

**VILLAGE OF LAKE BARRINGTON - MINUTES
A REGULAR MEETING OF THE VILLAGE BOARD OF TRUSTEES**

APRIL 5, 2016 - Approved

1. CALL TO ORDER

A special 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, April 5, 2016 and was called to order at 7:00 pm. Village Administrator Martin acted as Recording Secretary. Agenda items are reported in agenda order which may or may not match the order in which they were considered.

The Board unanimously consented to Trustee Burke acting as President Pro Tem due to the absence of President Kevin Richardson.

2. ROLL CALL OF MEMBERS

Upon the roll being called, the following Trustees were physically present at said location: Trustees Burke, Daulton Lange, Mitchell, Schofield, Schaller, and Thompson

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

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

Staff Present: Village Administrator Christopher A. Martin and Village Accountant Debbie Vernon

Others Present: Village Attorney J. Bateman

3. PLEDGE OF ALLEGIANCE

4. CONSIDERATION OF MINUTES

- A. Minutes of the Board of Trustees Special Meeting – March 3, 2016
- B. Minutes of the Board of Trustees COTW Meeting – March 3, 2016

A motion was made by Trustee Schaller and seconded by Trustee Thompson to approve the minutes of the March 3, 2016 Special meeting and March 3, 2016 Committee of the Whole. The voice vote was all ayes with Trustee Daulton Lange abstaining. President Pro Tem Burke declared the motion carried.

5. PRESIDENT'S REMARKS (President Pro Tem Burke)

- A. Freier Farm Brush Fire Report – Mr. Martin reported on the previous week's brush fire at the Freier Farm. Members of the Barrington Countryside Fire Protection District were on hand to answer questions and detail the response.
- B. President Pro Tem Burke complimented Citizens for Conservation (CFC) for their work in removing buckthorn along the Grassylake Trail

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

None present.

7. CONSENT AGENDA - None.

8. TREASURER'S REPORT

A-C. Village Treasurer Hirsch reported the following:

The financial statements have been prepared and reviewed for the first ten months ended February 29, 2016 of the Village of Lake Barrington's fiscal year 2016. We are 83% through our fiscal year. The flash report shows the assets at \$2,230,000 and corresponding liabilities at \$760,000 plus equity of \$1,470,000 to equal \$2,230,000 showing that the balance sheet is appropriately in balance. Fiscal year to date revenue for ten months are at \$2,069,000 and expenses are at \$2,220,000 resulting in a net loss of \$151,000. For the balance sheet all the cash accounts are all in order as all bank statements have been reconciled monthly and reviewed.

The Motor Fuel Tax fund has cash available of \$382,000 which is calculated by taking current assets \$406,000 less current liabilities of \$24,000. Normally the fund is growing at about \$9-12k/month. The state is now paying Motor Fuel tax receipts to municipalities. FY15 included a \$21k payment as part of the Illinois Jobs Now program.

The Water/Sewer Fund has net current assets of \$1,098,000 which is calculated by taking the cash as stated on balance sheet plus current receivables less current payables. This will be used for future capital expenditures as needed. This month \$20,600 in expense was transferred to the Water/Sewer acct for engineering fees that were paid by the General Fund for the sidewalk. To date there have been \$24k in engineering for the sidewalk.

The Open Space Fund has \$170,000 in cash available for ongoing maintenance. The \$131,000 in the .6563 bank account will be used to make upcoming bond payments. The only activity in this account is the collection of the \$1,625 in rental income and small amounts for lawn maintenance and fall clean up. The Open space bond refinancing was closed in March. The pricing came in with even more favorable than anticipated savings with a \$460k savings to the taxpayers.

The Accounts payable warrants have been reviewed and are in order for your approval.

