

**VILLAGE OF LAKE BARRINGTON  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES HELD MARCH 4, 2014**  
*Approved*

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**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 4, 2014, 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, 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: Trustee Raclaw.

**Staff Present:** Village Administrator C. Martin, Village Treasurer P. Hirsch and Village Clerk L. Peterson

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

The meeting was heard out of sequence.

**3. PLEDGE OF ALLEGIANCE**

**4. CONSIDERATION OF MINUTES**

A. Minutes of the Board of Trustees Meeting – February 4, 2014

**Board Action**

A motion was made by Trustee Daulton Lange and seconded by Trustee Schofield to approve the minutes, item 4A above. The voice vote was all ayes. President Richardson declared the motion carried.

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

A. Other: President Richardson announced the Northwestern University vs. Notre Dame women's lacrosse game was being held at the Lake Barrington Field House on March 5. He shared highlights of a Catholic Church and immigration conference that was held at Notre Dame University.

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

Dillon Alexander and Ryan Lauderback, Barrington High School sophomores who serve on the Barrington LEADS Youth Advisory Council indicated they would be attending Board meetings to learn more about the local government process and how the Village approaches issues related to underage drinking. They shared BHS results from the Illinois Youth Survey on alcohol use by BHS students.

**Board Comment**

Board members individually commended the students for their courage in taking a stand against something that is not popular or cool and a trustee shared a personal story on the loss of a family member due to drugs and drinking. Comments were made regarding the statistics. Trustee Schaller offered assistance as the Village's Public Safety Chairperson. Following inquiry, the students explained Barrington LEADS Youth Advisory Council meet monthly with their teacher mentor and that eleven students had been formulating the facts and presentation. They are placing their focus on alcohol, which is normally the gateway to drug use, to quell drug problems at its source. They are attending the Board meeting to learn customs and procedures of local government. They further explained there are other clubs that deal directly with student use and that Barrington LEADS is placing its efforts towards social ordinances to stop incidences that are happening outside of the school.

President Richardson commended the students for having the courage and strong character to come forward. He commented on parents who furnish alcohol to young people. He welcomed the students and offered the Village's assistance with their efforts.

**7. CONSENT AGENDA-None**

**8. TREASURER'S REPORT:**

Village Treasurer Hirsch reported on the following:

**A. Approve the Financial Statements as of 1/31/2014.**

The financial statements were for the first nine months ending January 31, 2014 which comprised of 75% of fiscal year 2014.

Equity is at \$1,074,000. General Fund Net Income for Regular Operations was \$261,000. The balance sheet was reviewed and noted as appropriately in balance.

**Actual to Budget**

As of January 31, 2014, Actual to Budget revenues were 86% of budget with no more property taxes to be received until June. Actual to Budget Expenses were 78% of budget which are in line with 9 months of the fiscal year at 75%.

Following up on last month's inquiry regarding snowplowing labor overtime, the Village contract with the Cuba Township Road District is for \$7,000 per month including any labor, however, the Village is billed for salt separately. December's salt was \$11,035 as compared to December 2012 at \$4,941. January's salt bill will be high, but she noted the Village should be okay with \$35,000 budgeted for this season.

Motor Fuel Tax Fund: Ms. Hirsch outlined the remaining payments for the 2013 road projects and the Woodland Bridge project. There will be a balance of \$79,000 following payment of the noted projects and then the Village will need to build the fund back up over the next two years for future road projects. The Village receives \$10,000-\$12,000 per month in MFT funds.

Water/Sewer Fund: There is \$805,000 for future capital needs, as needed.

Open Space: She reported there is a balance of \$118,000. Mr. Martin noted the Village is waiting for OSLAD grant funds.

Auditor proposals were received last week.

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

### **Board Discussion**

Discussion was held on the life and maintenance of the water tower and pipe infrastructure. Mr. Martin reported it has been cleaned, repainted and a diver was sent into the tank to examine it. He mentioned water rate increases are decreasing in the future as the reserve is built. Pipe work was done on Hillview. There is a substantial reserve for future maintenance. Discussion concluded with a comment on making sure the Village has the proper finances to make sure businesses are taken care of by properly maintaining the infrastructure in the business park.

