

Trustee Korner moved, seconded by Trustee Boyle, to Approve Resolution 2016-57, a Resolution Approving a Proposal from Urban Forest Management to Tag and Inventory Newly Planted Trees on Public Property. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

12. **11-11/14: Consider Approval of a Resolution Authorizing a Proposal From Sage Advice Landscape Design and Garden Advisory to Upgrade Three Existing Rain Gardens Located on Village Public Property.**

Village President Rothing noted there are three rain gardens in need of maintenance. He noted that Sage Advice Landscape Design was recommended to the Village by Morton Arboretum.

Trustee Korner moved, seconded by Trustee Boyle, to Approve Resolution 2016-58, a Resolution Authorizing a Proposal From Sage Advice Landscape Design and Garden Advisory to Upgrade Three Existing Rain Gardens Located on Village Public Property. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

13. **12-11/14: Consider Approval of the Following Invoices:**

- **Invoice #35048.31-101B from ADS Environmental Services in the amount of \$763.00 (2016 Leak Detection Survey).**
- **Invoice #10129 from Wunderlich-Malec in the amount of \$615.40 (Service Call at Water Reservoir).**
- **Invoice #2017854 from Tall Grass Restoration, LLC in the amount of \$1,890.00 [Visit #3 of 4: Management of Invasive and Exotic Species at Illinois Environmental Protection Agency 319 Grant Projects (Mowing Lakeside Drive Restoration Project)].**
- **Invoice #2017855 from Tall Grass Restoration, LLC in the amount of \$735.00 [Visit #3 of 3: Management of Invasive and Exotic Species at Illinois Environmental Protection Agency 319 Grant Projects (Mowing Waukegan Road Restoration Project)].**

Trustee Herrmann moved, seconded by Trustee Martin, to approve Invoice#35048.31-101B, Invoice #10129, Invoice #2017854, and Invoice #2017855. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

14. **13-11/14: Consider Approval of a Resolution Approving a Transferee Assumption Agreement between the Village of Bannockburn, Hub Midwest, LLC, and Oak Street Real Estate Capital (1200 Lakeside Drive, Bannockburn, Illinois).**

Assistant to the Village Manager Mentkowski noted that a final company name for the entity is still being decided by the buyer.

Trustee Martin moved, seconded by Trustee Boyle, to Approve Resolution 2016-59, a Resolution Approving a Transferee Assumption Agreement between the Village of Bannockburn, Hub Midwest, LLC, and Oak Street Real Estate Capital (1200 Lakeside Drive, Bannockburn, Illinois), as amended. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

15. **14-11/14: Consider Approval of a Resolution Approving a North Ave Reconstruction Project Pay Request by the Village of Deerfield and a Loan and Transfer of General Funds to the Motor Fuel Tax Fund.**

Village Engineer Gewalt noted the project is complete with the exception of landscape restoration. He noted the project has allowed for greater storm sewer capacity. The Board discussed the rough condition of the Telegraph Road and North Avenue intersection. He noted that the project cost came in below the original contract amount but will not include any additional costs related to fixing Telegraph Road.

Trustee Herrmann moved, seconded by Trustee Korner, to Approve Resolution 2016-60, a Resolution approving a North Ave Reconstruction Project Pay Request by the Village of Deerfield and a Loan and Transfer of General Funds to the Motor Fuel Tax Fund. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

16. **15-11/14: Consider Approval of a Resolution Authorizing the Close Out of Grant 15-203058, Returning \$25,000 of Grant Funds Plus Interest to Department of Commerce and Economic Opportunity.**

Village President Rothing reviewed the history of the grant.

Trustee Korner moved, seconded by Trustee Ansani, to Approve Resolution 2016-61, a Resolution Authorizing the Close Out of Grant 15-203058, Returning \$25,000 of Grant Funds Plus Interest to Department of Commerce and Economic Opportunity. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

17. **16-11/14: Consider Approval of an Ordinance Establishing a Village of Bannockburn Food and Beverage Tax.**

Village President Rothing reviewed the possibility of implementing a 1% food & beverage tax. The Board discussed the timing of filing, discounts and who should be included. This issue will be added to the December 12, 2016 agenda.

