

July 28th, 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, Barrett, Hein, Daley and George Duberstein

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

Absent: Public Works Superintendent Jeff Gately

Establishment of quorum

Agenda Approval:

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

Roll Call:

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

Motion carried.

There were no public comments.

Omnibus Vote Agenda

1. A Motion to Approve the June 23rd, 2015 Regular Board Meeting Minutes
2. A Motion to Approve the June 30th, 2015 Special Board Meeting Minutes
3. A Motion to Ratify the July 2015 Bills Payable for \$88,873.13
4. Approval of Hardship Request for Cranberry Lake North – 86 W. Big Horn Dr.

Trustee George Duberstein asked to remove items 1, 3 and 4.

Trustee Daley motioned to suspend the Omnibus Vote Agenda and place it under Business; seconded by Trustee Derenoski.

All in favor say aye, motion carried

Items removed from the Omnibus Vote Agenda.

All items were moved to Business

Reports and Communications from Mayor and other Officers:

Village Engineer

Village Engineer Greg Gruen reported that the original estimate given by the County in 2012 for the Village's portion of the Washington Street force main project was \$119,000. The initial bids came in from Berger and the County's analysis was that the Village

owed them \$205,661. Greg met with LCDOT and several items attributed to the Village of Hainesville were not the Village's responsibility. The amount was reduced to \$176,177 for the force main relocation and multi-use path. Mayor Soto added that after she spoke to LCDOT regarding Engineering fees there was an additional reduction to \$163,281. Trustee George Duberstein thanked Greg and Mayor Soto for the reductions. The force main work should start within the next three months.

Greg also noted that IDOT is scheduled to construct a right turn lane from Route 120 westbound to Hainesville Road northbound. He has received preliminary engineering plans for that work. This will be done through a CMAQ grant. There will be no cost to the Village and IDOT is handling everything. This will probably be done in 2016. At the same time they will also be updating the traffic lights.

Village Attorney

Village Attorney Jim Rock reported that Julie Tappendorf prepared a draft of social media policies that are included in the Committee of the Whole discussions. He also reviewed and revised the Intergovernmental Agreement with Lake County for the second phase of the Washington Street improvements. Jim also noted that the State of Illinois still does not have a budget nor is there one in sight.

Public Works Superintendent

Public Works Superintendent Jeff Gately was not in attendance. The Mayor did try to contact him.

Police Chief

Police Chief Perlini reported that they will have an extra car in town for the Village Wide Garage Sale coming up. He also was in contact with Trustee Hein regarding parking during the garage sale.

The Chief stated that they have been doing radar details on Hainesville Road. After the first couple of weeks they gave quite a few written warnings and now will be issuing citations. Most people are obeying the speed limit.

Treasurer

Treasurer Kelly Hensley reported she was on vacation last week and she thanked the office staff for their assistance while she was away. Because she was on vacation there were no bills payables in the packet. She is working on bills to enter and get approved. She will email the Trustees for a consensus and ratify them at the next Board meeting.

The audit is delayed until September. The auditing firm merged with another auditing firm and there is a lot of preliminary work to take care of and she cannot get to it. Kelly went through what the auditors are looking for.

The office has been busy. The conversion took up a lot of time. Point & Pay was launched on July 15th in place of E-pay. Residents can also pay building permits, solicitor's license, business license, etc.

Trustee Daley added that the new software will make less work on a number of transactions and procedures. It is taking more time now but once we get caught up it will be easier which is why the audit is delayed.

Mayor Soto appreciates the staff's patience. She also noted that even though the Village has a new computer system it is still auditing the old system. The audit should go easier in the subsequent years.

Village Clerk

Village Clerk Kathy Metzler stated that the new system is wonderful and user friendly. She is getting her items caught up. Officer Bryan Ernst called today regarding the Take Back Prescription Drug program on September 26th at the Village Hall from 10:00 a.m. to 2:00 p.m.

Mayor

Mayor Linda Soto thanked everyone for their thoughts and prayers on the passing of her uncle in California. She thanked Trustee Georgeann Duberstein for coordinating the garage sale and Trustee Hein for the blood drive.

The Mayor expressed frustration with Springfield and she doesn't think there will be answers soon. The Village will have to be flexible and we are in a good position to roll with it. The Mayor doesn't think it will get resolved until late fall.

Trustee Georgeann Duberstein noted that 60 families have signed up for the garage sale. The Great Age is having a movie afternoon on Tuesday. She also reminded everyone about the Senior Senior Prom on Saturday, August 15th from 6:30 p.m. to 8:30 p.m. at Paradise Park Assisted Living on Rollins Road.

