

November 10, 2015 Regular Board Meeting Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 6:35 p.m.

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

Clerk Kathy Metzler took roll call. The following Officials were present: Mayor Linda Soto, Trustees Derenoski, Georgeann Duberstein, Hein, Daley and George Duberstein

Also present were: Village Clerk Kathy Metzler, Treasurer Kelly Hensley, Village Attorney Jim Rock, Village Engineer Greg Gruen, Deputy Chief Jeff Myhra and Robinson Rep Terry Grom

Absent: Chief Perlini and Trustee Barrett absent due to business travel delay

Establishment of quorum

Agenda Approval:

Trustee Derenoski motioned to approve the Agenda as presented; seconded by Trustee Georgeann Duberstein.

Roll Call:

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

Absent: Trustee Barrett

Motion carried.

There were no public comments.

Two Students from Grayslake Central Government Class were in the audience observing the board meeting.

Omnibus Vote Agenda

1. A Motion to Approve the October 27th, 2015 Regular Board Meeting Minutes
2. A Motion to Approve the November 2015 Bills Payable for \$94,916.99

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

Roll Call:

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

Absent: Trustee Barrett

Motion carried.

Reports and Communications from Mayor and other Officers:

Village Engineer

Village Engineer Greg Gruen reported that the Lake County Watershed Ordinance amendment passed. The Village is a certified community so it can issue its own watershed development permits which makes the permit process easier for any incoming potential development. The Village has to pass the new revised ordinance before February 2016. Greg will put together a memo with the revisions. The Board can adopt it at the December meeting.

Greg spoke with Steve Zehner from Robinson Engineering regarding the 2016 MFT resurfacing project. Steve stated that he wanted to scope the project to fit within the MFT portion of the budget. The Village will be doing Sanctuary Court and the eastern third of Big Horn and a little of Deer Crossing Court.

Washington Street construction is underway. It is only 10% complete and completion is scheduled for fall 2016. There will only be one 3-day detour on the weekend.

Village Attorney

Village Attorney Jim Rock reviewed business license questions with Village Clerk Kathy Metzler. He also reviewed questions about the Village's insurance coverage. Greg Jones of Ancel, Glink is working with Mayor Soto and Kathy Metzler on allowed and special uses in the Village zoning code.

Public Works

Terry Grom stated that the snow removal equipment will be ready during the week.

Terry also reported that Wednesday the Village will be doing the water main valve exercise starting with Deer Point Dr., Deer Run, Lisk and Fawn. He explained the process. Anything found will be put into a data base to include GPS locations. If anything goes wrong during the process, a valve would be isolated and have that repaired quickly.

There have been 26 applications for the Public Works Superintendent position. Terry is reviewing them. He is looking at those that are most qualified and will then review those. He hopes to start interviewing soon. Mayor Soto has also received many calls regarding the job. The applications are due by December 1st.

Police Chief

Deputy Police Chief Jeff Myhra reported that Halloween events occurred without police related incidents. There were several motor vehicle burglaries in Deer Point Trails and Misty Hill Farms. He reminded everyone to lock their vehicles.

Shop with a Cop is scheduled for December 12th at the Village of Hainesville.

Treasurer

Treasurer Kelly Hensley reported that there is a new format for the Bills Payable Report. It is more condensed. She asked to be contacted if anyone has any changes.

Another Bills Payable report will be produced later in the month around November 19th. It will be ratified at the December meeting. Kelly is training Deputy Clerk Roseann Stark on the Bills Payable complete process.

She has worked on new budget request forms. They should be returned by January 5th.

The Village should be getting a draft of the audit to be reviewed. After it is finalized it can be approved at the January meeting. Once it is approved internally the auditors submit it to the Comptroller's Office. The presentation will be in January by one of the auditors.

Trustee Daley added the audit timeline is delayed due to new Village software as well as the auditors being purchased by another company. It was difficult for them to get a team together.

Village Clerk

Village Clerk Kathy Metzler reported that she has been trained on payroll and entering a new employee.

Last week was Business License training with report training on Wednesday afternoon. Tom, the trainer, did an awesome job. We were all trained and Roseann is entering business's detailed information. We will be able to email business renewals and their licenses. She thanked the Village.

The website is up to date with pictures from the Halloween activities. Roseann and Kathy judged the costume contest and Kathy judged the baking contest. Trustee Hein did an excellent job.

