

**VILLAGE OF LAKE BARRINGTON
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES HELD APRIL 19, 2008**

1. CALL TO ORDER

A special meeting of the President and Board of Trustees of the Village of Lake Barrington was held at the Village Municipal Center, 23860 Old Barrington Road, on Saturday, April 19, 2008, and was called to order by President Richardson at 8:04 a.m. Village Administrator Martin was appointed Recording Secretary.

2. ROLL CALL OF MEMBERS & PLEDGE OF ALLEGIANCE

Upon the roll being called, the following Trustees were physically present at said location: Trustees Burke, DeJesu, Raclaw, Schaller, Struck, Trustee Vonder Haar, and President Richardson

Absent: None.

The following Trustees were allowed by a majority of the members of the President and Board of Trustees in accordance with and to the extent allowed by rules adopted by the President and Board of Trustees to attend the meeting by video or audio conference: None.

No Trustee attended the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: None

Staff Present: Village Administrator Martin

Others Present: Village Attorney Bateman

3. PRESIDENT'S REMARKS (President Richardson)

4. NEW BUSINESS

A. CONSIDERATION OF LANDSCAPE PROPOSALS

Administrator Martin distributed the following summary to the Board in their packets which he read aloud at the meeting: The Village's two-year agreement with Doering landscape expired this year and the Village has requested quotes for landscape services including mowing, fertilizing, weed control, and maintenance of beds and plantings. Of the three quotes that were requested two responded. Staff is recommending that Doering Landscape be selected as the most responsive quote. They have done an excellent job and have provided additional services as needed. The increase is approximately \$1,500 from the previous years. Staff recommends two year contracts to improve efficiency and lock-in pricing.

Firm	FY2009	FY2010
Doering Landscape	\$9,608	\$9,840
American Landscapers	\$22,300	\$41,500
Woodland Landscape	No response	No response

Administrator Martin stated that the Park District reimburses the Village for 22% of the total landscaping expense.

Board Action

A motion was made by Trustee DeJesu and seconded by Trustee Vonder Haar to waive public bidding and authorize the Village Administrator to enter into a two year agreement with Doering Landscape for landscaping services for the Village Hall and Park District properties.

Upon roll call the vote was:

Yeas: Trustees Burke, DeJesu, Raclaw, Schaller, Struck, Vonder Haar, and President Richardson

Nays: None

Abstain: None

Absent: None

President Richardson declared the motion carried.

B. CONSIDERATION OF RESOLUTION IN SUPPORT OF ITEP GRANT APPLICATION – PEPPER ROAD CORRIDOR PEDESTRIAN AND VIEWSHED IMPROVEMENTS

Administrator Martin distributed the following summary to the Board in their packets:
The Village is applying for an Illinois Transportation Enhancement Program (ITEP) grant to include the installation of pedestrian path, street lighting, and landscaping on Pepper Road from Route 14 to Kelsey Road, as described in the Village's Comprehensive Plan. The total cost of the improvements is estimated at \$750,000. If awarded, the Village would be responsible for a 20% match or \$150,000 of the total amount. Staff is requesting that the Board approve a resolution in support of the application. Reserve funds would be used if the Village is awarded the grant on a reimbursable basis, less the 20%. The timing of the improvements is unknown at this time as is the final estimated cost.

Discussion

Administrator Martin stated that the Village's lobbyist informed us about this grant opportunity which is a Federal program. He stated that the Federal government forwards grant funds for the states to oversee transportation improvements projects. Administrator Martin stated the Village would like to use these potential grant funds to design and construct a pedestrian/bike path along Pepper Road to include street lighting with decorative fixtures, landscaping and trees, sidewalk on one side (east most likely) and possibly a bench or two. He stated that the grant application is due on May 5th and the Village Board needs to consider a 20% contribution of around \$750,000 to come from Village reserves. He stated that the awards generally range about \$600,000.

Administrator Martin stated that if the Village doesn't get the award there is still value for going through the process with the Village's consultant and engineer as the Board could opt to put monies aside in the capital budget. Discussion followed pertaining to encouraging a green community, environmental incentives, \$1.2 million cost to bury utilities (not included in proposal), the Village's vision and Comprehensive Plan, encouragement of frontal retail areas, partnerships for landscaping, and the current improvements underway by the Kelsey Roadhouse.

Board Action

A motion was made by Trustee Schaller and seconded by Trustee Raclaw to Pass Resolution No. 2008-R-15, A Resolution supporting the Village of Lake Barrington's ITEP Grant Application RE: Pepper Road Corridor: Pedestrian and View shed Improvements. The voice vote was unanimous and the motion carried.

(Discussion of items followed out of sequence.)

