

**MINUTES OF THE MEETING OF  
THE COMMITTEE OF THE WHOLE  
OF THE VILLAGE OF BARRINGTON  
For Monday, July 1, 2019**

**CALL TO ORDER**

The regular meeting of the Board of Trustees sitting as a Committee of the Whole was called to order by Village President Darch at 6:01 p.m. on Monday, July 1, 2019 at Barrington Village Hall, 200 S. Hough Street, Barrington, Illinois.

**ROLL CALL**

Upon roll being called the following answered present: Trustees Jason Lohmeyer, Todd Sholeen, Jeff Janssen, Kate Duncan, Emily Young, and President Karen Darch. Trustee Jennifer Wondrasek was absent. The following personnel also attended the meeting: Scott Anderson, Village Manager; Patty Dowd Schmitz, Communications and Events Director; Greg Summers, Director of Development Services; Jennifer Tennant, Development Services; Marie Hansen, Development Services; Jeremie Lukowicz, Director of Public Works; Jim Arie, Fire Chief; Jason Hayden, Director of Financial Services; Melanie Marcordes, Assistant to the Village Manager; and Jim Bateman, Attorney. The following guests also attended the meeting: Jim McGrath and Bob Susnjara, reporter.

In compliance with the provisions of Chapter 11, "Rules for Participation in Meetings via Electronic Means" of Title 1, "Administration", of the Village of Barrington Village Code, no member participated in said meeting via electronic means.

**PERSONS TO BE HEARD FROM THE FLOOR – CITIZEN'S REGISTRATION/COMMENTS:**

- a) Jim McGrath spoke to the group regarding the meetings that are scheduled for the Plan Commission. He came to Village Hall to attend a recent meeting, but it was cancelled. He requested details regarding how to view the most current schedule on the Village website. Patty Dowd Schmitz indicated that she is currently working on website improvement opportunities in order to provide enhanced meeting scheduling information.

**MINUTES**

Included on the agenda are minutes from the June 24, 2019 Meeting of the Committee of the Whole.

**MOTION:** A motion was duly made by Trustee Sholeen and seconded by Trustee Young to approve the minutes of the June 24, 2019 Meeting of the Corporate Authorities sitting as a Committee of the Whole, as presented.

**ROLL CALL:** Trustee Lohmeyer, aye; Trustee Sholeen, aye; Trustee Wondrasek, absent; Trustee Janssen, aye; Trustee Duncan, aye; Trustee Young, aye. President Darch declared the motion passed.

**Discussion Re: Food Trucks: Overview** - Staff is seeking direction relative to mobile food vendors (food trucks) referenced in the Village Code. **Summary** – Melanie Marcordes and Patty Dowd Schmitz provided background information regarding requests by local businesses for the use of food trucks at specific events. Feedback provided by the Board of Trustees (BOT) is as follows: Staff is to further investigate and review the requests for food trucks in the Village. This information is then to be reported back to the BOT when it is available.

**Future Agenda Items**

**July 15, 2019**

- a. **Designating Signatories:** Included in this packet, please find a Resolution that if approved, would replace an outdated Resolution designating the authorized signatories for Village banking and investment accounts. Colleen Nigg, the Director of Human Resources and Risk Management who retired at the end of April 2019, was a designated signatory on Village Accounts. The attached Resolution would remove her as an authorized signatory on Village Accounts. The attached Resolution is redlined to show the changes that will occur when the final version is transmitted to the Board for approval at the July 15, 2019 Board of Trustees meeting.

**Updates**

a. **Projects:**

- 1) **Revised Comprehensive Plan Schedule: Overview** - In preparation for the 2020 Comprehensive Plan update a series of eight (8) neighborhood meetings will be held throughout the different areas of the Village for the purpose of gathering public input prior to the development and drafting of the plan update. The Comprehensive Plan divides the Village into eighteen (18) neighborhoods and these neighborhoods will be sorted into eight (8) groups based on similar geographic location and other common factors. The Committee of the Whole reviewed the proposed schedule on June 3, 2019 and requested several modifications which are highlighted in yellow on the attached memo.

