

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 13, 2016**

1. **Call to Order.** President Rothing called the meeting to order at 7:04pm.

President: Frank Rothing

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

Trustees Absent: None

Also Present: Village Manager Maria Lasday, Village Clerk Kass Sigal, Police Chief Ronald Price, Finance Director Linda McCulloch, Village Counsel Vic Filippini, Village Engineer David Gewalt, Assistant to Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath

Visitors: Zachary Herrmann (1765 Telegraph Road), Dustin & Candace Talisman (13 Dunsinane), Susan Knaack (2141 Stirling Road)

2. **01-06/13: Pledge of Allegiance.**

President Rothing led everyone in reciting the pledge of allegiance.

3. **02-06/13: Visitors' Business.** None.

4. **03-06/13: Discuss a Request by Residents Dustin and Candace Talisman to Build Outside the Building Box to Replace an Existing Deck with a New Expanded Deck in the Rear Yard of 13 Dunsinane.**

Dustin Talisman discussed their request for a change in the building box for their home. He described the physical issues with his current deck and how a new deck would improve the home. He noted that the deck was previously not maintained resulting in the need to replace boards. He noted the newly designed deck would allow better use of the space and be more aligned with the home's architecture.

President Rothing described the process for changing the building box and the Talisman's were in agreement to following through on the approval process. The Board was amenable to having this item placed on the July 11, 2016 Planning Commission Zoning Board of Appeals (PCZBA) agenda and the Village Board agenda. The Board directed Village Counsel to prepare covenant amendments and approval documentation. The Board was also amenable to waiving the Architecture Review Commission review for the proposed plan.

5. **04-06/13: Report of the Plan Commission / Zoning Board of Appeals Meeting on June 6, 2016, which included the following agenda items:**

- Public Hearing for the Consideration of Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any

other Zoning Relief Necessary in Connection with proposed: (i) Changes to the Previously-Approved Site Plans; (ii) Installation and Maintenance of New or Modified Building and Site Improvements including Landscaping, Exterior Lighting, Driveways and Parking, Trash Enclosures, Walkways, Signage, and other Related Improvements; and (iii) Increases in Lot Coverage and Impervious Surface Coverage on the Property Commonly Known as 2333 Waukegan Road, Bannockburn, Illinois, Submitted by Glenstar Properties and WSC-GSP B/L Office Park, Owner VII, L.L.C.

- Public Hearing for the Consideration of Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any other Zoning Relief Necessary in Connection with proposed: (i) Changes to the Previously-Approved Site Plans; (ii) Installation and Maintenance of New or Modified Building and Site Improvements including Landscaping, Exterior Lighting, Signage, Off-Site Nameplate Sign, Driveways and Parking, a Cafeteria, Fitness Facilities, Conference Training Facility, Trash Enclosures, Walkways, Generator, and other Related Improvements; and (iii) Increases in Lot Coverage and Impervious Surface Coverage on the Property Commonly Known as 2345 Waukegan Road, Bannockburn, Illinois, Submitted by Glenstar Properties and WSC-GSP B/L Office Park, Owner VII, L.L.C.
- Public Hearing for the Consideration of Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any other Zoning Relief Necessary in Connection with proposed: (i) Changes to the Previously-Approved Site Plans; (ii) Installation and Maintenance of New or Modified Building and Site Improvements including Landscaping, Exterior Lighting, Driveways and Parking, Trash Enclosures, Walkways, and other Related Improvements; and (iii) Increases in Lot Coverage and Impervious Surface Coverage on the Property Commonly Known as 2355 Waukegan Road, Bannockburn, Illinois, Submitted by Glenstar Properties and WSC-GSP B/L Office Park, Owner VII, L.L.C.
- Public Hearing for the Consideration of Proposed Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits, Variations, and any other Zoning Relief Necessary in Connection with proposed: (i) Changes to the Previously-Approved Site Plans; (ii) Installation and Maintenance of New or Modified Building and Site Improvements including Landscaping, Exterior Lighting, Driveways and Parking, Trash Enclosures, Walkways, Signage and other Related Improvements; and (iii) Increases in Lot Coverage and Impervious Surface Coverage on the Property Commonly Known as 2201 Waukegan Road, Bannockburn, Illinois, Submitted by Glenstar Properties and WSC-GSP B/L Office Park, Owner VII, L.L.C.

Village Manager Lasday reported on the BLOP I-IV proposed revisions that were considered by the PCZBA at the June 6, 2016 meeting. Village Manager Lasday reviewed the issues relating to the BLOP I-IV plans as dependent on the ARC review requirement. Trustee Lackner asked about the survivability of the larger trees. Village Counsel Filippini noted that ordinances usually have a tree guarantee/replacement obligation.

