

October 27, 2015 Regular Board Meeting Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 6:32 p.m.

Mayor Linda Soto led the pledge of allegiance to the flag.

Deputy Clerk Roseann Stark took roll call. The following Officials were present: Mayor Linda Soto, Trustees Georgeann Duberstein, Barrett, Hein, Daley and George Duberstein

Also present were: Deputy Clerk Roseann Stark, Treasurer Kelly Hensley, Robinson Representatives Steve Zehner and Terry Grom, and Deputy Chief Jeff Myhra

Absent: Village Clerk Kathy Metzler, Trustee Derenoski, Village Attorney Jim Rock, Village Engineer Greg Gruen and Chief Perlini

Establishment of quorum

Trustee Derenoski was absent due to a work commitment for training. He might be coming to the meeting late.

Agenda Approval:

Trustee Barrett motioned to approve the agenda as presented; seconded by Trustee Georgeann Duberstein.

Roll Call:

Ayes: Trustees Georgeann Duberstein, Barrett, Hein, Daley and George Duberstein

Absent: Trustee Derenoski

Motion carried.

RLAS-116 Progress Presentation PK-12, Presenters: Dr. Donna Mendoza, Assistant Superintendent of Secondary Education and RLHS Principal Dr. Ana Fuhrer, Assistant Superintendent of Elementary Education

There was no presentation due to the speaker being ill. They will reschedule for December or January.

Public comments:

There was no public comment.

Omnibus Vote Agenda

1. A Motion to Approve the September 29th, 2015 Regular Board Meeting Minutes

2. A Motion to Approve the October 2015 Bills Payable for \$181,365.42

Trustee George Duberstein motioned to approve the Omnibus Vote Agenda as presented; seconded by Trustee Daley.

Roll Call:

Ayes: Trustees Georgeann Duberstein, Barrett, Hein, Daley and George Duberstein

Absent: Trustee Derenoski

Motion carried.

Reports and Communications from Mayor and other Officers:

Village Engineer

Village Engineer Greg Gruen was not in attendance but will attend the November meeting.

Village Attorney

Village Attorney Jim Rock was not in attendance.

Public Works

Terry Grom of Robinson Engineering thanked the Mayor and Board for letting them help during the interim period. One of his biggest accomplishments has been to clean up the area around the Public Works garage and inside the garage. They also got the equipment organized.

They also worked on the Cranberry Lake path and tree trimming. They also attended to residential issues by working with the office staff. Terry stated that anyone can call him with any issues.

Terry reported that the water system is very sound and operating the way it should. There was an issue with a sewer back up which was handled quickly. This is an issue they will pay better attention to in the future.

Terry spoke with Trustee Daley and the Mayor on the 318 Deer Run project regarding a b-box. This issue will be taken care of in the next few days.

Trustee Daley stated that he spoke with Village Engineer Greg Gruen regarding the sidewalks. There are regulations on how much a panel of walk can be raised before it must be addressed. There are many panels raised due to tree roots which may be ground down. Terry stated that this is a long term project for next year's budget. He would like to walk the entire Village and find the critical areas that need attention and then formulate a plan.

Terry also noted that the job description and ad for the Public Works Superintendent is in the American Public Works Association and on Monster.com website. In 24 hours there were 7 responses and the Mayor received a phone call. He hopes to get 12-15 applicants to interview.

Mayor Soto added that there's new wood in the back of the Public Works Building.

Police Chief

Police Chief Perlini was not in attendance. Deputy Chief Jeff Myhra reported that they are gearing up for Halloween. There will be police presence in Grayslake and Hainesville and they will also be using unmarked cars. He did not have any information on the rumors about threats for Thursday at Grayslake Central. He stated it was still under investigation.

Treasurer

Treasurer Kelly Hensley stated that she is continuing training Utility Clerk Donna. They are working on procedures and hope to have them completed by the end of November then we can continue training with Roseann and Kathy on the procedures. They are our guinea pigs to make sure they can pick up a procedure for anything and do it from A to Z. Kelly has

been trying during her slow times, which is not, has been trying to keep up on accounting procedures for her work so Kathy will be her guinea pig for that part.

