

**MINUTES OF THE MEETING OF
THE COMMITTEE OF THE WHOLE
OF THE VILLAGE OF BARRINGTON
For Monday, November 23, 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 6:00 p.m. on Monday, November 23, 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, and President Karen Darch. Trustee Mike Moran was absent. The following personnel also attended the meeting: Scott Anderson, Village Manager; Marie Hansen, Director of Development Services; Jennifer Tennant, Assistant Director of Development Services Tom Gilbert, Technology Services Manager; Katrina Hanna, Director of Financial Services; Dave Dorn, Police Chief; John Christian, Fire Chief; Patty Dowd Schmitz, Director of Communication and Community Engagement; Heather McGovern, Human Resources Manager; Allison Chmelik, Financial Services; Jeremie Lukowicz, Director of Public Works; and Jim Bateman, Attorney. Additionally, the following personnel were also in attendance: Jim McGrath.

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: Trustees Jason Lohmeyer and Emily Young; J. Tennant, D. Dorn, P. Dowd Schmitz, J. Bateman, J. Christian, H. McGovern, M. Hansen, J. Lukowicz, and J. McGrath.

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 **November 2, 2020** Meeting of the President and Board of Trustees Closed Session.

MOTION: A motion was duly made by Trustee Duncan and seconded by Trustee Wondrasek to approve the Meeting Minutes of the President and Board of Trustees Closed Session from November 2, 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, absent; President Darch, aye. President Darch declared the motion passed.

Included on the agenda are the meeting minutes from the **November 9, 2020** Meeting of the Committee of the Whole.

MOTION: A motion was duly made by Trustee Sholeen and seconded by Trustee Duncan to approve the Meeting Minutes of the Corporate Authorities from November 9, 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, absent; President Darch, aye. President Darch declared the motion passed.

Current and Future Agenda Items

a. **November 23, 2020.** Items 1 and 2 were reviewed by President Darch.

1&2. Appointing Treasurer, Assistant Treasurer and Designating Signatories: Included on the agenda are two resolutions relative to changes in the Finance Department. These changes reflect the hiring of Katrina Hanna as Director of Financial Services and designate her as the Village Treasurer and designate Allison Chmelik as the Assistant Treasurer. In addition, these changes designate signatories on any and all checks, drafts, notes, bills of exchange, orders (including orders or directories in informal or letter form), securities and other instruments, including but not limited to the authority to execute, establish, and/or modify accounts and any related documents, with any depositories designated and authorized by the Village, against any Village accounts.

- b. **December 14, 2020.** President Darch reviewed items 1 through 5. Additionally, M. Hansen and J. Bateman provided input on item 5. D. Dorn discussed item 6.
1. **Fox River Grove IGA:** The Village of Barrington currently has a vacuum truck that has reached the end of its useful life. The equipment is not used on a daily basis but is a necessity in emergency situations such as water main breaks and sanitary sewer backups. Knowing that the equipment is not used every day, Barrington reached out to Fox River Grove to see if they had any interest in sharing in the purchase and use of a new vacuum truck. After evaluating the use by both Villages, it was determined that sharing the use and purchase of a new vacuum truck would be beneficial to both Villages. Entering into an Intergovernmental Agreement (IGA) with Fox River Grove will allow this partnership to occur.
 2. **Purchase of Vacuum Truck:** The Village of Barrington currently has a vacuum truck that has reached the end of its useful life. Staff has researched the various options to replace our current piece of equipment and the best option is a Vactor truck from Standard Equipment. Barrington and Fox River Grove would purchase the new piece of equipment per the Agreement spelled out in the Intergovernmental Agreement (IGA) previously considered. The total purchase price of the truck and associated equipment is \$428,494, which consists of three different components:
 - Barrington equipment/attachments for \$13,550. These are items that will be kept with Barrington at all times and as such are the responsibility of Barrington to purchase.
 - Fox River Grove's portion of the truck \$200,000 (48.2% ownership).
 - Barrington's portion of the truck \$214,944 (51.8% ownership).

