

## **February 22, 2022 Regular Board Meeting Minutes**

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Gerry Daley at 6:30 p.m.

Village Clerk Kathy Metzler took roll call. The following Officials were present: Mayor Gerry Daley, Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein

Also present were: Village Clerk Kathy Metzler

### **Establishment of quorum**

#### **Agenda Approval:**

Trustee Georgeann Duberstein moved, seconded by Trustee Mary Koval to approve the agenda. **Roll call vote: Ayes:** Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein -6 Motion carried.

#### **Public comments:**

Dave Eubanks of Eubanks Environmental shared his thoughts about the cattail question. He stated years ago buckthorn was a problem but it has been solved. Ecological restoration is a long process and takes time. The Forest Preserve of the six-county region has experimented with cattail control. He has no formal opinion but is glad the Village is looking at the problem and considering the pros and cons.

#### **Consent Agenda**

1. Approval of the January 25<sup>th</sup>, 2022 Regular Board Meeting Minutes
2. Approval of the January, 2022 Financial Statements
3. Approval of the February 22<sup>nd</sup>, 2022 Bills Payable for \$213,316.09

Trustee Mary Koval moved, seconded by Trustee Jack Chynoweth to approve the Consent Agenda.

**Roll call vote: Ayes:** Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein -6 Motion carried.

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

##### **Finance**

Trustee Koval stated Kelly is working on the first draft of the budget.

##### **Public Works**

Tim Seiler's report is attached.

The Mayor reported that he was looking into a software program for workorders and preventative maintenance. He has made a decision on a company, Maintain X. The first year is \$1,500 and 1/3 is implementation cost. Tim and the Mayor will be starting on it shortly. He explained the process further. As far as doing the inventory, Tim and the Mayor will start. Brandon, one of the seasonal helpers, might be interested in doing the inventory since he is knowledgeable in equipment.

## **Community Events**

Trustee George Duberstein reported that he is looking into which battle they will be re-enacting. He has also been looking for someone to play Harriet Tubman.

He is also looking at a SWALCO Shredding Event either June 18<sup>th</sup> or June 25<sup>th</sup>. He will work with Senator Bush. To keep food scraps out of the landfill SWALCO is encouraging curbside for food scraps. The Mayor added that the food scrap idea was started by Advance Disposal a while ago and only one resident was interested but they can bring this up when they go out for negotiations. Walter Willis is trying to get a law passed that would include carpeting as a recyclable item. Public Works will create a concrete pad to put a new Recyclable Textile Box in a spot to be determined.

## **Great Age Club**

Trustee Georgeann Duberstein reported that the Great Age will be meeting twice a month; one will be for lunch.

The county-wide paratransit will go into effect in May. They are having a webinar to explain the rules, cost and how it will work on March 6<sup>th</sup>. The Mayor added that Grayslake Mayor Taylor reached out to him to discuss the Route 120 throughway/bypass.

## **Clerk**

The newsletter will be on Facebook each month now. The book Reflections of Hainesville by Joann Johnson, which tells the brief history of the first 130 years of Hainesville, is on Village website and Avon Township's website.

Business license renewals will be starting shortly. This year we are going to try to email the renewals to save on postage and time.

Kathy Metzler spent 2¼ hours with Kristal Larson for training on our website and training on how to make fillable forms. Our first fillable form on the website is for enrolling in e-billing. Maria has received over 38 forms by email. There are certain things on the website that Kathy and Roseann cannot do; it is Kristal's goal to train us so she will not be needed.

Since January 1<sup>st</sup> there have been 13 FOIA requests for various reasons.

