

Minutes
Village of Deer Park
Board of Trustees Meeting Agenda
August 15, 2011 – 7:00 p.m.
Deer Park Vehe Barn
23570 W. Cuba Road, Deer Park, Illinois 60010

1) Pledge of Allegiance

A Meeting of the Board of Trustees of the Village of Deer Park was held on Monday, August 15, 2011, at Vehe Barn, 23570 W. Cuba Road, in the Village of Deer Park, in the counties of Lake and Cook, Illinois. President Kellermann called the meeting to order at 7:00 p.m. Village Officials and guests recited the Pledge of Allegiance.

2) Roll Call and Determination of a Quorum

Upon Roll Call, the following were present: President Kellermann, Trustees Denny, Olson, Finley, Sands, Czarnik and Thomason.

Other Village Officials present were Village Administrator Connors, Treasurer Stade, Clerk Schroeder, Attorney Bateman, Ken Garrett of B&F and Village Engineer Todd Gordon was absent. President Kellermann stated that there was a quorum.

3) Approval of Agenda

There was discussion and amendments made to the Agenda.

Motion: Trustee Sands moved, seconded by Trustee Thomason, to approve the Agenda with amendments as discussed.

Upon Roll Call – Voice Vote – 6 Ayes/0 Nays – Motion Carried. 6/0

4) Approval and Release of Regular Board of Trustees Meeting of May 16, 2011 and July 18, 2011 Special Board of Trustees Meeting of July 18, 2011*

Per the discussion, amendments were recommended.

Motion: Trustee Finley moved, seconded by Trustee Sands, to approve and release the Regular Board of Trustees Meeting of May 16, 2011 and July 18, 2011; and Special Board of Trustees Meeting of July 18, 2011 with minor revisions as discussed.

Upon Roll Call – 6 Ayes/0 Nays – Motion Carried. 6/0

5) Public Comments – Sign up prior to meeting on sign-in sheet on podium; 5 minutes time limit

President Kellermann noted that this meeting is a limited public forum for public comments, but any statements made and/or opinions expressed therein do not necessarily reflect the views of the Village but represent only the views of the persons making such statements and/or presenting such opinions who are solely responsible for the content thereof.

Richard Chay of 408 Bramble Lane expressed his concerns with the Village investing in shuttle service to the Hampton Inn van. Mr. Chay distributed a supporting document and urged the Board of Trustees to vote against shuttle services. Mr. Chay voiced he opposes the proposed service and suggested that the Board look for better ways to invest the hotel tax revenues or drive people to the Deer Park Town Center.

Larry Winkelmann of 21540 Inglenook, apologized for this comments at the last regular Board meeting on July 18th.

Mr. Winkelmann also thanked Trustee Thomason for his assistance with getting a 30' fallen tree cleaned up.

With no more comments, President Kellermann closed the Public comments portion of the meeting at 7:13 p.m.

6) Kildeer Police Report

i) August Police Council Report*

ii) July Monthly Reports*

Police Chief Rossi acknowledged and referenced the reports as they were presented and was available to answer questions.

In addition to the reports Chief Rossi explained an incident that happened after filing the reports on August 8th. Chief Rossi noted that there was a residential forced-entry burglary on Old Farm Road. Chief Rossi noted that he would keep the Board posted on the investigation.

Trustee Thomason asked Chief Rossi about the increased activity report. Chief Rossi addressed his questions.

7) Village Engineer – Report & Recommendation

- i) Pay Request from Bartnick Invoice #248 for the Dover Park Drainage work in the amount of \$12,197.05***
- ii) Pay Request from Bartnick Invoice #247 for Lone Pine Court Drainage in the amount of \$8,269.75***
- iii) Pay Request from Visu-Sewer for the Wet Well Cleaning at the Long Grove Road Lift Station in the amount of \$1,175.00***
- iv) Consideration of Pay Request #1 from Geske & Sons for Charlie Brown Parking Lot in the amount of \$29,971.29***
- v) Consideration of Pay Request #2 from Geske & Sons for 2011 Road Program in the amount of \$290,742.73***

Trustee Denny asked if items i) through VI) could be considered as consent agenda. Attorney Bateman noted as long as the Board of Trustees approve all of them. President Kellermann granted the request.

