

**VILLAGE OF BANNOCKBURN
BOARD OF TRUSTEES
APRIL 9, 2018
MEETING MINUTES**

1. **Call to Order.** President Rothing called the meeting to order at 7:09pm.

President: Frank Rothing

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

Absent: None

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

Visitors: Tim O'Connor (Midwest Meter), Officer Walt Trillhaase, Brian & Kiersten Reif.

2. 01-04/09: **Pledge of Allegiance.**

President Rothing led everyone in reciting the pledge of allegiance.

3. 02-04/09: **Visitor Business.** None.

4. 03-04/09: **Introduction and Village Clerk Swearing in of New Part-Time Police Officer Kiersten Reif.**

Village President Rothing administered the oath to Officer Kiersten Reif for the Village of Bannockburn Police Department.

Village President Rothing presented Village Manager Lasday with a 10-year service gift of appreciation.

5. 04-04/09: **Consider Approval of a Resolution Approving the Purchase of Badger Beacon Hosted Solutions Software, "Eye on Water" Consumer Portal, Cellular Endpoints with HRE-8 High Resolution Registers and Monthly Read for each Cellular Endpoint from Midwest Meter, Inc.**

Tim O'Connor from Midwest Meters presented the new Badger Beacon hosted software and the "Eye on Water" consumer portal. He noted this upgrade would also involve changing the water meter heads with updated cellular technology. they utilize. The Board discussed the implementation process, the possibility of converting from meters to gallons, cost for the consumer portal, and the life span of the meters and heads.

Trustee Martin moved, seconded by Trustee Herrmann, to Approve Resolution 2018-R-23, a Resolution Approving the Purchase of Badger Beacon Hosted Solutions Software, “Eye on Water” Consumer Portal, Cellular Endpoints with HRE-8 High Resolution Registers and Monthly Read for each Cellular Endpoint from Midwest Meter, Inc. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

6. **05-04/09: Consider Approval of a Resolution Approving the Purchase of Utility Software and Related Professional Services from BS&A Software.**

Village Manager Lasday noted the improvements that will be received with upgrading the software. She noted a new brochure will be given to residents to encourage auto pay of their water & sewer bills.

Trustee Martin moved, seconded by Trustee Herrmann, to Approve Resolution 2018-R-24, a Resolution Approving the Purchase of Utility Software and Related Professional Services from BS&A Software. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

7. **06-04/09: Consider Approval of a Resolution Approving the Purchase of Utility Related Software from N. Harris Computer Corporation.**

Village Manager Lasday noted this project is for converting old water & sewer data to a format useable with the new BS&A software.

Trustee Herrmann moved, seconded by Trustee Ansani, to Approve Resolution 2018-R-25, a Resolution Approving the Purchase of Utility Related Software from N. Harris Computer Corporation. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

8. **07-04/09: Consider Approval of a Resolution Establishing a Capital Improvement Program and Budget Policy.**

Village Manager Lasday noted this is a policy not a plan. She noted this will establish institutional knowledge on projects, how project was funded and document FAU routes.

Trustee Boyle moved, seconded by Trustee Herrmann, to Approve Resolution 2018-R-26, a Resolution Approving Establishing a Capital Improvement Program and Budget Policy. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

9. **08-04/09: Consider Approval of An Ordinance Amending Village of Bannockburn Municipal Code, Chapter 28, Entitled “Finances”, Article I, entitled “Investment Policy”, and Repealing Related Ordinances.**

Trustee Martin moved, seconded by Trustee Ansani, to Approve Ordinance 2018-10, an Ordinance Amending Village of Bannockburn Municipal Code, Chapter 28, Entitled “Finances”, Article I, entitled “Investment Policy”, and Repealing Related

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

10. 09-04/09: **Consider Approval of a Resolution Approving the 2018 Bannockburn Green Retail Center Seasonal Plan for Outdoor Seating and Table Arrangements and Outdoor Uses.**

