

**VILLAGE OF LAKE BARRINGTON  
MINUTES OF THE RESCHEDULED MEETING  
OF THE BOARD OF TRUSTEES HELD OCTOBER 3, 2013**  
*Approved*

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**1. CALL TO ORDER**

A rescheduled 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 Thursday, October 3, 2013, and was called to order by President Richardson at 7:00 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, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and President Richardson.

The following Trustee was 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: None

**Staff Present:** Village Administrator Martin, Village Treasurer Hirsch, and Village Clerk Peterson

**Others Present:** Village Attorney J. Bateman and Zoning Board Member Fortman

**3. PLEDGE OF ALLEGIANCE**

**4. CONSIDERATION OF MINUTES**

- A. Minutes of the Special Meeting of the Committee of the Whole - September 3, 2013
- B. Minutes of the Board of Trustees Meeting - September 3, 2013.

**Board Action**

A motion was made by Trustee Raclaw and seconded by Trustee Schofield to approve the minutes, in block, items 4A-B above. The voice vote was all ayes and President Richardson declared the motion carried.

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

- A. Legislative Report – Don Storino, Fidelity Consulting Group

President Richardson announced that Mr. Storino will be providing his report next month, because state legislators are currently in the midst of Veto Session.

- B. Other: President Richardson shared that he attended the Good Shepherd Hospital groundbreaking ceremony, that the campus modernization project is an ambitious plan, and that Lake Barrington is lucky to have the hospital in the community. He noted Jan Sauer was sworn in as a Trustee for North Barrington.

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

None

7. **CONSENT AGENDA**

- A. Approve Halloween Trick or Treat Hours for Thursday, October 31 from 3 pm - 8 pm  
B. Approve a Class K Liquor License for the 10/26/2013 Freier Farm Barn Stomp.

**Board Action**

A motion was made by Trustee Schaller and seconded by Trustee Mitchell to approve the Consent Agenda, items 7A-B above.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

8. **TREASURER'S REPORT:**

- A. Audit Risk Assessment Review – Dam Snell Taveirne  
B. Approve and Accept the Audited Financial Statements for Fiscal Year Ending 04/30/13

Carrie Eggleston and Doug Taveirne of DST were in attendance. Mr. Taveirne indicated one of the field auditors was changed for a fresh start. Using several tables from the Audited Financial Report, he explained how an auditor would examine the Village's finances. He summarized that he looks at key numbers and asks questions such as: Where did the Village expend more money than was taken in? What caused that? Is the firm auditing the same way as in the past? How reliable are revenues? Where is risk? He reviewed items that raised his interest and provided an explanation for those items.

He reviewed items from the management letter and highlighted segregation of duties. He recognized the newly appointed Treasurer and explained it is her job to check on the Village Accountant. He indicated a fraud risk assessment has been recommended in the management letters in prior years. The assessment takes into account potential for problems and he provided the benefits of doing an internal assessment analysis. It does not document procedures as much as it asks what could go wrong.

### **Board Discussion**

Upon inquiry, Mr. Martin explained school impact fees are being held for the potential of a new middle school. Mr. Taveirne explained how the different tables he reviewed are related to each other. Discussion was held on the Water/Sewer Fund. The auditing team and Village staff were commended

- C. Pass Resolution No. 2013-R-19, a Resolution for the Estimate of the Amount of a Tax Levy in Compliance with the Requirements of the Truth in Taxation Act
- D. Approve the Financial Statements as of 8/31/2013.

The financial statements were for the first four months ending August 31, 2013 of the Village's fiscal year. The balance sheet was reviewed. Regular operations net income for four months was \$165,000 compared to last year which was \$211,000. Extraordinary expenses were reviewed. For the balance sheet, the cash accounts are all in order as all bank statements have reconciled monthly and reviewed. Actual to budget total revenues are at 37% of budget and total expenses are at 30% of budget which is in line with 4 months of the fiscal year at 33%. The Motor Fuel Tax Fund and Water and Sewer Funds were reviewed.

- E-F. The Accounts Payable Warrants have been reviewed and should be approved.