Fox River Grove currently has money budgeted for this purchase in the FY 2020-2021 budget and Barrington is proposing to include funding in its 2021 budget. To align with both budgets, this purchase needs to be made between January 1, 2021 and April 30, 2021. As such, Staff is seeking approval prior to the start of the 2021 fiscal year.
 3. **Palatine IGA Re: Forester:** Due to the retirement of Mike Szymanski, Barrington no longer has a certified arborist on staff. After careful consideration, staff discussed the option of sharing arborist resources with the Village of Palatine. It is anticipated that Barrington will have the need for a Certified Arborist approximately eight hours per week. Palatine has agreed to provide this service to Barrington at a rate of \$75 per hour, with a minimum of 208 hours per year (four hours per week) for a total of \$15,600 per year. Barrington does not have to commit to a specific amount of hours per week, only the total hours for the entire year. If the 208 hours are reached earlier in the year, there is no requirement to continue to use the Arborist later in the year unless a need arises.
 4. **Personnel Policy Amendment:** Staff is proposing to amend the personnel policy to include changes related to Barrington's White House event staffing and the pandemic health and safety policy. As discussed in the attached agenda memo, the personnel policy will be amended to exclude certain BWH positions from participating in part-time benefits, effective January 1, 2021. These positions are akin to on-call positions and include a pool of individuals who may or may not be available to fill a role at any given time and are not expected to work a set number of hours annually. Additionally, the personnel policy will be amended to include a detailed pandemic policy that will replace the general policy that is currently included.
 5. **Verizon Master License Agreement for Small Wireless Facilities:** Village Code small cellular site regulations were amended in 2018 in accordance with both Illinois Public Act 100-0585, the "Small Wireless Facilities Deployment Act" and a Federal Communications Commission (FCC) declaratory ruling and order "accelerating wireless broadband deployment by removing barriers to infrastructure investment." These acts, rulings and orders are intended to regulate accelerated deployment of small wireless facilities in public rights-of-way, and create a uniform procedure for small wireless providers to gain access to public rights-of-way and public facilities in those rights-of-way in order to deploy their wireless facilities. Verizon Wireless desires to install, maintain and operate small wireless facilities in the public right-of-way in accordance with these State and Federal regulations and has requested to enter into a Master License Agreement for this purpose with the Village. Such Agreement will assist the Village and Verizon Wireless in coordinating individual small wireless facility requests in accordance with a comprehensive and uniform agreement and offers the benefit of predictability to both parties moving forward. The Master License Agreement provided has been reviewed by both Village and Verizon Wireless attorneys and has been found to be acceptable to both parties.

6. **Distributed Antenna System at Public Safety:** Included on the agenda is a resolution authorizing the purchase and installation of a Distributed Antenna System (DAS) from Chicago Communications in the amount of \$24,278.06. This purchase was anticipated and included in the 2020 budget and ensures the police department has radio coverage in the public safety building as it is anticipated that the department will move from UHF to the Starcom 7/800MHz radio frequency/network in 2021. The proposal also includes all cabling, connectors, mounts, grounding kit, polyphaser, installation of equipment, optimization of the system and one annual preventative maintenance check of the solution. The move to Starcom has the potential to save considerable money in the future and is required by the Federal Communications Commission.

Updates:

a. **Projects:**

- 1) Scott Anderson and Katrina Hanna provided an update regarding the Proposed 2021 Budget. The timeline for the 2021 budget is as follows: i.) The budget will be available for public inspection on November 30, 2020. ii.) Individual department budget discussions will be held on December 7, 2020 at the Committee Of the Whole Meeting. iii.) A budget hearing will be held and the budget will be adopted at the December 14, 2020 Board of Trustees Meeting.
- 2) Jennifer Tennant discussed the Comprehensive Plan and the likely schedule for review by the Board of Trustees. The proposed schedule is as follows: i.) Present the final draft of the Comprehensive Plan Update at a combined Committee Of the Whole/Plan Commission Meeting at the end of February 2021. ii.) Hold a Plan Commission Public Hearing on March 9, 2021. iii.) The Board of Trustees will have Final Consideration of the 2020 Comprehensive Plan on April 26, 2021.

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 Sholeen moved and Trustee Wondrasek 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 Security [5 ILCS 120/2(c)(8)].

ROLL CALL: Trustee Lohmeyer, aye; Trustee Sholeen, aye; Trustee Wondrasek, aye; Trustee Duncan, aye; Trustee Young, aye; Trustee Moran, absent. 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, November 23, 2020. The time was 6:45 p.m.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

The public portion of the meeting resumed at 7:07 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, November 23, 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 7:08 p.m.