A motion was made by Trustee Schaller and seconded by Trustee Thompson to accept and approve in block: (1) the Village's Financial Statements as of 2/29/2016, (2) the payment of bills in the amount of \$165,257.40 as listed on the Accounts Payable Warrant "A" dated February 29, 2016, and (3) the payment of bills in the amount of \$36,661.69 as listed on the Accounts Payable Warrant "B" Dated April 5, 2016.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Schaller, Schofield, and Thompson

Nays: None

Abstain: None

Absent: President Richardson

President Pro-Tem Burke declared the motion carried.

No members of the public requested to address the Village Board

9. ADMINISTRATOR'S REPORT

- A. FY2017 Draft Financial Plan - Mr. Martin presented the draft of the Village FY2017 Financial Plan for the second time. Mr. Martin discussed various revenues and expenditures highlights and requested that the Board forward any questions or comments. The Staff would complete the Financial Plan and appropriation ordinance for final presentation either May 3 or June 8.
- B. Comprehensive Plan Update – April 7 Workshop: Mr. Martin noted that the Village would be holding a Comprehensive Plan Workshop and a postcard mailer had been sent out.
- C. Village Clerk/Intern Position - Mr. Martin discussed the open Village Clerk position and noted that to date recruitment efforts had not been successful. He suggested that the Village investigate securing a Master of Public Administration intern via Northern Illinois University. He noted that the position duties were appropriate for an internship and discussed the process via NIU. The Board discussed the idea at length. Trustee Burke noted the short-term nature of internships and the commitment required from both parties. Trustee Thompson suggested a paralegal. Trustee Daulton Lange noted that in her position at Downers' Grove interns were in several departments with significant responsibilities. The Board concluded that Mr. Martin should move forward with investigating the hiring an intern for the vacant Clerk position
- D. Lead Testing Village Water System: Mr. Martin detailed that the Village water system was fully compliant with State and Federal lead requirements and that testing would take place this summer as scheduled.
- E. Miller Road Resurface – LCDOT: Mr. Martin noted that the Lake County Department of Transportation would be resurfacing Miller Road from Kelsey to Route 12, a start date was not known at this time.

10. CLERK'S REPORT - None

11. REPORTS OF STANDING COMMITTEES

The following Village Trustees reported on the activity of their respective committees:

- A. *Roads and Infrastructure* (K. Daulton Lange) – Trustee Lange noted the previous items relative to road sealants.
- B. *Communication and Community Relations* (J. Thompson): Trustee Thompson discussed the Village development of an RFP for webpage redesign services.
- C. *Economic Development* (A. Burke) – Trustee Burke noted that the Village would begin the Comprehensive Plan work and noted that he and President Richardson met a local business to discuss video gaming and that they reiterated the Village Board's position on continuing to prohibit gaming within the Village.
- D. *External Relations* (K Richardson) – No report, not present.
- E. *Finance, Human Resources & Administration* (C. Schofield) – Trustee Schofield noted the previous discussion relative to internships.
- F. *Open Space & Village Facilities* (C. Mitchell) - Trustee Mitchell noted that Leon from LCDOT was retiring this fall and requested that the Village consider recognizing him.
- G. *Public Safety & Gated Communities* (J. Schaller) - Trustee Schaller noted that the Lake County Sheriff and himself met with the new public safety personal for LBS. He noted that LBS was looking for new Executive Director. He reported on Tallgrass (Taylor Morrison) and Enclave activity.

12. OLD BUSINESS

A. CONSIDERATION OF A RESOLUTION APPROVING A CONTRACT FOR PUBLIC INFORMATION AND BUSINESS OUTREACH SERVICES – REVISIONS AND EXTENSION

Mr. Martin noted that the Board approved a consultant agreement with Ms. Kathleen Scott, Scott Partners, Inc. to provide public information, local business liaison, outreach, social media and similar public relations services on February 3, 2016. The term of the agreement was four months at \$3,500 per month, expiring May 31, 2016. Ms. Scott to date has performed the tasks as required. Trustee Thompson has requested additional monetary incentives be placed into the agreement: a bonus relative to securing sales tax producing businesses. The Board also exercised the extension through November 30, 2016. The agreement was provided in the Board Folder and Ms. Scott was in attendance.