### **Board Discussion**

Upon inquiry, Trustee Raclaw indicated Ms. Vernon felt the timing of the receipt of state shared revenues is improving. He also noted the Village is doing well with a cash reserve of 79%, fund policy is 67%. President Richardson explained how the Village reconciles amounts over and above the fund policy to the benefit of the residents. Discussion was held on auditing services and consideration to rotate auditing firms in the future. President Richardson asked Ms. Hirsch to meet with Trustee Raclaw to discuss this topic further. Mr. Martin indicated the Freier Farm Park project is on budget so far.

### **Board Action (B-F)**

A motion was made by Trustee Raclaw and seconded by Trustee Daulton Lange to consider by omnibus vote and:

- B. Approve and Accept the Audited Financial Statements for Fiscal Year Ending 04/30/13
- C. Pass Resolution No. 2013-R-19, a Resolution for the Estimate of the Amount of a Tax Levy in Compliance with the Requirements of the Truth in Taxation Act. A little than 5% increase. Increases in police and garbage.
- D. Approve the Financial Statements as of 8/31/2013.
- E. Pay Bills in the amount of \$ 357,435.65 as Listed on the Accounts Payable Warrant "A" Dated October 3, 2013.
- F. Pay Bills in the amount of \$5,799.70 as Listed on the Accounts Payable Warrant "B" Dated October 3, 2013.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

#### **10. ADMINISTRATOR'S REPORT**

Mr. Martin reported on the following:

- A. Barn Stomp: The October 26 event is rain or shine. Highlights were provided.
- B. Freier Farm Park Update: The project is 80% complete. He described work that was underway and he suggested hiring a docent to oversee activity at the park.
- C. Waste Hauling – Cart Roll Out is scheduled for October 15 and 16. Two toter bins are being delivered to all households including LBS. The roll out was announced in the Village newsletter and LBS has helped with communications. A community call will be sent 4-5 days ahead of time. Old recycling containers can be kept and used for storage bins or they can be placed in the new bin to be recycled. Lease payments will stop for those people who opted into the toter bin program previously.
- D. Other: He shared his experience at the ICMA Conference that was held in Boston. He thanked the Board for the opportunity.

#### **11. CLERK'S REPORT**

Ms. Peterson reported on the following:

- A. Open burning resumed October 1
- B. Village office will be closed, Monday, October 14, in observance of Columbus Day
- C. BACOG Water Well Quality Testing was announced.
- D. Follow Up Reports

- September 21 Run the Shores at Lake Barrington 5K and 1 Mile Fun Run/Walk

Mike Foster, LBS resident and Race Director, thanked the Board for their support. This 3<sup>rd</sup> annual event had over 150 participants and 36 volunteers. The event promoted wellness and community spirit in our community and raised over \$2,000 for the Cuba Township Food Pantry. New this year was online registration, course certification and professional timing. Over 30 awards were given. He commended Ms. Peterson for her work on the committee and expressed he hoped the Board would allow her to continue to work on the event in the future.

- Support Our Troops Project: Ms. Peterson read a report provided by the Veterans of LBS which highlighted donations were more than double over last year for a total of approximately \$7,000 in items and monetary contributions. The organization thanked the Village for its support and for providing the strong communications that reached out to residents to participate in the event.

- E. Other: Events were announced.

#### **12. REPORTS OF STANDING COMMITTEES**

- A. Communications and Community Relations (C. Mitchell): Trustee Mitchell spoke about his ideas for branding and messaging as well as avenues for promotion. He will be presenting more detailed plans at a future meeting.
- B. Economic Development (A. Burke): Trustee Burke expressed that he is excited about Trustee Mitchell's ideas for branding and would like to have him coordinate with the

Economic Development Committee. Trustee Burke reported the Village is going to focus on three primary areas in the Village which present the best opportunities to draw additional retail activity: Kelsey and Rt. 14, the Pepper Road corridor and the Market Place Shopping Center. He indicated the animal hospital has moved from Kelsey and Route 14 and that the property is actively being marketed. The Village would like to partner with the owner to help find a suitable business for that site.