Trustee Lackner moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-27, a Resolution Approving the 2018 Bannockburn Green Retail Center Seasonal Plan for Outdoor Seating and Table Arrangements and Outdoor Uses. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

11. 10-04/09: **Consider Ratification of Approval of March Supplemental Bills**

Trustee Boyle moved, seconded by Trustee Martin, to Approve the Ratification of March Supplemental Bills. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

12. 11-04/09: **Consider Approval of the April Bill Submit List.**

General Fund	\$50,229.18
Police	6,902.63
Road & Bridge	2,545.56
Water Fund	7,482.85
Sewer Fund	<u>3,609.30</u>
Total	\$70,769.52

Payroll, Related Taxes, & IMRF \$140,183.52 January 2018
Payroll, Related Taxes, & IMRF \$147,162.48 February 2018
Payroll, Related Taxes, & IMRF \$179,287.56 March 2018

The March 26, 2018 Paid Invoices approved at the April 9, 2018 meeting.

General Fund	\$31,513.03
Police	22,550.25
Road & Bridge	2,600.00
Water Fund	18,070.47
Sewer Fund	<u>10,707.40</u>
Total	\$85,441.24

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

13. 12-04/09: **Consider Approval of the February Monthly Financial Budget Report.**

Trustee Ansani moved, seconded by Trustee Martin, to Approve the February Monthly Financial Budget Report. On a roll call vote, the motion was approved.

Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

14. **13-04/09: Consider Approval of a Resolution Approving a Proposal from Axon for a Police Body Camera System.**

Chief Price reported the department has been testing body cameras and in-car cameras for the last year. The proposed body camera system from Axon meets all of the department needs including having an on/off button and can record the previous 30 seconds of action.

Trustee Lackner moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-28, a Resolution Approving a Proposal from Axon for a Police Body Camera System. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

15. **14-04/09: Consider Approval of a Resolution Approving Axon for In-Car Camera System.**

Trustee Lackner moved, seconded by Trustee Boyle, to Approve Resolution 2018-R-29, a Resolution Approving a Proposal from Axon for an In-Car Camera System. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

16. **15-04/09: Consider Payment of the Following Invoice:**

- **Invoice from Metropolitan Pump Company in the amount of \$3,580.00 (Replacement of 3 Reservoir Pump Drive Inserts).**

Trustee Herrmann moved, seconded by Trustee Martin, to Approve Payment of the Invoice from Metropolitan Pump Company in the amount of \$3,580.00 (Replacement of 3 Reservoir Pump Drive Inserts). On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

17. **16-04/09: Consider Approval of a Proposal from Sewer Assessment Services, Inc. and Waiver of Competitive Bids for Sanitary Sewer Flow Monitoring within the SE area of the Village.**

Trustee Lackner moved, seconded by Trustee Boyle, to Approve a Proposal from Sewer Assessment Services, Inc. and Waiver of Competitive Bids for Sanitary Sewer Flow Monitoring within the South East area of the Village. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

17A. **17-04/09: Consider Approval of the March 12, 2018 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Herrmann moved, seconded by Trustee Martin, to Approve the March 12, 2018 Board Meeting Minutes. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

17B. 17-04/09: Consider Approval of the March 12, 2018 2018-19 Budget Public Hearing Special Meeting of the Board of Trustees Minutes (Subject to Minor Corrections)

Trustee Boyle moved, seconded by Trustee Martin, to Approve the March 12, 2018 2018-19 Budget Public Hearing Special Meeting of the Board of Trustees Minutes. On a voice vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

18. 18-04/09: Report of the Plan Commission / Zoning Board of Appeals Meeting on April 9, 2018:

- **Approval of the February 5, 2018 Plan Commission & Zoning Board of Appeals Regular Meeting Minutes.**
- **Continued Public Hearing for the Consideration of Proposed Zoning Variations, Zoning Code Text Amendments, Special Use Permits, Amendments to Existing Special Use Permits and/or any other Zoning Relief Necessary Relating to Grade, Grading Changes and Building Height, including Varying the Definition or Calculation of “Grade for Purposes of Measuring the Height of Structures in Connection with Construction of a Proposed New, Two-Story Single-Family Residence on the Property Commonly Known as 1885 Hilltop Lane, Submitted by Mike Bousis.**

Village Manager Lasday reviewed the PCZBA approval for 1885 Hilltop Lane.

