

**MINUTES OF THE MEETING OF  
THE COMMITTEE OF THE WHOLE  
OF THE VILLAGE OF BARRINGTON  
For Monday, December 16, 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 6:04 p.m. on Monday, December 16, 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 6:08 p.m. The following personnel also attended the meeting: Scott Anderson, Village Manager, Jason Hayden, Director of Financial Services; Melanie Marcordes, Assistant to the Village Manager; Patty Dowd Schmitz, Communications, Marketing, and Events Director; Marie Hansen, Director of Development Services; Jennifer Tennant, Assistant Director of Development Services; Jim Arie, Fire Chief; Dave Dorn, Police Chief; Jeremie Lukowicz, Director of Public Works; and Jim Bateman, Attorney. Additionally, the following personnel attended the meeting: Bob Susnjara and Kaitlin Edquist, Reporters; Bonnie Sholeen; Ray Schmitz; and Niko Kutrombis.

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:** None.

**MINUTES**

Included on the agenda are minutes from the December 2, 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 December 2, 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.

**Current Future Agenda Items  
December 16, 2019**

- 1. IDOT Letter of Intent:** On October 10, 2019 the Village was awarded a \$48 million grant to fund phase 2 design engineering and construction for a grade separation at the U.S. Route 14 /Northwest Highway and Canadian National (CN) Railway crossing. This federal grant requires a local match. Previously, the Village had executed a Letter Of Intent (LOI) with the Illinois Department of Transportation (IDOT) which noted the State's commitment to include this project as a priority for future funding consideration. In order to secure State funds for the local match, IDOT has noted that the Village will need to execute an amended Letter of Intent, which will be drafted by IDOT based on the funding estimates that the Chicago Metropolitan Agency for Planning utilized when issuing the \$48 million grant. Village execution of an updated LOI will allow the State to update their programmed funding to include these matching dollars. IDOT noted that this programming will assist in accelerating approval of our forthcoming Phase 2 Engineering Agreements.
- 2. Release of Closed Meeting Minutes:** Consideration of a resolution relating to the release of certain portions of closed minutes is requested at this time. The Open Meetings Act requires that the Corporate Authorities determine the need for confidentiality still exists. It has been past practice that the Village maintain confidentiality on all practical matters, and release only those portions of minutes as they pertain to the approval of closed session minutes. In addition, this resolution provides for the destruction of the audio recordings of those closed sessions occurring prior to June 18, 2018 and for which minutes have been approved.
- 3. Village Hall HVAC System:** Funds were appropriated in the 2019 budget for the design and replacement of the Village Hall HVAC system. When bids were received earlier this year, they far exceeded the budgeted amount by more than \$200,000 and the upgrade of a new HVAC system has been put on hold. However, included in a new HVAC system, regardless of which type and when it is installed, is the purchase of Titus brand Variable Air Volume (VAV) boxes. VAV boxes regulate air flow to each work space and provide extra heat to those office areas, when necessary. These specific devices have been selected because of their reliability and performance and are the only approved option (sole source). The boxes can be ordered now and installed at a later date, separate from the entire HVAC system, or stored until the new system is upgraded. In either case, the boxes remain viable due to their design and universal operation and will not limit the Village in any future installation. Staff proposes purchasing the VAV boxes

now, at a cost not to exceed \$60,000 in order to take advantage of 2019 pricing and to reduce the scope of the future HVAC system replacement.

- 4. Disposal of Property:** The police department has accumulated property that will need to be disposed of. Some of these items have been kept well beyond their useful life. The excess property is no longer needed/ required and should be sold, donated, or disposed of as scrap or waste.

### January 13, 2020

- 1. Full-Time Maintenance Worker:** The Public Works Building & Grounds and Forestry Division currently has two Full-Time Maintenance Workers positions. One position will become vacant effective January 17, 2020 due to the promotion of Chris Larson to fill the vacancy of retiring Supervisor Mike Szymanski. The main duties of this Maintenance Worker position are maintenance, operation, and oversight of the Village's five facilities, turf right-of-ways, and tree canopy. This position is also required to help with snow removal operations and assist with other special events.
- 2. Part-Time Police Assistant/Records Clerk:** A part-time weekend Records/Police Assistant has tendered her resignation effective December 22, 2019. Staff is requesting authorization to fill that vacancy with an equivalent position. Included on the January 13, 2020 agenda will be a motion authorizing staff to proceed with the hiring of one regular part-time Records/Police Assistant subject to a starting hourly rate of \$16.51-\$27.93.
- 3. Seasonal Part-Time Interns:** In order to expediently address the filling of seasonal vacancies, if approved, this motion would authorize staff to proceed with the recruitment and hiring of two (2) seasonal positions according to the approved 2020 Compensation Plan. The first position is a seasonal intern for the Development Services Department who would work closely with the Village Engineer on Village-wide road ratings, MS4 inspections, construction management of road patching program and other ongoing construction projects, and provide assistance with permitting. The second position is an intern in the Communications, Marketing & Events department assisting with the coordination and marketing of Village summer events.

### Updates

- a. Projects:**  
**Triangle Development Proposal. Summary:** Jennifer Tennant led this discussion topic and provided details of the proposed development. **Overview:** Staff recently met with a commercial development team who is interested in pursuing a potential development opportunity at 200-300 N. Hough Street (Goltra property & Volvo property). The development team has provided a draft preliminary site plan for discussion purposes only. The attached memo outlines details of the plan.
- 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 Young 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, December 16, 2019. The time was 7:01 p.m.

---

**RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**The public portion of the meeting resumed at 7:11 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.

**Updates.**

**Projects:** An Economic Incentive Agreement was discussed. This discussion was led by J. Bateman.

**ADJOURNMENT**

**MOTION:** A motion was duly made by Trustee Wondrasek and seconded by Trustee Sholeen to adjourn the Regular Meeting of the President and Board of Trustees sitting as a Committee of the Whole on Monday, December 16, 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 7:33 p.m.

---

Tony Ciganek, Village Clerk