

September 27, 2016 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.

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

Also present were: Village Clerk Kathy Metzler, Treasurer Kelly Hensley, Public Works Supervisor Mike DePouw, Chief Perlini and Deputy Chief Jeff Myhra

Absent: Village Attorney Jim Rock and Village Engineer Steve Zehner

Establishment of quorum

Agenda Approval:

Trustee George Duberstein motioned to approve the agenda as presented; seconded by Trustee Daley.

Roll Call:

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

Motion carried.

Presentation by Scott Termine with BKD, LLP of the Annual Financial Report Fiscal Year Ending April 30th, 2016

Scott Termine commended the staff and stated that the audit went very well. He went through the Financial Statements and Management Letter that were part of the audit. He explained that the Village has to adopt a new accounting standard this year as it relates to the Village's IMRF plan. This is a change in standards that all municipalities are working around. It has less impact on our Village's financial statements because of the size of the plan. Both General and Public Works funds are in a healthy position. Scott also went over the Comparative Tax Data.

Scott Termine then discussed the Management Letter. The audit went smoothly, however, there were a few comments that were raised to the Village's attention. One was segregation of duties between the Utility Clerk and Deputy Clerk. Treasurer Kelly Hensley explained that this has been taken care of. She went back to January of this year and started the process from that time.

The second is fraud risk assessment process. Management should not override controls so periodically they recommend that a group with both Management and at least one member of the Board get together to see where misstatements can occur and look at controls. This should be done on an annual basis.

The third is that the Village should adopt a formal IT security and disaster recovery plan.

Trustee Daley added that the Village had at the end of the past fiscal year \$1.7 million in the bank unrestrictive and that was the aim. The tax income is going down so the Village has to

do more with less. There are no major concerns with operations and financial statements in the audit. The recommendations offer improvement.

Mayor Soto thanked the staff and the officials especially Trustee Daley on the new policies and new software. The Village is sound and safe in the technology world.

Public comments:

There were no public comments.

Omnibus Vote Agenda

1. A Motion to Approve the September 13th, 2016 Regular Board Meeting Minutes
2. A Motion to Approve the September 27th, 2016 Bills Payable for \$69,048.91

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

Roll Call:

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

Motion carried.

Reports and Communications from Mayor and other Officers:

Village Engineer

Village Engineer Steve Zehner was not present.

Village Attorney

Village Attorney Jim Rock was not present.

Public Works

Public Works Supervisor Mike DePouw reported that Eric Christianson from Chris Electric did work at Well #1. A bad float and wires needed to be replaced. An extra float was also ordered. Signs and supplies from the Civil War Event were stored away. Mike thanked his staff and Jimmy Soto for working the event. Mike has been assessing the Village sidewalks. Some need to be replaced due to safety issues. The worse sidewalks will be replaced first.

Trustee Daley stated that he walked through the Public Works Building and it is very organized, clean and neat. He thanked Mike and the crew.

Police Chief

Police Chief Perlini reported that the Civil War Event went well and Deputy Chief Jeff Myhra coordinated it with the Explorers and officers. There was also a fire in the garage of a townhome on Tower Dr. but no one was injured.

Trustee George Duberstein thanked the Chief, Deputy Chief and everyone that helped with the Civil War Reenactment. They kept everyone safe and moving.

Treasurer

Treasurer Kelly Hensley has started the preliminary work for ACH transactions. Utility Clerk Donna Byrne was able to sign up Union Square Townhomes and Cranberry Lake North Townhomes for paperless billing. About 136 accounts have signed up for paperless billing.

Kelly prepared the Annual Treasurer's Report which is on the Agenda. It is a snap shot of information from the audit. She has also completed preliminary tax levy work. Trustee Daley will speak about this in the Committee of the Whole Meeting.

Village Clerk

Village Clerk Kathy Metzler has sent out 9 electronic board packets and 5 are paper.

