

## November 15, 2016 Public Hearing on Proposed Property Tax Levy Increase for Tax Year 2016

Meeting called to order at the Village of Hainesville Council Chambers by Village Clerk Kathy Metzler at 6:36 p.m.

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

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

Absent: Mayor Linda Soto, Trustees Derenoski and Barrett and Village Attorney Jim Rock

Clerk Kathy Metzler asked for a motion to appoint Trustee Daley as temporary Chairperson for the November 15, 2016 meeting.

Trustee George Duberstein motioned to appoint Trustee Daley as a Temporary Chairperson; seconded by Trustee Hein.

**Roll Call:**

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

Absent: Trustees Derenoski and Barrett

Motion carried.

Establishment of quorum

**Agenda Approval:**

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

**Roll Call:**

All in favor, motion carried.

**Presentation of the Proposed Property Tax levy for Tax year 2016**

Village Treasurer Kelly Hensley read the notice and explained that the hearing notice was published in the Daily Herald on November 3<sup>rd</sup>, 2016 and was placed on the Village website by Clerk Metzler. Placement on the website is a new requirement established this year. A Public Hearing is necessary when the estimation of the Tax Levy increase is 5% or above. The Board approved the estimation resolution the previous month for \$463,000. This does not mean the Village will receive the full amount. These figures are estimates of the Village's total EVA along with percentages and State multiplier.

Trustee Daley added that for the seven years he has been on the Board the Village has never gotten what was asked for but has come close. There was no further discussion.

Trustee Georgeann Duberstein motioned to adjourn the November 15<sup>th</sup>, 2016 Public Hearing on Proposed Property Tax Levy Increase for Tax Year 2016; seconded by Trustee Hein.

Roll Call:

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

Absent: Trustees Derenoski and Barrett

Motion carried.

**The November 15<sup>th</sup>, 2016 Public Hearing on Proposed Property Tax Levy Increase for Tax Year 2016 adjourned at 6:40 p.m.**

Respectfully submitted,

Kathy Metzler, RMC, CMC  
Village Clerk

## November 15, 2016 Regular Board Meeting Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Temporary Chairperson Gerry Daley at 6:42 p.m.

Temporary Chairperson Gerry Daley led the pledge of allegiance to the flag.

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

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

Absent: Mayor Linda Soto, Trustees Derenoski and Barrett, and Village Attorney Jim Rock

Establishment of quorum

### **Agenda Approval:**

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

### **Roll Call:**

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

**Absent:** Trustees Derenoski and Barrett

Motion carried.

### **There were no public comments.**

There were two students in the audience at the meeting for a government project to take notes and observe a public meeting.

### **Omnibus Vote Agenda**

1. A Motion to Approve the October 25<sup>th</sup>, 2016 Regular Board Meeting Minutes
2. A Motion to Approve the October 2016 Financial Statement
3. A Motion to Approve the November 15<sup>th</sup>, 2016 Bills Payable for \$116,156.98

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

### **Roll Call:**

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

**Absent:** Trustees Derenoski and Barrett

Motion carried.

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

#### **Village Engineer**

Village Engineer Steve Zehner had nothing to report.

### **Village Attorney**

Village Attorney Jim Rock was not in attendance.

### **Public Works**

Public Works Supervisor Mike DePouw reported that they completed the first section of sidewalk replacement. They poured 8 yards of concrete and replaced approximately 175 linear feet. Mike thanked Bob Kula of Avon Township for lending the Village equipment and manpower. The sidewalk replacement will continue in the spring.

Many people have been dropping off electronic items for the electronic recycling dumpster.

Mike has been preparing to move winter equipment back to the Public Works building from the garage and put summer equipment away. They also started decorating for Christmas. He thanked Dave Schultz for use of his bucket lift.

### **Police Chief**

Police Chief Perlini had nothing to report.

### **Treasurer**

Treasurer Kelly Hensley reported that many of her items are in the business portion of the meeting. Due to the passing of a public act, as of January 1<sup>st</sup>, 2017 the Village needs to adopt a policy governing reimbursement of all travel, meal and lodging expenses of officers and employees. Kelly and Trustee Daley worked with Village Attorney Jim Rock for the proposed ordinance under business. All municipalities that are non-home rule need to comply with this requirement.

Kelly also noted that the budget request forms have been placed in the Trustee's mailbox. She asked that these be returned by January 6<sup>th</sup>, 2017.

### **Village Clerk**

Village Clerk Kathy Metzler reported that she has received two FOIAs; one about a property in the Village and the other about a vendor. Also, the new website support team finished all the items she needed to have completed.

Deputy Clerk Roseann Stark researched a new business license application. The new application is now one page instead of four. The renewal process should go smoother.

Kathy thanked Treasurer Hensley and Deputy Clerk Stark for their help with the newsletter and the Mayor did the final review.

Election Day was busy. There was a line wrapped around the building at 6:00 a.m. The Clerk's office worked late Monday to set up and early Tuesday to open up and close.

Kathy and Roseann attended a free BS&A Business License training in Lincolnshire. It was beneficial. In the first quarter of the new year there will be a class on how to do reports and there will be a charge for that class.

Kathy has had two people inquire about potentially doing new businesses in the Village.

Trustee George Duberstein added that Trustee Georgeann Duberstein could not be a judge at the Village Hall for the election because of a policy where a person cannot be a judge at the polling place where the person is an elected official.

### **Mayor**

Temporary Chairperson Daley stated that Mayor Soto has been under the weather and he has been covering partially for the Mayor. He added that the ladies in the office have done a great job and a lot of work gets done. His respect for the Mayor has gone up. He publically wished her well.