Mayor Soto noted that Mobil Gas station is under new management and they are doing major renovations. She encouraged everyone to visit the Mobil station once it re-opens. They will have competitive pricing, lottery tickets and liquor. They will host a grand opening and customer appreciation event.

Business

A Motion to Approve the June 23rd, 2015 Regular Board Meeting Minutes

Trustee Derenoski motioned to approve the June 23rd, 2015 Regular Board Meeting Minutes; seconded by Trustee Daley.

Trustee George Duberstein asked if the businesses had been polled regarding the waste pick up. The Mayor stated that a progress report does not have anything with approving minutes from a previous meeting. The Mayor stated that if a Trustee has questions of this nature to ask her during the Mayor's Report or she may be called or emailed at anytime. A coffee to poll the businesses will be held be in the fall.

Roll Call:

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

Motion carried.

A Motion to Approve the June 30th, 2015 Special Board Meeting Minutes

Trustee Daley motioned to approve the June 30th, 2015 Special Board Meeting Minutes; seconded by Trustee Hein

Roll Call:

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

Motion carried

A Motion to Ratify the July 2015 Bills Payable for \$88,873.13

Trustee Daley motioned to approve the July 2015 Bills Payable for \$88,873.13; seconded by Trustee Barrett

Trustee George Duberstein asked about the last item on page 5 which is a renter's deposit refund. The Mayor explained that the Village receives a renter's deposit for utility accounts and then it gets refunded. The Mayor reminded Trustee George Duberstein he can contact the Treasurer with any questions on the Bills Payable to save time.

Roll Call:

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

Motion carried

Public Works Superintendent Jeff Gately entered the Council Chambers at 7:01 p.m.

Approval of Hardship Request for Cranberry Lake North – 86 W. Big Horn Dr.

Trustee Daley motioned to approve the Hardship Request for Cranberry Lake North – 86 W. Big Horn Dr.; seconded by Trustee Hein

Trustee Daley questioned the percentage of rentals in the neighborhood because it is blank. The Mayor stated that it might be blank because they did not know the percentage. She recommended that the Board approves this request because the associations are hurting with vacant units. Trustee George Duberstein asked if this would allow them to rent the unit and it does. The Mayor will get the percentage amount and email it to the Board.

Roll Call:

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

Motion carried

Village Engineer Greg Gruen left the Council Chambers at 7:04 p.m.

A Motion to Approve an Agreement Between the County of Lake and the Village of Hainesville for a Highway Improvement Project Along Washington Street (Highway 45) including the Construction of a Multi-Use Path and Sanitary Sewer Improvements

Trustee George Duberstein motioned to approve an Agreement between the County of Lake and the Village of Hainesville for a Highway Improvement Project along Washington Street (Highway 45) including the Construction of a Multi-Use Path and Sanitary Sewer Improvements; seconded by Trustee Derenoski.

Trustee Georgeann Duberstein stated that there was no mention about the landscaping they had stated they would do around the equipment. The Mayor stated that this does not have to do with the lift station. That agreement was already done.

Roll Call:

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

Motion carried.

A Motion to Cancel the August 11th, 2015 Regular Board and COTW Meeting

Mayor Soto recommended that the Board only meet the fourth Tuesday in August due to what is going on Springfield.

Trustee Daley motioned to cancel the August 11th, 2015 Regular Board and COTW Meeting; seconded by Trustee Derenoski.

All Committees will be on the agenda for the August meeting.

Roll Call:

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

Motion carried.

Public Works Superintendent Jeff Gately apologized for being late but he is in the process of moving and was stuck in traffic.

Trustee Derenoski motioned to adjourn the July 28th, 2015 Regular Board Meeting; seconded by Trustee George Duberstein.

All in favor say aye, motion carried.

The July 28th, 2015 Regular Board Meeting adjourned at 7:08 p.m.

Respectfully submitted,

Kathy Metzler, RMC, CMC
Village Clerk

July 28th, 2015 Committee of the Whole Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Linda Soto at 7:16 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, Village Attorney Jim Rock, Treasurer Kelly Hensley and Public Works Superintendent Jeff Gately

Absent: Village Engineer Greg Gruen, Police Chief Phil Perlini and Deputy Chief Jeff Myhra

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

Motion carried.

Approval of Minutes

1. A Motion to Approve the June 23rd, 2015 Committee of the Whole Meeting Minutes

Trustee George Duberstein motioned to approve minutes 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 reported that he walked the Cranberry Lake path and noticed 19 items. He stated that Jeff and his crew did a great job and he will put a list together of items that need attention.

Trustee George Duberstein stated that Terry Grom had three dates for the equipment demonstration but upon further discussion it was decided that August 13th at about 9:30 a.m. would work. He would let Village Clerk Kathy Metzler know so she could post the meeting. The equipment tests valves.

