

TO: Village President and Board of Trustees
FROM: Village Administrator
RE: January 22, 2008 Village Board Meeting Agenda
DATE: December 18, 2008

- 4) **Approval and Release** of minutes from the Board of Trustees Regular Meeting held December 17, 2007 and Special Meetings held December 6, 2007, December 11, 2007*
- 5) **Public Comments** — Sign up prior to meeting on sign-in sheet on podium; 5 minutes time limit.
- 6) **Introduction of Vehe Event Coordinator - Yvonne Keith**
Yvonne Keith will be introduced as the new event coordinator; she started in December.
- 7) **Introduction of SWALCO Executive Director - Walter Willis**
Trustee Plautz requested the Village Board meet the new SWALCO Director who will also explain the new annual O & M charge of \$1.00 discussed at the December meeting.
- 8) **Vehe Farm**
 - A. **Foundation update**
 - B. **Approval of payment to Cedar Roofing Company, LLC for \$1,325.00***
Enclosed is the invoice for work ordered by Pepper Construction Company. Jim Peterson reports the work was satisfactorily completed and payment is recommended upon receipt of a final waiver of lien in the full amount of the payment.
 - C. **Approval of payment to Pepper Construction Company for \$117,136.39***
Enclosed is a January 11, 2008 progress report from Jim Peterson with a payment request from Pepper Construction. A waiver of lien from Pepper is included.
 - D. **Approval of payment to HPZS for \$9,846.55***
Enclosed is a January 11, 2008 request for payment for professional services, copying, and a light fixture.
 - E. **Draft Agreement between Village and Foundation***
Enclosed is a draft Agreement prepared by Village Attorney Keller and goals for 2008-2009. Also enclosed is a January 15, 2008 letter from Trustee Rotter requesting the tabling of the Agreement until February 2008 and information from Trustee Kellermann on the Vehe Farm bond issue.
- 9) **Village Engineer- Report and Recommendations**
 - A. **Report on the E.J. & E. Quiet Zone Study**
Village Engineer Gordon will be making a verbal report on the status of the project.
 - B. **Approval of Motor Fuel Tax Resolution for 2008 Road Program***
Enclosed is a January 15, 2008 letter from Village Engineer Gordon outlining a road program for approximately \$501,000 which would include \$180,000 in Motor Fuel Tax funds. The road work would largely consist of the Country Corners subdivision with the remaining work done in the Swansway and Rue Valley subdivisions.
 - C. **Review of proposed 2008 Fee Schedule***
Enclosed is the proposed fee schedule from Gewalt-Hamilton to be effective May 1, 2008. The last increase as noted was in May 2005.
 - D. **Approval of Long Grove Rd Sanitary Lift Station Annual Maintenance Agreement with Patten Power Systems***
Enclosed is a January 15, 2008 letter from Village engineer Gordon recommending the renewal of the annual maintenance agreement with Patten Power Systems for an amount of \$1,758. In 2007, the cost was approximately \$2,200 and was paid by the Special Service Area fund.
- 10) **Village Attorney- Report and Recommendations**

11) Reports from President, Trustees and Administrator:

A. President Gifford:

i) **General information**

ii) **Request form Barrington Youth and Family Services for \$2,500.00 annual contribution***

Enclosed is a December 12, 2007 letter from Executive Director Schulman requesting a contribution for 2008 in the amount of \$2,500. Also enclosed is a summary of the annual contributions since 2000. Since 2004, a \$2,500 annual contribution has been made by the Village.

iii) **Approval of postal costs for sales tax referendum flyer mailing***

President Gifford is requesting approval of an amount not to exceed \$600.00 for the cost of producing and mailing a Frequently Asked Questions flyer to the residents regarding the February 5th referendum.

iv) **Letter from Building Official William Holmes regarding Vehe building inspections***

Enclosed is a January 7, 2008 memorandum from Building Official Holmes detailing his role in inspecting the Vehe Barn project.

B. Trustee Kellermann- Roads and Public Utilities:

January 28, 2008 public forum on roads and drainage concerns

Trustee Kellermann will discuss his upcoming open forum on road and drainage concerns to be held January 28, 2008.

C. Trustee Kizior—Finance:

Review of Income Tax Revenue, Park Development Revenue and Park Expenses*

D. Trustee Plautz – Health & Sanitation:

E. Trustee Pratscher – Planning and Zoning:

Status of Accessory use issue

Trustee Pratscher will be briefing the Village Board on the status of reviewing the accessory use section of the Zoning Code.

F. Trustee Rotter –Parks and Recreation :

Approval of reimbursement for plantings at Park Hill entrance and Lois Lane cul-de-sac for \$174.38*

Enclosed is a request for reimbursable landscape costs from the Park Hill Subdivision for the amount of \$174.38. This item was withdrawn at the December meeting because some ineligible costs were included (rose bushes). This cost of the roses has been removed and the reimbursement recalculated.

G. Trustee Thrun – Public Safety:

Consideration of “red light” traffic enforcement proposal*

Trustee Thrun is asking direction from the Village Board on pursuing the red light enforcement program.

Enclosed are the October 29, 2007 memorandum from Police Chief Lilly and several news articles about other municipalities either approving or pursuing the program.

H. Administrator Connors:

i) **Vehe Barn Event Coordinator computer purchase***

Enclosed are two cost quotes for a computer and software for the Vehe Barn. The proposal from CDW for \$2,164.71 is recommended. In June 2006, the Village approved \$2,191.14 for the Village administrative assistant work station. There was \$3,000.00 budgeted for the Vehe Barn computer purchase. An old fax machine found stored on the Village Office second floor is being used instead of purchasing new one.

ii) **Notification from Northwest Municipal Conference regarding grant award for CTY-Connect Project***

Enclosed is a December 18, 2007 letter from the Northwest Municipal Conference (NWMC) announcing the grant award to Deer Park for \$17,610.00 for the CTY-Connect program. The funds have been deposited in the Village treasury. The award requires the expenditure of the funds by March 30, 2008. The annual cost of the program is about \$2,500. I asked the supplier for a 7-year contract to present to the Village Board in February. The NWMC confirmed that a 7-year contract paid in full (\$17,500.00) by March 30th is acceptable.

**Regular Board of Trustees Meeting
January 22, 2008
Village Administrator's Memo**

iii) Proposals for removal of two trees*

Enclosed are two proposals for the removal of two trees at Country Lane and Wagon Court as well as Woodberry cul-de-sac. The quote from Hendrickson totals \$720.00; the quote from Ela Township totals \$650.00. The proposal from Ela Township is recommended.

iv) Status report on the Praner lawsuit (Deer Path Road)*

Enclosed is a January 3, 2008 letter from Stacey Seneczko, Hinshaw and Culbertson LLP, whom have been retained by IMLRMA to represent the Village. The trial date is set for December 8, 2008.

v) Report on 2008 vehicle sticker program

About 40 of the new stickers without an expiration date have been sold. Many residents have inquired believing that they would be fined by the Village if they did not display a vehicle sticker. Upon finding out that the Village does not require them, most expressed no interest in obtaining one.

I. Clerk Meyle:

Report enclosed.*

12) Investments Held Report

Approval of the Investments Held Report for December 2007 in the amount of \$1,791,018.09.*

13) Cash Disbursements

Approval of payments from December 18, 2007 to January 22, 2008 in the amount of \$ \$483,885.26.*

14) Kildeer Police Reports*

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