### **Board Action (A-C)**

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

- A. Approve the Financial Statements as of 1/31/2014.
- B. Pay Bills in the amount of \$ 234,347.64 as Listed on the Accounts Payable Warrant "A" Dated March 4, 2014.
- C. Pay Bills in the amount of \$ 7,984.43 as Listed on the Accounts Payable Warrant "B" Dated March 4, 2014.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Schaller, Schofield, and  
President Richardson.

Nays: None

Abstain: None

Absent: Trustee Raclaw

President Richardson declared the motion carried.

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

### **A. FY2015 Draft Financial Plan – Presentation**

Mr. Martin announced that he was providing a review of the financial plan and that no action would be taken. Final action is anticipated at the April or May meeting. The Village's fiscal year runs May 1 to April 30.

## Revenues

Commercial and residential building permits have increased. He reported on residential developments and the emergence of Northpointe lots 1 and 3 from foreclosure. There was a dip in sales tax revenue as projected with further impact from the weather on sales. However, this is the third straight year with an increase in sales tax collection reaching towards the Board's goal to increase sales tax.

## Expenses

The Village has a good grip on expenses. He reported the favorable impact of having a small, stable staff and outsourcing other services. The Board makes sure revenues are available for infrastructure improvements and the rehabilitation of streets and roads.

The fund balance will be maintained at the fund balance policy of 66% of the prior year's expenses.

Mr. Martin reviewed the financial plan by line item. Highlights included:

- Building improvements: The community room and Village Hall in general, are being used by many organizations and for early voting. Replacing the tile in the community room is planned and staff is obtaining a quote for the HVAC.
- Retention of a Planning Consultant to tweak the comprehensive plan. The Village has implemented a large portion of the plan in recent years.
- Police Services Agreement was signed with the Lake County Sheriff for an annual 4% increase over a three year term.
- Road and Ditch Projects which will be funded with utility and telecommunications tax revenues. This year's road program includes Golfview, Crestview and Kelsey Farms as well as a Crestview drainage project through the Cuba Township Road District.
- The Beautification line item includes the business sign and build out grants. The grant awards that have been given were approximately \$2,000.
- Payroll has generally increased 3% annually.
- Donations will remain at \$15,000, because the Village of Lake Barrington is a generous community.
- It was explained the Operations Expenses line items include such items as the copier service and codifier.

President Richardson shared the Village's philosophy and policy on the Village's finances. The Village tries to find the balance between having funding to finance needed operations, a reserve fund in cases of emergency, and the need to reinvest back into the community.

He commended the staff's exemplary finance work. He further explained how outsourcing such items as police services and public works drives down costs and allows providers to buy in bulk.

It was announced inquiries should be directed to Mr. Martin.

### **Board Discussion**

During the review, Trustee Burke inquired if any major projects were left to be completed from the drainage plan that was developed following the 2009 drainage workshop. Mr. Martin reported the highest priority "A" ranked projects have been completed and he reported on implementation of lower priority projects. Current snow removal procedures were discussed. It was confirmed receipts and projections of the utility and telecommunication tax revenues were affected by the timing of when they were implemented and collected. Staff was commended for their work.

B. Other-None.

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

Ms. Peterson reported on the following:

- A. General Primary Election Information
- B. Yard Waste Pick Up Begins April 2 & Annual Bulk Pick Up Day - May 17
- C. Rescheduled April and May Board Meeting Dates
- D. Healthier Barrington Survey
- E. Other: Veterans of LBS Memorial Day Ceremony and search for veterans, sharps disposal kiosk, keeping pets safe during coyote mating season and community events were announced.