Trustee George Duberstein is also working on the replacement cost to the water system. Treasurer Kelly Hensley provided information but he was waiting for items from Terry Grom. The information has been received and he will analyze and put together a

briefing for the Board by hopefully August. Jeff Gately added that they have been trying to do this for the past 8 years but they are now getting very close.

**Wetlands, Open Spaces & Woodlands –
Progress Report from Native Restoration Services**

Trustee Georgeann Duberstein reported that Native Restoration Services has completed their second stewardship of all the sites that are in the 5-year plan for this year. She described the work that was done by Native Restoration. She asked Native Restoration for an update every month.

Trustee Georgeann Duberstein had discussion with Conserve Lake County to be the first Village to be certified. She was given a first draft of the criteria. Trustee Georgeann Duberstein gave examples of the point system that is used.

She went to a Conserve Lake County luncheon to meet the new Executive Director and to meet the attendees who represented municipalities and townships in Lake County. They discussed mutual challenges, areas of need and accomplishments. Some of the attendees received grants and Trustee Georgeann Duberstein will get more information.

**Community Relations –
Facebook Social Media Policy Form
Twitter Social Media Policy Form**

Trustee John Derenoski stated that there were two Terms of User Policies in the packet and he is looking for a recommendation to use one. The first is a vague one and costs \$200; the second one is more customizable and costs \$500 and is a one-time fee unless it needs to be updated. Trustee Derenoski suggested the second one and Mayor Soto agrees. Village Attorney Jim Rock recommended using a policy that is more detail and that establishes standards and discusses use by the public and employees. He agrees with Trustee Derenoski's recommendation. Trustee Georgeann Duberstein suggested using the vague one. The Mayor stated that if that is used then there are no standards or guidelines. Trustee Derenoski noted that the Village has not had a Facebook site for about 4 years so there should not be a problem, however, it is for our protection. Mayor Soto reminded everyone why the Village got rid of Facebook, at IML a few years ago the topic was that villages had Facebook and then things went out of control because there were no policies in place. It was suggested then to shut down Facebook. There needs to be policies in place even if the Facebook page doesn't get implemented until the fall. This policy covers all social media. Trustee Derenoski would moderate Facebook and perhaps another staff member.

Trustee Barrett questioned eliminating comments and the right of free speech. Village Attorney Jim Rock stated that the Village cannot establish a policy that would allow removal of comments that are critical of the Village or the Village's efforts. This does not include obscenities, personal attacks or false statements.

Trustee Daley questioned why the Village would want to have a Facebook page. A discussion took place about the Topix forum. Trustee Barrett added that the Village could use Twitter for announcements. Trustee Daley stated that there is room for misinterpretation on a Facebook page. Mayor Soto reminded everyone that the Village would be posting information on Facebook. This would allow the Village to reach a demographic and pull them in to get involved in the Village and would allow the Village

to know the feelings out there and address them. Trustee George Duberstein stated the Village could have a policy on social media and then decide whether the Village wants to move forward. Village Clerk Kathy Metzler suggested putting out a post to the clerks and ask if there are any problems, which she will do. Mayor Soto suggested visiting other Village's Facebook site. Trustee Daley supports the more comprehensive ordinance. Mayor Soto asked if the Trustees would like to authorize pursuance of the ordinance being written until they know more. Trustee Barrett recommended waiting for the Village Clerk's poll and then revisit it at another Committee of the Whole Meeting. Village Attorney Jim Rock suggested the Village writes the definition so it includes the existing social media as well as those that are developed. The Mayor stated that Facebook would be used mostly for announcements.

Trustee Derenoski also got in touch with the person in Wheeling who did the village hall and they spent \$200,000 on their multi camera system that streams the meetings. Trustee Derenoski did get the name of the other companies that may have a scaled down version and there are other options. Mayor Soto thanked John for a great job; this is a big topic.

Finance & Human Resources – Trustee Gerry Daley reported that he checked into revenue enhancements, however, there wasn't much else that can be done. The only thing available is a cigarette tax which is a penny a pack. It would cost the Village more to write the ordinance and paperwork for the tax than the Village would earn in 10 years. It is not worth pursuing. The Village will ask for as much as possible when the tax levy is done.

Trustee Daley stated that Springfield is in an undecided mode. We stand to lose \$178,000 if the cuts go through as suggested by the Governor. When the Village budget was created this year we set aside about \$35,000 or \$40,000 in case that happened. He will start reviewing the total budget again looking for things to cut, freeze, eliminate or put off. He asked Trustees to look at their share of the budget and see if something can be cut. If the Village gets cut, there isn't much in the savings account left.

