

**MINUTES OF THE MEETING OF  
THE COMMITTEE OF THE WHOLE  
OF THE VILLAGE OF BARRINGTON  
For Monday, April 5, 2021**

**CALL TO ORDER**

The 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, April 5, 2021 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; Katrina Hanna, Director of Financial Services; Jessica Tapia, Financial Services; Allison Chmelik, Financial Services; Patty Dowd Schmitz, Communications Consultant; Melanie Marcordes, Assistant to the Village Manager; Tom Gilbert, IT Manager; Jeremie Lukowicz, Director of Public Works; John Christian, Fire Chief; Heather McGovern, Human Resources Manager; and Jim Bateman, Attorney. Additionally, the following were in attendance: Jim McGrath; 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; M. Hansen; M. Marcordes; Patty Dowd Schmitz; J. Christian; J. McGrath; and Gloria Casas.

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 17, 2021 Joint Meeting of the Plan Commission and Special Committee of the Whole.

**MOTION:** A motion was duly made by Trustee Wondrasek and seconded by Trustee Duncan to approve the Meeting Minutes of the Corporate Authorities from February 17, 2021 Joint Plan Commission and Committee of the Whole meeting, 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 March 15, 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 March 15, 2021 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 March 5, 2021 Meeting of the Committee of the Whole Closed Session.

**MOTION:** A motion was duly made by Trustee Lohmeyer and seconded by Trustee Duncan to approve the Meeting Minutes of the Corporate Authorities from March 1, 2021 meeting of the Committee of the Whole Closed Session, 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.

**Future Agenda Items.** President Darch reviewed both of these future agenda items.

**Hire FD Executive Assistant:** The Fire Department Executive Assistant position became vacant effective March 19, 2021. The Executive Assistant's position includes responsibilities for payroll, ambulance billing, communications, customer relations, purchasing, accounts payable processing, risk management, event planning/scheduling, and handling of sensitive/confidential matters. While various public safety employees can assist with these responsibilities on a temporary basis, recent past experience has shown 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, as such staff is requesting authorization to fill one full-time Executive Assistant position. This full-time vacancy supports replacement with a full-time position.

**Parkway Tree Planting Contract:** Barrington uses a contractor for parkway tree planting services and solicited pricing from multiple vendors, with J.B. Enterprises submitting a bid with the lowest price per tree. Each year, parkway trees are removed due to various reasons such as disease, poor structural health or as a result of storm damage. The Village strives to be a green community and replace the trees it loses. In the 2021 Budget, the Village included \$25,000 for tree planting. In February, letters were sent to several local landscape contractors soliciting prices for tree planting for this year. J.B. Enterprises provided the lowest price at \$200 per tree. Trees will be sourced based on availability from multiple tree nurseries.

**Updates:**

**Projects:** Patty Dowd Schmitz provided an update regarding upcoming events. The timing and the location for the Brat Tent were discussed. The planned approach is to locate the Brat Tent in the Metra Lot and the timing will be the end of September.

**Administrative:** None.

**Intergovernmental Organizations:** None

**Legislative Matters:** None

**Recurring Agenda Items**

a. **Financial Reports:** None.

b. **BWH Report:** None.

---

**CLOSED SESSION:**

**CONSIDERATION RE:** Trustee Sholeen 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)], Personnel [5 ILCS 120/2(c)(1)], and Land Acquisition [5 ILCS 120/2(c)(5)].

**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, March 15, 2021. The time was 6:31 p.m.

---

**RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**The public portion of the meeting resumed at 6:51 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, April 5, 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 6:52 p.m.