A motion was made by Trustee Thompson and seconded by Trustee Schofield to approve Resolution 2016-R-3. A Resolution Approving and Authorizing the Execution of an Agreement with Scott Partners, Inc. to Provide Certain Consulting Services to the Village.

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange Mitchell, Schaller, Schofield, and Thompson

Nays: None

Abstain: None

Absent: President Richardson

President Pro-Tem Burke declared the motion carried.

No members of the public requested to address the Village Board.

13. ORDINANCES

A. CONSIDERATION OF AN ORDINANCE APPROVING AND CONSENTING TO THE ASSIGNMENT TO JOSE INGLESIAS AND MANUEL MARTINEZ, d/b/a J AND M AUTO REPAIR OF A SPECIAL USE PERMIT AUTHORIZING THE ESTABLISHMENT AND OPERATION OF A VEHICLE REPAIR SERVICE AT 28022 W. INDUSTRIAL AVENUE, UNIT 2

Mr. Martin noted that this Special Use Permit (SUP) ordinance was previously issued to another vehicle repair business, CDJ Transmission, which will be vacating the unit. The SUP ordinance allows for the Village Board to transfer the SUP to a similar use. J and M Auto Repair has requested this transfer to operate an automotive repair business. The ordinance was provided in the Board Folder.

A Motion was Made by Trustee Mitchell and seconded by Trustee Daulton Lange to Approve Ordinance No. 2016-O-6 An Ordinance Approving And Consenting To The Assignment To Jose Inglesias And Manuel Martinez, D/B/A J And M Auto Repair Of A Special Use Permit Authorizing The Establishment And Operation Of A Vehicle Repair Service And Garage To Be Operated By Jose Inglesias And Manuel Martinez, D/B/A J And M Auto Repair On The Property At 28022 W. Industrial Avenue, Unit 2

Upon roll call the vote was:

Yeas: Trustees Burke, Daulton Lange, Mitchell, Schaller, Schofield, and Thompson

Nays: None

Abstain: None
Absent: President Richardson

President Pro-Tem Burke declared the motion carried.
No members of the public requested to address the Village Board.

B. CONSIDERATION OF AN ORDINANCE AMENDING THE VILLAGE OF LAKE BARRINGTON VILLAGE CODE AMENDMENT TO PARAGRAPH F CLASS F LIQUOR LICENSES – OUTDOOR PREMISES - PATIO SEATING AT PEPPER PARK COFFEE

Mr. Martin noted that the proposed ordinance creates a new liquor license for Pepper Park Coffee, a Class F for outdoor patio sales. Pepper Park Coffee currently holds a Class B (full liquor) and is in good standing. The proprietor Ms. Kathleen Scott briefly discussed the proposed use. The ordinance was provided in the Board folder.

A Motion was Made by Trustee Schaller and Seconded by Trustee Thompson To Approve Ordinance No. 2016-O-7 An Ordinance Amending The Village Of Lake Barrington Village Code (Re: Amendment To Paragraph F, "Class F License" (For Outdoor Premises),Of Section 2-3-6, "Classifications Of Licenses") (Roll Call Vote)

Upon roll call the vote was:

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

President Pro-Tem Burke declared the motion carried.
No members of the public requested to address the Village Board.

14. NEW BUSINESS

A. CONSIDERATION OF A RESOLUTION DECLARING AND ESTABLISHING VILLAGE POLICIES RELATING TO ELECTRONIC DEVICE(S), INCLUDING ELECTRONIC TABLET DEVICE(S), OWNED AND/OR LEASED BY THE VILLAGE AND PROVIDED TO AND FOR USE BY MEMBERS OF THE VILLAGE BOARD OF TRUSTEES

Mr. Bateman discussed the proposed policy as suggested by Trustee Daulton Lange that provides guidelines for the use of Village provided tablets and similar devices. The policy was provided in the Board folder.