D. OTHER

1) Officials and Commissions

President Richardson stated that although the agenda item to discuss combining the Zoning Board of Appeals (ZBA) with the Plan Commission was taken off the agenda, ZBA Chair Delisle was in attendance at tonight's meeting.

Public Comment

ZBA Chair Delisle addressed the Board pertaining to the concept of combining the ZBA and Plan Commission as his conversations with the Chair of the Plan Commission, Karen Lange. Chair Delisle stated that during the approximately twelve years that he has served on the ZBA, they heard petitions from signs and setbacks to helicopter pads, with an average of two to three hearings for a regular year. Mr. Delisle stated that it has been amount one year since the last ZBA hearing. Mr. Delisle stated that in his opinion the ZBA is a recruiting avenue for the Village to fill other official positions as they become available. He explained the functions of the Plan Commission and ZBA separately and stated that they are both recommending bodies that participate in leadership meeting and he would recommend leaving the boards separate for the time being. Chair Delisle discussed a possible candidate to fill one of the vacancies on the ZBA.

Board discussion followed and it was unanimously agreed that the Board leave the Plan Commission and ZBA as separate commissions.

2) Tallgrass Landscaping

Trustee Burke reported that one resident in the Estates of Lake Barrington, who also serves as Chair of their landscaping committee, has been keeping a close eye on the landscaping of the Tallgrass Subdivision. He wrote a letter to Michael Graft about the conditions of the landscaping after the winter and Mr. Graft responded cordially indicating the landscaping plans to begin and requested continued input from the neighbors on the progress.

C. REVIEW AND DISCUSSION OF BRANDING & ECONOMIC DEVELOPMENT

President Richardson distributed the following summary to the Board in their packets:
The FY2009 budget needs to reflect the priorities set forth in the current Village Comprehensive Plan. It must consequently provide funding for the strategies, tactics, and tactics that will operationalize the Comprehensive Plan during the coming fiscal year.

For purposes of this discussion, it should be assumed that there are two basic categories of expenditures: (1) Operating, and (2) Capital.

Within the FY2009 Operating Budget, there are two basic sub-categories that will be the focus of the discussion on branding and economic development. These include (1) Strategic, and (2) Operational.

Strategic expenditures are those focused on long-term initiatives which position the Village for long-term prosperity and enable it to achieve the objectives and goals set forth in the Comprehensive Plan over the long-term.

Operational expenditures are focused on meeting the immediate needs evident in the current fiscal year.

Specifically, for Board discussions are:

- Guidelines for allocating resources between strategic and operational expenditures – that is, how much (in percentage terms) of the Village's FY2009 revenue should be dedicated to strategic expenditures vs. how much should be dedicated to operational expenditures? In general, the goal is to set a general percentage range within which both types of expenditures could occur from year to year.
- How should proposed activities within each budget category (strategic vs. operational) be prioritized? For example, what possible branding and economic development initiatives are contemplated for FY2009 and what is the descending order of importance?
- What level of flexibility and autonomy should Board Committees (and their respective Chairs) is given for taking action in implementing a given budgeted initiative that has been approved? What are the corresponding checks-and-balances that are appropriate to assure accountability to the full Board and the community?

The Board appreciates and recognizes the outstanding job the staff has done in creating a meaningful and transparent budget process over the past several fiscal years. This discussion looks to build upon the extant budget process by reviewing and sorting the current proposed Operating Budget into strategic and operational expenditures and then determining the order of priority within each subcategory.

Board Discussion

President Richardson reviewed the above summary with the Board. He stated that although Board members are busy personally, there is need for further discussion about the implementation of economic development to relieve open space bonds, the operating and capital budgets, and Village branding. He stated that the Village's award from Citizens for Conservation (CFC) was a step toward branding the community. He asked the Board to consider projects that reflect objectives, percentage range goals, allocation between strategic and operational budgets, some level of flexibility for taking action, and corresponding checks and balances to assure accountability.

Board discussion followed. Administrator Martin distributed a list of economic development items being review by staff. He stated that the Board should consider ways to facilitate further economic development. Properties of interest were discussed. Administrator Martin stated that the Village needs to confirm a name for the business park and work on the gateway project, new logo, and action plan. He stated that the Route 14 corridor plan for the Barrington area as prepared by URS may be a useful tool for the Village. Administrator Martin suggested more attractive street signs to assist with the community branding.

Board discussion followed pertaining to economic development and branding for the community as a whole. Additionally discussed was the need to educate local real estate professionals on our Village, possibilities for a farmers market, Village character and future goals and vision, and possible future tear-downs given the percentage of undeveloped land.

The Board collectively considered the following exhibits and discussed the various questions raised.

