

# **March 8<sup>th</sup>, 2016 Public Hearing for Zoning Code Amendments to Chapter 17 of the Village of Hainesville Municipal Code to Modify Zoning Definitions and Use Regulations**

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 6:34 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, Public Works Supervisor Mike DePouw, Village Attorney Jim Rock, Village Engineer Steve Zehner, Terry Grom of Robinson Engineering and Chief Perlini

## **Establishment of quorum**

### **Agenda Approval:**

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

### **Roll Call:**

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

All in favor, motion carried.

## **Overview of Purpose and Procedure for Public Hearing**

Village Attorney gave an overview of the purpose and procedure of the Public Hearing. The hearing is an amendment to the Village's zoning code. There are two primary components; first is a revised list of the permitted and special uses under the zoning code and the second is a set of revised definitions. The revised use list is designed to accomplish the following: modernization, consolidation, consistency and legality. Everyone had copies of the recommended changes. The Village will discuss this and there will be testimony of any interested party.

## **Notice Requirements Review**

Clerk Metzler stated the Public Notice is required to be published not more than 30 days and not less than 15 days. This was published on February 19<sup>th</sup> which is 18 days' notice.

The Public Hearing sign has to be posted at least one week prior to the Public Hearing and it was posted up on Monday, February 29<sup>th</sup>, which is 9 days.

Certified letters did not have to be mailed. All requirements have been met.

## **Oath of Office for Anyone Who Plans to Testify**

The Oath was administered to everyone by Clerk Metzler.

## **Presentation of Petitioners Testimony**

None

## **Testimony of any Interested Party**

None

### **Presentation of Village's Testimony**

Commissioner Georgeann Duberstein asked why #54, heating and air conditioning sales and service, is reclassified as general retail, however #89, plumbing shops is classified as hardware store and home improvement center. She does not see a difference between the two and both should be under hardware store and home improvement center. Mayor Soto agreed.

The Mayor stated that there are no zoning changes. The zoning map will stay the same with agriculture, residential, commercial, office research and development. There are allowed uses under each of those categories and areas considered special uses within the zoning. Special use requires a different process with a public hearing. There is a chart that shows the different zonings and it lists the usage. "P" is permitted and "S" is special use and if there is nothing there it is not an allowed use within that category.

### **Response of Petitioner**

Village Attorney Jim Rock noted that at the conclusion of the meeting there will not be a vote on the amendments. The Planning Commission will re-convene in the near future to recommend to the Village Board, which will then take action on that recommendation. The Mayor stated that the Board will relook at this and by the next Board meeting, the Planning Commission can review and adopt it at the Board Meeting.

Trustee Derenoski motioned to adjourn the March 8<sup>th</sup>, 2016 Public Hearing for Zoning code Amendments to Chapter 17 of the Village of Hainesville Municipal Code to Modify Zoning Definitions and Use Regulations; seconded by Trustee Hein.

All in favor say aye, motion carried.

**The March 8<sup>th</sup>, 2016 Public Hearing for Zoning Code Amendments to Chapter 17 of the Village of Hainesville Municipal Code to Modify Zoning Definitions and Use Regulations adjourned at 6:49 p.m.**

Respectfully submitted,

Kathy Metzler, RMC, CMC  
Village Clerk

## March 8<sup>th</sup>, 2016 Regular Board Meeting Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 6:49 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, Village Attorney Jim Rock, Village Engineer Steve Zehner, Terry Grom of Robinson Engineering and Chief Perlini

### **Establishment of quorum**

#### **Agenda Approval:**

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

#### **Roll Call:**

All in favor say aye; motion carried.

#### **Public comments:**

There was no public comment.

### **Omnibus Vote Agenda**

1. A Motion to Approve the February 23<sup>rd</sup>, 2016 Regular Board Meeting Minutes
2. A Motion to Approve the February 2016 Financial Statements
3. A Motion to Approve the March 8<sup>th</sup>, 2016 Bills Payable for \$83,385.29

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

#### **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 reported that they are commencing their engineering role. He will be sending emails and memos to the Board with respect to the sanitary district to inform them that Robinson will be providing assistance. Also they are dealing with DOT issues. Mayor Soto stated we are excited to have you as our Village Engineer.

