

## September 13<sup>th</sup>, 2016 Regular Board Meeting Minutes

Meeting called to order at the Round Lake High School, Media Center, 800 High School Drive, Round Lake, IL 60073 by Mayor Linda Soto at 6:32 p.m.

Mayor Linda Soto led the pledge of allegiance to the flag followed by a moment of silence for 9/11 Reflection and Respect.

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

Also present were: Village Clerk Kathy Metzler, Treasurer Kelly Hensley, Public Works Supervisor Mike DePouw and Village Engineer Steve Zehner

Absent: Trustees Barrett, Hein and Daley, Village Attorney Jim Rock, Chief Perlini and Deputy Chief Jeff Myhra

Establishment of quorum

Mayor Soto stated that she received a notice from Trustee Hein on Sunday evening that due to her recent minor surgery she cannot attend the board meeting in person; however, she would like to attend by phone. Trustee Hein was phoned into the meeting by Mayor Linda Soto.

Trustee Hein was present by electronic attendance.

### **Agenda Approval:**

Mayor Soto asked to move Business Item #1 immediately following the Omnibus Vote Agenda.

Trustee Derenoski motioned to approve the Agenda with the change; seconded by Trustee George Duberstein.

### **Roll Call:**

**Ayes:** Trustees Derenoski, Georgeann Duberstein and George Duberstein **Ayes:** Trustee Hein by electronic attendance

**Absent:** Trustees Barrett and Daley

Motion carried.

### **Public comments:**

Ted Mueller, 318 E. Katherine Dr., Hainesville, IL 60030 – He complimented Trustee George Duberstein for a great job on the Civil War Event.

### **Omnibus Vote Agenda**

1. A Motion to Approve the July 26<sup>th</sup>, 2016 Regular Board Meeting Minutes
2. A Motion to Approve the July 2016 Financial Statements
3. A Motion to Approve the August 2016 Financial Statements
4. A Motion to Ratify the August 23<sup>rd</sup>, 2016 Bills Payable for \$127,313.90
5. A Motion to Approve the September 13<sup>th</sup>, 2016 Bills Payable for \$114,168.80

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

**Roll Call:**

**Ayes:** Trustees Derenoski, Georgeann Duberstein and George Duberstein **Ayes:** Trustee Hein by electronic attendance

**Absent:** Trustees Barrett and Daley

Motion carried.

**Business**

**A Resolution Supporting the Belvidere Road Corridor Road Capacity Plan Executive Session**

Mayor Soto explained that the Village of Hainesville has been meeting with Lakemoor, Volo, Round Lake, Round Lake Park and Grayslake with the purpose of discussing existing Route 120 as it travels through the towns. They agreed what the projects are and produce a comprehensive report and request for improvements together. Each participating Village would then pass a Resolution. The attachment for the Resolution was not included in the packets and the Mayor will forward the attachment of the Resolution, which the Trustees were fine with.

Trustee Georgeann Duberstein motioned to approve a Resolution Supporting the Belvidere Road Corridor Road Capacity Plan Executive Session; seconded by Trustee George Duberstein.

**Roll Call:**

**Ayes:** Trustees Derenoski, Georgeann Duberstein and George Duberstein **Ayes:** Trustee Hein by electronic attendance

**Absent:** Trustees Barrett and Daley

Motion carried.

Resolution #R16-9-103

**Reports and Communications from Mayor and other Officers:**

**Village Engineer**

Village Engineer Steve Zehner commended the Board on the Resolution. Steve and the Mayor will start on the road program. He also stated that 25 W. Belvidere (strip mall with Bento & Subway) will be coming in to expand the parking area. They have been asked for stormwater permits but the Village has not met with them yet.

The Mayor added that the contractor was doing all the communication. She asked to meet with the owner of the strip mall.

Trustee Georgeann Duberstein stated that when going around the building it is dangerous going around the corner by Firestone. She suggested putting a mirror. Mayor Soto believes that is one of the things being addressed but it has to be addressed properly. It was part of a band aid fix.

**Village Attorney**

Village Attorney Jim Rock was not present.

**Public Works**

Public Works Supervisor Mike DePouw reported that the ash tree removal project has been completed for this year. 70 trees were cut down and 75 stumps were grounded out. The hump

on the east side of Cranberry Lake path has been leveled out. They hauled in approximately 40 tons of clean clay fill to level it out. Wood chips were applied on top of the clay to finish it up.

Robinson Engineering was at the Village on August 25<sup>th</sup> to do an inspection on the water tower and Mike is waiting for the report. Mike thanked the Buffalo Grove Public Works Department for letting us borrow 30 picnic tables for the Civil War event. Trustee George Duberstein appreciated Mike's efforts on getting the picnic tables.

### **Police Chief**

Police Chief Perlini was not present

### **Treasurer**

Treasurer Kelly Hensley reported that the next draft of the audit was given to her today and she reviewed it and sent it back with a few clarifications. The audit presentation should be at the next board meeting on September 27<sup>th</sup>. She noted that she has not started the ACH payment project with the invoice. She needs to take care of a few more things before starting the project.

