

**MINUTES OF THE MEETING OF
THE COMMITTEE OF THE WHOLE
OF THE VILLAGE OF BARRINGTON
For Monday, February 22, 2021**

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 6:05 p.m. on Monday, February 22, 2021 at 200 S. Hough Street, Village Board Room, 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 6:12 p.m. 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; John Christian, Fire Chief; Dave Dorn, Police Chief; Chris Kelly, Fire Department; Heather McGovern, Human Resources; Patty Dowd Schmitz, Communications Consultant; Melanie Marcordes, Assistant to the Village Manager; Tom Gilbert, IT Manager; and Jim Bateman, Attorney. Additionally, the following personnel were in attendance: Jim McGrath; Andriy Guntar; Elena Ferrarin, reporter; and Gloria Casas, 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, P. Dowd Schmitz, M. Hansen, K. Hanna, J. Bateman, D. Dorn, C. Kelly, H. McGovern, J. Tennant, J. McGrath, A. Guntar, G. Casas, and E. 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 February 1, 2021 Meeting of the Committee of the Whole Closed Session.

MOTION: A motion was duly made by Trustee Duncan and seconded by Trustee Wondrasek to approve the Meeting Minutes of the Corporate Authorities from February 1, 2021 sitting as a Committee of the Whole Closed Session, via an omnibus vote, as presented.

ROLL CALL: Trustee Lohmeyer, absent; 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 February 8, 2021 Meeting of the Committee of the Whole.

MOTION: A motion was duly made by Trustee Moran and seconded by Trustee Sholeen to approve the Meeting Minutes of the Corporate Authorities from February 1, 2021 sitting as a Committee of the Whole, via an omnibus vote, as presented.

ROLL CALL: Trustee Lohmeyer, absent; 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.

February 22, 2021. President Darch led the discussion on these agenda items.

- 1. Payroll Accountant:** Effective January 22, 2021, the Financial Services Coordinator resigned. Subsequently, the Financial Services Department evaluated the needs of the department and determined the payroll and accounting needs warranted hiring at the full-time level was appropriate. For the last four weeks, a number of people have been helping to assist with these responsibilities. While this arrangement has been helpful as a temporary relief, it does not equate with a practical or viable staffing solution. As such, based on the volume of work and the demands of this position, switching to a part-time position or continuing to leave this position vacant does not coincide with the department's short-term or long-term needs. This full-full time vacancy supports replacement with a full-time position as outlined in the attached Payroll Accountant job description. As such, staff is requesting authorization to fill one vacant full-time Payroll Accountant position.

2. **Bateman - Independent Contractor:** Included on the agenda is a resolution engaging the services of Bateman Law Offices, Ltd. The Village and Attorney James Bateman have had a professional relationship for more than 40 years. In 2005, the Village hired the Law Offices of James P. Bateman to provide certain legal services to the Village as an independent contractor for prosecution and general municipal matters. Since that time, Rebecca Bateman has joined the firm and provides legal services to the Village, in addition, to those services provided by James Bateman. The attached resolution confirms the practice that has been in place for several years and simply amends the engagement letter to include the services provided by Rebecca Bateman, on behalf of Bateman Law Offices. There are no changes in the billing rate for services from the previous letter of engagement that was approved in 2005.
3. **Gewalt Hamilton:** M. Hansen provided input on this topic. The Village allocated funding for construction of Hart Road and Main Street water main improvements in the 2021 budget to allow for abandonment of aging infrastructure. Engineering design was complete in 2020 and bids for construction were solicited in January and opened on February 2, 2021, with a low bid from Joel Kennedy Constructing Corp. Village staff will be overseeing construction engineering but will require supplemental assistance with contractor and permitting coordination and permitting requirements. Due to various jurisdictions of the project, a number of permits are required for this work. Management of these permits, their requirements, and associated contractor coordination requires supplemental professional coordination and construction phase services. Gewalt Hamilton was solicited to provide these services due to their familiarity with the plans, specifications, and permit requirements. These construction phase services are proposed on a time and material basis, not to exceed \$9,700.
4. **Purchase Chevy Tahoe:** J. Christian provided input on this topic. The Fire Department is seeking to replace one shift commander/ incident command vehicle which is provided to the on-duty Assistant Chief for their official responsibilities. This vehicle, while not in the budget for 2021, has been approved for purchase by the Village Manager and Financial Services Director utilizing the capital reserve funds due to its current condition and cost to repair. The current vehicle is a 2012 Ford Expedition XL and will be replaced with a 2021 Chevrolet Tahoe. The cost as configured is \$39,989.10. The cost of the vehicle is derived from a fleet pricing contract with Currie Motors Fleet Group, which holds the contract awarded by the Suburban Purchasing Cooperative, to which the Northwest Municipal Conference belongs.
5. **Sale of Surplus Property:** The Fire Department is seeking to replace one shift commander/ incident command vehicle which is provided to the on-duty Assistant Chief for their official responsibilities. This vehicle replaces a 2012 Ford Expedition XL, which is no longer in the best interest of the Village to retain. As such, an ordinance declaring the vehicle as surplus property and authorizing its sale is included on the agenda.
6. **Lease of Village Hall Office:** Included on the agenda is an ordinance approving a lease of office space to Congressman Sean Casten, 6th District of Illinois. Congressman Casten began leasing a satellite office in the Village Hall in March, 2019. Previous to that, Congressman Peter Roskam had been leasing a satellite local office at the Village Hall since February 2013. Congressman Casten would like to continue leasing this office in Barrington so as to provide more flexibility and easier access to his constituents in the Barrington area. The attached ordinance authorizes a lease through January 2, 2023. The lease amendment may not be provided for an extension beyond January 2, 2023, which is the end of the constitutional term of the 117th Congress. The monthly rent for the extended term lease is \$200.00 for approximately 150 sq. ft. The lease includes use of internet, phone service, janitorial service, and the ability to schedule meeting room space, as needed.