Deputy Clerk Roseann Stark has been handling building permits since we have been with Lake County. In 2015 there were 188 building permits issued and as of this year there have been 92 building permits issued. In 2015 there were 92 Contractor's Licenses issued and as of this year there have been 62 issued. Last year there were more due to the tornado.

Kathy worked on another FOIA that asked for the last 16 years of business licenses issued. There was also a renewal for a Solicitor's License which will expire October 12th, 2016.

Last week we worked with Haines Cleaners as they have a new business owner. Worked with the fire and building inspectors for their occupancy inspections.

Kathy also reported that as of September 15th, the Clerk's Office has provided courtesy election packets for the April 4th, 2017 Consolidated Election. The seats on the ballot are Mayor and 3 Trustees all for a 4-year term of office. Five people have picked up Independent Packets.

At the last meeting it was announced that the Village has a new website service. Kathy has sent them the frustrations that we've been having on the website and he is working on them.

Mayor

Mayor Linda Soto thanked the Round Lake School District 116 that hosted the last Village Board Meeting. The Board also toured the addition and renovation's and sat through an overview of the new Business Incubator Program. The instructors would like to recruit people to assist in the program. She encouraged officials that did not attend the Board Meeting and residents to stop in at the High School and see the additions, remodeling and the Business Incubator Program.

Trick or Treating will be Sunday, October 30th, from 3:30 pm to 7:00 pm. Hayrides will be provided. Further information will be on the website and upcoming newsletter.

The new Mobil Gas Station owner closed on the Charlie Green property yesterday. Apson Towing will stay there for the time being but the apartments will be vacated shortly. The owner is exploring putting in a car wash, diesel pump and expanding the store. Mayor Soto urged residents to shop at the Mobil Station and support local business.

Due to Yom Kippur the next board meeting had been scheduled for the first Tuesday in October instead of the second. Since we will not have any business items by next week for the October 4th, 2016 Board Meeting, Mayor Soto has decided to cancel the meeting.

Great Age Club & any other general announcements

Trustee Georgeann Duberstein reminded everyone that the Great Age Club Meeting is on October 6th from 10:30 to noon. There will be a Grayslake Detective talking about crime prevention for seniors and Walgreen's will be giving flu shots. Some of the members go to lunch after the meeting.

She is also the Village Representative for BEST. BEST invited realtors to come and take a bus tour of the Round Lake Area and the high school. Thirteen realtors and representatives from Round Lake Beach, Round Lake, Hainesville and representatives from school, park and library district also attended. Trustee Georgeann Duberstein read some of the complimentary comments.

Business

Intergovernmental Agreement for Sidewalk Maintenance, Repair and Replacement as it pertains to the IDOT Intersection Improvement at Route 120 and Hainesville Rd.

This project will let in November 2016. It is the installation of a right hand turn lane from Route 120 to Hainesville Road. In addition a sidewalk will be installed on the Southside of Route 120 from Prairieview School to the intersection. This will allow installation of a PACE Bus Shelter opposite the current shelter. IDOT will put in the sidewalk. The Mayor had a letter showing the Village's share of the various costs. This agreement with the school district had to be entered into so the project can move forward.

Trustee Derenoski motioned to approve an Intergovernmental Agreement for Sidewalk Maintenance, Repair and Replacement as it pertains to the IDOT Intersection Improvement at Route 120 and Hainesville Road; seconded by Trustee Georgeann Duberstein.

Roll Call:

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

Motion carried.

Accept the Annual Financial Report Fiscal Year Ending April 30th, 2016

Trustee George Duberstein motioned to accept the Annual Financial Report Fiscal Year Ending April 30th, 2016; seconded by Trustee Derenoski.

Roll Call:

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

Motion carried.

Approval of the Annual Treasurers Report Fiscal Year Ending April 30th, 2016

Trustee Daley motioned to approve the Annual Treasurers Report Fiscal Year Ending April 30th, 2016; seconded by Trustee Hein.

Roll Call:

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

Motion carried.

