

**Minutes**  
**Village of Deer Park**  
**Special Board of Trustees Meeting Agenda**  
**Tuesday, September 27, 2011 – 7:00 p.m.**  
**Deer Park Vehe Barn**  
**23570 W. Cuba Road, Deer Park, Illinois 60010**

**1) Pledge of Allegiance**

A Special meeting of the Board of Trustees of the Village of Deer Park was held on Monday, September, 27, 2011, 7:00 p.m., 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 and Trustees Finley, Olson, Denny, Thomason, Czarnik and Sands.

Other Village Officials present included Village Administrator Connors, Clerk Schroeder, Village Attorney James Bateman and Becky Bateman. President Kellermann stated that there was a quorum.

**3) Approval of Agenda**

*Motion: Trustee Olson moved, seconded by Trustee Thomason, to approve the agenda as presented.*

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

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

*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.*

President Kellermann noted a complaint was filed a couple of weeks ago regarding loud music at the Vehe Barn during an event. President Kellermann indicated there was discussion at the last Board meeting regarding the Village noise ordinance, there was no action taken at that time. It is the intention of the Board to revisit the noise ordinance regarding this matter. President Kellermann expressed the future use of the Vehe Barn and noted that a committee will be formed to handle the activities at the barn.

Marlene and Bob Smetana of 21922 Inglenook, Deer Park expressed concerns with loud music at the Vehe Barn during an event on a Saturday night. President Kellermann noted this matter was taken care of and should not happen again.

Mrs. Smetana noted that she would be honored to serve on the committee for the Vehe Barn activities.

With no further comments, public comments were closed at 7:05 p.m.

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

President Kellermann entertained a motion to enter into Executive Session to discuss pending litigation, litigation which is probable or eminent & Personnel at 7:06 p.m.

***Motion: Trustee Czarnik moved, seconded by Trustee Olson, to enter into Executive Session at 7:06 p.m. to discuss pending litigation, litigation which is probable or eminent and personnel.***

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

***Nays: None***

***Motion Carried. 6/0***

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

Others included Village Administrator Connors, Village Attorney Bateman and assistant Becky Bateman and Village Clerk Schroeder.

After discussion, President Kellermann entertained a motion to exit Executive Session at 9:53 p.m.

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

Others included Village Administrator Connors, Village Attorney Bateman and assistant Becky Bateman and Village Clerk Schroeder.

*Motion: Trustee Olson moved, seconded by Trustee Thomason, to exit Executive Session at 9:53 p.m.*

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

**6) Reports from President, Trustees, Administrator and Clerk**

**A. President Kellermann**

**Consideration of Police Service Contracts**

**B. Trustee Denny –Finance/Public Safety**

**Progress report on Accounting Manual**

President Kellermann and Village Administrator Connors noted that this item was inadvertently added to this agenda therefore, if Trustee Denny is not prepared for this item it will be tabled to the October Board meeting agenda.

Trustee Denny provided the Board with a brief update on this matter and noted that he would continue to keep the Board posted on the progress. Trustee Denny and Treasurer Stade has created a template for this manual and is work in progress.

**C. Administrator Connors**

**i) Barrington Area Library District Request to Relocate Materials Return from Charlie Brown Park to Vehe Farm\***

Village Administrator Connors provided an update on this item. Administrator Connors noted the project to move forward with install and construct a concrete pad for the relocation of the return box from Charlie Brown Park to Vehe Farm in the circle closest to the office.

Trustee Czarnik asked how was the relocation was initiated. Administrator Connors noted that the Vehe Barn is more centrally located for a computerized return box.

Trustee Sands asked about the power requirements. Administrator Connors indicated that if the Board wants more information on cost for the installation he would get the information.

Trustee Czarnik asked why the box couldn't stay at Charlie Brown Park which is in a more center location. It was noted that there was no room for a turnaround at the park and that the park does not get snow removal service.

President Kellermann explained the service of the drop box.

Trustee Sands asked for an estimate for the project. Administrator Connors noted that it was discussed 2-3 boards ago so he doesn't know the cost.

Trustee Sands pointed out that he understood the library has a funding constraint at the time.

There was discussion regarding getting a cost for the concrete pad. Administrator noted that this was budgeted 2-3 years ago.

***Motion: Trustee Finley moved, seconded by Trustee Olson, to construct the concrete pad for the return box for a maximum of \$1,000.***

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

***Nays: None***

***Motion Carried. 6-0***

It was noted that the box will not be moved to the Vehe Barn.

**ii) Recommendation to Increase Not for Profit Fees for the Use of the Vehe Barn \$50 to \$125 and Review of Other Rental Rates**

Administrator Connors deferred this item to the Vehe Barn Committee.