He deferred to Trustee Schaller to report on the Market Place. Trustee Schaller reported the owner of the Market Place is working with Marcus Millichap to market the property which is currently 79% occupied. A prospectus was prepared which recognized the Village for its business support and incentives. Discussion was held on putting real estate and property information on the website.

President Richardson would like to talk to the owners of these properties to find out what type of support they want from the Village and he would like the Village to examine website and communication avenues for these types of opportunities. Mr. Bateman mentioned other Villages list property addresses and contact information.

President Richardson shared information regarding his conversation with CUSD 220 to sell a piece of property to square off the Kelsey and Route 14 property. He reported the Onion Pub and Brewery is tripling the size of the brewery. He asked Mr. Martin to check on the Web Printing Control property.

- C. Environment & Open Space (C. Schofield):** Trustee Schofield enjoyed the Flint Creek Savanna 25<sup>th</sup> Anniversary celebration. CFC expressed its appreciation for its partnership with the Village at the event. She asked Ms. Peterson to send a special invitation to Eagle Scout Pitcher Seagrist to attend the Freier Farm Barn Stomp.
- D. Finance, Human Resources and Village Facilities (D. Raclaw):** Trustee Raclaw recognized tonight's audit presentation and noted the Village is in good shape and is doing a good job in controlling expenses. Residents should be proud of the staff in how it is managing the Village's finances. With regards to the Village's facilities, he shared his friend's suggestions and positive analysis of the tennis courts located at Village Hall. Trustee Raclaw will be doing an examination of the facilities. The Community Room repair project is almost completed. Trustee Schofield noted the tennis courts are a Park District amenity and that the District has worked well with the Village over the years. It was suggested to provide more communications regarding the Park District's splash park.
- E. Gated Communities (J. Schaller):** Trustee Schaller reported LBS is anticipating the waste hauling cart distribution. A task force is working on a plan to redo the Rec Center. He shared information regarding the Enclave's realtor gathering. The groundbreaking for the new model home is next week.
- F. Public Safety (J. Schaller):** Trustee Schaller requested having the Lake County Sheriff do a presentation on the neighborhood crime watch program. He will be attending the Barrington Countryside Fire Protection District meetings. Equipment purchases were discussed at the BCFPD last meeting. He and Mr. Martin will be attending a status briefing next week. Paul Struck was sworn in as a BCFPD Trustee. Last month Trustee Schaller went to a meeting to present a letter, but the Board went into executive session, however, the District later recognized the letter. The District is planning on using a service contractor. A comment was made

regarding the desire for the District to have a referendum with District voters regarding how the service is provided. BACOG is doing active shooter training which will provide awareness training and teach officials on what to do and how to respond.

- G. Intergovernmental & External Relations (K. Richardson):** Trustee Mitchell reported BACOG is trying to move the PACE Bus program within BACOG to have participating members pay a proportionate share based on use or a flat fee based on population. He expressed that Lake Barrington will not continue to contribute until other communities participate. The well water quality testing program is being conducted this month. He shared information about the proposed BACOG well monitoring program which involves setting up with the USGS and the ISGS monitoring wells to collect data over 10 years for levels, flow and other information. President Richardson requested Mr. Martin to call BACOG to make the Village's monitoring wells available for the program. Trustee Mitchell shared a concern over drawdown of water supply due to growth outside of BACOG. President Richardson thanked Trustee Mitchell for attending the BACOG meetings.

President Richardson reported a resident contacted him regarding the re-emergence of heroin addiction. He asked Mr. Martin to invite a former Chief Deputy Wayne Hunter to speak on the topic. President Richardson will be attending the US Conference of Mayors Water Council meeting next week at his expense. He announced groundbreaking ceremonies: Enclave of Heritage Estates on October 8 and Pepper Park of Lake Barrington on October 16.

- H. Roads and Infrastructure (K. Daulton Lange):** Trustee Daulton Lange is working with staff to develop drainage guidelines which will specify a process for handling concerns, prioritization of drainage problems, and provide guidance to homeowners on what the Village can do. She spoke about a workshop on the reduction of chlorides to decrease impact on water quality and suggested reaching out to Cuba Township Road District, LBS and local businesses to share information on how to reduce salt use for snow and ice removal. Trustee Mitchell indicated BACOG had a presentation on this topic and that the Cuba Township Road District participated. He suggested she call BACOG Executive Director Janet Agnoletti.