Mayor Soto agreed that the Business License software was very impressive and there are many options. The report training was not as extensive as hoped. The issue still needs to be addressed with more detail training. Kelly added that even though the Village gives all the information to BS&A it is not created until the trainer is on site. She does not feel that BS&A is allowing the trainers enough time to get the prep work done. Kelly stated that Tom has put the Village on a list for extra training.

Mayor

Mayor Soto stated that the paperwork to ComEd fell through the cracks after Public Works Superintendent left regarding the change in streetlight fixtures. She has been working on this and contacted the ComEd Rep. A week ago she submitted the final paperwork. ComEd will go back to the start date. The

Village should know soon what the savings are and the Village will continue to see the savings.

The Mayor asked that everyone go on the website and look at the Route 53/120 Land Use Committee Meeting scheduled for Thursday, November 12th held at Lake County Permit Facility in Libertyville at 2:30. This meeting was held last week at the University Center at CLC. It was to be the last Land Use Meeting because they were going to approve the Lane Use Strategy Plan. Hawthorn Woods and Long Grove are not in favor. Before the vote the Mayor of Hawthorn Woods raised numerous concerns. He also questioned whether the Open Meetings Act had been properly followed in the posting of the meeting. The vote took place 15-5. The staff at CMAP decided to have another meeting so there would be no questions of proper protocol. It is very frustrating situation. The Mayor encouraged the public to attend the meeting. On November 19th the Illinois Tollway Board will meet at 9:00 a.m. If the Tollway Board is in favor the environment impact study will take place.

The Lake County Building Inspectors went around the Village looking for compliance for the fall season and surveying the area after tornado. Letters were sent out to homeowners not in compliance along with photos. They were given 10 days to contact the Village to state what their course of action will be to correct the issues. They will then have an additional 20 days to be compliant.

A letter will be sent tomorrow to all Tall Oak residents that have the conservancy easement providing an update on the tornado recovery work.

The Mayor reported on two separate sewer rate increases. The first was expected from the North Shore Water District which includes Deer Point and Misty Hill. The current rate is \$3.70 per 1,000 gallons and will be increased to \$4.53 per 1,000 gallons effective November 1st. The \$4.53 consists of the Lake County Flow Charges of \$3.37 plus the North Shore Water Reclamation Flow Charge of \$1.16 for residential units. Different commercial properties have different rates. This will begin on residents December bill. The increase information will be on the website and in the newsletter.

The Fox Lake Sanitary District serving Union Square Townhomes, Cranberry Lake and Cranberry Lake Townhomes along with the businesses had had a special fee added for improvements to the district but this is now an increase in the service rate. The current rate is \$3.51 per 1,000 gallons and will be increased to \$3.58 per 1,000 gallons effective January 1st and will be on their February bill. There will be another increase in January 2017 that will take it to \$3.67 per 1,000 gallons. This is based on actual usage.

The Mayor thanked Trustee Hein for the Halloween event. It was a successful event.

Great Age Club and any Other General Announcements

Trustee Georgeann Duberstein reported that the Progressive Dinner was Saturday and was a success.

The day and time for the Great Age Club will change in January to the first Thursday from 10:30 a.m. to 12:00 p.m. at the Village Hall. Anyone 60 and older can join.

Business

A Resolution Approving the Village of Hainesville's Estimated Aggregate Tax Levy for Tax Year 2015

Trustee Daley motioned to approve a Resolution Approving the Village of Hainesville's Estimated Aggregate Tax Levy for Tax Year 2015; seconded by Trustee Derenoski.

Roll Call:

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

Absent: Trustee Barrett

Motion carried

Resolution #R15-11-87

IMLRMA Renewal Coverage 2016

Trustee Daley motioned to approve IMLRMA Renewal Coverage 2016 in the amount of \$35,142.03; seconded by Trustee Derenoski.

Roll Call:

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

Absent: Trustee Barrett

Motion carried.

Trustee Georgeann Duberstein motioned to adjourn the November 10th, 2015 Regular Board Meeting; seconded by Trustee George Duberstein. All in favor say aye, motion carried.

The November 10th, 2015 Regular Board Meeting adjourned at 7:14 p.m.

Respectfully submitted,

Kathy Metzler, RMC, CMC
Village Clerk

November 10th, 2015 Committee of the Whole Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 7:15 p.m.

Clerk Kathy Metzler took roll call. The following Officials were present: Mayor Linda Soto, Trustees Derenoski, Georgeann Duberstein, Hein, Daley and George Duberstein

Also present were: Village Clerk Kathy Metzler, Village Attorney Jim Rock, Village Engineer Greg Gruen, Deputy Chief Jeff Myhra, Robinson Rep Terry Grom and Treasurer Kelly Hensley

Absent: Trustee Barrett

Establishment of quorum

Agenda Approval:

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

Roll Call:

All in favor say aye, motion carried.