**iii) Review of Proposals for Barn Lower Level Leakage Issues**

Village Administrator Connors noted that Randy Pinchot had different plans and would like to bring the drawing back to the Board and will have Mr. Hamilton quotes for the October Board meeting.

President Kellermann talked about the Vehe Barn Committee on appointments. Village Attorney Bateman indicated to comply with the Open Meeting Act and meeting notice with more than two members of the Board must post a notice.

**iv) Discussion of Electric Aggregation Options Referendum**

Village Administrator Connors led in the discussion and pointed out that a number of communities in the area expressed an interest. Village Administrator Connors noted that this would have to be put on a referendum. Administrator Connors noted that he would come back with more information and bring it back at the October Board meeting.

Trustee Finley questioned risks involved if lock into a rate and costs decrease.

Village Administrator Connors explained the purchasing process. He noted this would come back to the October meeting for further discussion.

**v) Progress Report on Village Office Space Needs Study**

Village Administrator Connors noted that he would have Mr. Hamilton attend the next regular Village Board meeting to report the progress on this study.

Trustee Czarnik noted that he was asked to look at rentals which were for an emergency due to the mold in the office, and after getting the results, the search was halted.

**vi) Website Policy Manual Review\* (tabled from 6/20/11)**

Village Administrator Connors noted that this item was been presented several times before the Board for review. Village Administrator Connors noted to forward comments to his attention.

Trustee Olson noted that he would look into what other communities are doing with this item. Trustee Olson noted that he is not sure if this policy is needed based on technical changes on social media.

Discussion ensued on social media. Attorney Bateman noted that if there is not staff to handle and keep updated, he would not recommend social media information.

**vii) Update on Office Mold Remediation Efforts**

Village Administrator Connors working on this and mention recommendation of getting ventilation in the office.

**D. Village Clerk Schroeder**

**i) Monthly Clerk Report**

Clerk Schroeder provided FOIA report with receiving 12 FOIA in August and a couple with pending FOIA's for September.

Also I have been working with Village Attorney Bateman on providing approved ordinances for 2011 chapter by chapter. Once updated the municipal code will be paginated for easier viewing.

**ii) Survey Monkey Services Update**

Clerk Schroeder provided a report regarding the Survey Monkey services. Clerk Schroeder indicated that the quarter cost includes unlimited survey use.

Trustee Olson noted that our website has survey options but not extensive as Survey Monkey.

Trustee Sands suggested using Survey Monkey for various surveys.

***Motion: Trustee Denny moved, seconded by Trustee Finley, to continue using survey services by Survey Monkey.***

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

***Nays: None***

***Motion Carried. 6/0***

**iii) Request for Approval of Cost to Print and Process Village Newsletter Fall Edition in an Amount Not to Exceed \$1,500\***

President Kellermann entertained a motion to approve the cost to print and process the Village Newsletter Fall Edition in an amount not to exceed \$1,500.

Trustee Finley asked about the status of the Fall Newsletter. Clerk Schroeder explained still accepting articles.

There was general discussion regarding soliciting/marketing.

Trustee Finley asked if could do incentive to sign up for e-mail newsletter. President Kellermann asked Trustee Finley to discuss at the Tourism Committee.

Trustee Czarnik asked that if the newsletter is in the budget why is does this item come to the Board. President Kellermann explained the procedure.

***Motion: Trustee Denny moved, seconded by Trustee Czarnik, to approve the cost to print and process the Village Newsletter, Fall Edition, in an amount not to exceed \$1,500.***

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

***Nays: None***

***Motion Carried 6-0***



**iv) Freedom of Information Act and Open Meetings Act Update\***

Clerk Schroeder noted updated changes and Village Attorney Bateman highlighted the updates per the state statute. Mandatory for OMA training for Public Official effective January 1, 2012 to be completed by July 2012.

Clerk Schroeder asked Attorney Bateman about amended ordinance reflecting these changes. Attorney Bateman noted that amended ordinances and forms are forthcoming.

**v) Accept and Receive Approved Minutes of: Tourism Committee Meeting Minutes of January 21, 2011; March 28, 2011 and April 14, 2011 and Zoning Board of Appeals Meeting Minutes of March 9, 2010 and January 20, 2011\***

Clerk Schroeder noted this was informational only.

**7) Executive Session: Pending Litigation, Litigation which is probable or Eminent and Personnel**

None

**8) New Business**

None

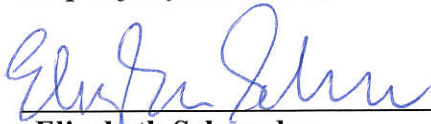
**9) Adjournment**


President Kellermann entertained a motion to adjourn at 10:35 p.m.

*Motion: Trustee Sands moved, seconded by Trustee Thomason, to adjourn at 10:35 p.m.*

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

*Respectfully Submitted,*

  
Elizabeth Schroeder  
Clerk

  
Robert Kellermann  
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.*