Village Engineer Gordon explained items i) through v) as submitted.

Motion: Trustee Denny moved, seconded by Trustee Sands, to approve Village Engineer items i) through v) as presented.

Ayes: Czarnik, Finley, Denny, Thomason, Olson and Sands

Nays: None

Motion Carried. 6/0

vi) Recommendation on Proposal for Storm Sewer Cleaning, Root Cutting, Televising*

Engineer Gordon mentioned that two quotes were recently requested and received for storm sewer cleaning, root cutting and television inspection. This was prompt by ongoing drainage problems at 20187 Wallingford.

Engineer Gordon noted that he and Ela Township Bill Kruckenburg, noted that there are at least two other areas which require root cutting and storm sewer cleaning. These areas include a section of storm sewer at the end of Swansway and on Deer Valle. Gordon recommends awarding this work to American Underground, Inc., for \$325 per hour with a four hour minimum with an anticipate 8-12 hours to complete all work.

Motion: Trustee Olson moved, seconded by Trustee Denny, to approve and accept the bid proposal from American Underground, Inc., Glenview, IL for \$325 per hour with a four hour minimum, with not to exceed \$3,900 for storm sewer cleaning, root cutting and televising as discussed (Wallingford, Swansway and Deer Valle).

Ayes: Denny, Olson, Sands, Czarnik, Finley and Thomason

Nays: None

Motion Carried. 6/0

vii) Septic Code Update

Engineer Gordon noted that Village staff and Trustee Finley are working on this item along with Village Attorney Bateman. This item will be further discussed at the next regular Village Board Meeting.

viii) Resolution regarding Motor Fuel Tax*

Engineer Gordon explained the Resolution for MFT for \$20,000 for maintenance of streets and highways and answered questions from the Board.

Motion: Trustee Sands moved, seconded by Trustee Denny, to approve MFT Resolution for Maintenance of Streets and Highways for \$20,000.

Ayes: Finley, Czarnik, Thomason, Olson, Denny and Sands

Nays: None

Motion Carried. 6/0

ix) Miscellaneous Updates

Engineer Gordon informed the Board about drainage issues on Primrose and explained the need to replace the existing pipe with a 12" pipe. Gordon noted the cooperation from the two homeowner's of the property to help pay for the project.

Trustee Sands pointed out that this project has been looked at for the past three years and is hopeful to complete it.

Engineer Gordon also mentioned another area in Deer Valley Estates requiring drainage work. Gordon noted that the combined costs for both projects would be over \$85,000. Gordon noted that he would continue to keep the Board posted on these recommended projects.

8) Trustee Denny – Finance/Public Safety

i) Brian LeFevre, Sikich & Associates – Presentation of Annual Financial Report and Management Letter for FY Ended April 30, 2011

The audit is complete and bound copy along with the Management Letter was put in your office mail slot by Treasurer Stade. Brian LeFevre will be at the Monday Board Meeting if you have any questions.

Mr. Brian LeFevre of Sikich and Associates provided a presentation to the Board on the Village's Annual Financial Report and Management Letter for FY ended April 30, 2011 and was available to answer questions from the Board.

Mr. LeFevre pointed out that the Village received recognition for the last three years in the row for being compliance with auditing procedures and GASB standards.

There was general discussion about the Management Letter in regards to deficiencies and other comments. Trustee Sands inquired about the accounting policies and procedures manual. Trustee Denny noted that it needs to be done and noted that it's a vigorous task. President Kellermann noted that it should be completed before the end of the fiscal year.

Mr. LeFevre noted that he could provide staff with a sample framework to use for such policy.

Trustee Sands asked how many other communities have positive balance. Mr. LeFevre addressed Trustee Sand's question.

There was general discussion regarding the deficiencies. Mr. LeFevre noted that there are not super deficiencies and indicated that in past three years there were no major deficiencies. President Kellermann noted that is a positive move forward.