### **13. OLD BUSINESS**

#### **A. CONSIDERATION OF A RETAIL SPACE BUILD-OUT GRANT PROGRAM**

Mr. Martin reported this topic was discussed at a previous meeting. The grant program is similar to the Neighborhood Beautification and Sign Grant programs; using reimbursement and requiring a 50% match. Staff is suggesting a range of \$3,000 to \$5,000 per space. Space is required to be leased to retail tenants for the period of two years. The Economic Development Committee would oversee the program. He noted the draft application will need to be revised to remove sign grant language. Any buildout of commercial space in the Village for retail use will be eligible for the grant. The grant is to reimburse costs and will encourage a retail component and creativity. He anticipates 2-3 grants will be awarded per year. He noted the program was an excellent idea provided from the Pepper Park of Lake Barrington developer. Priority will be given to more visible projects such as landscaping versus internal improvements.

Mr. Bateman advised the Prevailing Wage Act applies to projects funded by grants and that applicable language should be added to the application. The funding request should specify what the grant funds will be used for to determine whether or not the Act will apply.

**Board Discussion**

Trustee Daulton Lange hopes it will encourage enhanced external aesthetics. Trustee Mitchell suggested an incentive be given to use local businesses to do the work.

**Board Action**

A motion was made by Trustee Burke and seconded by Trustee Schaller to Approve the Retail Space Build-Out Grant Program.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

**B. APPROVAL OF FREIER FARM COMMUNITY GARDEN POLICIES, RULES, AGREEMENT AND APPLICATION FORM**

Mr. Martin reviewed that as part of the Freier Farm Park project, the Village is creating a Community Garden. This space will provide plots for residents of Lake Barrington to farm fruit and vegetables. At the September 3, 2013 Board meeting, the Board discussed a draft copy of the policy and application form. The draft policy provided was developed following research of similar community gardens. The suggested fee is \$50 per plot. It is projected that a mailer will be sent this winter with sign up in February and a class in March.

**Board Discussion**

Trustee Daulton Lange made suggestions for the garden. Trustee Schofield suggested a higher non-resident fee and Mr. Bateman suggested opening to non-residents if plots were left.

**Board Action**

A motion was made by Trustee Daulton Lange and seconded by Trustee Schofield to approve the Freier Farm Community Garden Policies, Rules and Agreement.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

## 14. ORDINANCES

### A. CONSIDERATION OF AN ORDINANCE—SSA 15 – TWIN PONDS SIDEWALK

Mr. Martin reviewed that at the Special Meeting on September 14, the Board directed staff to prepare a special service area ordinance specific to the proposed sidewalk connection for the Twin Pond Farms neighborhood.

Mr. Bateman reviewed the SSA process. He indicated the subdivision falls within two townships and that he confirmed with the Lake County Clerk's Tax Extension Department that they will take care of the SSA billing. Concern was expressed for if the project expenses exceeded the proposed cost and an inquiry was made regarding the SSA amounts outlined in the Ordinance. Mr. Bateman explained the SSA is proposed to be limited to a 10 year term, that the initial year would charge \$41.67 and would be \$40-50 annually thereafter.

#### Board Action

A motion was made by Trustee Schofield and seconded by Trustee Burke to Pass Ordinance No. 2013-O-14, An Ordinance Proposing the Establishment of Special Service Area Fifteen in the Village of Lake Barrington (Re: Sidewalk Adjacent to the Twin Pond Farms Subdivision).

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

### B. CONSIDERATION OF AN ORDINANCE AMENDING THE ORDINANCE RE: TELECOMMUNICATIONS

Mr. Bateman reported the Illinois Department of Revenue has requested a minor revision to an Ordinance passed recently to have the text read "...Department of Commerce and *Economic Opportunity*" for Item E under the definition for "Gross Charge".

He noted the previous Ordinance referenced the Department of Commerce and *Community Affairs* which was re-designated to the Department of Commerce and Economic Opportunity.