Absent: Trustee Barrett

Approval of Omnibus Vote Agenda

1. A Motion to Approve the October 27th, 2015 Committee of the Whole Meeting Minutes

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

Roll Call:

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

Absent: Trustee Barrett

Motion carried.

Committee of the Whole

Public Works – Trustee George Duberstein reported that the Civil War Re-enactment will be on September 10th and 11th, 2016 at the Hainesville Sports Club. Everyone is excited with the venue because it is larger and the re-enactment people stated that it could be the largest of its kind in Illinois. As planning continues he will brief the Board. For the record, the Mayor stated that it is the Northbrook Sports Club.

Trustee George Duberstein noted that regarding setting up a funding source for replacement costs for the water system he will meet with Steve Zehner and Trustee Daley next week. He appreciates the help from the staff. He hopes to present this to the Board at the December meeting.

Wetlands, Open Spaces & Woodlands – Trustee Georgeann Duberstein stated that when she gave the progress report last month it also included this month. There was also massive work on the Cranberry Lake path.

Community Relations – Trustee John Derenoski reported that the YouTube site has increased by 9 views with no negative comments. It was decided to go ahead with the Social Media Policy. Discussion took place about Twitter. It would be used for emergencies only. The Mayor would also like more information on the Twitter account.

It was decided to adopt the policy and begin with Facebook again. Facebook would be used for announcements and reminders. It was also decided that it would be Trustee Derenoski's responsibility with Mayor Soto and Clerk Kathy Metzler having the password.

Finance & Human Resources – Trustee Gerry Daley stated that he had nothing more to add to the Northeast Central Sewer Rate and Connection Fee Increases and the Northwest Sewer Rate and Connection Fee Increases.

Economic Development – Trustee Kevin Barrett was not in attendance.

Public Safety – Trustee Dena Hein reported that the Halloween Event was fun. Because of the weather a Robo-call went out and she put a sign at the tent that the costume and baking contest were at the Village Hall. There were 35 coloring contest entries; 20 costume entries and 8 food entries. There were 7 judges that included staff and residents. There was also Bingo. In the evening there was the storyteller and Swedish flame. She thanked Tyler, Jimmy and Dave Schultz for their help. She has left over goody bags for next year.

Trustee Dena Hein stated that she met with the Fire Marshall and is working on the Safety and Evacuation Plan. It will be posted in the Village Hall and there will be a fire and tornado drill. She is also working on getting the MSDS sheets updated on the different chemical products in the Public Works building. She might wait for the Public Works Manager to be hired.

Mayor Soto stated that based on feedback from residents, the Halloween costume contest, coloring contest and baking contest would be a repeat. There is not a lot of cost involved. She is not sure she'd recommend the storyteller again because there is a fee and it makes for a long of day. Trustee Hein suggested having the Swedish fires and popcorn so people can sit and talk with neighbors.

Administration – Mayor Soto explained that the Village switched from Committee meetings to Committee of the Whole meetings. There are liaisons that head categories. Each liaison should have a back-up liaison in the event there is a larger project which is a lot to manage or if you have to miss a meeting they can present the report.

She clarified to everyone that there is not a Community Events Committee. They are led by ad-hoc committee or special committee or organized by the Mayor and

staff depending on the event. She used the example of the Civil War Event and the Halloween event. The Mayor welcomed suggestions for an event idea keeping in mind the cost. The Committee of the Whole is new but it is going well. Since it is budget time she suggested that the Trustees talk through some of the budget issues.

Trustee Georgeann Duberstein stated that she sent emails to the high schools regarding the clean-up but decided to do it in the spring.

Mayor Soto reminded the Trustees to work on a planning calendar. Kelly suggested a planning calendar mounted on the wall. The Mayor stated that Trustees should contact the high schools and coordinate with their calendar.

Trustee Daley added that he and Kelly are meeting with Tim Perry and an associate from the Bank on Tuesday regarding re-financing the Public Works building and transferring accounts.

There was no public comment.

Trustee Georgeann Duberstein motioned to adjourn the November 10th, 2015 Committee of the Whole; seconded by Trustee Derenoski.
All in favor say aye, motion carried.

The November 10th, 2015 Committee of the Whole Meeting adjourned at 7:41 p.m.

Respectfully submitted,

Kathy Metzler, RMC, CMC
Village Clerk