

**VILLAGE OF BANNOCKBURN  
BOARD OF TRUSTEES  
MARCH 12, 2018  
MEETING MINUTES**

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

President: Frank Rothing

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

Absent: Diana Lackner

Also Present: Village Manager Maria Lasday, Finance Director Stephanie Hannon, Lt. George Roberts, Village Counsel Vic Filippini, Village Engineer David Gewalt, Assistant to the Village Manager Ryan Mentkowski and Administrative Assistant Joan Koriath

Visitors: The Sears family

2. 01-03/12: **Pledge of Allegiance.**  
Sergeant Dennis Sears led the Pledge of Allegiance.
3. 02-03/12: **Other (for non-agenda items).**  
Lt. George Roberts recognized Sergeant Dennis Sears for 10 years of service to the Village. Lt. Roberts presented Sergeant Dennis Sears with a 10-year anniversary clock.
4. 03-03/12: **Consider Approval of a Resolution Regarding Village of Bannockburn's Responsibility for Acceptance of a Deerpath Golf Course Golf Outing Contract for the Village of Bannockburn Golf Day.**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-17, a Resolution Approving Village of Bannockburn's Responsibility for Acceptance of a Deerpath Golf Course Golf Outing Contract for the Village of Bannockburn Golf Day. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).
5. 04-03/12: **Consider Approval of a Proclamation Recognizing Arbor Day in the Village of Bannockburn (April 27, 2018).**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve a Proclamation Recognizing Arbor Day in the Village of Bannockburn (April 27, 2018). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

6. **05-03/12: Consider Approval of a Motion Approving Mutual Ace as a Supplier to the Village of Bannockburn for Bulk Plant Materials Not to Exceed \$5,000.00.**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Mutual Ace as a Supplier to the Village of Bannockburn for Bulk Plant Materials Not to Exceed \$5,000. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).
7. **06-03/12: Consider Approval of a Resolution Approving a Repealed and Replaced Employment Agreement for the Position of Police Chief.**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-18, a Resolution Approving a Repealed and Replaced Employment Agreement for the Position of Police Chief. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).
8. **07-03/12: Consider Approval of a Resolution Approving a Repealed and Replaced Employment Agreement for the Position of Village Manager.**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-19, a Resolution Approving a Repealed and Replaced Employment Agreement for the Position of Village Manager. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).
9. **08-03/12: Consider Approval of a Resolution Approving a Repealed and Replaced Employment Agreement for the Position of Assistant to Village Manager.**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-20, a Resolution Approving a Repealed and Replaced Employment Agreement for the Position of Assistant to Village Manager. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).
10. **09-03/12: Consider Approval of Compensation Adjustment for the Administrative Assistant Position for fiscal year 2018-2019.**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Compensation Adjustment for the Administrative Assistant Position for fiscal year 2018-2019. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).
11. **10-03/12: Consider Approval of a Fair Housing Proclamation by the Village President.**  
Trustee Herrmann moved, seconded by Trustee Boyle, to Approve a Fair Housing Proclamation by the Village President. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

12. **11-03/12: Consider Approval of the February 26, 2018 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve the February 26, 2018 Board Meeting Minutes (Subject to Minor Corrections). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

13. **12-03/12: Consider Approval of the February 26, 2018 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve the February 26, 2018 Executive Session Meeting Minutes. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

14. **13-03/12: Consideration of a Motion to Amend the Village of Bannockburn Personnel Policies and Procedures.**

Trustee Herrmann moved, seconded by Trustee Boyle, to Amend the Village of Bannockburn Personnel Policies and Procedures. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

15. **14-03/12: Consider Ratification of Approval of a Request by the Garden Club and Social Arts Club of a Waiver of Fees for Use of the Village Shelter on March 7, 2018 and other to be determined Dates in March 2018 for Painting of Kindness Rocks for Arbor Day.**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve a Request by the Garden Club and Social Arts Club of a Waiver of Fees for Use of the Village Shelter on March 7, 2018 and other to be determined Dates in March 2018 for Painting of Kindness Rocks for Arbor Day. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

