

**VILLAGE OF LAKE BARRINGTON  
MINUTES OF THE REGULARLY SCHEDULED MEETING  
OF THE BOARD OF TRUSTEES HELD MARCH 5, 2013**

*Approved*

---

**1. CALL TO ORDER**

A regular meeting of the President and Board of Trustees of the Village of Lake Barrington was held at the Village Municipal Center, 23860 Old Barrington Road, on Tuesday, March 5, 2013, and was called to order by President Pro Tem Andrew Burke at 7:04 p.m. Village Clerk Peterson was appointed Recording Secretary.

**2. ROLL CALL OF MEMBERS**

Upon the roll being called, the following Trustees were physically present at said location: Trustees Burke, Schaller and Schofield.

Trustee Mitchell entered the meeting at 7:15 pm.

The following Trustees were allowed by a majority of the members of the President and Board of Trustees in accordance with and to the extent allowed by rules adopted by the President and Board of Trustees to attend the meeting by video or audio conference: None

No Trustee was denied the opportunity to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: Trustees DeJesu and Raclaw, and President Richardson

**Staff Present:** Village Administrator Martin and Village Clerk Peterson

**Others Present:** Plan Commission Chairperson Daulton Lange and Village Attorney Bateman

**3. PLEDGE OF ALLEGIANCE**

It was announced the meeting would be heard out of sequence.

**4. CONSIDERATION OF MINUTES**

A. Minutes of the Regular Board of Trustees Meeting Held on February 5, 2013

**Board Action**

A motion was made by Trustee Schofield and seconded by Trustee Mitchell to approve the minutes, item 4A above. The voice vote was unanimous and President Pro Tem Burke declared the motion carried.

**5. PRESIDENT'S REMARKS (President Richardson)**

A. Corn Crib Refurbishment Project, Pitcher Seagrist, Eagle Scout Candidate

Mr. Martin announced Mr. Seagrist will be recognized at a future meeting.

B. Other-none.

**6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE VILLAGE BOARD – NON-AGENDA ITEMS**

None

**7. CONSENT AGENDA-None**

**8. TREASURER’S REPORT:**

Mr. Martin provided the following report:

**A.** The first nine months ending January 31, 2013 comprises of 75% of the fiscal year. Mr. Martin reviewed the general fund and equity balances noting there was a net loss of \$288,000 compared to last year due to the planned expenses for infrastructure projects and the purchase of the new public works truck. The actual to budget for the first nine months were at 75-80% which was in line for that point in the fiscal year. The MFT fund is being used for the Woodland Bridge project and future road work. The Water & Sewer Fund will be used for future projects as needed.

**B-C.** The Accounts Payable Warrants have been reviewed and should be approved.

**Board Discussion**

Upon inquiry, Mr. Martin reported the Village Accountant is in contact with Trustee Raclaw while he is out of town. All transfers are being okayed by Trustee Raclaw by email and Mr. Martin is double checking the transactions as well. The Village is hoping to have a new treasurer appointed soon. Mr. Bateman indicated he would review the bond refund payments included in the warrant during closed session. Mr. Martin noted that the Fidelity Motor Group sales tax rebate reached its capped amount.

**Board Action (A-C)**

A motion was made by Trustee Schaller and seconded by Trustee Schofield to consider by omnibus vote and:

- A. Approve the Financial Statements as of 1/31/2013.
- B. Pay Bills in the amount of \$ 178,147.79 as Listed on the Accounts Payable Warrant “A” Dated March 5, 2013.
- C. Pay Bills in the amount of \$ 84,897.42 as Listed on the Accounts Payable Warrant “B” Dated March 5, 2013.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burke.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

## **9. ADMINISTRATOR'S REPORT**

Mr. Martin reported on the following:

- A. OSLAD Update: The agenda includes approval of a contract award. The project is partially funded by an Illinois Department of Natural Resources grant. The Village is targeting completion in time for the Freier Farm Barn Stomp. The tenant has been notified of the work.
- B. Woodland Bridge Update: The project was scheduled to start yesterday. Signage was erected, the utilities are being moved, and the project is targeted to be completed by July 1.
- C. Other: The financial planning session is being scheduled for April.

## **10. CLERK'S REPORT**

Ms. Peterson reported on the following:

- A. BACOG Well Water Quality Testing Event: March 4-11
- B. 2013 Sworn List of Tenants
- C. Other: April 9, 2013 Consolidated Election dates and several spring programs hosted by CFC and the BACT were announced.