The audit started in house. They will be back for another day or two. The Village asked for a 60 day extension and Kelly is confident that the deadline will be met. After the in house audit, the auditors will work on the report which can take 3 weeks to draft.

Kelly stated that last week the Village was down one staff member and the auditors were in so she thanked Roseann and Kathy for helping and allowing her to work with auditors and keep up with the duties on her desk. She was not needed to cover for the phone or door. Kelly has been giving them added work and even minimal tasks to get things off her desk and they have been welcoming them with open arms.

Village Clerk

Village Clerk Kathy Metzler was not at the meeting due to illness. Deputy Clerk Roseann Stark reported that BS&A will be doing training on the Business License program on Tuesday and Wednesday November 3rd and 4th and the Village Hall will be closed due to the training.

Mayor

Mayor Linda Soto announced that the State of Illinois is not sending out letters that driver's licenses or plates have expired. She urged everyone to check their license and plates.

The Mayor made progress with IDOT because of Senator Melinda Bush involvement and helping to arrange a meeting. She was notified in an email from IDOT that they ran out of outgoing postage so they will require everyone to submit SASE. There was also minimal staff at the IDOT office at the time of the meeting. She is working with the Village Attorney, Planner and Engineer. They received information from IDOT that shows there is an obligation of an access to the party that bought the property behind 7-11 from the 7-11 property owner. The Village expects to move forward with the submittal of plans over the winter and hopes to be breaking ground in late spring. They discussed with IDOT the Route 134 corridor so the Village can pursue development on all these lots.

Great Age Club & any other general announcements

Trustee Georgeann Duberstein reported that starting in the new year the Great Age Club will meet on the first Thursday of the month at 10:30 a.m. January 7th will be the next meeting. There will be a Progressive Dinner in November and a Holiday Party in December so there will be no regular meeting in November or December. New people are welcome to come.

Trustee Georgeann Duberstein motioned to adjourn the October 27th, 2015 Regular Board Meeting; seconded by Trustee Barrett.

All in favor say aye, motion carried.

The October 27, 2015 Regular Board Meeting adjourned at 6:51 p.m.

Respectfully submitted,

Roseann Stark
Deputy Clerk

October 27, 2015 Committee of the Whole Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 6:52 p.m.

Deputy Clerk Roseann Stark took roll call. The following Officials were present: Mayor Linda Soto, Trustees Georgeann Duberstein, Barrett, Hein, Daley and George Duberstein

Also present were: Deputy Clerk Roseann Stark, Robinson Representatives Terry Grom and Steve Zehner, Treasurer Kelly Hensley

Absent: Village Clerk Kathy Metzler, Trustee Derenoski, Village Attorney Jim Rock, Village Engineer Greg Gruen and Chief Perlini

Establishment of quorum

Agenda Approval:

Trustee Barrett motioned to approve the agenda as presented; seconded by Trustee Hein.

Roll Call:

Ayes: Trustees Georgeann Duberstein, Barrett, Hein, Daley and George Duberstein

Absent: Trustee Derenoski

Motion carried.

Approval of Omnibus Vote Agenda

1. A Motion to Approve the September 29th, 2015 Committee of the Whole Meeting Minutes

Trustee Daley motioned to approve the Omnibus Vote Agenda as presented; seconded by Trustee Barrett.

Roll Call:

Ayes: Trustee Georgeann Duberstein, Barrett, Hein, Daley and George Duberstein

Absent: Trustee Derenoski

Motion carried.

Committee of the Whole

Public Works – Trustee George Duberstein indicated that with regard to replacement cost of the water system, he asked for detailed information and it does look like it will be very involved if he wants to pursue getting the research done. He is not averse to doing it himself. He stated that level of detail may not be needed. He will meet with Steve Zehner and Trustee Daley on Thursday to discuss this issue. He would like to wrap it up before end of the year. He hopes to have a more detailed report next month.

