

**MINUTES OF THE MEETING OF  
THE COMMITTEE OF THE WHOLE  
OF THE VILLAGE OF BARRINGTON  
For Monday, October 7, 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 6:02 p.m. on Monday, October 7, 2019 at Barrington Village Hall, 200 S. Hough Street, Barrington, Illinois.

**ROLL CALL**

Upon roll being called the following answered present: Trustees Todd Sholeen, Jennifer Wondrasek, Kate Duncan, Emily Young, Mike Moran, and President Karen Darch. Trustee Jason Lohmeyer arrived at 6:10 p.m. The following personnel also attended the meeting: Scott Anderson, Village Manager; Patty Dowd Schmitz, Communications and Events Director; Marie Hansen, Acting Director of Development Services; Mike Szymanski, Public Works; Jim Arie, Fire Chief; Dave Dorn, Police Chief; Jason Hayden, Director of Financial Services; Melanie Marcordes, Assistant to the Village Manager; and Jim Bateman, Attorney. Additionally, Jim McGrath was a visitor at the meeting

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:** Jim McGrath spoke to the group regarding the following: 1) Go Green Barrington held an event at the Catlow Theater on September 29<sup>th</sup>. Approximately 125 people attended. 2) He asked a question about the Greenest Region Compact (GRC2) regarding the Environmental Advisory Committee. S. Anderson indicated that he will meet with the Committee and provide an update on GRC2.

**MINUTES**

Included on the agenda are minutes from the September 23, 2019 Meeting of the Committee of the Whole.

**MOTION:** A motion was duly made by Trustee Duncan and seconded by Trustee Wondrasek to approve the minutes of the September 23, 2019 Meeting of the Corporate Authorities sitting as a Committee of the Whole, as presented.

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

**Future Agenda Items**

**October 14, 2019**

- a. **Hiring PW UTO Position:** The Public Works Production and Treatment Division has four Utility Treatment Operators (UTO). One UTO position will become vacant effective October 21, 2019 due to a resignation. Staff is seeking authorization to advertise and fill this position with a UTO. The main duties of this position are maintenance, operation and oversight of the water production from the Village's four potable water wells, the Village's Wastewater Treatment Facility and maintenance of the twelve sewage lift stations.
- b. **Audit Services:** Jason Hayden covered this topic. Included on the agenda is a proposal from Lauterbach & Amen to renew the contract for auditing services for three fiscal years. Their recent three-year contract expired after the audit of fiscal year 2018.
- c. **Springbrook Software:** Jason Hayden reviewed this topic. Included on the agenda is a proposal to upgrade the Village's accounting software to a cloud-based version. Springbrook is the financial and accounting software system used by the Village to account for all of the financial activities the Village engages in. Springbrook is an integrated set of financial and accounting modules that includes the General Ledger, Bank Reconciliation, Cash Receipting, Accounts Payable, Accounts Receivable, Payroll, Utility Billing, Purchase Orders, and Clearing House (used for electronic transactions such as ACH payments). Two quotes are included in the packet. The quote for \$8,000 is a one-time cost that would be incurred in 2020 for project management services. The quote for \$39,976 would be the annual maintenance cost which would be incurred each year for the use of Springbrook.

## Updates

- a. **Projects:** Marie Hansen provided the following updates: 1) The sidewalk improvements are completed at Lageschulte and Station Streets. M. Hansen will work on standard procedures for future projects. 2) The upcoming Hart Road project was reviewed. She is working with IDOT on sidewalk design.
- b. **Administrative:** None.
- c. **Intergovernmental Organizations:** None
- d. **Legislative Matters:** None

## Recurring Agenda Items

- a. **Financial Reports:** None.
- b. **BWH Report:** None.

## CLOSED SESSION:

CONSIDERATION RE: Trustee Moran moved and Trustee Sholeen 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, aye; Trustee Duncan, aye; Trustee Young, aye; Trustee Moran, 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, October 7, 2019. The time was 6:47 p.m.

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## RESUMPTION OF PUBLIC PORTION OF THE MEETING

**The public portion of the meeting resumed at 8:46 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 Lohmeyer to adjourn the Regular Meeting of the President and Board of Trustees sitting as a Committee of the Whole on Monday, October 7, 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 8:47 p.m.

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Tony Ciganek, Village Clerk