The Board thanked Mr. LeFevre for his presentation.

ii) Sales Tax Revenue Report*

Trustee Denny briefly overviewed the report as it was submitted.

9) Administrator Connors

Annual Report from ComEd – Presentation by Bonita Parker

Bonita Parker and Art Baresma Director of External Affairs with ComEd were present. Ms. Parker provided a presentation on the Annual Report and was available to answer questions from the Board.

Art Baresma provided the Board with a report on the Summer Storm and Restoration Efforts August 2011 which covered recent power outages and he further explained the 10 year plan for the proposal to improve the current grid's technology.

Trustee Sands asked if a time line for the proposed program would be implemented. Art Baresma noted that the first five years would be infrastructure improvements and then get meter readers over the next ten years.

Trustee Thomason asked about page 14 of the report, Illinois Electric Infrastructure Modernization Act. Art Baresma addressed Trustee Thomason's question.

Art Baresma noted that he appreciates village communications and encourages the residents to call ComEd.

Village Administrator Jim Connors explained the process for reporting a power outage and also encouraged residents to contact Village Hall to report outages. It was suggested to put information in the Village Newsletter.

Trustee Olson asked about the request for burying electrical wires. Art Baresma indicated that the process is very expensive and noted the Public Utility Act requires ComEd to provide its customers with service with less cost. He noted that ComEd would work with those interested in burying electrical wires for a high cost.

At this time, there were no further questions and the Board thanked both ComEd representatives for their presentations.

10) Village Attorney – Report & Recommendation

- i) Resolution Approving a Certain Intergovernmental Agreement Between the Village of Deer Park and Deer Park Hotel, LLC to Provide For a Contribution**

from the Village's Hotel Tax Revenue For Expanded Courtesy Van Service Within the Village of Deer Park* (this item was tabled)

- ii) **Revised Agreement between the Village of Deer Park and Deer Park Hotel, LLC, d/b/a Hampton Inn and Suites to Provide for a Contribution from the Village's Hotel Tax Revenue for Expanded Courtesy Van Service Within the Village of Deer Park* (this item was tabled)**

D. Trustee Finley – Health, Sanitation & Public Utilities

- i) **Deer Park Hotline Report***

- ii) **George Balis, Entomologist from Clarke – Review Village Mosquito Control Program**

Mr. George Balis of Clarke overviewed the Mosquito Control Program and July 2011 Status Report. Mr. Balis further provided an update on Mosquito-Borne Disease; future brood predication and his recommendations.

- iii) **Clarke July Monthly Report***

- iv) **Consideration of Additional Adult Spraying by Clarke for mosquito control in the amount not to exceed \$4,918.00***

Mr. Balis explained his recommendation for additional adult spraying. Trustee Finley recommends two additional spraying but if you don't need the second spray then cancel. Trustee Finley noted there have been a lot of complaints about the mosquitos.

Motion: Trustee Finley moved, seconded by Trustee to consider and approve Two additional Adult Spraying by Clarke for mosquito control in the amount not to exceed \$3,251.00.

Ayes: Sands, Czarnik, Thomason, Denny, Olson and Finley

Nays: None

Motion Carried. 6/0

The Board thanked Mr. Balis for his reports and attendance.

E. Resolution Authorizing and Approving a Contract by and Between Williams Architects, Ltd. And the Village of Deer Park* (item moved ahead)

Mark Williams provided the Board with a presentation on his proposal for a contract with the Village and was available to answer questions from the Board.

There was general discussion regarding the cost of \$10,000 which was previously approved.

Trustee Denny expressed his concerns with the proposal and voiced reservation with moving Village Hall and staff into the bottom of the Barn.

Mark Williams explained the scope of the space needs study will help determine other office options.

President Kellermann entertained a motion to the following:

Motion: Trustee Olson moved, seconded by Trustee Thomason, to approve Resolution authorizing and approve a contract by and between Williams Architects, LTD., and the Village of Deer Park.

Ayes: Sands, Finley, Czarnik, Olson, Thomason and Denny

Nays: None

Motion Carried. 6/0

Village Administrator Jim Connors noted that the contract has 60 days to propose the study, he suggested bringing the results to the Village Board.