Trustee George Duberstein spoke with Mr. Fratt regarding the Civil War Re-enactment. He has not received a detailed break out of the logistics required and the cost involved. Trustee George Duberstein will get together with Mr. Fratt and the gun club next week to iron out the date, logistics and the cost. Dates were discussed. The Mayor stated that it would depend what weekend in September because there may be conflicts. She suggested waiting for dates after Trustee George Duberstein meets with Mr. Fratt and gun club. He hopes to have more information at the next meeting.

Wetlands, Open Spaces & Woodlands – Trustee Georgeann Duberstein read the progress report from Native Restoration. They have done the 4th stewardship of all cites on the plan. The 5th stewardship was done of the Hainesville Conservation Easement.

Trustee Georgeann Duberstein went to a meeting put on by Conserve Lake County with Lane Preservation Partners. There were about 20 people from Illinois Department of Natural Resources, Open Lands and Libertyville. Hainesville was the only municipality invited because of all the work done already on getting rid of the invasive species and restoring areas around the Village. Keith Grey, President, stated that every Board should have a Georgeann and Hainesville is the poster child.

Trustee Georgeann Duberstein is contemplating a Village Clean Up on Saturday November 14th. She will walk some of the areas to see if there is enough to clean. She will also check with the high schools to see if there will be students available in either National Honor Society or the Environmental Science classes. Trustee Georgeann Duberstein did reach out to them for a project to transplanting some of the baby oaks from Hainesville Meadow to Cranberry Lake.

Community Relations – Trustee John Derenoski was not at the meeting due to a work commitment.

Finance & Human Resources –

Treasurer Kelly Hensley noted that the Board had a brief description of the 2015 Cranberry Lake Special Service Area Annual Levy. For 2014 the Annual Levy was passed at \$21,000. At that time it was mentioned that the Village would levy the same amount for 2 to 3 years to help build up the fund and pay for maintenance in the Cranberry Lake area. The Mayor and Trustee Daley recommended keeping the levy the same for \$21,000. The Board was in agreement. Kelly will produce the ordinance to be passed at the December meeting. Trustee Daley added that by ordinance we are required to levy between \$21,000 and \$50,000 annually which was about \$35 per effected household based on the evaluation of the home.

Treasurer Kelly Hensley attached worksheets and figures on how she calculated the 2015 Tax Levy. She is proposing that the Village seek \$437,500. The figure is inflated but it is to make sure it is all captured. Kelly noted that the Village’s assessed value as a whole for 2014 was around \$52 million and the last time it was at that amount was in 2002. Trustee Daley added that in 2008 the Village was at \$92 million so because the valuation has gone down the tax income has gone down.

The Board agreed to prepare the tax levy for \$437,500. Trustee Daley reminded the Board that it does not mean the Village will get this money. Kelly will do a resolution to be adopted at the November meeting and the Ordinance will be ready for the December meeting. Trustee Georgeann Duberstein stated that Kelly has done a great job with this for many years.

Trustee Daley reported that Gallagher has presented a proposal for municipal insurance. IML will counter the proposal. He stated the Village is making sure that the coverage is the same. A recommendation will be brought to the Board once it is ready. Renewals are

effective January 1. Treasurer Kelly Hensley requested an email statement of the proposed premium cost for the year. It is broken down and there is a discount if paid early. Trustee Daley added that the initial proposal from Gallagher is \$4,000 to \$5,000 less than IML.

Trustee Georgeann Duberstein asked if the insurance covers Director's Liability. Kelly stated that there are portions but does not have the detail at hand. The Mayor added that the Village Attorney, Jim Rock is very knowledgeable in this area and will have a more detailed answer at the November meeting.

Trustee Daley and Treasurer Kelly Hensley have approached First Midwest and State Bank of the Lakes regarding refinancing the Public Works building. An offer from State Bank of the Lakes will be forthcoming.

Trustee Daley reminded the Board that the Village has not received any MFT funds since July. This is about \$7,000 to \$8,000 a month that hasn't been received and the Village does not know when or if it will be received.

Trustee Daley also reminded the Board that Budget Sheets will be distributed in December and turned in first Friday of January.