A Motion was Made by Trustee Daulton Lange and seconded by Trustee Schofield to approve Resolution No. 2016-R-4 A Resolution Declaring And Establishing Village Policies Relating To electronic Device(S), Including Electronic Tablet Device(S), Owned and/or Leased By The Village And Provided To And For Use By Members Of The Village Board Of Trustees.

Upon roll call the vote was:

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

President Pro-Tem Burke declared the motion carried.
No members of the public requested to address the Village Board.

B. CONSIDERATION OF A CONTRACT FOR MOSQUITO ABATEMENT SERVICES – CLARKE MOSQUITO

Mr. Martin noted that the Village's two-year agreement with Clarke Mosquito has expired. Clarke has performed well for the Village over the past several two-year contracts. The Village's budget for FY2016 is \$25,000. Mr. George Balis from Clarke was present and discussed methodologies and the materials used in mosquito control. The agreement was provided in the Board folder.

A Motion was Made by Trustee Mitchell and seconded by Trustee Schofield to authorize the Village Administrator to enter into a Services Agreement with Clarke for Abatement Services

Upon roll call the vote was:

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

President Pro-Tem Burke declared the motion carried.
No members of the public requested to address the Village Board.

C. CONSIDERATION OF A RESOLUTION PROVIDING FOR A VOLUME CAP/PRIVATE ACTIVITY BOND REALLOCATION

Mr. Martin and Mr. Bateman discussed that the Village of Lake Barrington has opted to transfer the State's Private Activity Bond Allocation in past years to the Village of Buffalo Grove, a clearinghouse for Lake County Partners. Over the years, the Village has received a small amount of revenue in return. The resolution was provided in the Board folder.

A Motion was Made by Trustee Mitchell and seconded by Trustee Schaller to pass Resolution No. 2016-R-5 A Resolution Reallocating 2016 Volume Cap to the Village of Buffalo Grove, Illinois.

Upon roll call the vote was:

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

President Pro-Tem Burke declared the motion carried.
No members of the public requested to address the Village Board.

D. CONSIDERATION OF A CONTRACT FOR ROAD SEALANTS AND PREVENTIVE MAINTENANCE – CORRECTIVE ASPHALT MATERIALS

Mr. Martin introduced that the Village's Roads Committee contacted *Corrective Asphalt Materials* to discuss preventive maintenance via sealants for the Village's streets including recently paved neighborhoods. The Roads Committee reviewed a presentation along with the Village Engineer and determined that the process and materials are effective and would reduce long range Village costs by extending roadway

life. Ms. Rachel Lang from CAM provided a presentation on the effectiveness of the products and techniques. The Board discussed the products and road maintenance at length, weighing the value of sealants being able to delay resurfacing, versus continuing to simply invest in overlay and reconstruction. The Board noted the numerous large municipalities are using the product including Schaumburg, Elmhurst, Lake County and others and agreed that it has proven its effectiveness. The Board agreed to move forward and get the Village as current as possible with the sealants. The Board noted that the material was not a coal-tar product. The Board thanked Trustee Daulton Lange and staff for bringing the information to the Board. The agreement and background materials were provided in the Board packet.

A Motion was Made by Trustee Daulton Lange and seconded by Trustee Mitchell to authorize the Village Administrator to enter into a Services Agreement with Corrective Asphalt Materials in the amount \$96,475.90 plus 10% for contingency

Upon roll call the vote was:

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

President Pro-Tem Burke declared the motion carried.
No members of the public requested to address the Village Board.

14. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE VILLAGE BOARD

None present.

15. CLOSED SESSION

None

16. OTHER

None

17. ADJOURNMENT

A motion was made by Trustee Thompson and seconded by Trustee Mitchell to adjourn the meeting. President Pro tem Daulton Lange declared the motion carried, whereupon the meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Christopher A, Martin
Village Administrator, Recording Secretary