10 iii) Ordinance Denying a Variation for the Installation of a Fence on the Property located at 20828 Meadow Lane, Deer Park, Illinois*

Village Attorney Bateman explained this item.

Motion: Trustee Czarnik moved, seconded by Trustee Denny, to approve an Ordinance denying a variation for the installation of a fence on the property located at 20828 Meadow Lane, Deer Park, Illinois.

Ayes: Sands, Finley, Thomason, Denny and Czarnik

Nays: Olson

Motion Carried. 5/1

11) Reports from President, Trustees, Administrator, Treasurer and Clerk

A. President Kellermann

i) Village Office Mold Status*

President Kellermann referenced the pictures of the mold in the Village Office.

Village Administrator Connors thanked Trustee Thomason for having Pepper Construction, Mike Grant for the written evaluation of the mold test.

Administrator Connors noted that he should receive the results by Tuesday or Wednesday. It was further suggested that the mold areas be cleaned with bleach.

President Kellermann expressed his concern for the Village Staff safety and asked the Board to do the same.

Trustee Finley noted that she agrees with the short term solution. Trustee Czarnik suggested getting a company to clean up the mold.

President Kellermann recommended authorizing \$1,000-\$2,000 for Administrator Connors to contact and hire a company to clean the mold. Trustee Finley asked if that would just be a band-aide to the real problem and/or suggested getting solutions for the problem.

Trustee Sands suggested getting an air purifier. President Kellermann directed Administrator Connors to contact professionals to clean up the mess. Trustee Finley questioned if \$1,000 would be adequate for clean-up costs.

Village Attorney Bateman noted that Trustee Thomason position with Pepper Construction would not jeopardize contracting work for the clean-up work. Trustee Thomason noted that mold test results would be sent to Administrator Connors and that he would be willing to provide the Village staff with cleaning professional contact information to clean up the mold areas.

President Kellermann entertained a motion to approve \$1,000 for mold clean-up efforts and directed Administrator Connors to contact a professional company for such clean-up.

Motion: Trustee Czarnik moved, seconded by Trustee Finley, to approve \$1,000.00 for mold clean-up costs in the Village Hall and direct Village Administrator Connors to contact a company for such service.

Ayes: Olson, Sands, Thomason, Denny, Finley and Czarnik

Nays: None

Motion Carried. 6/0

ii) Move Village Office to Lower Level in Barn*

1. Lower Level Seepage

a) Scope of Work

b) Three Phase Plan

President Kellermann asked the Board to look at alternatives to move the Village Hall Office to either the lower level or other facility. Trustee Sands suggested utilizing a temporary office space for the office.

President Kellermann noted the reason for the space needs study is to use the information to determine the Village Hall needs for an office. President Kellermann asked the Trustees for ideas and alternatives for office space.

Trustee Denny concurred on the Village employee safety concerns and suggested renting a unit with DPTC in the meantime. Trustee Denny suggested stop spending money on analysis of space needs and rent an office with DPTC.

President Kellermann noted that this would be open for discussion at a special meeting if need be otherwise this matter will come back to the Village Board for further discussion.

Administrator Connors noted that the barn project will be presented in three phases. Connors noted that the first phase for \$10,000 was approved for the space need study and the results would be brought back to the Board.

2. Mold*

President Kellermann referenced the pictures of mold in the Vehe Barn.

3. Sump Pump

4. Milestone – Objective Completed This Year

iii) HB3793*

President Kellermann referenced the e-mail back-up from Tower Lakes Village President Kathleen Leitner regards to her request to oppose the proposed legislation Bill HB3793.

iv) Newsletter Response

President Kellermann commended Trustee Czarnik and Clerk Schroeder for the good Village Newsletter. He noted that he received many good words about the Summer Edition and the new format.

v) Vehe Farm - Broken Light Fixture Status

President Kellermann noted that this matter is being taken care of by Village Trustee Olson and himself.