Economic Development – Trustee Kevin Barrett reported that a diverse group of businesses came to the Business Forum Coffee on Wednesday night. There was a lot of good feedback. They will be meeting quarterly. Village Clerk Kathy Metzler will publish the minutes and send it to business owners to see if there is more participation. Some suggestions were putting advertisements for businesses in the Village newsletter or highlighting a business. Another idea was a business card exchange in the foyer of the Village Hall.

Trustee Kevin Barrett met with Bob Springer from Lake County Building Department and looked at some problematic commercial properties in the Village that are not being neat, tidy and organized. One was cooperative and another had many excuses. They will start a paper trail and document the visit to get the businesses to clean up the properties. They are adjacent to areas to some of the land that is available for development.

Mayor Soto added that she spoke on the phone with two businesses that couldn't make the forum. They love the idea of meeting. Another meeting will take place in the latter half of January. Kathy will complete a draft of the minutes so a follow up letter can be sent to all the businesses. The next topic that will be discussed will be a review of the Comprehensive Plan and perhaps Village Planner Al Maiden can attend the next meeting. Brian Budil of State Farm asked about incentives the Village is offering to attract businesses. Past incentives, hybrid TIFs and garbage waste hauling were discussed at the meeting. Kim from Fab Nails stated that their landlord does not provide the waste hauling so the tenants have gotten their own contract. Joe Kane of Hainesville Firestone is heading that up but they are not recycling because they have to pay to recycle. The Village would be able to get them a lower rate with free recycling. The Mayor would like Walter Willis from SWALCO to attend the meeting. Trustee Barrett stated that there is probably a lot of recycling from that strip mall. Mayor Soto received a call from Linda DeBruyne of Hainesville Printer & Copy Center who could not attend the meeting but she would like to publish a Hainesville Business Directory and will do so if the Village can help gather the information. The Mayor

will meet with Linda DeBruyne to see what information she needs. This may also be added to the letter to spur attendance. Trustee Georgeann Duberstein added that businesses can offer coupons to new residents.

The Village has approximately 60 businesses and about 18 are home businesses. Firestone does offer a coupon to new residents.

Public Safety – Trustee Dena Hein reported that the Halloween festivities will take place Saturday and everything is ready to go. She met with the storyteller and the tent is ordered. There will be campfires instead of a bonfire. The children will have a parade in the afternoon and the adults will have a food contest.

Trustee Hein also corresponded with the Fire Marshall from Round Lake and will meet with him next week to figure out the Emergency Evacuations for the Village Hall and Public Works.

She was also at a Lake County Health Department Open House. There were about 40 different agencies and programs. She has paperwork but did not go through it yet. It was geared more for police, teachers or medical personnel.

Administration – Mayor Soto reported that a copy of the Public Works job advertisement was distributed. Kelly stated that there was no mention about budget preparation. This will be added. There were also a few grammatical errors. Due to the cost of advertising, the ad was scaled down. The Job Description was also distributed.

Mayor Soto discussed the salary range. It is between \$43,000 and \$55,000 based on experience. Terry Grom advised raising the Insurance stipend to \$250. Trustee Daley is also looking into a new Blue Cross/Blue Shield plan that would be available January 2016. They are deciding if the stipend should be raised across the board. Trustee Daley added Blue Cross/Blue Shield is partnering with Condell for a low cost HMO plan.

Mayor Soto is pleased with the responses. They are targeting to get someone on board in about 2 months.

Terry Grom noted that this is a working Superintendent; they will be out in the field. The candidate will have to go through background checks, a physical and drug testing.

Mayor Soto met with Lake County Chairman, Aaron Lawlor, and Kathleen O'Connor, Township Supervisor and oversees Paratransit. The Mayor was shocked that there was not a map of dedicated bus routes, train stations and the paratransit boundaries and that shows the bus stop locations. Residents want bus service but some of the stops are dangerous and there has to be a way to walk to the bus stops. Hard to make decisions without knowing where the stops are located. Potential businesses also want to know about public transportation availability and all options to get to their location.

Public Comment
No public comment.

Trustee Barrett motioned to adjourn the October 27th, 2015 Committee of the Whole; seconded by Trustee George Duberstein.
All in favor say aye, motion carried.

The October 27th, 2015 Committee of the Whole Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Roseann Stark
Deputy Clerk