

MINUTES OF THE MEETING OF  
THE VILLAGE OF PORT BARRINGTON BOARD OF TRUSTEES  
LAKE AND MCHENRY COUNTIES, ILLINOIS

November 12, 2020

President Yeaton called to order the November Committee Meeting at 7:00pm. The following Trustees were present: Grothendick, Cillo, Herstedt, Vogeler, Corrigan and Fecske. Becky Bateman, Village Attorney, was present.

Minutes of the October 2020 Committee Meeting were before the Board. Trustee Vogeler motioned to approve those minutes. Trustee Cillo seconded. Roll call was taken; 6 Ayes, 0 Nays, 0 Absent. The motion was approved.

Trustee Grothendick motioned to adjourn the Committee Meeting and move to Special Meeting. Trustee Cillo seconded. Roll call was taken: 6 Ayes, 0 Nays, 0 Absent. The motion was approved. The Regular Committee Meeting was adjourned at 7:05pm.

President Yeaton called to order the November Special Meeting at 7:05pm. The following Trustees were present: Grothendick, Cillo, Herstedt, Vogeler, Corrigan and Fecske. Becky Bateman, Village Attorney, was present.

President Yeaton asked the Board to set the agenda affirming no conflicts of interest and Trustee Cillo motioned to set the agenda. Trustee Grothendick seconded and the motion was approved unanimously.

Trustee Corrigan motioned to approve the consent agenda including the Regular Board Meeting minutes from October 2020 and the September 2020 Treasurer's Report and bills payable September 16, 2020 to October 21, 2020 with changes to the original and on the table for re-approval. Trustee Vogeler seconded. Roll call was taken; 6 Ayes, 0 Nays, 0 Absent. The motion was approved.

The October Treasurer's Report approval was tabled until the Illinois Funds statement is received to show interest.

President Yeaton asked the Board to move on Bills Payable through November 12, 2020. Trustee Grothendick motioned to approve the bills payable and it was seconded by Trustee Cillo. The Bills Payable were approved by roll call vote. Upon roll call, the vote was: 6 Ayes with, 0 Nays, 0 Absent. Motion approved.

#### STREETS AND ROADS

Trustee Corrigan stated that Rusty ordered no parking signs.

Prevailing wage reports were received from the contractor who paved the parking lot. They will return to do striping.

ComEd is working to replace lights with smart bulbs Trustee Corrigan confirmed what lights are in the Village. A summary was received to confirm.

Donna Erfort stated that the guard rail accident from two years ago was finally resolved so the Village would get their \$500 deductible back.

## HEALTH AND SAFETY

Trustee Fecske stated there is a stay at home advisory from the Governor and recommendation to limit gatherings to 10 people.

Trustee Grothendick looked into air purifiers that are supposed to kill Covid. The intent is to install at the Village Hall and also the Heron Room. With installation included they are estimated to cost \$2,100.00 each and could be paid for with the grant money received.

The Village can continue to accrue expenses toward Cares Act money.

President Yeaton stated that new restrictions were in place for restaurants and bars and she met with each of the 3 bar owners to go over guidelines.

The Village Hall is closed and will allow entry by appointment only.

Trustee Cillo asked if indoor dining was allowed. President Yeaton responded that 25 people or less could gather.

## POLICE

Trustee Herstedt stated there was no report.

President Yeaton stated that the next adjudication could be postponed.

## PARKS AND BEACHES

Trustee Cillo stated that reservations for the Heron Room would be cancelled.

There is no Village Volunteer appreciation party planned.

President Yeaton suggested a letter be sent to volunteers offering a 10% discount at Village businesses instead of a party. The Village would reimburse businesses for that 10%. There was discussion to cap the 10% as Roger's automotive bills could be higher than the Board might expect.

## FORESTRY

Trustee Corrigan stated that Rusty bought and planted another parkway tree.

## BEE CITY

Donna Erfort stated that the Tallgrass proposal had to be scaled back as it didn't leave any funds for signage.

## FINANCE

Trustee Grothendick stated that quarterly budget meetings must be scheduled with Trustees Herstedt, Vogeler and Fecske.

There is a proposal from ISBS for a copier contract for a Savin color copier at \$159.62/mo. Trustee Grothendick motioned to approve. Trustee Vogeler questioned the cost per copy. The number of copies included in the contract were not specified. This information must be included.