Trustee Martin moved, seconded by Trustee Herrmann, to direct Village Counsel to prepare the ordinances for BLOP buildings I - IV. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

- Public Hearing for the Consideration of Proposed Zoning Code Text Amendments to the Bannockburn Zoning Code regarding the Application of Landscaping, Bufferyard, and Opacity Requirements in connection with the Removal of Dead, Dying, Diseased, or Hazardous Trees on Private Property within the Village of Bannockburn, Submitted by the Village of Bannockburn .
- Other Business: Discuss a Referral by the Village Board of Trustees of Modifications to the Village's Tree Regulations.

Village Manager Lasday summarized the PCZBA recommendation from the June 6, 2016 meeting regarding the amendments to the tree ordinances. Village Counsel Filippini noted that some language needs to be revised from the drafts to reflect existing obligations to replant trees bound by the reforestation plan.

Trustee Lackner moved, seconded by Trustee Boyle, to direct preparation of two tree ordinance amendments, with the amendments discussed by Village Counsel. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

6. **05-06/13: Consider Approval of An Ordinance Establishing the Prevailing Rate of Wages in Lake County For Village Public Works Projects.**

Finance Director McCulloch summarized the Prevailing Wage Ordinance requirements, and requested approval of the ordinance.

Trustee Lackner moved, seconded by Trustee Boyle, to approve Ordinance 2016-08, an Ordinance Establishing the Prevailing Rate of Wages in Lake County for Village Public Works Projects. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

7. **06-06/13: Consider Approval of a Resolution Approving a Traffic Enforcement Agreement with Trinity International University.**

Chief Price noted that this Resolution will allow the Bannockburn Police to issue traffic tickets on the campus. He noted that the Trinity International University safety officers currently only issue parking tickets on campus. Village Counsel noted that this resolution gives the Village authority to enforce traffic at Trinity.

Trustee Boyle moved, seconded by Trustee Martin, to approve Resolution 2016-37, a Resolution Approving a Traffic Enforcement Agreement with Trinity International University, on a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

8. **07-06/13: Consider Approval of a Resolution Approving an Agreement Relating to the Lake County States Attorney's Office Forensic Laboratory Membership Program.**

Chief Price noted that this is the State's Attorney Cybercrime Forensic Lab, which is occasionally utilized by the police department.

Trustee Martin moved, seconded by Trustee Boyle, to approve Resolution 2016-38, a

Resolution Approving an Agreement Relating to the Lake County States Attorney's Office Forensic Laboratory Membership Program. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

9. **08-06/13: Consider Approval of Village Street Closures along Waukegan Road to Facilitate the Village of Deerfield 4th of July Parade.**

President Rothing explained the Village of Deerfield proposal to have the parade route on Waukegan Road. He noted that the July 4th parade route is being moved to Waukegan Road because of the Deerfield Road construction project. Chief Price noted that Waukegan Road from Half Day Road (Route 22) down to the north side of Deerfield High School will be soft close with traffic being able to access all of the businesses on Waukegan Road via Half Day Road. He noted that any traffic reaching MetroStorage would have to turn around and head back north because Waukegan Road would be fully closed at about that location. Manager Lasday noted that this approval should be documented by a Resolution so that it could be sent to the Illinois Department of Transportation for their approval. She noted a copy of the proposed Resolution was placed in the Village's digital dropbox prior to the meeting for review by the Board.

Trustee Martin moved, seconded by Trustee Ansani, to amend the action as a Resolution authorizing the road closure and to approve Resolution 2016-39, as presented to the Board. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

10. **09-06/13: Consider Approval of a Resolution Extending the Time for Delivering an Executed Annexation Agreement (Property Generally Located at the Northeast Intersection of Routes 22 and 43).**

Village Counsel Filippini noted that Continental Properties has requested an extension in order to obtain the proper signature required for the Annexation Agreement. He summarized the revisions to the draft resolution.

Trustee Boyle moved, seconded by Trustee Herrmann, to approve as revised, Resolution 2016-40, a Resolution Extending the Time for Delivering an Executed Annexation Agreement (Property Generally Located at the Northeast Intersection of Routes 22 and 43). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

11. **10-06/13: Village Engineer.**

Village Engineer Gewalt noted that the North Avenue pre-construction meeting is set to be June 15 to set the construction schedule. He noted that the water reservoir generator is operational. He noted that SCADA adjustments are in progress. He presented invoices for Powerline to the final generator installation. The Board discussed the fuel costs for the generator and whether the size of the fuel tank was 500 gallons. He noted that 319 wetland project maintenance invoices are presented for Lakewood and Waukegan Road.