Trustee George Duberstein motioned to adjourn the September 27th, 2016 Regular Board Meeting; seconded by Trustee Hein.

All in favor say aye, motion carried.

The September 27th, 2016 Regular Board Meeting adjourned at 7:14 p.m.

Respectfully submitted,

Kathy Metzler, RMC, CMC
Village Clerk

September 27th, 2016 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, Barrett, Hein, Daley and George Duberstein

Also present were: Village Clerk Kathy Metzler, Treasurer Kelly Hensley, Police Chief Perlini and Deputy Chief Jeff Myhra

Absent: Village Attorney Jim Rock, Village Engineer Steve Zehner

Establishment of quorum

Agenda Approval:

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

Roll Call:

All in favor; aye.

Motion carried.

Approval of Omnibus Vote Agenda

1. A Motion to Approve the July 26th, 2016 Committee of the Whole Meeting Minutes

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

Roll Call:

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

Motion carried.

Committee of the Whole

Public Works – Trustee George Duberstein is in the process of putting together an after action report for the Civil War Reenactment. He's also waiting for input from the reenactors as to pros and cons. The event was successful. He thanked the police department, public works, Jimmy Soto, Trustee Georgeann Duberstein and Trustee Derenoski for their help. He also thanked Dave Criz, seniors and various honor society students. WRLR would like to broadcast live from the reenactment next year.

Wetlands, Open Spaces & Woodlands – Trustee Georgeann Duberstein reported that Native Restoration is continuing to follow along with the five year plan. They've done the 4th stewardship of the conservation easement and the 3rd stewardship of the Cranberry Lake Woodlands, they mowed the Deer Point Meadow by hand.

Mayor Soto stated that Kelly printed a report showing where the Village is with the wetlands and woodlands and the SSA tax levy will need to be discussed.

Community Relations – Trustee John Derenoski reported an active week on Facebook and YouTube. Both are getting a lot of views and likes.

Trustee Georgeann Duberstein reminded everyone about the tutoring program at the Round Lake Middle School. If anyone is interested they can contact her.

Finance & Human Resources – Trustee Gerry Daley reported that the budget prep is starting. The Village will request \$463,000 tax money, last year \$418,000 was received. This year the Village is asking for more than a 5% increase so a Public Hearing will need to be held. It doesn't mean the Village will get the money. Treasurer Kelly Hensley added that she will have a Resolution at the next Board Meeting. She will put a notice in the paper after it is adopted. At the November meeting there will be the Public Hearing and the business portion will have the approval of the actual Tax Levy. The SSA can be at the November meeting with a discussion at the October meeting.

Public Safety – Trustee Dena Hein stated that there was no meeting in September due to scheduling conflicts. Mayor Soto added that for Trick or Treating there will be hayrides and there are a number of giveaway bags left from last year. She asked if the Police Department would want to add to the bags and if they would like to hand them out. Police Chief Perlini stated that they could possibly add to the bags.

Administration – Mayor Soto asked that any articles for the newsletter need to be in by October 5th to either the Mayor or Kathy Metzler. Mayor Soto will try to set up a meeting with Trustee Barrett. Trustee Barrett stated that Fine Line still has not cleaned up their area but Mexico Auto has cleaned up their lot. The Mayor suggested that Trustee Barrett meet with Bob Springer of Lake County. Trustee Barrett will email Bob and copy the Mayor.

Public Comments

Dave Criz commented that the carpeting looks great. He suggested a flexible, side-mounted microphone holder for the podium might be helpful for any speakers. He also noticed that the driveway leading to the Village Hall is in need of sealcoating and striping of the parking spots. Mayor Soto stated that it will be put into next year's budget.

Trustee Georgeann Duberstein motioned to adjourn the September 27th, 2016 Committee of the Whole; seconded by Trustee George Duberstein.
All in favor say aye, motion carried.

The September 27th, 2016 Committee of the Whole Meeting adjourned at 7:39 p.m.

Respectfully submitted,

Kathy Metzler, RMC, CMC
Village Clerk