#### **Village Attorney**

Village Attorney Jim Rock reported that he prepared the zoning code text amendments for the Public Hearing. Reviewed and made revisions to the personnel policies which will be discussed in the Committee of the Whole meeting. He also worked with Treasurer Kelly Hensley and Trustee Daley on preparation of Ordinance for Approving Depositories for Village funds.

## **Public Works**

Public Works Supervisor Mike DePouw stated that the Village purchased an engraving tool to engrave tools and equipment. The storm sewer collapse at the Firestone parking lot has been taken care of. Mike thanked Kelly for her help with his emails and walking him through the budget and proper quoting.

Eric Christenson of Chris Electric did work at the Public Works Building. He installed a fuel timing box, which is an on/off switch for the fuel pumps that is on a timer as well as an LED light that shines on the pumps. He also installed an emergency stop button mounted on the building opposite the pumps. Eric would like to change the rest of the outside lights to LED.

Mike has been going through invoices to find previous maintenance work done on the equipment. He can then start implementing a new maintenance program.

## **Police Chief**

Police Chief Perlini reminded everyone to pay attention to pedestrians, bicycles and motorcycles

## **Treasurer**

Treasurer Kelly Hensley stated that regarding the depository ordinance there is a document missing. The motion will need to be made asking for approval pending reception and approval by Trustee Daley and herself for the broker dealer questionnaire. She hopes to receive the item in 5 to 7 days.

Trustee Daley added that the document is a questionnaire that the Village's policy requires the bank to deliver to us. Tim Perry is on top of the situation and it will not affect the funds or our services.

## **Village Clerk**

Village Clerk Kathy Metzler noted that she has been working with attorney, Greg Jones and the Mayor on the amendments. She worked on four FOIAs and business licenses.

## **Mayor**

Mayor Linda Soto stated the Village received thank you cards from Ted and Barb Mueller for acknowledging their 65<sup>th</sup> wedding anniversary and from Megan and Tyler Wagner thanking the Village for the flowers and wagon on the birth of their son.

The Mayor has been working with Steve Zehner and Jim Rock to finalize the Robinson contract and working out the details for the transition. Manhard has been very gracious and cooperative and has even invited Greg Gruen to retrieve records. The Mayor signed the final contract this evening and the Village has received the Certificate of Insurance.

She has been working with Terry Grom and Mike in the Public Works Department. She thanked Terry for his assistance. Policy and procedures are being reviewed. There will be some seasonal workers returning so the Village has looked at the vehicle policy that all workers have to fill out, sign and provide a driver's license for a driver's abstract report.

The Mayor will be forwarding memos with updates on some projects.

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

Trustee Georgeann Duberstein stated that unless someone comes up with a useful program or speaker to come to the Great Age meetings, the meetings will be social and then they will go out to lunch. There still might be games and movies.

The LCCTSC (Lake County Coordinated Transportation Services Commission) had listening tours. They went to 17 of the 18 townships and 2 municipalities and a couple of service agencies to find out what the needs and concerns were. As a result they have put together a power point. They brought it to the Public Works and Transportation Committee of Lake County Board and BEST (Bringing Everyone's Strengths Together) and it was well received by the community. LCCTSC also wants to create a website designed for the rider.

Mayor Soto added that the listening tour is an excellent program. She has made arrangements for that to be presented at LCTA (Lake County Transportation Association) on April 1<sup>st</sup> so they can understand the paratransit needs. In May they will present it to the PACE board.

### **Business**

#### **Approval of Eder, Casella & Co. Consulting Services not to exceed \$8,000**

Trustee Daley motioned to approve Eder, Casella & Co. Consulting Services not to exceed \$8,000; seconded by Trustee Derenoski.

Trustee Daley explained that the only financial expert at the Village is Treasurer Kelly Hensley. It has been recognized that there are possibilities for improvements of investments, office processes and the regular audit does not touch that aspect. The audit gives recommendations to keep the Village in line with the Government accounting system, as well as internal security, which have been addressed. Eder & Casella have experience not only with the software but also with municipal finance. It is hoped that they will come in and look at the way business is done in the office and find more efficient ways. Sometimes things are done a certain way because that is the way it is always done.