March 15, 2021. President Darch led the discussion on these agenda items.

1. **IDOT Maintenance:** Bi-annually, the Village adopts a State Resolution that allows the Village to execute work on Illinois State right-of-ways in lieu of a Surety Bond. The adoption of this resolution avoids unnecessary costs, delays, and ensures we are in compliance with IDOT requirements. Chapter 121 of the Illinois Revised Statutes provides that any person, firm, or corporation desiring to do work on the rights-of-ways maintained by the State of Illinois must first obtain a written permit from the Illinois Department of Transportation (IDOT). This includes any emergency work on broken water mains or sanitary/storm sewers. A Surety Bond is typically required with each IDOT permit application to ensure that all work is completed in accordance with State specifications. In addition to the cost of the Surety Bond, the IDOT permit process can take up to two to three weeks. Municipalities can avoid the unnecessary costs and delays by submitting a bi-annual resolution in lieu of the Bond. This Resolution also allows for the verbal issuance of emergency work permits. Staff recommends the Village Board approve the attached Resolution, allowing the Village to work on the State right-of-ways in lieu of a Surety Bond.

2. **Flooring in Phosphorus Removal Building:** A Project Operation and Needs Review was done on the Phosphorus Removal Building located at the Wastewater Treatment Plant. The review found multiple safety and code compliance concerns. Several of those concerns can be addressed with the installation of an elevated floor. This option is less costly than trying to address each area of concern separately. Construction of the Phosphorus Removal Building was completed in 2019. During construction, multiple errors were encountered, and attempts to correct them were made. However, when construction was finished, the Project Operation and Needs Review found additional safety and code compliance issues that require attention for the safety of those who use the facility. One area creating multiple safety concerns is the lower level that was installed to provide a containment area. The containment area is designed to capture chemicals in case of a spill and results in two levels of the building. If the containment area were to receive an elevated floor, the Village would eliminate the need for additional work to correct other code compliance issues. Staff requested proposals from four contractors that are known to perform this type of work in the area. Two of the contractors submitted proposals with the lowest proposal submitted by Joseph J. Henderson & Son, Inc. The Contract has a maximum price of \$54,500 and the funds for this Project are included in the 2021 budget.

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.

CLOSED SESSION:

CONSIDERATION RE: Trustee Moran moved, and Trustee Lohmeyer seconded a motion 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)], Litigation Which is Pending or Which is Probable or Imminent [5 ILCS 120/2(c)(11)], 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, 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, February 22, 2021. The time was 6:26 p.m.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

The public portion of the meeting resumed at 6:38 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.

Update: S. Anderson reviewed a potential economic incentive agreement.

ADJOURNMENT

MOTION: A motion was duly made by Trustee Lohmeyer 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, February 22, 2021.

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 6:58 p.m.

Tony Ciganek, Village Clerk