

**MINUTES OF THE MEETING OF
THE COMMITTEE OF THE WHOLE
OF THE VILLAGE OF BARRINGTON
For Monday, August 24, 2020**

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, August 24, 2020 at 200 S. Hough Street, Village Board Room, Barrington, Illinois.

ROLL CALL

Upon roll being called the following answered present: Trustees Jason Lohmeyer, Todd Sholeen, Jennifer Wondrasek, Kate Duncan, Emily Young, Mike Moran, and President Karen Darch. The following personnel also attended the meeting: Scott Anderson, Village Manager; Marie Hansen, Director of Development Services; Tom Gilbert, Technology Services Manager; Jeremie Lukowicz, Director of Public Works; Allison Chmelik, Interim Director of Financial Services; John Burke, Assistant Police Chief; John Christian, Fire Chief; Heather McGovern, Manager of Human Resources/Risk Management; Melanie Marcordes, Assistant to the Village Manager; Patty Dowd Schmitz, Director of Communications and Community Engagement; and Jim Bateman, Attorney.

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, the following participated in said meeting via electronic means: Trustee Emily Young.

Section 6 of Executive Order 2020-7 signed by Governor J.B. Pritzker suspended provisions of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body. This Executive Order is titled as follows: "Executive Order in Response to COVID-19 (COVID-19 Executive Order No. 5)". This Executive Order was issued on March 16, 2020.

PERSONS TO BE HEARD FROM THE FLOOR – CITIZEN'S REGISTRATION/COMMENTS: None

MINUTES

Included on the agenda are the meeting minutes from the **August 10, 2020** Meeting of the Committee of the Whole.

MOTION: A motion was duly made by Trustee Wondrasek and seconded by Trustee Lohmeyer to approve Meeting Minutes of the Corporate Authorities from August 10, 2020 sitting as a Committee of the Whole, via an omnibus vote, as presented.

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

Discussion Topics:

V. Discussion Re:

- a. **Committee Appointments:** President Darch led this topic. Included on the agenda is a discussion regarding the appointments to several standing committees. There are four Board committees which include Finance, Communications, Infrastructure, and Development. At tonight's Board meeting, President Darch would like to appoint Trustee Lohmeyer, as chairperson, and Trustees Sholeen and Moran to the Finance Committee. In addition, further discussions were held regarding the following trustees serving as liaisons for the other areas: Trustee Wondrasek, Infrastructure; Trustee Duncan, Development; and Trustee Young, Communications.

VI. Current and Future Agenda Items

a. August 24, 2020

1. **Motion to Hire PT PW Laborers:** Jeremie Lukowicz and Scott Anderson reviewed this discussion topic. Chuck Huszek, a regular part-time laborer with the Public Works Street Department, submitted his resignation effective August 12, 2020. In addition, Russ Cerny, a regular part-time laborer with Public Works Building and Grounds/Forestry, has requested to be called upon only for snow and ice control. The positions they vacated are budgeted at 24 hours a week per position, and subject to the following hourly salary range, \$15.77 - \$24.06. These part-time laborers are a pivotal part of our overall operations year-round. Staff is requesting authorization to fill both positions within the Public Works Department.

2. **Gewalt Hamilton for Sanitary Sewer System Sub-Area 5 Project:**

Summary: Jeremie Lukowicz led this discussion. This is a professional services contract due to the significant amount of GIS work. This project will be paid with funds from the Water and Sewer Fund.

Overview: In an effort to better maintain the Village's underground infrastructure, reduce inflow and infiltration (I/I), and enhance the Village's GIS mapping Gewalt Hamilton Associates, Inc. (GHA) has provided a contract to assess the sanitary sewers and collect information on the sanitary sewers, storm sewers, and water mains. Due to the size of the Village, it is cost-prohibitive to do the entire Village at one time. This contract would evaluate approximately 1/5 of the Village. The sanitary sewers will be cleaned, televised, and smoke tested to determine any defects and recommended repairs. The GIS mapping of the sanitary sewers, storm sewers, and water mains would provide more accurate maps and elevations of the system. The proposed contract with GHA has a not to exceed value of \$444,800 and was budgeted as a capital expenditure in the 2020 budget.

b. **September 14, 2020**

1. **Strategic Plan:**

Summary: Scott Anderson has developed a draft Strategic Plan document with input from the Board of Trustees. This is a five-year plan.

