

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
DECEMBER 11, 2017
MEETING MINUTES**

1. **Call to Order.** President Rothing called the meeting to order at 7:10pm.

President: Frank Rothing

Trustees Present: David Ansani, James Boyle, Mary Herrmann (Arrived 7:19pm), David Korner, Diana Lackner, Kerry Martin

Absent: None

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

Visitors: Berith Hun (2065 Half Day Road), Natalie Monn (906 Northwoods Drive), Greta Schwieder (2000 Birch Street), Walt & Angela Trillhaase and Kiersten Trillhaase, Office Robert Ogden.

2. 01-12/11: **Pledge of Allegiance.**

President Rothing led everyone in reciting the pledge of allegiance.

3. 02-12/11: 2A. **Introduction and Village Clerk Swearing in of New Full-Time Police Officer Walter R. Trillhaase.**

Village Clerk Sigal administered the oath to Officer Walter R. Trillhaase.

02-12/11: 2B. **Other.** None

Trustee Mary Herrmann arrived at 7:19pm.

4. 03-12/11: **Consider Approval of the 2017 Annual Tax Levy Ordinance of the Village of Bannockburn, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018.**

Trustee Lackner moved, seconded by Trustee Boyle, to Approve Ordinance 2017-35, An Ordinance Approving the 2017 Annual Tax Levy Ordinance of the Village of Bannockburn, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018.

On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

5. 04-12/11: **Consider Approval of the 2017 Tax Levy Ordinance of Village of Bannockburn Special Service Area Number One, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018.**

Trustee Ansani moved, seconded by Trustee Martin, to Approve Ordinance 2017-36, An

Ordinance Approving the 2017 Tax Levy Ordinance of Village of Bannockburn Special Service Area Number One, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

6. **05-12/11: Consider Approval of the 2017 Tax Levy Ordinance of Village of Bannockburn Special Service Area Number Two, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018.**

Trustee Lackner moved, seconded by Trustee Boyle, to Approve Ordinance 2017-37, An Ordinance Approving the 2017 Tax Levy Ordinance of Village of Bannockburn Special Service Area Number Two, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

7. **06-12/11: Consider Approval of the 2017 Tax Levy Ordinance of Village of Bannockburn Special Service Area Number Seventeen, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018.**

Trustee Ansani moved, seconded by Trustee Martin, to Approve Ordinance 2017-38, An Ordinance Approving the 2017 Tax Levy Ordinance of Village of Bannockburn Special Service Area Number Seventeen, Lake County, Illinois for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

8. **07-12/11: Consider Approval of an Ordinance for the Abatement of a 2017 Tax Levy (Series 2010 General Obligation Bond).**

Trustee Ansani moved, seconded by Trustee Martin, to Approve Ordinance 2017-39, An Ordinance Approving the Abatement of a 2017 Tax Levy (Series 2010 General Obligation Bond). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

9. **08-12/11: Consider Payment of the Following Invoice:**

- **Invoice #HP3902 from DeMuth Inc. in the amount of \$2,800.00 (Valve Vault Repairs).**

Village Engineer Gewalt noted as a result of the valve vault repairs, they were able to detect leaks in several locations for unaccounted water flow.

Trustee Boyle moved, seconded by Trustee Martin, to Approve Invoice #HP3902 from DeMuth Inc. in the amount of \$2,800.00 (Valve Vault Repairs). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

10. **09-12/11: Discuss and Consider Approval of a Resolution Approving the Submittal of Additional Employer Contributions to the Illinois Municipal Retirement Fund.**

The Board consensus was to support an additional contribution of not more than \$500,000 and to revise the Resolution by adding “subject to consultation and approval of the Finance Commissioner on or about December 26, 2017.

Trustee Martin moved, seconded by Trustee Boyle, to Approve Resolution 2017-R-59, A Resolution Approving the Submittal of Additional Employer Contributions to the Illinois Municipal Retirement Fund, as amended. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

11. **10-12/11: Consider Approval of a Resolution Authorizing for Calendar Year 2018 the following:**

- **Acceptance of Illinois Public Risk Fund as the Village of Bannockburn's Workman's Compensation Insurance Carrier;**
- **Acceptance of Hanover - American Alternative Public Entity as the Village of Bannockburn's General Liability Insurance Carrier;**
- **Acceptance of the Terms in a Service Fee Letter from Alliant/Mesirow Insurance Services, Inc. for the Procurement of General Liability and Workman's Compensation Insurance for the Village of Bannockburn; and**
- **The Village Manager to Execute all Necessary Insurance Related Documents from Illinois Public Risk Fund, Hanover - American Alternative Public Entity, and Alliant/Mesirow Insurance Services, Inc.**

Trustee Martin moved, seconded by Trustee Boyle, to Approve Resolution 2017-R-60, A Resolution Authorizing for Calendar Year 2018 the following:

- Acceptance of Illinois Public Risk Fund as the Village of Bannockburn's Workman's Compensation Insurance Carrier;
- Acceptance of Hanover - American Alternative Public Entity as the Village of Bannockburn's General Liability Insurance Carrier;
- Acceptance of the Terms in a Service Fee Letter from Alliant/Mesirow Insurance Services, Inc. for the Procurement of General Liability and Workman's Compensation Insurance for the Village of Bannockburn; and
- The Village Manager to Execute all Necessary Insurance Related Documents from Illinois Public Risk Fund, Hanover - American Alternative Public Entity, and Alliant/Mesirow Insurance Services, Inc.

