

**MINUTES OF THE MEETING OF  
THE COMMITTEE OF THE WHOLE  
OF THE VILLAGE OF BARRINGTON  
For Monday, December 14, 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:?? p.m. on Monday, December 14, 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; Jennifer Tennant, Assistant Director of Development Services; 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; Jeremie Lukowicz, Director of Public Works; Melanie Marcordes, Assistant to the Village Manager; Tom Gilbert, IT Manager; and Jim Bateman, Attorney. Additionally, the following personnel were also in attendance: Jim McGrath; and Elena Ferrarin, 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, the following participated in said meeting via electronic means: Trustee Emily Young, J. Tennant, D. Dorn, P. Dowd Schmitz, J. Bateman, J. Christian, H. McGovern, M. Hansen, K. Hanna, Jim McGrath and Elena Ferrarin.

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 23, 2020** Meeting of the President and Board of Trustees Closed Session.

**MOTION:** A motion was duly made by Trustee Moran and seconded by Trustee Duncan to approve the Meeting Minutes of the President and Board of Trustees Closed Session from November 23, 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.

Included on the agenda are the meeting minutes from the December 7, 2020 Meeting of the Committee of the Whole.

**MOTION:** A motion was duly made by Trustee Wondrasek and seconded by Trustee Sholeen to approve the Meeting Minutes of the Corporate Authorities from December 7, 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.

**Current and Future Agenda Items**

- a. **December 14, 2020.** President Darch reviewed item 1 through 5, below.
  1. **BWH Raseman Contract:** Beth Raseman provides management services for BWH and FOBWH. These services include overall management of both operations with responsibility for the budgets, staff and contractor oversight, day-to-day operations and fundraising. Her contract is essentially the same, except that her fee has been reduced in half.

2. **BWH Potter Contract:** Rollin Potter provides management services for the Cultural Operations of BWH. His contract is essentially the same as 2020, except that he now has responsibility for overseeing the virtual presentation of events. As such he works diligently with contracted performers, artists and speakers to put on our cultural events. He also works closely with staff to help them develop their skills in recording, sound equipment, etc. to offer a high-quality experience for our audiences and the community.
3. **Dowd-Schmitz Contract:** Patty Dowd Schmitz, the Village's Director of Communications and Community Engagement, has resigned her position with the Village of Barrington effective 12/31/2020 due to an out-of-state move. This open position will not be filled. As such, the Village wishes to contract with Patty Dowd Schmitz for a six-month period from January 1, 2021 to June 30, 2021 (with option for contract renewal) to provide essential communications, marketing, and events management and execution services as outlined in the attached contract.
4. **Kateify Contract:** For the past year, marketing consultant Kate Himes (dba "Kateify") has been working as an hourly contractor for both the Department of Communications and Community Engagement and Barrington's White House in increasingly more responsible and extensive roles. Ms. Himes has significant experience in social media marketing, video and webinar production, and event planning that have become increasingly more vital to the marketing operations of the Village throughout the pandemic, as many events have shifted to virtual. Her skills are extremely complementary to our current staff and necessary to address the needs of both Barrington's White House and the Department of Communications and Community Engagement. Ms. Himes' services, professionalism, and level of engagement have been exemplary during the past year and have provided the Village with critical skills and services to allow us to address the current times. As such, we wish to enter into a more formal contract with Ms. Himes (dba "Kateify") for 2021. Her services and fees will be split between the Department of Communications and Community Engagement and Barrington's White House according to the attached contract. These fees are capped and have been incorporated into the 2021 budget for both departments through reductions in spending in other areas.
5. **Disposal of Property:** The Fire Department has one Zoll E-Series 12-lead cardiac monitor that is now surplus due to the recent purchase of a new monitor. This equipment has reached its useful lifespan is no longer able to be kept in service. It is no longer necessary in the best interest of the Village to retain ownership of this property.

#### Updates

- a. **Projects:** None
- 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 Wondrasek 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, December 14, 2020. The time was 6:08 p.m.

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#### RESUMPTION OF PUBLIC PORTION OF THE MEETING

**The public portion of the meeting resumed at 6:54 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.

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## **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, December 14, 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 7:00 p.m.

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Tony Ciganek, Village Clerk