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

- A. **Communications and Community Relations** (C. Mitchell): Trustee Mitchell encouraged participation in the Healthier Community Survey and he commended the last newsletter.
- B. **Economic Development** (A. Burke): Trustee Burke shared how the Village is focusing economic development efforts in three areas of the Village. There has been a considerable amount of discussion pertaining to all areas. President Richardson further reported that the Village is having the right dialogue and asking the right questions. He commended Trustee Burke for sharing his business experience towards these efforts. Trustee Burke commented on the big opportunities the Village has in light of the improving economy and that the Village is in a good position.
- C. **Environment & Open Space** (C. Schofield): Trustee Schofield reported she met with former Trustee DeJesu and Mr. Martin to plan the farm plots following receipt of 26 applications from Village residents for garden plots. The Village will be growing sunflowers and pumpkins for the Barn Stomp in a portion of the community garden. They are holding an informational meeting with the gardeners on April 8.
- D. **Finance, Human Resources and Village Facilities** (D. Raclaw): No report.
- E. **Gated Communities** (J. Schaller): Trustee Schaller reported the Enclave is 50% sold on lots and that a sales center is opening in downtown Barrington. The model home is under construction. Plans for the LBS Rec Center renovation project is still ongoing.

- F. Public Safety** (J. Schaller): A Neighborly Awareness meeting is being planned for April. He discouraged people from being vigilantes and raised the importance of residents having a greater awareness of what's happening in their neighborhoods.
- G. Intergovernmental & External Relations** (K. Richardson): Trustee Mitchell reported President Richardson will be joining BACOG for its Lobby Days this week. Discussion was held on Lake County's presentation on fair housing (not affordable housing) at the last BACOG meeting. President Richardson reported BACOG will be meeting with the Department of Commerce and IDOT during Lobby Days and that the group will be promoting the legislative platform that was approved by the Board several months ago.
- H. Roads and Infrastructure** (K. Daulton Lange): Trustee Daulton Lange attended an American Public Works Association event. She learned from the table discussion on roads that the asphalt mixture has changed over the years and that the quality of asphalt has decreased due to higher demand for petroleum based products resulting in lower quality built roads. Coatings can be placed on the asphalt several years after road construction to extend the life of the road.

Discussion was held on maintaining roadways due to the changes in asphalt quality and how towns are not using pavement management reports because of the effects of weather and other variables. Mr. Martin noted a comparison between an older subdivision and newer subdivision where the streets in the newer subdivision is not holding up as well as the older streets. Trustee Daulton Lange further explained asphalt is sold at one consistent quality level and is not sold in different quality grades.

Trustee Burke raised the loss of gravel on the radius in his neighborhood from the snow removal operations. Mr. Martin replied that shoulder restoration is included in the contract.

President Richardson shared that US Congressman Roskam and State Representative McSweeney have reached out to the Village to see if it needed FEMA assistance due to the extreme weather.

## **12. OLD BUSINESS-None**

## **13. ORDINANCES**

### **A. CONSIDERATION OF AN ORDINANCE AMENDING CLASSIFICATION OF LIQUOR LICENSE – BATTLE HOUSE MISSION BASED LASER TAG**

Battle House is anticipated to open at 28039 W. Northpointe Parkway, Unit 4, in the spring. The owner has applied for a Class G Liquor License authorizing consumption on the premises only during hours when food is being served. The Ordinance amends Village Code to provide for a "*recreational and/or sports and fitness facility*" to further clarify the types of business operations that qualify for a Class G Liquor License. Battlehouse will be issued the Class G license previously held by the Lake Barrington Field House which decided to cease alcohol service.

**Board Action**

A motion was made by Trustee Daulton Lange and seconded by Trustee Mitchell to adopt Ordinance 2014-O-05, an Ordinance Amending the Lake Barrington Village Code (RE: Section 2-3-6, "Classification of Licenses").

Upon roll call the vote was:

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

President Richardson declared the motion carried.

**B. CONSIDERATION OF A FOURTH AMENDMENT TO LEASE FOR THE FARMHOUSE PROPERTY LOCATED AT 23585 KELSEY ROAD**

Mr. Martin reported staff is recommending extension of the lease for a one year term for the same rent as last year, \$1,625 per month. The tenant has never missed a payment and has taken care of the property.