The Mayor added that there are projects that have may be taken on in the future but they might require different record keeping so this would be a helpful tool. The firm comes highly recommended by Tim Perry, of State Bank of the Lakes. The firm has a very large Government division and are familiar with BS&A software. They might be able to fast track some of the customization on the reports.

#### **Roll Call:**

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

Motion carried.

#### **Approval of An Ordinance Approving Depositories for Village Funds**

Trustee Daley motioned to approve an Ordinance Approving Depositories for Village Funds to State Bank of the Lakes pending the reception and approval of the broker/dealer questionnaire; seconded by Trustee Georgeann Duberstein

#### **Roll Call:**

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

Motion carried.

Ordinance # 16-3-217

Trustee George Duberstein motioned to adjourn the March 8<sup>th</sup>, 2016 Regular Board Meeting; seconded by Trustee Derenoski.  
All in favor say aye, motion carried.

**The March 8<sup>th</sup>, 2016 Regular Board Meeting adjourned at 7:07 p.m.**

Respectfully submitted,

Kathy Metzler, RMC, CMC  
Village Clerk

## March 8<sup>th</sup>, 2016 Committee of the Whole Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 7:08 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, Public Works Supervisor Mike DePouw, Village Attorney Jim Rock, Village Engineer Steve Zehner, Terry Grom of Robinson Engineering and Chief Perlini

### **Establishment of quorum**

#### **Agenda Approval:**

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

#### **Roll Call:**

All in Favor say aye; Motion carried

### **Approval of Omnibus Vote Agenda**

4. A Motion to Approve the February 23<sup>rd</sup>, 2016 Committee of the Whole Meeting Minutes  
Trustee Derenoski motioned to approve Omnibus Vote Agenda as presented; seconded by Trustee Hein.

#### **Roll Call:**

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

Motion carried.

### **Committee of the Whole**

**Finance & Human Resources** – Trustee Daley has been working on revamping and updating the Personnel Manual. The final version was sent out to the Village Attorney Jim Rock and the office staff. If there is no more re-editing, it will be presented at the next Board Meeting for approval. Mayor Soto will forward a copy to Mike DePouw.

Trustee Daley also stated that he has the employee evaluation forms. Mayor Soto added that reviews will be done by the end of this fiscal year. A copy of the form will be sent to Trustee Georgeann Duberstein.

**Economic Development** – Trustee Barrett reported that there is a delay in the mid-winter meeting. There has been some interest in a Business lunch. He is also waiting for a resource to put together the booklet that lists all the Hainesville businesses. Linda DeBruyne of Hainesville Print is in the process of putting together a business directory. He is looking to reschedule the lunch meeting either April or May.

Trustee Barrett and Mayor Soto have been working with Bob Springer of Lake County with business property clean up. Mayor Soto added that some of the businesses were issued warnings.

**Public Safety** – Trustee Hein reminded everyone about the crosswalk and perhaps it should be put it in the newsletter.

**Administration** – Mayor Soto reported that the police department issued warnings for holiday decorations, garbage can placement issues and fences. Some calls were received by people that received warnings. Some of the fences have been repaired or temporarily repaired. Further action will be taken for residents who do not respond; the ground is not frozen. Another option is to take down the fence.

Mayor Soto reminded everyone to be careful of bicycles and motorcycles.

Trustee Daley asked if, with regard to Washington Street, are there any rules or government guidelines that would pertain to contractors and how they control traffic. A worker with a covered safety vest stepped into traffic and held up his hand. The Chief stated that there are rules and if there is an issue to call the police department.

Trustee George Duberstein noted that sometimes people will use motor bikes around the lake trail and it is not allowed. Mayor Soto stated that a reminder will be in the next newsletter.

**Public Comment**

Dave Criz, 567 N. Triumph, Hainesville, IL 60073 – asked if the zoning packet was available at the Village Hall for the general public previously. Village Clerk Kathy Metzler stated that it was available from the date of publication. It was stated in the notice and on the sign.

Trustee Derenoski motioned to adjourn the March 8<sup>th</sup>, 2016 Committee of the Whole; seconded by Trustee George Duberstein.  
All in favor say aye, motion carried.

**The March 8<sup>th</sup>, 2016 Committee of the Whole Meeting adjourned at 7:20 p.m.**

Respectfully submitted,

Kathy Metzler, RMC, CMC  
Village Clerk