The Rebuild Illinois account was opened and there is \$33,000.00 in it.

The annual Tax Levy Ordinance was before the Board as Ordinance 2020-11-01. Trustee Grothendick motioned to approve. Trustee Vogeler seconded. Roll call was taken: 6 Ayes, 0 Nays, 0 Absent. The motion was approved.

## BUILDING AND ZONING

Trustee Vogeler asked Becky Bateman about the Cheeseman donation. She responded that the quit claim deed has not been received. Once recorded the Village can move forward.

A house on Eastwood brought in fill. Frank DeSort will look into it.

President Yeaton spoke to Frank DeSort and Chris Gheysen about the Riverwalk rill project. There has been no contact with Chris to give him an opportunity to verify work. The contractor should call. It is a stormwater project so Manhard should oversee.

## VILLAGE ATTORNEY

Lake County updated the Watershed Development Ordinance. The Village must adopt the new version. Donna Erfort stated that Chris Gheysen is Stormwater Enforcement Officer and asked why he isn't bringing this to the Board. The Board agreed to have the Batemans create the ordinance.

The draft employee manual was created. President Yeaton stated it would be discussed later in the meeting.

## ADMINISTRATION

The annual Treasurer's report was published 10/30/20.

Donna Erfort stated that renewal of the Deputy Registrar was required and a letter from the Village President was necessary.

There were 19 volunteers last weekend for Adopt-a-Highway.

IMLRMA stated no need to view building improvements for insurance rates.

Election packets are available and must be returned by 12/14/20 at 8am.

## PUBLIC WORKS

President Yeaton asked about bulk salt purchase. Rusty responded that a deposit was made to guarantee.

Trustee Vogeler stated that the Center Street and North Circle project looks good.

## PLANNING COMMISSION

Mike Weiner stated that they did hold a meeting this week.

A prospective member was interviewed and approved for their Board.

The golf cart recommendations were sent to the Board. Mike Weiner asked if the Board had a decision. President Yeaton responded that it is not feasible for our community.

A resident wants to move his shed nearer to the street, but that would put it in the flood plain at 427 Riverside.

## PBWW

Jody Thelin signed up for FEMA resident property mitigation webinar on 11/20/20.

Trustee Herstedt left the meeting at 9:22pm.

## OLD/NEW

The proposed Employee Handbook was the subject for review. Donna Erfort commented that vacation and benefits were not included. Becky Bateman responded that they had not received information from the Village on what should be allotted. Additional holidays are listed that are not already PTO. Becky stated that the Board agreed to add any National holiday. There was discussion of whether PTO could roll over to the next year. There was discussion of FMLA and whether it could run concurrent with paid leave. There was discussion of the need for drug testing if the Village wants to apply for grants where a drug policy is required. There was a lengthy discussion of scenarios where a backup person could be available for snow plowing as needed. The subject of a 2-person verification requirement prior to sending someone for drug testing was discussed.

Trustee Grothendick called attention to page 16 regarding "Employee Reviews" for Trustees budget performance. Trustee Vogeler stated that Trustees are elected officials and should not be subject to an employee manual. There is language about fines and public censure and possible removal from office for violations of ethics code. Becky Bateman responded that ethics violations already exist in the Village code. She stated that different laws define elected officials as employees. Trustee Vogeler stated he wants the title of Official stricken from the employee manual. Becky Bateman stated it has to be in there regarding sexual harassment. President Yeaton polled the Board on this subject. Trustees Vogeler, Grothendick, Corrigan and Cillo

agreed that it should be stricken excepting sexual harassment. Becky Bateman will make changes and the handbook will be on agenda for the December meeting.

President Yeaton sent a copy of a bid from GOV HR who does assessments to make sure the Village is working properly and makes recommendations to improve. She asked Board members to review how it is structured and wants to see a similar presentations for any proposed project.

The meeting was open to the floor at 9:44 pm.  
No questions or comments were heard.

Trustee Grothendick motioned to adjourn. Trustee Cillo seconded. Roll call was taken; 5 Ayes, 0 Nays, 1 Absent. Motion approved. The meeting was adjourned at 9:45 pm.

Respectfully Submitted,

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Nancy Bachal, Village Clerk

AYES 6

NAYS 0

ABSENT 0

ABSTAIN 0

APPROVED November 12,2020