16. **15-03/12: Consider Approval of a Resolution Authorizing a Proposal from Swanson Water Treatment, Inc. to Provide Water Operator Services.**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-21, a Resolution Authorizing a Proposal from Swanson Water Treatment, Inc. to Provide Water Operator Services. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

17. **16-03/12: Consider Approval of Updated Legal Fees (Legal Consulting Services).**

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

18. **17-03/12: Consider Approval of Updated Gewalt Hamilton Associates, Inc. Fees (Engineering Consulting Services).**

Trustee Herrmann moved, seconded by Trustee Korner, to Approve Updated Gewalt Hamilton Associates, Inc. Fees (Engineering Consulting Services). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

19. **18-03/12: Consider Payment of Invoices from Interstate Power Systems in the total amount of \$4,610.86 (Annual Standby Generator Maintenance for the Village's Water Reservoir, Village Hall and the Half Day Road and Telegraph Road Pump Stations).**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve Payment of Invoices from Interstate Power Systems in the total amount of \$4,610.86 (Annual Standby Generator Maintenance for the Village's Water Reservoir, Village Hall and the Half Day Road and Telegraph Road Pump Stations). On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

20. **19-03/12: Consider Approval of An Ordinance Establishing the Assessment of a Collection Fee on Debts, Accounts, Receivable, Cost, Fines, and Fees Submitted to a Collection Agency.**

Finance Director Hannon explained the proposed Ordinance and Resolution. She noted this will allow the Village to assess a maximum of 35% fee to collect delinquent municipal debt. She noted that the 35% collection fee would be added to all sums submitted to the Village's collection agency.

Trustee Ansani moved, seconded by Trustee Boyle, to Approve Ordinance 2018-07, An Ordinance Establishing the Assessment of a Collection Fee on Debts, Accounts, Receivable, Cost, Fines, and Fees Submitted to a Collection Agency. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

21. **20-03/12: Consider Approval of a Resolution Approving Sonnenschein Financial Service, Inc. as the Village's Collection Agency and the Approval of a Collection Services Agreement between the Village of Bannockburn and Sonnenschein Financial Services, Inc.**

Finance Director Hannon reviewed the current outstanding debt balance. Village Counsel Filippini noted there is some common law exempting government bodies from limitation periods, but equitable principals could limit efforts at collection. The Board consensus was to provide Sonnenschein pre-authorization to settle any account for 80%.

Trustee Martin moved, seconded by Trustee Ansani, to Approve Resolution 2018-R-22, a Resolution Approving Sonnenschein Financial Service, Inc. as the Village's

Collection Agency and the Approval of a Collection Services Agreement between the Village of Bannockburn and Sonnenschein Financial Services, Inc. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

22. 21-03/12: **Consider Approval of an Ordinance Amending Village of Bannockburn Municipal Code, Chapter 28, entitled “Finances”, Article III, entitled “Fund Balances”, and Repealing Ordinance No. 2011-18.**

Finance Director Hannon explained the purpose of the policy is to define the various fund balance categories, determine appropriate levels, uses and replenishment objectives.

Trustee Herrmann moved, seconded by Trustee Martin, to Approve Ordinance 2018-08, An Ordinance Amending Village of Bannockburn Municipal Code, Chapter 28, entitled “Finances”, Article III, entitled “Fund Balances”, and Repealing Ordinance No. 2011-18. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

23. 22-03/12: **Consider Approval of the March Bill Submit List.**

General Fund	\$23,713.27
Police Fund	\$9,776.60
Road & Bridge Fund	\$27,946.00
Water Fund	\$32,100.73
Sewer Fund	\$4,525.18
Total	\$98,061.78