**Board Action**

A motion was made by Trustee Schaller and seconded by Trustee Schofield to adopt Ordinance 2014-O-06, An Ordinance Approving and Authorizing a Fourth Amendment to Lease of Real Property by the Village of Lake Barrington, Lake County, IL (Re: The Two-Story Frame, Single-Family Residence Located at 23585 N. Kelsey Road, Lake Barrington, IL)

Upon roll call the vote was:

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

President Richardson declared the motion carried.

**14. NEW BUSINESS**

**A. THE HORSESHOE GRILL REQUESTS REGARDING LIQUOR LICENSES**

President Richardson complimented the owner for the good food and inviting atmosphere at The Horseshoe Grill. Steve Beard, owner of The Horseshoe Grill, introduced himself and indicated the establishment opened in December. He requested:

1. To revise Liquor License Class B to extend sales of alcoholic liquor from 1 am to 2 am on Fridays; and
2. To allow retail sales of beer and wine for consumption off the premises.

Mr. Martin reported the Class B hours for Saturdays were extended to 2 am following a request by The Kelsey Road House. Neighboring villages including Fox River Grove, Port Barrington and Wauconda allow certain liquor license holders to serve until 2 am and 3 am. The Village's Class B liquor license holders do not open as late as the Class B license allows and there have not been any issues with the Village's establishments.

### **Board Discussion**

Upon inquiry, Mr. Beard said he would be interested in allowing people to bring home the remaining portion of a bottle of wine. Mr. Bateman noted there is a specially designed tamper proof bag that is used for this purpose and is considered sealed by Il state liquor law.

President Richardson commented on the Village's interest in public safety while keeping Lake Barrington businesses competitive with other communities' businesses. He indicated the Village wants to regulate responsibly and that state laws use the minimum age and the .08 alcohol level as ways to regulate alcohol consumption. Trustee Schofield recommended having a designated driver. Comments were made about the consequences of underage drinking. Discussion was held on beverage service training and on how Lake Barrington is lucky to have responsible business owners. Mr. Beard indicated the ILCC provides a training packet on serving and that 80% of his staff are BASSET trained. He shared how his staff is encouraged to take extra steps to ensure patron safety.

Mr. Bateman informed the Board that it will take an amendment by ordinance to enact a change in the hours pursuant to Mr. Beard's request and that it would apply to all Class B liquor license holders.

Mr. Martin indicated staff would contact the other Class B license holders regarding the request.

Without objections, the Board came to a consensus to direct staff to contact the other restaurants and to have counsel provide an ordinance for consideration.

Mr. Beard thanked the Board for their consideration and for the sign and build out grants he received. Mr. Martin noted The Horseshoe Grill was the first recipient of the build out grant.

## **B. CONSIDERATION OF A CONTRACT FOR A LAWN MAINTENANCE PROGRAM -DOERING LANDSCAPING**

Mr. Martin reported Doering Landscape Company provided a two year term quote for lawn maintenance and related services for the same amount as the recently expired contract. This represents a \$0 increase over 2012/13 contract. Staff has been very satisfied with Doering's service. Additional services are offered on an ala carte basis such as mulching and flower planting.

### **Board Action**

A motion was made by Trustee Schofield and seconded by Trustee Daulton Lange to authorize the Village Administrator to enter into a Services Agreement with Doering Landscaping.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Schaller, Schofield, and  
President Richardson.

Nays: None

Abstain: None

Absent: Trustee Raclaw

President Richardson declared the motion carried.

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

None

**16. CLOSED SESSION**

The Board did not enter Closed Session.

**18. ACTION TO BE TAKEN FROM CLOSED SESSION-None**

**19. OTHER**

**20. ADJOURNMENT:** President Richardson called for the motion for 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 8:40 p.m.

Respectfully submitted,

Loretta Peterson  
Village Clerk  
Recording Secretary