## **11. REPORTS OF STANDING COMMITTEES**

- A. Communications and Community Relations (C. Mitchell): Trustee Mitchell reported consideration of an ordinance regarding a social media use policy is on the agenda.
- B. Environment & Open Space (L. DeJesu): No report.
- C. Finance, Human Resources and Economic Development (D. Raclaw): No report.
- D. Gated Communities (J. Schaller): Trustee Schaller reported that last month the Board heard a presentation by the Veterans of LBS regarding the LBS Memorial Day Ceremony. They are going before the LBS Master Board next week to receive approval to open the ceremony to all Lake Barrington residents. Meetings are being held regarding the Cuba Township Road District's offer to extend township services to LBS. He noted that should a program be established it would need to pass through the Village.
- E. Public Safety (J. Schaller): Trustee Schaller commended the Lake County Sheriff and several fire districts for their response to a fire in LBS. One resident succumbed to smoke inhalation. Further loss was prevented due to the early reporting of the incident. The fire is still under investigation.
- F. Intergovernmental & External Relations (K. Richardson): No report.
- G. Roads and Infrastructure (A. Burke): President Pro Tem Burke noted his observation of cold patch along Old Barrington Road.
- H. Village Hall and Grounds (C Schofield): No. Report

## **12. OLD BUSINESS**

### **A. CONSIDERATION OF A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF LAKE BARRINGTON AND THE VILLAGE OF BARRINGTON RE: ADMINISTRATIVE ADJUDICATION PROGRAM**

Mr. Martin reported that last month the Village Board passed an ordinance to establish an administrative adjudication process. He reviewed the process. The Village desires to participate in the Village of Barrington's system, because Lake Barrington does not have the volume to establish its own system. Both he and Trustee Schaller observed a hearing and found it to be exceptionally well run and professional. He explained the intergovernmental agreement would provide to Barrington \$25 per case and 10% of the fines. Participation with the Village of Barrington will provide for a more cost effective and efficient administration of the program. It was confirmed that the Lake County Sheriff will be available to attend, if needed, but the administrator would mostly be participating as he issues most of the tickets that fall within that system.

Mr. Bateman reported it is a prima facie system. He provided more detail regarding the hearings. The process does not apply to moving violations by statute. A one-time fee of \$750 will be paid to Barrington for start up costs.

#### **Board Action**

A motion was made by Trustee Schaller and seconded by Trustee Mitchell to pass Resolution No. 2013-R-05, a Resolution Authorizing Execution of an Intergovernmental Agreement Between the Village of Lake Barrington and the Village of Barrington Regarding an Administrative Adjudication Program.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burke.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

## **13. ORDINANCES**

### **A. CONSIDERATION OF AN ORDINANCE – SOCIAL MEDIA POLICY**

Trustee Mitchell thanked Ms. Peterson and Mr. Bateman for their assistance in developing the policy. The policy provides adequate coverage to protect the brand and interests of the Village as well as protect the staff and officials.

Mr. Bateman highlighted that the policy establishes the social media as a limited public forum and that its purpose is for dissemination of information by the Village.

Mr. Martin asked that on page 2, under 1-18-2-C, the words "prior written approval" be removed. The Board came to a consensus to remove the words.

### **Board Discussion**

Discussion was held regarding monitoring of the site and responses to posts. People can expect a response, but resolution will not be done publicly through the site. The policy or reference to social media commenting policy will be posted on the social media sites. Trustee Mitchell offered to hold mini courses for residents on how to use social media.

### **Board Action**

A motion was made by Trustee Schofield and seconded by Trustee Mitchell to pass Ordinance No. 2013-O-04, an Ordinance Creating a New Chapter 18, "Social Media Use Policy", in the Village Code with the deletion as noted in the discussion.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burked.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

## **14. NEW BUSINESS**

### **A. CONSIDERATION OF A RESOLUTION ADOPTING POLICIES AND GUIDELINES RELATIVE TO USE OF WATER AND WATER CONSERVATION WITHIN THE VILLAGE**

At the February 2013 meeting, the Board discussed the *Northwest Water Planning Association's* (NWPA) draft Regional Water Conservation Lawn Watering Ordinance. As directed, staff made it a policy statement and guidelines through resolution. Mr. Martin indicated it lays out guidelines for residents and the Village process as well as provides a basis for education to residents. Highlights include permitted watering dates and times based on an address number and provisions for an emergency declaration and notification during periods of drought.

### **Board Discussion**

During discussion it was confirmed that the policy and guidelines apply to all residents in the Village and the reference on page 3 to July 31 and August 31 applies to those specific dates. Comments were made supporting the resolution and policy.

### **Board Action**

A motion was made by Trustee Mitchell and seconded by Trustee Schofield to pass Resolution No. 2013-R-06, a Resolution Adopting Policies and Guidelines Relative to Use of Water and Water Conservation Within the Village.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burke.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

**B. CONSIDERATION OF A CONTRACT AWARD FOR THE FREIER FARM PARK PROJECT**

The Village has completed the second bidding process securing seven bids for the Freier Farm Park improvements. The second bidding process was conducted, because all of the bids were rejected in the initial round; and the project was subsequently redesigned.