Trustee Daley added that when the Board gets their packet it includes Bills Payable which they should be reviewing before approved at the meeting. Other reports are the Month End and Trial Balance. After discussion with Mayor Soto and Treasurer Kelly Hensley the Trial Balance will be removed from the report. None of us understand it; Kelly and the accounts understand it, but it doesn't tell much. There will be a Bills Paid report to review which might be different if there is a check requested after a board meeting. Review and see what the village is spending money on and when you vote on this you are approving that. Kathy, Kelly and Trustee Daley all have access to reports if you want to know what has been spent. Kelly was on vacation and wasn't able to get the Bills Payable to the Trustees, typically only one or two trustees respond, if you don't have questions, please respond to Kelly with an okay to pay. Trustee Daley and Kelly will train with BS&A to reformat the Bills Payable report.

Economic Development – Trustee Kevin Barrett reported that Economic Development is slow because of construction. He put together a sample letter for the business which he will email to the Mayor. The Mayor and Trustee Barrett would like to invite the Hainesville businesses to a Saturday morning coffee. He would like Kathy to put

together a mailing and Trustee Barrett will follow up. The coffee will take place either the third or fourth week of September. The Mayor suggested Saturday September 26th.

Mayor Soto sent Trustee Barrett an email regarding Lake County looking at existing properties to look at environmental issues by Fine Line Auto and the granite company. Mayor Soto stated she is taking herself out of the loop other than being copied when Trustee Barrett and Bob Springer settle on a date.

Trustee Daley added that the road back by Lake County Automotive is bad. If the Village is going to help advertise the property perhaps the owner can improve the road with an incentive from the Village. Fine Line and Mr. Hutson own the road. Mayor Soto stated that Mr. Hutson did try to repair the road but Fine Line would not cooperate. Trustee Daley stated that perhaps the Village Engineer could help develop the plan. The Mayor would like to get together with them before the Village's professional spend time on it.

Public Safety – Trustee Dena Hein reported that the Blood Drive will be Saturday at the Village Hall from 10:00 until 2:00. Flyers have been put up at Hainesville businesses. She encouraged Trustees to put up flyer on their Facebook page. There will also be a CTY call for both Blood Drive and Garage Sale. Trustee Hein will also be at the Farmer's Market to sign people up. Each donor will receive a \$5 Target gift card.

Trustee Hein is also working on the evacuation plan for the Village Hall and Public Works. Her contact person at the Round Lake Fire Department has not responded to her.

**Administration –
Old Village Hall Site Appraisal**

Mayor Soto reported that she contacted the appraisal firm for the old Village Hall site. She received a report and will forward a copy to Trustees to decide how to pursue this and put on the agenda for the next Board meeting. The property has gone down in value.

Mayor Soto also reported that regarding Dunkin Donuts one issue is dependent on IDOT. They are difficult to get a hold of and are not jumping to take on new projects. Mayor Soto spoke to Senator Bush and explained the situation and the Senator will go to IDOT and try to get them to take some action. There were also questions regarding other development with the Dunkin Donut adjacent to it and regarding Mobil. At this time there are some ideas going around but the Mayor did not want to comment.

Illinois Municipal Conference

Mayor Soto stated that the Village did budget for five people to attend IML. She asked that Trustees look through the IML program. If a Trustee attends they can bring back information for other Trustees. IML has been improving their offerings. When Springfield resolves its issues, government in Illinois will be different. Some topics and discussions taking place at IML will be covering how municipalities will work differently. The Mayor asked the Trustees to think about attending IML and to let her know either for the whole IML conference or one day. The Mayor has reserved two rooms at the Hilton.

Public Comment

Chris Larsen, 91 E. Haines Drive, Hainesville, IL 60030 – Mr. Larsen reported that Union Square has a new management company. Eighteen new trees have been planted around the townhomes and they hope to plant 20 more next year. They are also looking to update the main entrance also.

Avon Township thanked the Village for their help with the Diaper Drive which helps 20 – 30 residents every month. Meetings for Avon Township are held on the second Monday of the month and the next meeting is August 10th. They will be discussing tax money and the past behavior of the Avon Township Assessor. There will be a Special Town Meeting on August 24th. At that meeting the Board will step down and the electors control the meeting.

Mr. Larsen added that Avon Township has had controversy for the last year and half but they have had only one negative comment on their Facebook page. Waukegan Township also has a very successful Facebook page with only a few negative comments. He also stated that Avon Township does not have a formal policy but he will get it started at the township as well.

Trustee Derenoski motioned to adjourn the July 29th, 2015 Committee of the Whole; seconded by Trustee Hein.
All in favor say aye, motion carried.

The July 29th, 2015 Committee of the Whole Meeting adjourned at 8:24 p.m.

Respectfully submitted,

Kathy Metzler, RMC, CMC
Village Clerk