B. Trustee Thomason - Parks & Recreation

Schedule of Park Open Issues Log*

Trustee Thomason noted that he meet with Ela Soccer and discussed the agreement regarding field improvements. Trustee Thomason noted that Ela Soccer will be doing minor improvements this year and the other field improvements within the next two years.

Trustee Finley suggested contacting Lake Zurich Baseball Association to use the fields next year.

Trustee Thomason referenced the items on the Open Issues Log and also asked the Board for ideas for next year on community festivals and/or other events to get the community together. Trustee Sands suggested a Farmer's Market on Saturdays.

Trustee Finley asked about the free soccer clinic and noted that some kids were not able to participate because of summer school. She suggested that future programs should be scheduled on Fridays for a better turnout.

Trustee Thomason pointed out that an inventory of the Village trees still needs to be completed along with Ash Borer concerns. Trustee Thomason also pointed out issues with Austrian Pine and noted a half dead pine tree.

C. Trustee Olson – Vehe Farm

Website Progress, Vehe Property; Tourism Committee Update and BACOG*

Trustee Olson overviewed his report as submitted. Trustee Olson provided the Board with an update on the e-mail address. Trustee Czarnik asked Trustee Olson to keep him posted as he is working on the business cards and waiting for the e-mail information.

Trustee Olson provided an update on the condensation issues at Vehe Barn.

There was general discussion regarding the Tourism Committee's Mission/Vision Statement.

D. Trustee Finley – Health, Sanitation & Public Utilities (moved ahead on agenda)

v) Deer Park Hotline Report*

vi) George Balis, Entomologist from Clarke – Review Village Mosquito Control Program

vii) Clarke July Monthly Report*

viii) Consideration of Additional Adult Spraying by Clarke for mosquito control in the amount not to exceed \$4,918.00*

Trustee Finley noted that a mosquito spraying is scheduled for this Wednesday and additional spraying is pending on the need.

E. Trustee Sands – Roads & Drainage

i) Road Program Update – Summary of Costs Incurred Versus Budget

Trustee Sands provided an update on the Road Program which includes seven (7) culverts. There is an increase of \$20,000 for the MFT over estimates due for additional work because of poor subgrade conditions on Old Farm Road between Middle Fork Road to the north end of the cul de sac.

Trustee Sands further noted the costs for parking lot resurfacing for Charlie Brown Park resurface for a cost of \$33,301.43 which included striping.

ii) Drainage Program Update – Summary of Projects Completed

Trustee Sands provided an update on the DCEO Grant projects for both Rainbow Road (\$150,000) and Meadow Lane (\$125,000).

Trustee Sands further provided updates on the Dover Pond Tennis Courts. The total budget was \$31,313 and actual \$40,339 (\$9,026). Lastly, Trustee Sands provided updates on miscellaneous drainage projects.

iii) Motor Vehicle Fuel Tax Supplement Request

Trustee Sands pointed out that this Resolution was considered for approval earlier on this agenda.

iv) Drainage Improvement for Deer Valley preliminary design and cost estimate of \$11,085 with a budget of \$5,000*

Motion: Trustee Sands moved, seconded by Trustee Czarnik, to approve and authorize drainage improvement for Deer Valley preliminary design and cost of \$11,085 with a budget of \$5,000.

v) Drainage Improvement for Primrose preliminary design and cost estimate of \$4,000 with a budget of \$10,000*

Motion: Trustee Sands moved, seconded by Trustee Czarnik, to approve drainage improvements for Primrose preliminary design and cost estimate of \$4,000 with a budget of \$10,000. For a total of \$15,085.00 for both projects.

Ayes: Finley, Olson, Thomason, Denny, Sands and Czarnik

Nays: None

Motion Carried.

F. Trustee Czarnik – Planning, Development & Zoning

Zoning: Update On Revising The Fee Structure

Trustee Czarnik noted that Village staff, Ken Garrett and himself discussed updating the fee structure. This item will be discussed further.