Of these bids, *Team REIL Inc.* was the lowest and most responsive bidder at a maximum price of \$669,652.53. While this number is \$75,252.53 above the Village's budget of \$594,400. Upon approval a change order will be processed removing the planting of trees, shrubs, and bushes to lower costs. The landscaping will be completed as part of the Tree City USA program over the next couple of years. The portajohn shelter is also being removed and is planned to be constructed as an Eagle Scout project.

Staff recommends awarding the contract and moving forward with the project, with the provided change order, in the amount of \$639,485.17 to *Team REIL Inc.* This is an OSLAD grant funded project. The IDNR will cover \$297,000 of the aforementioned project costs. The Village will cover the remaining \$342,485 via its open space reserves. Mr. Martin indicated 3D Design provided work to redesign the project.

**Board Discussion**

Trustee Mitchell reflected on the planning process which began two years ago and is now coming to fruition. Comments were made about how the farm project will be an asset to the Village. Ideas were brought forward for future events at the Farm. Mr. Martin explained the driveway apron will be expanded to help deal with the ingress/egress challenge, and he mentioned the Lake County Forest Preserves trail work adjacent to the Farm.

**Board Action**

A motion was made by Trustee Schofield and seconded by Trustee Schaller to authorize the Village Administrator to enter into a Contract with Team Reil, Inc. for the Freier Farm project as described above.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burke.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

**C. CONSIDERATION OF A RESOLUTION DESIGNATING HEARING OFFICER FOR HEARINGS ON THE DISCONNECTION OF WATER AND/OR SEWER SERVICE**

Mr. Martin reported that currently the municipal code requires a hearing before the Village's President and Board of Trustees prior to the Village shutting off water service for lack of payment.

In order to expedite the process the Resolution is designating the Village Administrator as the hearing officer with a provision that a party could then appeal his/her's decision within 10 days to the Village President and Board of Trustees, whose decision would be final. Mr. Martin indicated it doesn't happen often. The Village prefers to encourage compliance via payment versus focusing on shut off. The process is to increase efficiency. Mr. Bateman further noted it will allow the Village Administrator to handle these situations on a more timely basis without waiting for a board meeting.

**Board Action**

A motion was made by Trustee Schaller and seconded by Trustee Mitchell to pass Resolution No. 2013-R-07, a Resolution Designating Hearing Officer for Hearings on the Disconnection of Water and/or Sewer Service.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burke.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

**D. CONSIDERATION OF EMPLOYEE HEALTH INSURANCE PLAN - BLUE CROSS/BLUE SHIELD HRA**

Mr. Martin reported staff received the FY2013 Blue/Cross Blue Shield insurance renewal. Staff considered alternate carriers including Aetna, United Healthcare, Humana and others using similar and lesser benefits. Staff is recommending retaining Blue/Cross Blue Shield at approximately \$75,326, a 10.1% increase from last year. It includes the annual dental and health insurance plans. The increase is typical, and upon inquiry, it was noted lifetime limits normally apply to certain medical services such as orthodontia.

**Board Action**

A motion was made by Trustee Schofield and seconded by Trustee Mitchell to approve an employee HRA Health Plan, and Dental and Life Insurance with Blue Cross/Blue Shield of Illinois and Fort Dearborn Life.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burked.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

**E. RATIFICATION OF A CONTRACT FOR ENGINEERING SERVICES FOR THE WOODLAND BRIDGE PROJECT – CIVILTECH**

Mr. Martin reviewed that in August 2012, the Board gave the Village Administrator authorization to negotiate an agreement with Civiltech Engineering Inc. for construction observation and related services for the Woodland Bridge Project. The Village had to

separate from another firm. Civiltech was recommended by Gewalt Hamilton. The contract will be paid with Motor Fuel Tax funds and an 80% reimbursement from federal funding.

**Board Action**

A motion was made by Trustee Schaller and seconded by Trustee Schofield to ratify a contract with Civiltech for engineering services for the Woodland Bridge project in the amount of \$83,463.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burke.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

**15. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE VILLAGE BOARD**

None

**16. CLOSED SESSION**

**Board Action**

At approximately 8:15 p.m., a motion was made by Trustee Schofield and seconded by Trustee Mitchell that a portion of the meeting be closed to the public, effective immediately, to discuss matters of litigation which are pending and probable as to those matters so identified on the record in such Closed Session for the reasons therein stated.

Upon roll call the vote was:

Yeas: Trustees Mitchell, Schaller, Schofield, and President Pro Tem Burke.  
Nays: None  
Abstain: None  
Absent: Trustees DeJesu and Raclaw, and President Richardson

President Pro Tem Burke declared the motion carried.

**17. ACTION TO BE TAKEN FROM CLOSED SESSION**

None

**18. OTHER**

None

**19. ADJOURNMENT:** A motion was made by Trustee Mitchell and seconded by Trustee Schofield to adjourn the meeting, which was approved by a unanimous voice vote, whereupon the meeting was adjourned at 8: 55 p.m.

Respectfully submitted,

Loretta Peterson  
Village Clerk  
Recording Secretary