**Summary** – Jennifer Tennant covered this topic. Discussions were held regarding dates for specific future neighborhood meetings. The plan is to have a dedicated web page which lists the scheduled dates for neighborhood meetings.

**2) Installation of Light Pole Foundations in New Lot #24: Overview:** Earlier this year, the Barrington purchased an existing parking lot from the Christian Science Church. Currently work is underway to bring the parking lot up to standards to be used as an additional Metra Commuter Parking Lot. In order to do this, the lights need to conform with Metra standards. Unfortunately, the Public Works Department does not have the necessary equipment and personnel to excavate and construct the light pole bases. The Public Works Department has solicited price proposals to complete this work and recommend contracting with Thorne Electric, Inc. to complete the work. After this work has been completed, staff will complete the remaining portions of the lighting installation. Funds have been provided in the 2019 operating budget for the improvements to this parking lot. **Summary** – J. Lukowicz reviewed this topic. Additionally, M. Hansen provided additional details concerning the proposed lighting installation.

**3) Preferred Parking Passes.** J. Hayden provided an update relative to the number of applications received to date, and the number of remaining spaces which are still available.

**4) Non-contributing House in the Historic Preservation District -** J. Tennant spoke to the group regarding a non-contributing house in the Historic Preservation District in the Village. A homeowner previously asked questions regarding the design and construction of his front and rear porches. The desire is to use pavers rather than bricks. This request is under review by the ARC. J. Tennant (or her substitute) plans to report back on 7/15/19 with ARC feedback.

**5) Cook Street Plaza Zoning Ordinance** – President Darch led this discussion item. She reviewed options for allowing a business to offer home improvement services in the downtown area. They are as follows: 1) Cook Street Plaza could amend their existing Special Use Planned Development (SUPD); 2) The Village could amend the Village’s Zoning Ordinance.

Follow up: Scott Anderson and Greg Summers are to contact the landlord of this property regarding space build out options. They are then to report back to the BOT regarding these discussions.

- b. **Administrative:** None.
- c. **Intergovernmental Organizations:** None
- d. **Legislative Matters:** None

**Recurring Agenda Items**

- a. **Financial Reports: Overview** - Included in the packet are documents that illustrate the financial activities of the Village during the first quarter of 2019, which ended on March 31, 2019. A brief summary of the financial information is attached. **Summary** – Jason Hayden reviewed this item. The review included the following: An analysis of the general fund; total cash balance; and sales tax.
- b. **Barrington’s White House (BWH) Report:** None.

**CLOSED SESSION:**

CONSIDERATION RE: Trustee Janssen moved and Trustee Lohmeyer seconded a motion that the that the Corporate Authorities adjourn to Closed Session to discuss matters of Discussion of Minutes of Meetings Lawfully Closed [5 ILCS 120/2(c)(21)], Land Acquisition [5 ILCS 120/2(c)(5)], and Litigation Which is Pending or Which is Probable or Imminent [5 ILCS 120/2(c)(11)], the Board finding that based upon advice of counsel, litigation is probable or imminent as to those matters so identified on the record in such Closed Session for the reasons therein stated.

**ROLL CALL:** Trustee Lohmeyer, aye; Trustee Sholeen, aye; Trustee Wondrasek, absent; Trustee Janssen, aye; Trustee Duncan, aye; Trustee Young, aye. President Darch declared the motion passed.

A voice vote was then called following which President Darch declared the motion to recess to closed session had been unanimously adopted and the meeting was recessed on Monday, July 1, 2019. The time was 7:17 p.m.

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## **RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**The public portion of the meeting resumed at 8:20 p.m.**

It was noted for the record that all Trustees who were present prior to the commencement of the closed session were still present.

## **ADJOURNMENT**

**MOTION:** A motion was duly made by Trustee Sholeen and seconded by Trustee Janssen to adjourn the Regular Meeting of the President and Board of Trustees sitting as a Committee of the Whole on Monday, July 1, 2019.

A voice vote was then called following which President Darch declared the motion to adjourn had been unanimously adopted and the meeting was adjourned. The time was 8:45 p.m.

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Tony Ciganek, Village Clerk