EXHIBIT A:

- GOAL: (1) Drive economic development to finance open space bonds and other community amenities
- (2) Planning models

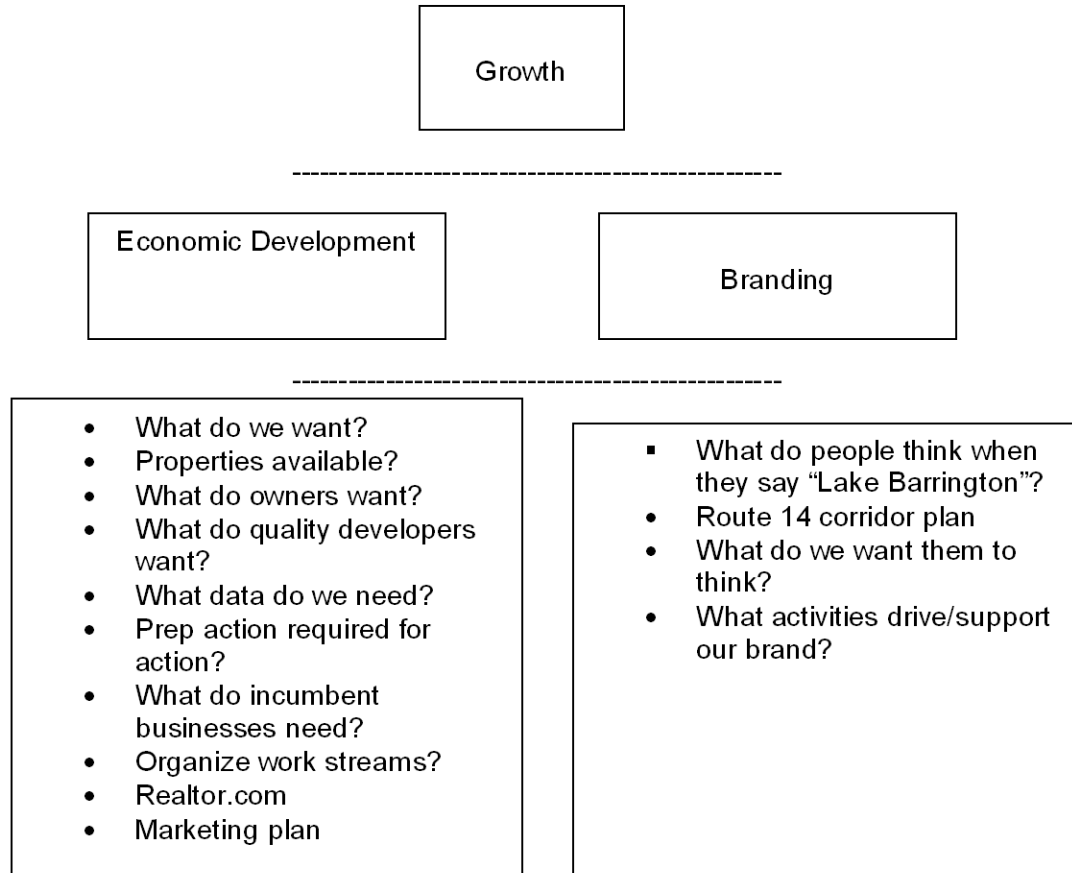


EXHIBIT B:

Questions that need to be answered and recommended action are as follows:

- 1) Is it the Board's responsibility to drive the vision for the future? Or just operate the business of the Village today? Time, not \$ or OPS
- 2) Do we have the ability to affect future given near-full build-out?
- 3) Do we have to actively recruit and actively manage our brand:
 - a. What are we now?
 - b. What do we want to be? What does branding mean and consist of?
 - c. How do we drive the change in brand or expansion of brand/strength of brand?
 - d. How to organize work/hold ourselves accountable? How to sequence – internal and external?
 - e. Align business park appearance with brand; encourage residential enhancements.
- 4) Monthly agenda change:
 - a. Short term
 - b. Operational spending
 - c. Tactical
 - d. Long-term/strategic plus accent positive accomplishment

Further Board discussion followed regarding the assistance of personal relationships with property owners, the upcoming Community Development Committee Meeting and goals for the business parks, suggested new agenda format to include a balance of both current issues and future objectives, budgeted planning consultant expenditure, utilizing the respective contributions of Village officials, economic development incentives, accountability with agenda in respect to short-term and long-term goals, and visible accomplishments.

Board Action: None.

5. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE VILLAGE BOARD**

6. **CLOSED SESSION** - None

7. **OTHER**

8. **ADJOURNMENT:** A motion was made by Trustee Vonder Haar and seconded by Trustee Schaller to adjourn the meeting. The voice vote was unanimous, the motion carried, and the meeting was adjourned at approximately 10:45 a.m.

Respectfully submitted,

Christopher A. Martin
Village Administrator
Recording Secretary

Cynthia L. Hoover
Village Clerk