## **Mayor**

The Mayor reported that the letters regarding e-billing for single family and businesses, that get billed for water, have been processed and are going out. Two people so far have not had an email address and will be exempt from the \$5 fee. The townhomes received a letter to sign up for CTY. He also reached out to the townhome associations asking them to include in their newsletter a request to have residents send email addresses to the village.

a. Decision regarding the PW Well – this does not require a motion because we are deciding on a direction to pursue, not on any contract or budgetary item. The Mayor stated that the final number for the well is \$730,000 including engineering cost and contingencies. There is no grant money we can use. It can be financed by IEPA loans, bonds, internal funding or a combination of loan/internal funding. The Village is debt free at the moment. This third well would augment the other two. The Mayor noted that he was told by Robinson Engineering that one of the pumps in well #1 has a bad bearing. It will need to be taken off line and a new one purchased. The old

pump will be saved and perhaps be rebuilt as a backup. The three wells would be independent, controlled by SCADA.

The Mayor asked for a consensus; Trustees Wally Kriese, Mary Koval, Georgeann Duberstein and George Duberstein agreed to the third pump. Trustees Jack and Kris Chynoweth were against the third pump.

The Mayor will contact Robinson to proceed with the project. \$90,000 for the first year for design and permitting. Construction will begin next summer and be done within a year.

#### **b. Cranberry Lake - Discussion**

The Mayor asked if the Village wants to spend the money for cattail removal. This is above and beyond what Dave Eubanks does around Cranberry Lake. This is a special project. The cost is \$10,000 for 3 years. Trustee Georgeann Duberstein read the questions and answers she received from Debbie at IML. Dave Eubanks stated that the cost is important. He suggested contacting Lake County Forest Preserve District and ask them for their experience. They have gone to bid and had construction projects to eliminate cattails and put in native vegetation. He estimated about 20 acres of cattails. The Mayor questioned if the Village wants to do anything at all. Discussion took place. Trustee Georgeann Duberstein would like to speak to the Lake County Forest Preserve first. Dave Eubanks thinks the Village should look into grants because he feels the cost will be more than anticipated. Dave suggested going to Grant Woods. The Mayor asked Trustee Georgeann Duberstein to contact the Lake County Forest Preserve and gather more information.

#### **Business**

**Approval of Holiday Pay/Overtime Pay Verbiage for Personnel Manual.** We approved new overtime language at the last meeting. This change is recommended by the staff and would have the office staff qualify for overtime once they exceed 40 hours per week. Like the Public Works calculation, all paid time would count towards the calculation of 40 hours.

Trustee Wally Kriese moved, seconded by Trustee Mary Koval.

**Roll call vote: Ayes:** Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein. -6 Motion carried.

**A Motion to Approve the CSI Contract for Managed Service Agreement.** CSI has been our tech service provider for years and has served us well. They are switching to a managed service model and will charge us a monthly fee for their service rather than just hourly rates. Treasurer Hensley has successfully and significantly negotiated the price down from the original proposal. The contract has been reviewed and approved by Scott Puma.

Trustee Mary Koval moved, seconded by Trustee Jack Chynoweth

The cost will be \$743 a month. CSI now has an insurance policy in case they get hacked.

**Roll call vote: Ayes:** Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein. -6 Motion carried.

**A Motion to Rescind Resolution #R22-1-164 and Approve a Revised Resolution for Maintenance Under the Illinois Highway Code MFT for \$205,000.** The State informed us that we could not use the Rebuild Illinois Funds until we received them even though we are scheduled to receive them prior to the end of the planned roadwork. That being the case, we had to amend the MFT expenditure to be higher and the Rebuild Illinois Fund (in the next motion) to a lower amount. Ironically, once we receive the RIF money, we can file an amendment to reallocate the funds as they were originally scheduled to be expended.

Trustee Georgeann Duberstein moved, seconded by Trustee Mary Koval

**Roll call vote: Ayes:** Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein. -6 Motion carried. **Res. R22-2-166**

**A Motion to Rescind Resolution #R22-1-165 and Approve a Revised Resolution for Maintenance Under the Illinois Highway Code Re-Build Illinois Funds for \$40,508.95.**

Trustee Wally Kriese moved, seconded by Trustee Mary Koval

**Roll call vote: Ayes:** Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein. -6 Motion carried. **R22-2-167**

**Approval of Contract Extension for Water Billing Assistant.** This will extend the contract on a monthly basis for a maximum of three months at the cost of \$1,732 per month.