18. **17-11/14: Consider Approval of the November Bill Submit List.**

Trustee Ansani moved, seconded by Trustee Boyle, to Approve the November Bill Submit List. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

19. **18-11/14: Consider Approval of the Monthly Budget Report.**

Finance Director McCulloch reviewed the monthly budget report.

Trustee Ansani moved, seconded by Trustee Korner, to Approve the Monthly Budget Report. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

20. **19-11/14: Consider Approval of the Quarterly Investment Report.**

Finance Director McCulloch reviewed the Quarterly Investments report, and noted the balances are above budget. She noted that collateralization requirements limit Village options to see more aggressive investment options. The Board discussed investment options.

Trustee Boyle moved, seconded by Trustee Ansani, to Approve the Quarterly Investment Report. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

21. **20-11/14: Consider Approval of an Ordinance Proposing the Enlargement of Special Service Area #9 (1900 Wilmot Annexation Request).**

Village Manager Lasday noted that the extension of utilities should be subject to granting the Village perimeter easements. Village Counsel Filippini noted that the easements will be a condition in the annexation agreement, and reviewed as the process moves forward.

Trustee Ansani moved, seconded by Trustee Korner, to Approve Ordinance 2016-29, an Ordinance Proposing the Enlargement of Special Service Area #9 (1900 Wilmot Annexation Request) On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

22. **21-11/14: Consider Approval of a Resolution Expressing Concerns Over the Design Alternatives Proposed for the Chicago-Milwaukee Intercity Passenger Rail Corridor Draft Environmental Assessment Released October 6, 2016.**

Trustee Martin moved, seconded by Trustee Herrmann, to Approve Resolution 2016-62, a Resolution Expressing Concerns Over the Design Alternatives Proposed for the Chicago-Milwaukee Intercity Passenger Rail Corridor Draft Environmental Assessment Released October 6, 2016. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

23. **22-11/14: Consider Approval of a Resolution Approving a Proposal from Urban Forest Management to Identify Dead Trees for Removal Located on Public Property.**

Trustee Korner moved, seconded by Trustee Boyle, to Approve Resolution 2016-63, a Resolution Approving a Proposal from Urban Forest Management to Identify Dead Trees for Removal Located on Public Property. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

24. **23-11/14: Public Hearing for Proposed Property Tax Increase for Village of Bannockburn (Truth in Taxation).**

Village President Rothing opened the hearing at 8:29pm. There were no comments from the public and Board. Village President Rothing closed the hearing at 8:30pm.

25. **24-11/14: Discuss the Village of Bannockburn Business License Fees.**

Village President Rothing suggested that the Village increase the base business license fee from \$30 to \$50 per year. He noted the last time the fee was increased was 1988. He noted that raising this fee will ensure that costs and indirect costs are recovered. The Board directed Village Counsel to draft ordinance to increase vending and general license fees.

26. **25-11/14: Discussion of a Village of Bannockburn Strategic plan.**

Trustee Herrmann noted that the strategic plan was intended to provide a framework for the Village's vision. Village Counsel Filippini noted that the strategic plan can be a general checklist or a starting point for more specific discussion. The Board discussed scheduling a strategic workshop to begin the planning process.

27. **26-11/14: Report of the Plan Commission / Zoning Board of Appeals Meeting on November 7, 2016, which includes the Following Agenda Items:**

- Discuss a Referral by the Village Board of Trustees of Modifications to the Village's Tree Regulations.

Village President Rothing noted that the tree regulations are still being reviewed by the PCZBA. The Board discussed that helping the PCZBA reach a conclusion is desired. The Board stated that the PCZBA needs to hold a public hearing on February 7, 2017 with a report due to the Village Board by the March 13, 2017. The Board urged prompt responses from the PCZBA. The Board requested that Village Counsel prepare a letter for President Rothing to send to the PCZBA noting the Village Board requests.