12. **11-06/13: Village Police Chief.**

Chief Price re-introduced Calla Ziamba, their returning intern for the summer. Calla summarized her experiences and work currently accomplished. Chief Price reported that

there was bicyclist who had an accident in the morning and is in serious condition. He noted that the preliminary investigation is that the cause of the accident was a mechanical failure of the bike. He lastly presented a video highlighting the success of the Community Safety Day.

13. 12-06/13: **Village Counsel**. None.

14. 13-06/13: **Village Clerk**:

Village Clerk Sigal noted the listing of Executive Session Meeting Tapes eligible for destruction. She noted this listing covers the following meetings: June 23, 2014; July 14, 2014; August 22, 2014; September 8, 2014; September 22, 2014; October 14, 2014; October 27, 2014; November 10, 2014; and December 8, 2014. She noted that to remain compliant with the Illinois Open Meetings Act and Local Records Act requirements, the most recent 18-months of tapes are not eligible for destruction.

15. 14-06/13: **Reports: Village Commissions**.

- *Finance*.

Trustee Ansani reviewed options for Village logo shirts for Village Officials and staff. The Board decided on white short sleeve shirts and green long sleeve shirts.

Trustee Ansani summarized the June bill submit list.

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

- 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, 2016 and Ending April 30, 2017.
 - Annual Appropriation Ordinance of the Village of Bannockburn Special Service Area Number One, Lake County, Illinois for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017.
 - Annual Appropriation Ordinance of the Village of Bannockburn Special Service Area Number Two, Lake County, Illinois for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017.
 - Annual Appropriation Ordinance of the Village of Bannockburn Special Service Area Number Seventeen, Lake County, Illinois for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017.
- Discuss a Resolution Authorizing the Statement and Sources of Estimated Revenues for Fiscal Year May 1, 2016 and Ending April 30, 2017.

Finance Director McCulloch reviewed the Village's upcoming Budget and Appropriation approval process. She noted that the Appropriation Ordinance is scheduled for the June 27, 2016 Board meeting.

- *Building*: None

- *Roads & R.O.W:* None
- *Sewer & Water:*
Village Engineer noted that I/I testing has begun on private properties. President Rothing inquired about a pond at a residence on Meadow to ensure that it is not improperly discharging to a sanitary sewer.
- *Community Development:*
Trustee Lackner noted that the Wine & Cheese event was well attended. President Rothing and Trustee Lackner complimented Heinen's for its support and involvement.
- *Police:*
Trustee Boyle noted that he spoke at the D.A.R.E graduation. He complimented Chief Price on the ceremony.

16. 15-06/13: Village Manager.

Village Manager Lasday noted that the McDonald's opened on Friday, June 10th and that it has been busy. She noted that the McDonald's owner has expressed interest in getting involved in the community. She noted that the Garbage Amnesty day on June 6th was a success, with increased participation. She noted that the State budget impasse continues, with no clarity regarding the distribution of dollars to local governments.

Village Manager Lasday noted the increased amount of reviews for the upcoming Architecture Review Commission meeting. She noted the progress of the Village codification project.

17. 16-06/13: Village President.

President Rothing noted that the Concert in the Park and tennis tournament are scheduled for Sunday, July 17th. He noted that the McDonald's personnel have been very accommodating and welcoming to the Village of Bannockburn.

Executive Session

For the Discussion of (i) Executive Session Minutes and (ii) Enforcement.

Trustee Ansani moved, seconded by Trustee Boyle, to enter into Executive Session for the discussion of (i) Executive Session Minutes, and (ii). Enforcement. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was entered at 9:10pm.

There being no further discussion in Executive Session, Trustee Martin moved, seconded by Trustee Korner, to exit out of Executive Session. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None. Executive Session was adjourned at 9:30pm.

18. 17-06/13: Consider Approval of the May 23, 2016 Board Meeting Minutes (Subject to Minor Corrections).

Trustee Martin moved, seconded by Trustee Lackner, to approve the May 23, 2016 Board Meeting Minutes, subject to minor corrections. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

19. **18-06/13: Consider Action Per Review of Executive Session Minutes.**

Trustee Boyle moved, seconded by Trustee Lackner, that the executive session meeting minutes for the following dates be maintained as confidential: June 23, 2014; July 14, 2014; August 22, 2014; September 8, 2014; September 22, 2014; October 14, 2014; October 27, 2014; November 10, 2014; and December 8, 2014. 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 Boyle, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None. The meeting was adjourned at 9:32pm.