G. Treasurer Stade

H. Village Clerk Schroeder

i) Monthly Clerk Report

Clerk Schroeder reminded the Board of Trustees for Newsletter articles for the Fall Edition and provided an update on the FOIA activity.

ii) Survey Monkey Services

Clerk Schroeder asked if it was the desire of the Board to continue services at this time with Survey Monkey. The Board directed Clerk Schroeder to investigate if the services were available on a need-as basis. Clerk Schroeder noted that she would bring an update back to the next regular Board of Trustee meeting.

12) Investments Held Report

Approval of the Investments Held Report for July 31, 2011 in the amount of \$1,696,600.17*

Motion: Trustee Denny moved, seconded by Trustee Finley, to approve the investments held report for July 31, 2011 in the amount of \$1,696,600.17.

Ayes: Czarnik, Sands, Thomason, Olson, Denny and Finley

Nays: None

Motion Carried. 6/0

13) Cash Disbursements

Approval of Expenditures Totaling \$577,417.87 (accounts payable in the amount of \$555,497.13; check register none; plus payroll in the amount of \$21,920.74)*

*Motion: Trustee Denny moved, seconded by Trustee Finley, to approve of Expenditures Totaling \$577,417.87 (accounts payable in the amount of \$555,497.13; check register none; plus payroll in the amount of \$21,920.74)**

Ayes: Czarnik, Sands, Thomason, Olson, Denny and Finley

Nays: None

Motion Carried. 6/0

14) Executive Session: Pending Litigation, Litigation which is probable or eminent & Personnel

President Kellermann entertained a motion go into Executive Session for pending litigation, litigation which is probable or eminent & personnel.

Motion: Trustee Sands moved, seconded by Trustee Finley, to go into Executive Session to discuss pending litigation, litigation which is probable or eminent and personnel at 9:53 p.m.

Ayes: Olson, Denny, Thomason, Sands, Finley and Czarnik

Nays: None

Motion Carried. 6/0

Motion: Trustee Finley moved, seconded by Trustee Sands, to enter into Executive Session at 9:59 p.m. to discuss pending litigation, litigation which is probable or eminent and personnel.

Upon Roll Call – Voice Vote – 6 Ayes/0 Nays – Motion Carried. 6/0

At this time, President Kellermann and Trustees Olson, Denny, Thomason, Sands, Finley and Czarnik entered into Executive Session,

Others included Village Administrator Connors, Village Attorney Bateman, Clerk Schroeder and Treasurer Stade.

President Kellermann entertained a motion to exit Executive Session at 11:48 p.m.

At this time, President Kellermann and Trustees Olson, Denny, Thomason, Sands, Finley and Czarnik exited Executive Session,

Others included Village Administrator Connors, Village Attorney Bateman, Clerk Schroeder and Treasurer Stade (exited approximately at 10:00 p.m.).

Motion: Trustee Olson moved, seconded by Trustee Finley, to exit Executive Session at 11:48 p.m.

Ayes: Czarnik, Sands, Thomason, Denny, Olson and Czarnik

Nays: None

Motion Carried. 6/0

15) New Business

None


16) Adjournment

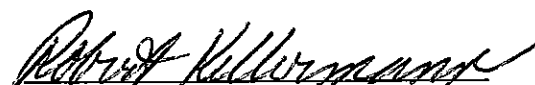
President Kellermann entertained a motion to adjourn at 11:49 p.m.

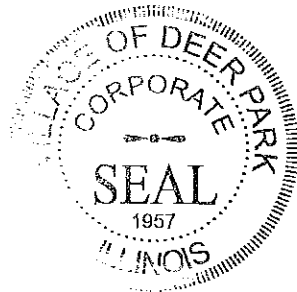
Motion: Trustee Olson moved, seconded by Trustee Thomason, to adjourn at 11:49 p.m.

Upon Roll Call – Voice Vote – 6 Ayes/0 Nays – Motion Carried. 6/0

Respectfully Submitted,


Elizabeth A. Schroeder, RMC
Village Clerk


Robert Kellermann
Village President



(*) Indicates that back-up material is enclosed in meeting agenda packet

The Village of Deer Park is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, are requested to contact the Village's ADA Coordinator at (847) 726-1648 promptly to allow the Village to make reasonable accommodations for those persons.