Trustee George Duberstein moved, seconded by Trustee Kris Chynoweth

**Roll call vote: Ayes:** Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval, Jack Chynoweth and Georgeann Duberstein. -6 Motion carried.

Trustee Wally Kriese moved, seconded by Trustee George Duberstein to adjourn the February 22<sup>nd</sup>, 2022. All in favor; motion carried.

The February 22<sup>nd</sup>, 2022 Regular Board Meeting adjourned at 7:45 p.m.

Respectfully submitted,



Kathy Metzler, RMC, CMC  
Village Clerk

## Mayor's Report for February 22, 2022

- 1) We have announced our electronic billing program in the monthly announcements as well as on our Facebook page. So far 70 new households have signed up for e-billing. This is notable because the official notification letter has not even been sent yet. It will go out in the next couple of weeks as we have been waiting on a Point and Pay software upgrade. Also of note is that the e-billing sign up form is now a fillable form on our website.
- 2) I am negotiating a contract with MaintainX software. I mentioned in the last Mayor's Report that I was looking for software that would help us with work orders, preventative maintenance, and asset management. I reviewed 5 software programs, held Zoom meetings with 3 of those 5 companies and, if the negotiations go well, will be signing a contract with MaintainX. The cost for year one, including install, setup and training is approximately \$1,500.
- 3) Robinson Engineering is prepping the job specifications for the lift station repairs. We will go out to bid in April with work scheduled to begin after May 1, 2022.
- 4) CSI, our computer support company, is changing their operation to an annual contract from a monthly billing model. Kelly and I have been negotiating terms with them for the past few weeks. After one more review by the attorney, we should be set to go.
- 5) The recently passed ordinance which allows the Village to cite individuals who do not have the inspections required by their Building Permit has served its purpose. The three people who have avoided all of our outreach efforts in the past months have contacted us and scheduled inspections. One citation was issued.
- 6) I had an initial meeting with a gentleman who is interested in opening a bar/restaurant in town. It would be located in the new Firestone building. There are numerous questions to be asked and answered prior to it becoming a reality, but it is great to have this interest in our Village.
- 7) As I will be attending two separate adjudication hearings in the near future, I thought I'd explain the function of these hearings. Any resident who is issued a citation for an ordinance violation has the choice to pay the fine or request an adjudication hearing. This process is under the auspices of the Village of Grayslake since they issue the citation for us. A retired judge presides over the hearing. The resident has a chance to share their view and, in this case, I will provide evidence from the Village's point of view. The judge then will decide whether the citation stands or is dismissed.

Feb 16<sup>th</sup>, 2022

To: Mayor Daley and Board of Trustees

From: Tim Seiler, Public Works Superintendent

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Listed below are items the Public Works Department is working on and/or completed since the last report:

Inside the shop we have rebuilt the back workbench and storage area of the shop. New improvements were to make much more room for storage of equipment and maintenance items as well as be able to access and inventory the items we have a lot easier without having to move everything. In this process we also removed a lot of garbage that has been collected over the years.

Brush around Well #1 has been started to be cleared around the perimeter.

U shaped area on Brittany pond between Misty Hill, Heritage, and N Brittany has been removed behind properties.

Retention pond behind 7/11 on Dunkin Doughnuts property was cleared of discarded brush and garbage. While we had access to the property we cleared the storm drains that drained into that retention area.

Since last report, regarding snow events, there have been 3 snow events, and a handful of minor salting events. We have applied beet heet 2 times.

-Minor Maint-

A street light pole outside of 345 Patriot has been fully installed and repaired. Street light at 111 Celebration has been also repaired. Water side- 2 heaters in both Well Houses have been repaired. Hydrant that was hit by car off 120/ Deer Point was repaired. Thin Ice signs were installed at Lisk Pond due to the bubbler running.

Upcoming Project include the same as last report as we finish out winter. (Tree trimming, vehicle and equipment pm's, shop improvement and maintenance, and wetland area landscaping.)

If you have any questions or concerns please feel free to contact me

Best Regards,

Tim Seiler