

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

1. **Call to Order.** President Rothing called the meeting to order at 7:05pm.

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, Finance Director Stephanie Hannon, Village Clerk Kass Sigal, Village Counsel Betsy Gates, Village Engineer Dave Gewalt, Assistant to the Village Manager Ryan Mentkowski, Administrative Assistant Joan Koriath

Visitors: Dan Berg (Sikich)

2. 01-10/09: **Pledge of Allegiance.**  
President Rothing led everyone in reciting the pledge of allegiance.
3. 02-10/09: **Other (for non-agenda items).** None
4. 03-10/09: **Introduction and Village Clerk Swearing in of Jason A. Leavitt to the Village of Bannockburn Police Department Part-Time Officer Position.**  
Chief Price introduced Jason A. Leavitt, the new part time officer. Jason introduced himself and provided a summary of his 25-year career in law enforcement.  
  
Village Clerk Kass Sigal administered the oath to Officer Jason A. Leavitt for the Village of Bannockburn Police Department.
5. 04-10/09: **Consider Approval of the Appointment of Barry Shack as a Member of the Village of Bannockburn's Plan Commission & Zoning Board of Appeals and Swearing of Barry Shack as a Member of the Village of Bannockburn's Plan Commission & Zoning Board of Appeals.**  
Trustee Lackner moved, seconded by Trustee Martin, to Approve the Appointment of Barry Shack as a Member of the Village of Bannockburn's Plan Commission & Zoning Board of Appeals. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.
6. 05-10/09: **Consider Approval of the Re-Appointment of Louise Feeney as a Member of the Village of Bannockburn's Plan Commission & Zoning Board of Appeals.**  
Trustee Herrmann moved, seconded by Trustee Martin, to Approve the Re-Appointment of Louise Feeney as a Member of the Village of Bannockburn's Plan Commission & Zoning

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

7. **06-10/09: Annual Public Presentation by Caitlin Burke of Gewalt Hamilton Associates, Inc. regarding the Village of Bannockburn Municipal Separate Storm Sewer System (MS4) Permit Program.**

Caitlin Burke presented the summary of the Village of Bannockburn's Municipal Separate Storm Sewer System (MS4) Permit program. She noted this program includes inspections and reporting to be compliant with federal and state regulations.

8. **07-10/09: Discuss and Consider Approval of the Village of Bannockburn April 30, 2018 Comprehensive Annual Financial Report and Management Letter.**

Dan Berg from Sikich, provided a summary of the audit. He also noted that the Village's now has the highest of financial reporting. He noted the improvements to internal controls and combining of fund are having position effects.

Trustee Ansani moved, seconded by Trustee Herrmann, to Approve the Village of Bannockburn April 30, 2018 Comprehensive Annual Financial Report and Management Letter. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

9. **08-10/09: Report of the Plan Commission / Zoning Board of Appeals Meeting on October 1, 2018, which includes the following agenda items:**

- **Proposed Amendments to Existing Special Use Permits, Granting of New Special Use Permits, Zoning Variations, Zoning Code Text Amendments, and/or any other Zoning Relief Necessary, in connection with Proposed Changes to the Existing Building Façades, Internal Floor Plans, Exterior Lighting, Signage, and/or Site Plan for the Property Commonly Known as 2211 Waukegan Road, Bannockburn, Illinois, Submitted by Midtown Athletic Club.**
- **Potential Text Amendments to the Bannockburn Zoning Code regarding Exterior Lighting, including, but not limited to, Regulations Pertaining to the Maximum Lumen Count for Exterior Light Fixtures and Maximum Lot Line Illumination Standards for Non-Residential Properties within the Village, Submitted by the Village of Bannockburn.**

Village Manager Lasday provided a summary of the ARC level I changes requested by Midtown Athletic Club.

Trustee Martin moved, second by Trustee Herrmann, to direct Village Counsel to prepare Ordinances for Proposed Amendments for the property plan for the Property Commonly Known as 2211 Waukegan Road, Bannockburn, Illinois, Submitted by Midtown Athletic Club and to prepare Text Amendments for the Bannockburn Zoning Code regarding Exterior Lighting standards on Non-Residential Properties within the Village, Submitted by 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.

**10. 09-10/09: Discuss and Consider Approval of the Re-Distribution/Transfer of Special Service Area #1 and #2 Funds to the Village of Bannockburn Sanitary Sewer Fund.**

Finance Director Hannon, provided a review of considerations for SSA#1 and SSA#2. She noted in prior years, taxes were levied for SSA #1 and SSA #2 to cover the costs and past expenses connected with the maintenance, repair and operation of the sanitary sewer within the SSA's.

She noted in its review of the fund balances in SSA #1 and SSA #2 and expenses included in the General Fund and Sanitary Sewer account, it was determined that a portion of the expenses incurred in the Village's general fund and sanitary sewer accounts for the Fiscal Years 2006-07 to Fiscal Year 2017-18 were related to expenses for maintenance, repair and operation of the sanitary sewer within the SSA #1 and SSA #2 areas.

Finance Director Hannon noted staff recommendation for the Village Board approve the transfer of any remaining funds from SSA#1 and SSA #2 to the Sanitary Sewer Fund and the General Fund based upon the linear feet allocation for sanitary sewer expenses from FY2006-07 to FY2017-18 and hours worked allocation plus overhead expenses for operations by the Finance Director of 6 hours per year per fund.