On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

12. **11-12/11: Consider Approval of the December Bill Submit List.**

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

13. **12-12/11: Consider Approval of the November Monthly Financial Budget Report.**

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

14. **13-12/11: Consider Approval of a Resolution Approving an Internet Business Service Order Agreement – Renewal with Comcast Cable.**

Finance Director McCulloch provided an update on the current proposal from Comcast.

Trustee Lackner moved, seconded by Trustee Herrmann, to Approve Resolution 2017-R-61, A Resolution Approving an Internet Business Service Order Agreement Renewal with Comcast Cable. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

15. **14-12/11: Consider Approval of a Resolution to Amend and Restate Portions of the MidAmerica Administrative and Retirement Solutions, Inc. Health Reimbursement Arrangement, Authorizing Acceptance and Execution of the following documents related to the Amended Health Reimbursement Arrangement effective January 1, 2018: Adoption Agreement, Plan Document, Service Agreement, Addendum to the Service Agreement**

Finance Director McCulloch noted minor changes to the initial materials that were provided for the HRA Plan, these changes include, increasing the employee deductible to \$750 with the offset from the health reimbursement accounts. She noted the net outcome of savings to the Village is \$20,000.

Trustee Lackner moved, seconded by Trustee Martin, to Approve Resolution 2017-R-62, A Resolution to Amend and Restate Portions of the MidAmerica Administrative and Retirement Solutions, Inc. Health Reimbursement Arrangement, Authorizing Acceptance and Execution of the following documents related to the Amended Health Reimbursement Arrangement effective January 1, 2018: Adoption Agreement, Plan Document, Service Agreement, Addendum to the Service Agreement. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

16. **15-12/11: Consider Approval of a Resolution to Amend and Restate Portions of the MidAmerica Administrative and Retirement Solutions, Inc. Flexible Spending Account, Authorizing Acceptance and Execution of the following documents related to the Flexible Spending Account Effective January 1, 2018: Adoption Agreement, Plan Document, Administrative Service Agreement, Exhibit A Services and Fees, Summary Plan Description Including Appendix A.**

Trustee Lackner moved, seconded by Trustee Martin, to Approve Resolution 2017-R-63, A Resolution to Amend and Restate Portions of the MidAmerica Administrative and Retirement Solutions, Inc. Flexible Spending Account, Authorizing Acceptance and Execution of the following documents related to the Flexible Spending Account Effective January 1, 2018: Adoption Agreement, Plan Document, Administrative Service Agreement, Exhibit A Services and Fees, Summary Plan Description Including Appendix A. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

17. **16-12/11: Consider Ratification of Approval of an Appreciation Gift to Retiring Plan Commission & Zoning Board of Appeals Commissioners.**

Village President Rothing noted that David Elston returned his gift to the Village for use in the Police Department's Community Support Fund.

Trustee Martin moved, seconded by Trustee Lackner, to Approve Ratification of an

Appreciation Gift to Retiring Plan Commission & Zoning Board of Appeals Commissioners, Jim McShane and David Elston. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

18. **17-12/11: Continued Discussion and Consideration of Approval of a Resolution Regarding Termination Pay in accordance with the Village's Personnel Policies and a Supplemental Payment in accordance with a Gift of Recognition (Lieutenant Jack Heneghan).**

Village Counsel Filippini, President Rothing and Village Manager Lasday reviewed the alternative versions of the Resolution. The Board decided to defer the discussion.

Later in the evening, a revised Resolution was presented to the Board. The Board consensus was to provide Lt. Heneghan with a "Supplemental Benefit" as follows: (i) paying his individual premiums under the Village's health plan to be paid from the Retirement date until Lt. Heneghan becomes eligible for Medicare, and (ii) reimbursing his individual Medicare Part B/Supplemental premiums (not to exceed \$150.00 per month) until Lt. Heneghan reaches age 68.