Trustee Boyle moved, seconded by Trustee Ansani, to direct Village Counsel to prepare the Variation ordinance for 1885 Hilltop Lane. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None.

19. 19-04/09: Discuss Public Works Maintenance and Repair Projects in the Village’s Public Areas and Facilities (Fiscal Year 2018-2019).

Village Manager Lasday summarized the proposals for the Public Works contract. Village President Rothing reviewed the proposed costs by both J. Thomas and SE Inc. He noted they both have similar qualifications but SE Inc. owns much of the equipment needed for possible projects. He recommended that the contract be awarded to SE Inc. for the 2018-2019 fiscal year. He noted this will be on the next agenda for approval.

20. 20-04/09: Report of the following Level I ARC Review:

Village Manager Lasday summarized the Level 1 ARC review for the exterior work approved for 2515 Telegraph Road. She noted after consultation with Architecture Review Commission chairman and the Building Commissioner, it was approved.

21. 21-04/09: Discuss Fire Hydrant Flushing in the Village.

Village Engineer summarized the strategy for cost effective hydrant flushing in Bannockburn. He recommended that one-third of strategically located hydrants be flushed out annually. He noted repairs on a hydrant on private property, will be at the expense of the hydrant owner.

22. 22-04/09: **Discuss Bannockburn Water Reservoir SCADA system upgrades.**
Village Engineer Gewalt reported that after working with Highland Park and evaluating SCADA contractors, he is recommending Allan Integrated Control Systems for installation of a new programable controller and SCADA software. He noted having Allan Integrated Control Systems will enable us to synergize systems with Highland Park and assure IEPA that recommendations are being implemented.
23. 23-04/09: **Village Engineer Report.**
Village Engineer Gewalt noted the low bid for pavement patching met the Village budget. Village Engineer is recommending approval of Chicagoland Paving. He noted a contract will be presented at a future Board Meeting.
24. 24-04/09: **Village Police.**
Chief Price summarized the highlight of the months activity including a retail theft at Mariano's. He reported on the training seminar presented by Officer McConnell.
25. 25-04/09: **Village Counsel.** None
26. 26-04/09: **Village Clerk.** None
27. 27-04/09: **Village Commissioners.**
- Finance:
Trustee Ansani inquired about utilizing credit cards for payment of utility bills.
 - Building:
Trustee Korer reported on projects including 2560 Telegraph, 1900 Wilmot and 1944 Meadow. He noted that 1388 Aitken was sold and was found to be under construction without a permit. He noted that a transfer compliance was not completed. He noted there have been several instances where a transfer compliance has not been initiated by the seller for residential and commercial property transfers. He suggested the Village Board may consider a transfer tax. Village Counsel Filippini noted that such as tax would require a referendum.
 - Roads & R.O.W.: None
 - Sewer & Water: None
 - Community Development: None
 - Police:
Trustee Boyle noted he recently attended an Emergency Management Meeting. He noted concerns about the prevalence of vaping among teenagers.
28. 28-04/09: **Village Manager.**
Village Manager Lasday commented she will be at the State Capital in Springfield on

April 9th & 10th to assess various pending bills. She noted the possibility of new commercial tenants occupying space in the Village.

29. 29-04/09: **Village President.**

Village President Rothing noted the Village has been recognized as a Tree City for 2017. He noted that SE Inc. submitted a proposal for reallocating office space for \$3800 not including HVAC & electric. He reported that the proposal for food for Bannockburn Day was being re-evaluated to reduce costs.

ADJOURNMENT.

Trustee Ansani moved, seconded by Trustee Boyle, to Adjourn the meeting. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Lackner, Martin, Korner); Nays: None; Absent: None. The meeting was adjourned at 9:31pm.