Trustee Lackner moved, second by Trustee Boyle, to approve, the Re-Distribution/Transfer of Special Service Area #1 and #2 Funds to the Village of Bannockburn Sanitary Sewer Fund. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

**11. 10-10/09: Discuss and Consider Approval of Amounts of Money to be Raised through Ad Valorem Property Taxes.**

Finance Director Hannon noted the Village has two goals when determining the tax levy. She noted the first is to have all tax payers pay their pro-rata fair share to fund Village operations (public safety, roads, administration, liability insurance and audit). She noted the second goal is to increase the annual levy by the Consumer Price Index (CPI) for the applicable Equalized Assessed Valuation (EAV); thus, capturing any growth in EAV.

Finance Director Hannon noted the staff recommended the tax levy be increased by 5.47%, including SSA's, and 7.06% excluding SSA's over the 2017 tax extension. She noted this would allow the Village to capture not only the growth from the Consumer Price Index (CPI), but also all growth from new property being added to the tax rolls. She noted the Lake County Clerk's office will be directed to apply the tax cap limits to our annual levy. If our final EAV is insufficient to support the approved tax levy, that levy is reduced to the statutory limits.

She noted the public hearing for the tax levy will be on November 13, 2018 at Village Hall.

Trustee Herrmann moved, second by Trustee Martin, to approve, the Amounts of Money to be Raised through Ad Valorem Property Taxes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

12. **11-10/09: Consider Approval of the Village of Bannockburn Annual 2017-2018 Treasurer Report.**

Trustee Ansani moved, second by Trustee Boyle, to approve, the Village of Bannockburn Annual 2017-2018 Treasurer Report. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

13. **12-10/09: Consider Approval of an Ordinance Approving a Revised Fee Schedule for the Village of Bannockburn.**

Due to revised pricing information received from the City of Highland Park in the afternoon of 10/09/18, the Board consensus was to postpone this item.

14. **13-10/09: Consider Approval of the October Bill Submit List.**

General Fund	\$100,464.82
Water Fund	\$40,961.09
<u>Sewer Fund</u>	<u>\$3,036.25</u>
Total Vendor Invoices	\$144,462.16

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

15. **14-10/09: Consider Approval of an Ordinance Amending the Village Code regarding the Village Treasurer and Treasurer Responsibilities.**

Trustee Lackner moved, seconded by Trustee Boyle, to Approve Ordinance 2018-29, An Ordinance Amending the Village Code regarding the Village Treasurer and Treasurer Responsibilities On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

16. **15-10/09: Consider Approval of the September 24, 2018 Board Meeting Minutes (Subject to Minor Corrections).**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve the September 24, 2018 Board Meeting Minutes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

17. **16-10/09: Consider Approval of the September 24, 2018 Executive Session Meeting Minutes (Subject to Minor Corrections).**

Trustee Herrmann moved, seconded by Trustee Boyle, to Approve the September 24, 2018 Executive Session Board Meeting Minutes. On a roll call vote, the motion was approved. Ayes: Six (Ansani, Boyle, Herrmann, Korner, Lackner, Martin); Nays: None; Absent: None.

18. **17-10/09: Village Engineer.**

Village Engineer Gewalt provided an update on the SCADA project. He noted the installation will be pushed back a month to allow for installation of a Comcast line.

He noted that three residents received letters about the leakage in service lines. He noted the residents have 30 days to remedy the service lines.

Village Engineer Gewalt noted that new easement documents for the pathway were sent to a homeowner on Wilmot Road for consideration.

19. 18-10/09: **Village Police Chief.**

Chief Price noted that he and Village Manager Lasday have been discussion succession planning for the police department.

He noted the success of Bannockburn Day and participation in the Law Enforcement fair Hawthorne Mall in Vernon Hills.

He noted the Public Works department has been busy with completing several Village maintenance projects including the open space playground improvements and repair.

20. 19-10/09: **Village Counsel.** None.

21. 20-10/09: **Village Clerk.** None.

22. 21-10/09: **Village Commissions.**

- Finance: None.
- Building: None.
- Roads & R.O.W.: None.
- Sewer & Water: None.
- Community Development: None.
- Police:  
Trustee Boyle attended a CTAD meeting. He noted that Chief Price has been asked to write an article on fake identification used by teens. He noted Office Lemmer and the police departments participation in the K-9 Memorial.

23. 22-10/09: **Village Manager.**

Village Manager Lasday noted that there was an official announcement of Stericycle's move into the Village of Bannockburn.

She noted Officer Mike Volling will be a guest speaker at the Lake County Municipal League event honoring 2018 recipients of the First Responder Innovation Award on October 17<sup>th</sup>.

She noted Surface Transportation Program (STP) committee meeting discussed STP shared

fund and proposed rules for Active Program Management of projects when doing projects funded from the STP.

24. 23-10/09: **Village President.**

Village President Rothing noted that the Real Estate transfer tax application was not properly filed with the county to appear on the November ballot. He noted that this item will be added to a spring agenda for the Boards reconsideration.

He noted the Village hosted a townhall legislative update on October 6<sup>th</sup> with Julie Morrison.

He noted the Haunted Trail will be held from 4:30-5:30pm on October 31<sup>st</sup>.

**ADJOURNMENT**

Trustee Ansani moved, seconded by Trustee Martin, 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 9:02pm.