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

24. 23-03/12: **Notification and Consider Special Pre-Approval of Payment for Outstanding Bills Due before the April 9, 2018 Village Board Meeting.**

Trustee Boyle moved, seconded by Trustee Martin, to Approve Notification and Consider Special Pre-Approval of Payment for Outstanding Bills Due before the April 9, 2018 Village Board Meeting. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

25. 24-03/12: **Consider Approval of An Ordinance Amending Article VII of Part 2 of Chapter 225 of the Bannockburn Municipal Code Regarding Waterworks System Cross-Connection Regulations.**

Village Counsel noted the proposed Ordinance is to establish a standard delivery of reports and regulations.

Trustee Boyle moved, seconded by Trustee Herrmann, to Approve Ordinance 2018-09, An Ordinance Amending Article VII of Part 2 of Chapter 225 of the Bannockburn Municipal Code Regarding Waterworks System Cross-Connection Regulations. On a roll call vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Korner, Martin); Nays: None; Absent: One (Lackner).

26. 25-03/12: **Discuss the Draft Budget and Capital Projects for Fiscal Year 2018-2019.**

Village President Rothing reviewed the draft budget. The Board discussed items that did not get funded but are still a priority and adding budget to update the building codes. Village Manager Lasday inquired about the public works budget. She noted the proposals received by the Village included, J. Thomas Inc. at \$60/hour and SE Inc at \$45/hour. The Board discussed the need to evaluate the SE Inc proposal in addition to investigating shared services.

27. 26-03/12: **Village Engineer Report.**

Village Engineer Gewalt reported on the following projects:

- The SCADA upgrades are under review and a report will be presented at the next Board meeting;
- The bids opening for the pavement patching will take place at the next Board meeting;
- Village Engineer Gewalt requested authorization to undertake flow monitoring more effectively. The Board consensus is to have work proceed, with amounts over \$20,000 to be presented to the Village Board at an April meeting for approval;
- Village Engineer Gewalt noted that the Village had a storm water audit by the IEPA. He noted there were no deficiencies identified but suggested a reduction in salt usage to prevent erosion; and
- He recommended hydrant flushing for certain hydrants and explained his strategy for selecting hydrants.

28. 27-03/12: **Village Police.**

Lt. Roberts summarized the Police Chief's report. He noted the department continues to work on accreditation.

29. 28-03/12: **Village Counsel.**

Village Counsel Filippini noted that a settlement is pending between North Shore Water Reclamation District (NWSRD) and Continental-Beeson. The Board consensus was to have Village Manager Lasday sign the settlement for the Village, subject to Board ratification. He noted no settlement payment from the Village is expected.

30. 29-03/12: **Village Clerk.** None.

31. 30-03/12: **Village Commissioners.**

- Finance:

Trustee Ansani highlighted a memo regarding the consolidation of bank accounts and fund policy.

- Building:  
Trustee Korer noted our possible use of new permit software from Lake Forest. Trustee Korer requested an update on the Bannockburn Green Retail Center (BGRC) subdivision request. Village Counsel Filippini noted that BGRC was updated on the Board consensus but there has been no additional follow-up.
- Roads & R.O.W.:  
Trustee Martin noted that he and Village Manager Lasday will be meeting with RTA and Lyft.
- Sewer & Water: None
- Community Development: None
- Police:  
Trustee Boyle noted his attendance at a recent emergency management meeting.

32. 31-03/12: Village Manager.

Village Manager Lasday highlighted the recent Niche rating of Bannockburn as a community to reside.

33. 32-03/12: Village President.

Village President Rothing noted that sexual harassment training is now available online.

**ADJOURNMENT**

Trustee Korer moved, seconded by Trustee Boyle to adjourn the meeting. On a voice vote, the motion was approved. Ayes: Five (Ansani, Boyle, Herrmann, Martin, Korer); Nays: None; Absent: One (Lackner). The meeting was adjourned at 8:51pm.