#### Board Action

A motion was made by Trustee Mitchell and seconded by Trustee Raclaw to Pass Ordinance No. 2013-O-15, An Ordinance Amending Chapter 7 of Title 6 of the Village of Lake Barrington Village Code (RE: Article 1 of Chapter 7, "Telecommunications")

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and  
President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

## **15. NEW BUSINESS**

### **A. CONSIDERATION OF EMPLOYEE HEALTH AND DENTAL INSURANCE PLAN - BLUE CROSS/BLUE SHIELD HRA**

Mr. Martin read the summary provided with the Board folder as follows: *Due to the implementation of the Affordable Health Care Act, the Village is required to renew its health and dental insurance by November 1, 2013. Staff has received the FY2014 Blue/Cross Blue Shield insurance renewal quotes. Staff is recommending retaining Blue/Cross Blue Shield at approximately \$68,135, an 8.7% decrease from last year.* He reported the health and dental renewal was previously done in April.

#### **Board Action**

A motion was made by Trustee Schaller and seconded by Trustee Daulton Lange 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 Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and  
President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

### **B. CONSIDERATION OF A CONTRACT FOR THE WATER/SEWER PLANT DRIVEWAY**

Mr. Martin reported the contract is for work to pave the gravel driveway at the water plant to allow improved access and plowing. The funding source is impact fees.

#### **Board Action**

A motion was made by Trustee Mitchell and seconded by Trustee Raclaw to Authorize the Village Administrator to Enter a Contract with Peter Baker & Sons to Pave Driveway at the Water/Sewer Plant, not to exceed \$ 17,731.99.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and  
President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

## **16. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE VILLAGE BOARD**

Trustee Mitchell reported residents of the Farm Trails and Countryside subdivisions are concerned with access in and out of the subdivisions when the roundabout is active, because there will not be a break in the traffic flow that the current traffic light provides. He asked if a traffic study was done for the impact on traffic flow after the roundabout is opened. Discussion was held on the roundabout and the impact on traffic from the area's road construction projects.

### **CONSIDERATION OF A RESOLUTION TO INCREASE RAIL SAFETY**

President Richardson explained a rail tank car summary and action request from the Village of Barrington and the Illinois Track Coalition were received today. A resolution supporting retrofitting certain tank cars that carry hazardous materials to prevent rupture is needed for submittal to the federal government by November 5, which is the date of the next Board meeting. He reviewed the resolution with the Board. Trustee Mitchell provided more information regarding the retrofitting. The Board came to a consensus to consider the resolution at tonight's meeting.

#### **Board Action**

A motion was made by Trustee Mitchell and seconded by Trustee Schaller to approve a Resolution supporting the Village of Barrington and the Illinois Track Coalition filing as set forth in the draft resolution, as Resolution 2013-R-20.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, and  
President Richardson.  
Nays: None  
Abstain: Trustee Schofield  
Absent: None

President Richardson declared the motion carried.

## **17. CLOSED SESSION**

#### **Board Action**

At approximately 9:25 p.m., a motion was made by Trustee Mitchell and seconded by Trustee Schofield that a portion of the meeting be closed to the public, effective immediately to review the Closed Session minutes.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield,  
and President Richardson  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried and he announced he anticipated Board action following closed session.

The Board reconvened at 9:33 p.m. with all members present as the original roll call.

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

**A. CONSIDERATION OF A RESOLUTION REGARDING CLOSED SESSION MINUTES**

Mr. Bateman reported the Board revisited the closed session minutes as required twice annually.

**Board Action**

A motion was made by Trustee Burke and seconded by Trustee Schofield to approve Resolution No. 2013-R-21, a Resolution Regarding the Release of Closed Session Minutes.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Raclaw, Schaller, Schofield, and  
President Richardson.  
Nays: None  
Abstain: None  
Absent: None

President Richardson declared the motion carried.

**19. OTHER**

**20. ADJOURNMENT: A motion was made by Trustee Schofield and seconded by Trustee Schaller to adjourn the meeting. President Richardson declared the motion carried, whereupon the meeting was adjourned at 9:35 p.m.**

Respectfully submitted,

Loretta Peterson  
Village Clerk  
Recording Secretary