

Village of Deer Park
Special Board of Trustees Meeting Agenda
Wednesday, January 4, 2012 at 7:00 p.m.
Deer Park Vehe Barn
23570 W. Cuba Road, Deer Park, Illinois 60010

- 1) **Pledge of Allegiance**
- 2) **Roll Call and Determination of a Quorum**
- 3) **Approval of Agenda**
- 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 statement 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.
- 5) **Village Engineer – Report &/or Recommendation(s)**
- 6) **Village Attorney – Report &/or Recommendation(s)**
- 7) **Reports &/or Recommendation(s) from Village President, Trustees, Administrator, Treasurer and Clerk**
 - A. **Village President Kellermann**
 - i. **Office in Barn**
 - a) **Discussion on Office location**
 - b) **Cost Consideration**
 - ii. **Outbuildings**
 - a) **Usage/Application**
 - b) **Cost Estimates**
 - c) **Budget 2011-2012**
 - iii. **Vehe Barn Rental**
 - a) **Rental Policy**
 - b) **Personnel Requirements - Set up/minor maintenance Part-Time Employee**
 - iv. **Website – BOT Meetings Audio Recordings**
 - a) **Equipment Requirements**
 - b) **How To Do It Procedures**
 - c) **Does BOT Want On Website**

B. Village Trustee Denny – Finance/Public Safety

C. Village Trustee Thomason – Parks & Recreation

D. Village Trustee Olson – Vehe Farm & Tourism*

- i. Vehe Barn Usage Philosophy
- ii. Website – BOT Meetings Audio Recordings
- iii. Outbuildings
- iv. Hotel Tax Expenditure Budget Summary Report

E. Village Trustee Finley – Health, Sanitation & Public Utilities

F. Village Trustee Sands – Roads & Drainage

G. Village Trustee Czarnik – Planning, Development & Zoning

H. Village Administrator Connors

Additional Payment to Metropolitan Water Reclamation District of Greater Chicago (MWRD) for Sewer Service (December 16, 2011) in the amount of \$12,455.19*

I. Village Treasurer

J. Village Clerk Schroeder

- i. CTY Non-Emergency Message Update
- ii. March 2012 Referendum Update – Village Electricity Supply

8) Executive Session: Pending Litigation, Litigation which is Probable or Imminent & Personnel

9) Any and/or All New Business

10) Adjournment

(*) 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.

Village Clerk

From: Keith Olson <keithdolson@comcast.net>
Sent: Wednesday, December 28, 2011 9:33 AM
To: Elizabeth Schroeder; Jim Connors; Bob Kellermann
Cc: aczarnik@copycoinc.com; 'Dale Sands'; James Denny;
jthomason@pepperconstruction.com; Rita Finley
Subject: Keith Olson agenda items for 1/4/12 meeting
Attachments: hotel tax usage budget.xlsx

Trustees: Do not respond, for information only etc.

Agenda items for Keith Olson, December 2011

1) Vehe Barn usage philosophy.

Recommendation is to not make the barn available for "outsiders" in an attempt to offset costs. That does not work and ends up costing the village money and personnel resources in ways which do not benefit residents. However, residents should be given access to the barn under a variety of conditions, sometimes covering costs, occasionally not. The request by the Boy Scouts who have done much for us is a good example of that. When the office is moved to the Barn, the convenience factor will be much greater for residents to use the building too.

2) Website - BOT Meetings Audio Recordings

a) Equipment requirements – zero. We have all the equipment we need. We may want to get some sound editing software, which is quite inexpensive, but that would not be needed very often and I can easily take care of such needs until we have staff who are skilled in the use of such software. That is a minor point, because it would not be difficult to teach people how to use such software, but there should not be any need to edit the files.

b) How to do it procedures – there is no difference between loading up a sound file and loading up a text file. We currently load up text files, so there is no obstacle here.

c) Does BOT want on website – we ran on a campaign of open government, and we have agreed to minimize the amount of FOIA requests by putting what we can on the website. There is no justifiable reason not to put our meeting sound files on the website.

3) Outbuildings.

This is part of the discussion of how best to use the hotel tax. The spreadsheet is attached, as a rough guideline, to be discussed.

Keith Olson

Rough draft:

Village of Deer Park, Hotel Tax expenditure budget - Summary sheet

	2011	2012	2013	2014	2015	Row Totals
Beginning Balance	\$ 200,000.00	\$ 146,000.00	\$ 93,000.00	\$ 57,500.00	\$ 67,000.00	
Less:						
Village signs	\$ 20,000.00	\$ 55,000.00	\$ 35,000.00	\$ 15,000.00	\$ 5,000.00	\$ 130,000.00
Vehe work	\$ 40,000.00	\$ 20,000.00	\$ 27,500.00	\$ 7,500.00	\$ 5,000.00	\$ 100,000.00
Promotional campaigns	\$ 24,000.00	\$ 68,000.00	\$ 68,000.00	\$ 68,000.00	\$ 68,000.00	\$ 296,000.00
Plus:						
Annual income	\$ 30,000.00	\$ 90,000.00	\$ 95,000.00	\$ 100,000.00	\$ 105,000.00	\$ 420,000.00
Ending Balance	\$ 146,000.00	\$ 93,000.00	\$ 57,500.00	\$ 67,000.00	\$ 94,000.00	

Protecting Our Water Environment

BOARD OF COMMISSIONERS

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Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3154 312.751.5600

November 21, 2011

Ms. Beth McAndrews
Treasurer
Village of Deer Park
23680 West Cuba Road
Deer Park, IL 60010

Dear Ms. McAndrews:

SUBJECT: Sewer Service Agreement between the Village of Deer Park (Village)
and the Metropolitan Water Reclamation District (MWRD)
364 Acres – North of Lake-Cook Road

This is to acknowledge receipt of a check in the amount of \$123,945.68 for the second installment service charge payment for the 2011 year as required under the subject service agreement. Supporting calculations for the payment and an updated service area map were also received.

The information submitted with the payment has been reviewed by this office and we offer the following:

1. The Village has computed 2011 service charges based on a tax rate of 26.1 cents per \$100.00 of the property's Equalized Assessed Valuation (EAV). Please note that the applicable current MWRD tax rate is 27.4 cents per \$100.00 of the property's EAV. The recalculated required service charges using the current MWRD tax rate are tabulated below.

Total EAVs for the service area	\$68,435,083
MWRD Tax Rate per \$100 EAV	\$ 0.274
Service Charges	\$187,512.13
Service Charges x 140%	\$262,516.98
First payment received	\$126,116.11
Second payment received	\$123,945.68
Additional payment required	\$12,455.19

Therefore, please submit the required additional payment of \$12,455.19 by December 16, 2011.

2. PIN 14-34-100-051 has been changed to PIN 14-34-100-078 following dedication for Quentin Road as shown on the map. However, the EAV of this parcel is listed as zero. This issue was discussed between Ms. Rita Shah of my staff and Ms. Marian Larson of Sikich LLP, the Village's consultant. Ms. Larson's e-mail dated November

16, 2011 advised us that confirmation of this parcel's EAV from the Lake County will require some time. The Village will have to pay additional service charges, depending on the EAV of the aforesaid parcel.

If you have any questions, please call Ms. Rita Shah, Associate Civil Engineer of my staff at 312.751.3252.

Very truly yours,

A handwritten signature in cursive script that reads "Maureen Durkin".

Maureen Durkin, P.E.
Supervising Civil Engineer

JM/AB/RS/ci

cc: Jim Connors, Administrator, Village of Deer Park
Marian Larson, Sikich LLP