Trustee Martin moved, seconded by Trustee Ansani, to Approve Resolution 2017-R-64, A Resolution outlining termination pay in accordance with the Village's Personnel Policies and a Supplemental Payment in accordance with a Gift of Recognition (Lieutenant Jack Heneghan). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

19. **18-12/11: Consider Approval of an Ordinance Enlarging Special Service Area No. 2 (3000 Telegraph Road).**

Trustee Martin moved, seconded by Trustee Lackner, to Approve Ordinance 2017-40, An Ordinance Enlarging Special Service Area No. 2 (3000 Telegraph Road). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

20. **19-12/11: Consider Approval of an Ordinance Adopting a Policy Prohibiting Sexual Harassment for the Village of Bannockburn.**

Trustee Boyle moved, seconded by Trustee Martin, to Approve Ordinance 2017-41, An Ordinance Adopting a Policy Prohibiting Sexual Harassment for the Village of Bannockburn. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

21. **20-12/11: Consider Approval of a Resolution Approving Agreement Regarding Deferral of Enforcement of Zoning Regulations on Parking and Use of 2051 Waukegan Road, Bannockburn, Illinois.**

Trustee Martin moved, seconded by Trustee Boyle, to Approve a Resolution 2017-R-65, An Agreement Regarding Deferral of Enforcement of Zoning Regulations on Parking and Use of 2051 Waukegan Road, Bannockburn, Illinois. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

22. **21-12/11: Consider Approval of a Resolution Relating to the Closeout of Special Service**

Area 15.

Trustee Ansani moved, seconded by Trustee Martin, to Approve Resolution 2017-R-66, A Resolution Relating to the Closeout of Special Service Area 15. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

23. 22-12/11: **Consider Approval of the November 27, 2017 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Ansani moved, seconded by Trustee Martin, to Approve the November 27, 2017 Board Meeting Minutes (Subject to Minor Corrections). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

24. 23-12/11: **Consider Approval of the November 27, 2017 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Ansani moved, seconded by Trustee Martin, to Approve the November 27, 2017 Executive Session Meeting Minutes (Subject to Minor Corrections). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

25. 24-12/11: **Village Engineer.**

Village Engineer Gewalt noted that they expected to have the approved Metra permit for repair work this week within the culvert adjacent to Waukegan Road. He noted there are operational problems with the current SCADA water system including outdated computer equipment, software and hardware controls. The Board discussed ensuring that the Village's water reservoir wsystem is compatible with the Highland Park system.

26. 25-12/11: **Village Police Chief.**

Chief Price noted that the Village raised the new State of Illinois Bi-centennial flag during a ceremony on December 3rd.

He also noted a recent incident where a cell phone stolen in Bannockburn was recovered in Buffalo Grove.

27. 26-12/11: **Village Counsel.** None.

28. 27-12/11: **Village Clerk.**

Village Manager Lasday reported on behalf of Village Clerk Sigal the listing of Executive Session Meeting Tapes eligible for destruction. This listing covers the period *December 14, 2015 through April 25, 2016*. To remain further compliant with the Illinois Open Meetings Act and Local Records Act requirements, the most recent 18-months of tapes are not eligible for destruction.

The proposed date of destruction is January 15, 2018. Absent a written objection, verbatim records from the following meeting dates will be destroyed:

December 14, 2015, January 11, 2016, January 25, 2016, February 8, 2016, March 14, 2016, April 11, 2015, April 25, 2016

No objections were raised.

29. 28-12/11: **Village Commissioners.**

- Finance: None

- Building:
President Rothing noted he discussed the recent tree removals with Lucas Landscaping. He noted procedures for permit issuance were reviewed.

- Roads & R.O.W.: None

- Sewer & Water: None

- Community Development:
Trustee Lackner noted her attendance at a recent Deerfield Bannockburn Riverwoods Chamber lunch. She also noted the success of the Appreciation dinner.

- Police: None

30. 29-12/11: **Village Manager.**

Village Manager Lasday reported that the Architectural Review Commission has not recently met as a result of the number of Level 1 reviews. She noted that she will require assistance from Village Counsel to assist with controversy over a real estate contract for 2 Dunsinane.

31. 30-12/11: **Village President.**

President Rothing noted the Winter Hayride is Sunday, December 17th. He noted there is an increased number of transfer compliance requests indicating homes are selling.

President Rothing commented the Village may research training opportunities for employees, trustees and commissioners regarding sexual harassment prevention.

President Rothing noted that the draft 2017 Citizen survey will be discussed in January before being presented to residents.

EXECUTIVE SESSION

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

Trustee Herrmann moved, seconded by Trustee Lackner, to enter into Executive Session for the discussion of (i) Pending Litigation, and (ii) Executive Session Minutes. 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 9:36pm.

There being no further discussion in Executive Session, Trustee Martin moved, seconded by Trustee Boyle, 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 exited at 9:43pm.

32. 31-12/11: **Consider Action Per Review of Executive Session Minutes.**

Trustee Martin moved, seconded by Trustee Boyle, to keep the Executive Session Minutes Confidential. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

33. 32-12/11: **Report of Level I Architectural Reviews.**

Village Manager Lasday reported on the recent Architectural Reviews completed.

ADJOURNMENT

Trustee Martin moved, seconded by Trustee Herrmann, to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None. The meeting was adjourned at 9:46pm.