Overview: Included in the packet is the Village of Barrington 2021 - 2025 Strategic Plan. As you'll recall, the Board and staff held several workshops in early 2020 to help answer the question "What is most important to the President and Board of Trustees?" Through strategic planning, the Board identified four high-stakes challenges: preserve and promote its character and small-town charm; provide excellent public services through infrastructure management and improvements; proceed with renewed economic development efforts throughout Barrington; and pursue sound financial practices and long-range financial planning.

3. **Road Patching:**

Summary: Marie Hansen led the discussion of this agenda item. The focus of this program is to patch or resurface the roads listed below, to get longer life out of Village roadways. This project will address safety concerns and maintenance needs. The roads listed below have been prioritized after a thorough review by the Staff.

Overview: Staff has reviewed the 2020 Road Patching Program bids and recommends approval of a contract for the cost of \$174,700.00 with JA Johnson Paving Company, which is a reputable contractor located in Arlington Heights and is qualified to undertake this project for the Village of Barrington. The FY 2020 budget includes \$160,000 for the complete street patching program (including the reclamite program defined below). In order to complete the program to include the general locations listed below and the placement of reclamite, an additional \$30,498.50 in funds will be required.

- (2) Patches on S Grove Ave between Cornell Ave and Park Barrington Dr
- (1) Patch on Ela Street just north of E Liberty Street
- (1) Patch on Lake Shore Drive South just west of Cold Spring Road
- (1) Patch on Sunny Lane just south of Roslyn Road
- (7) Patches on Dundee Ave from West Station St to Hawthorne Rd (Route 59)
- (7) Patches in the Wyngate Subdivision
- Resurfacing of Pine Road from Hough Street to Sycamore Road
- Resurfacing of Hill Street from Prairie Avenue to Division Street
- Resurfacing of Hillcrest Avenue from Division Street to Summit Street

3. **Road Patching - Reclamite:** This discussion topic was led by Marie Hansen. As part of the 2020 Road Patching Program, staff is proposing the use of a topically applied pavement treatment. This process is already used as a part of routine maintenance for roadways in a number of surrounding municipalities and the Lake County Division of Transportation. Reclamite is a maltene-based petroleum pavement coating which has the ability to penetrate into asphalt pavement. Reclamite does not contain de-greasers, solvents, or creosote. This treatment helps roads that are in good condition stay in good condition. Roads are typically treated one to two years after reconstruction/rehabilitation. Utilization of this product will assist in elongating the life cycle of pavement in the Village. The cost of this project is \$15,798.50.

4. **Personnel Policy Manual Amendment:** This topic was led by Heather McGovern. The Personnel Policy Manual is being amended in accordance with and in response to legislation passed by the Illinois General Assembly as well as the 3rd District Appellate Court. The attached memo outlines changes in the "Policy against Harassment/ Training on Policy", "Alcohol and Substance Abuse Policy and Drug-Free Workplace Policy", and "Health Benefits".

Discussion Topics:

- a. **Projects:** Marie Hansen provided an update regarding potential Village Code and Zoning Ordinance amendments. The Community Church of Barrington has submitted an inquiry regarding an art studio business on the Church property. Property tax could be an issue. The Village Board was not in favor of amending accessory use language in the Zoning Ordinance to address this type of use. Staff will coordinate with the Community Church of Barrington accordingly.
- b. **Administrative:** None.
- c. **Intergovernmental Organizations:** None
- d. **Legislative Matters:** None

Recurring Agenda Items

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

CONSIDERATION RE: Trustee Moran 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)], and Personnel [5 ILCS 120/2(c)(1)].

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, August 24, 2020. The time was 7:00 p.m.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

The public portion of the meeting resumed at 7:25 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 Wondrasek to adjourn the Regular Meeting of the President and Board of Trustees sitting as a Committee of the Whole on Monday, August 24, 2020.

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 7:26 p.m.

Tony Ciganek, Village Clerk