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

Trustee Georgeann Duberstein reported that five people took a tour of Round Lake High School in November and everyone was impressed. She encouraged people to take a tour of the high school. The December meeting will be the holiday party.

### **Business**

#### **An Ordinance Approving an Expense Reimbursement Policy**

Trustee George Duberstein motioned to approve an Ordinance Approving an Expense Reimbursement Policy; seconded by Trustee Hein.

#### **Roll Call:**

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

**Absent:** Trustees Derenoski and Barrett

Motion carried.

Ordinance #16-11-226

#### **Accept the Blue Wire Communications New Phone System Proposal with leasing buyout option with 13 monthly Payments of \$863.71 and approve the Post Warranty Service Agreement for the 60 months.**

Trustee Hein motioned to accept the Blue Wire Communications New Phone System Proposal with leasing buyout option with 13 monthly Payments of \$863.71 and approve the Post Warranty Service Agreement for the 60 months; seconded by Trustee Georgeann Duberstein.

#### **Roll Call:**

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

**Absent:** Trustees Derenoski and Barrett

Motion carried.

#### **Approval of the Tax Levy Ordinance for the Tax Year 2016**

Trustee Hein motioned to approve the Tax Levy Ordinance for the Tax Year 2016; seconded by Trustee Georgeann Duberstein.

#### **Roll Call:**

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

**Absent:** Trustees Derenoski and Barrett

Motion carried. Ordinance #16-11-227

**An Ordinance Adopting the Annual Tax Levy for Cranberry Lake Special Service Area Number one of the Village of Hainesville in the amount of \$21,000**

Trustee George Duberstein motioned to approve an Ordinance Adopting the Annual Tax levy for Cranberry Lake Special Service Area Number One of the Village of Hainesville in the amount of \$21,000; seconded by Trustee Hein.

**Roll Call:**

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

**Absent:** Trustee Derenoski and Barrett

Motion carried.

Ordinance #16-11-228

**Illinois Municipal League Risk Management Association – Village Insurance for 2017 \$36,690.39**

Trustee Hein motioned to approve the Illinois Municipal League Risk Management Association – Village Insurance for 2017 \$36,690.39; seconded by Trustee George Duberstein.

**Roll Call:**

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

**Absent:** Trustees Derenoski and Barrett

Motion carried.

**Approval of the Updated Sections 3.5 & 3.11 of the Personnel Manual**

Trustee Hein motioned to approve the Updated Sections 3.5 & 3.11 of the Personnel Manual; seconded by Trustee Daley

Village Clerk Kathy Metzler added that there were three sections that needed to be updated but the sick leave one was omitted from the memo. She distributed a copy of what was taken out. She will put this on the Omnibus Vote Agenda for the December meeting for approval.

**Roll Call:**

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

**Absent:** Trustees Derenoski and Barrett

Motion carried.

Trustee George Duberstein motioned to adjourn the November 15, 2016 Regular Board Meeting; seconded by Trustee Hein.

All in favor say aye, motion carried.

**The November 15<sup>th</sup>, 2016 Regular Board Meeting adjourned at 7:01 p.m.**

Respectfully submitted,

Kathy Metzler, RMC, CMC  
Village Clerk

## November 15<sup>th</sup>, 2016 Committee of the Whole Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Temporary Chairperson Daley at 7:02 p.m.

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

Also present were: Village Clerk Kathy Metzler, Village Engineer Steve Zehner, Treasurer Kelly Hensley and Police Chief Perlini

Absent: Mayor Linda Soto, Trustees Derenoski and Barrett and Village Attorney Jim Rock

### Establishment of quorum

#### Agenda Approval:

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

#### Roll Call:

Absent: Trustees Derenoski and Barrett

All in favor; Motion carried

### Approval of Omnibus Vote Agenda

1. A Motion to Approve the September 27<sup>th</sup>, 2016 Committee of the Whole Meeting Minutes

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

#### Roll Call:

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

**Absent:** Trustees Derenoski and Barrett

Motion carried.

### Committee of the Whole

**Public Works** – Trustee George Duberstein had nothing to report. Trustee Daley thanked Public Works Supervisor Mike DePouw for doing a great job and hopes he stays with the village for a long time.

**Wetlands, Open Spaces & Woodlands** – Trustee Georgeann Duberstein reported that Native Restoration have been working on the easement and have done their 5<sup>th</sup> stewardship visit and 4<sup>th</sup> visit for Cranberry Lake Woodlands and all the other sites. They replaced 7 parkway trees and straightened 8 parkway trees. They trimmed shrubs at Deer Point and replaced 27 shrubs at Deer Point. They also started the prescribed burns in various areas.

**Community Relations** – Trustee John Derenoski was not in attendance.

**Finance & Human Resources** – Trustee Gerry Daley had no further report.

**Public Safety** – Trustee Dena Hein thanked Dave Schultz and the police officers who passed out Halloween bags for Trick or Treating.

Gun locks were delivered today to the Village.

Trustee Georgeann Duberstein and Trustee Hein also passed out information about electronic utility billing. Treasurer Hensley thanked Trustee Hein.

**There was no public comment.**

Trustee George Duberstein motioned to adjourn the November 15<sup>th</sup>, 2016 Committee of the Whole meeting; seconded by Trustee Hein.

All in favor say aye, motion carried.

**The November 15<sup>th</sup>, 2016 Committee of the Whole Meeting adjourned at 7:07 p.m.**

Respectfully submitted,

Kathy Metzler, RMC, CMC  
Village Clerk