The next utility bill will have the paperless billing application on the back of the newsletter. There are 73 residents signed up. Kelly will have Donna look into contacting the 3 townhome associations.

Kelly stated that the Village received the insurance reimbursement of \$875 for the motherboard of the fire alarm system. The phone service was serviced 2 times from the storm and is fine for the time being. The Village is looking into upgrading phones in the next budget. She received a quote and will schedule a presentation to take place during a staff meeting.

She is trying to straighten out some issues with the new bank for fees that the Village should not have been charged. She has closed out the remainder 2 accounts with the prior bank.

Kelly is starting preliminary work for the tax levy and the special service area levy shortly. She will need some information from Trustee Georgeann Duberstein and Mayor Soto regarding the Special Service area for the upcoming new budget.

Kelly participated in a Webinar hosted by BKD, the Village's auditing firm. The topic was IRS shifts attention toward government entities. Most of the focus will shift to the larger governmental entities but the Village should be prepared. The webinar identified the top IRS compliance risks for governmental entities including worker classifications, payroll taxes and learn to apply best practices for mitigating tax risks. She is also working on the Annual Treasurer's Report to present at the next Board meeting.

### **Village Clerk**

Village Clerk Kathy Metzler reported that she and Deputy Clerk Roseann Stark attended a Lake County Clerk's Meeting regarding to Election Packets for the April 4, 2017 Consolidated Election. Courtesy packets will be available at the Village starting Thursday, September 15<sup>th</sup> from 9:00 a.m. to 5:00 p.m. The first day to circulate nomination papers is Tuesday, September 20<sup>th</sup>, 2016. The first day to file your nomination papers is Monday, December 12<sup>th</sup> at 9:00 a.m. and the last day to file is Monday, December 19<sup>th</sup> at 5:00 p.m. On the ballot is the Mayor and three Trustee seats.

Deputy Clerk Roseann Stark and Kathy are the only ones who can update the website. The Village had a support service in the past who would help us but due to other commitments she can no longer help. Kathy put out a clerk's post asking for any recommendations of services that work with WordPress. She received 3 recommendations and a number of clerks looking for the same help. Kathy did some research and got references. The Village will now have a new website support service, Evan Web Services out of Barrington. A one year contract was signed for \$900. It originally was \$1000 but he gave us a \$100 break. Tim will be the Village's contact who will be updating the website on items.

Kathy also reported that she has been averaging about 2 to 3 FOIA's a month and explained the types of FOIA received.

Kathy and Roseann attended a Webinar for the Municipal Code on some updates that they have completed and it will be quicker to get around the Code. Kathy will get some notes out for everyone.

This was the first meeting with electronic packets for Mayor Soto, Mike DePouw, Trustees Derenoski and Daley and Treasurer Kelly Hensley. It went smooth to email them out and look forward to saving some time.

### **Mayor**

Mayor Linda Soto commended and thanked Trustee George Duberstein on his work with the Civil War Reenactment. The event was very organized and well planned. He has laid out the framework so it would be easier to have the event again in the future. The Mayor also thanked Mike DePouw, Public Works Supervisor. This was his first Hainesville event. He and his crew did a wonderful job and Mike was able to borrow the picnic tables otherwise we would have been in a bind. She also thanked the entire staff and the Northbrook Sports Club for hosting the event and being a sponsor. There is a list of sponsors in the program which the Mayor read.

Trustee George Duberstein thanked everyone for their support as well as Trustee Georgeann Duberstein.

The Mayor stated that the Council Chamber carpet was ordered and a vapor barrier treatment will be put down. She also consulted with Village Engineer Steve Zehner and Lake County Building Official Bob Springer. The carpet should be down for the next Board meeting. The Mayor also stated that the Village Hall can use new carpeting throughout. It will be in next year's budget.

The Mayor thanked Round Lake High School for hosting the Board Meeting and giving an overview of the Business Incubator Program and a tour of the new addition and renovated areas of the school.

The Mayor stated that there was a fire at the Union Square Townhouses on Tower Road. Two units were damaged; one is not able to be occupied and the other has some minor smoke damage. The cause of the fire is under investigation. No one was injured.

**Great Age Club & any other general announcements**

Trustee Georgeann Duberstein reported that the Great Age Club will meet on October 6<sup>th</sup>. There will be an officer from Grayslake Police Department to talk about crime prevention and Walgreens will be offering flu shots. The meeting is at 10:30 a.m. until noon.

Trustee Georgeann Duberstein stated that there were over 44 homes that participated in the garage sale and 31 donated leftovers to Salvation Army. Also Brian Budil of State Farm will sponsor the garage sale next year.

Trustee Georgeann Duberstein motioned to adjourn the September 13<sup>th</sup>, 2016 Regular Board Meeting and tour the Round Lake High School Addition and Overview of the Business Incubator Program; seconded by Trustee Derenoski.

All in favor say aye, motion carried.

**The September 13<sup>th</sup>, 2016 Regular Board Meeting adjourned at 7:07 p.m.**

Respectfully submitted,

Kathy Metzler, RMC, CMC  
Village Clerk