Trustee Martin moved, seconded by Trustee Boyle, (i) to direct Village Counsel to prepare a letter for Village President Rothing to urge the PCZBA to provide the Village Board their recommendations by March 13, 2017; (ii) to direct staff to notice for a public hearing for PCZBA meeting on February 7, 2017; and (iii) that the PCZBA prepare a report/recommendation for the March 13, 2017 Village Board meeting. On a voice vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

28. **27-11/14: Village Engineer Report.**

Village Engineer Gewalt reported that leak detection efforts will occur at Trinity when the Route 22 master meter is replaced on November 28th to address the UAFF. He noted that the check valve to the Deerfield sewer is being tested. He noted that a Del Mar Woods resident has complained about some erosion issues, which could be the result of activity in Del Mar Woods. He noted that Village, Lake County and Continental properties are addressing the problem.

Village Engineer Gewalt noted that the Continental Properties utility easement is being addressed by Continental Properties and the U.S. Army Corp of Engineers.

29. **28-11/14: Village Police Chief.**

Chief Price reported that a suspect in a major theft case was arrested. He noted that a resident complained about the condition of the open space playground equipment and

maintenance work is in progress. Finance Director McCulloch noted that due to the OSLAD grant received for the open space, there is a limitation on what changes we can make.

30. 29-11/14: **Village Counsel**. None.

31. 30-11/14: **Village Clerk**. None.

32. 31-11/14: **Village Commissioners**.

Finance: None.

Building:

Trustee Korner asked about the status of the Bentley's signage violations. Village Counsel Filippini noted that there is on-going communication with their legal team.

Road & R.O.W:

Trustee Martin noted the positive feedback for introducing the Pace Shuttle program.

Sewer & Water: None

Community: None

Police:

Trustee Boyle noted he attended a thank you lunch at Trinity for first responders and staff.

33. 32-11/14: **Village Manager**.

Village Manager Lasday outline her upcoming meetings and events.

34. 33-11/14: **Village President**.

Village President Rothing reported he attended the Northwest Municipal Conference (NWMC) meeting on the status of the state budget crisis. He noted the Fire Department and SWALCO now have a program for collecting clothing for recycling.

He noted he is making progress on evaluating the Village landscaping programs and some items will be going out for bid. He noted that residents will now be responsible for the R.O.W. mowing, between their homes and the pavement. He noted the exceptions to the R.O.W will be state highways (Rts. 43 & 22). Village Counsel Filippini drafted a letter for the Village Board to send to residents regarding the change in policy for the maintaining the R.O.W. He noted that Panera has contacted him for suggestions on way to be more involved with the Village.

Village President Rothing noted the Holiday Hayride is Sunday, December 18th.

EXECUTIVE SESSION

For the Discussion of (i) Personnel Matters under 5 ILCS 120/2(c)(1)

Trustee Boyle moved, seconded by Trustee Martin, to enter into Executive Session for the discussion of Personnel. On a roll call vote, the motion was approved. Ayes: Five (Ansani,

Boyle, Herrmann, Martin, Korner); Nays: None; Absent: One (Lackner). Executive Session was entered at 10:02pm.

There being no further discussion in Executive Session, Trustee Ansani moved, seconded by Trustee Martin, to exit out of Executive Session. On a voice call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Martin, Korner); Nays: None; Absent: One (Lackner). Executive Session was exited at 10:35pm.

35. **34-11/14: Consider Approval of the October 24, 2016 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Herrmann moved, seconded by Trustee Martin, to approve the October 24, 2016 Board Meeting Minutes, subject to minor corrections. On a voice vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Martin, Korner); Nays: None; Absent: One (Lackner).

36. **35-11/14: Consider Approval of the October 24, 2016 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Herrmann moved, seconded by Trustee Boyle, to approve the October 24, 2016 Executive Session Meeting Minutes, subject to minor corrections. On a voice vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Martin, Korner); Nays: None; Absent: One (Lackner).

ADJOURNMENT.

Trustee Martin moved, seconded by Trustee Herrmann, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Five (Boyle, Herrmann, Martin, Korner); Nays: None; Absent: One (Lackner). The meeting was adjourned at 10:36pm.