

November 22nd, 2022 Regular Board Meeting Minutes

Meeting called to order at the Village of Hainesville Council Chambers by Mayor Gerry Daley at 6:29 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 and Georgeann Duberstein. Trustee Jack Chynoweth was absent.

Also present were: Village Clerk Kathy Metzler, Treasurer Kelly Hensley and Deputy Clerk Christina Reiser

Establishment of quorum

Agenda Approval:

Trustee George Duberstein moved, seconded by Trustee Mary Koval to approve the agenda. **Roll call vote:** Ayes: Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval and Georgeann Duberstein -5 Motion carried.

Remote Audit Presentation by Scott Termine with Forvis for the Annual Financial Report Fiscal Year Ending April 30th, 2022

Scott Termine began his presentation by thanking the board for allowing them to once again do the audit, along with a thank you to Treasurer Kelly Hensley for all of her hard work preparing for the audit. Scott recapped the audit, shared results, reviewed communications of auditing standards and discussed fraud risk assessment processes. There was discussion where Scott Termine confirmed that nothing of concern was found in the audit process.

Public comments:

Resident Doug Williams stated he came across some covenant documents he will share electronically.

Consent Agenda

1. Approval of the October 25th, 2022 Regular Board Meeting Minutes
2. Approval of the November 22nd, 2022 Bills Payable for \$263,766.19
3. Approval of the April 2022 Financial Statements
4. Approval of the October 2022 Financial Statements

Trustee George Duberstein moved, seconded by Trustee Wally Kriese to approve the Consent Agenda.

Roll call vote: Ayes: Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval and Georgeann Duberstein -5 Motion carried.

Reports and Communications from Mayor and other Officers:

Finance

Nothing to report, everything to be covered under New Business.

Public Works

Trustee Wally Kriese reviewed Tim's report. Wally will be meeting with Tim and Adam about the MaintainX Program. Gerry also noted that Tim and Adam have been doing some work reconfiguring the shop and wanted to note that they are overall wonderful employees.

Community Events

Trustee George Duberstein has scheduled the SWALCO shredding event for June 17th, 2023. Also working with them on possibly setting up a composting event. Still working on the Emergency Operation Plan, draft, along with changes have been provided to Lake County, he has set up a face to face with them for December 12th, 2022.

Great Age Club

Trustee Georgeann Duberstein shared that the Great Age Club holiday party will be at Uprooted on December 6th, 2022. She attended by Zoom the Lake County Transportation Alliance meeting, Brad Schneider and Dick Durbin were there to provide information on resources available. Georgeann would like to get some residential feedback regarding some of the traffic flow adjustments that have been made. She will be preparing something to go onto the website and in the newsletter.

Other

Christmas Related Activities

Trustee Kris Chynoweth reviewed the Holiday Happenings post card that was sent out to all residents.

Clerk

Great things are happening in the office. On our website we had a program where you can sign up to receive the news and announcements by email out to residents. The current program hasn't worked for a bit so we had Kristal looking at other programs. We will be using Constant Contact which Christina has some experience in. We will utilize this Constant Contact program to send out the Village Newsletter starting in January. We will no longer be attaching them to the Utility e-bills. I will be asking for newsletter articles in the middle of the month so they can be emailed out the first of each month.

Christina reported that she sent out our first email regarding the Holiday Happenings. It was sent to 976 email addresses. 523 emails (58%) were opened and 23 contacts clicked to view the website. Increased website traffic is part of the goal. The emails that are created using Constant Contact are not sent out as attachments like our current newsletters are. The content of the email is there to view automatically when you open the email, which should increase the number of residents seeing the emails and newsletters.

Christina attended the Municipal Clerks of Illinois Institute in October. It was a great experience and I learned many things that I was able to bring back and share with the office. I would like to thank the Mayor and the Board for allowing me the opportunity to take part in the training and extended education.

Mayor

Mayor Daley began by informing everyone that we have finally received the documentation to sign off on the reception of our \$380,000 grant. This is only to be used on our roads next summer. Mayor also mentioned the recent home fire of one of our residents.

The concept of litigation for derelict house conditions.

There was discussion on how to proceed with dealing with a home in which the owner has been cited, ticketed, red tagged, and there has been no response to any attempted contacts. Mayor has asked what the board would like to have done. This will be back on the agenda for December.

Whether or not the Village continues the Civil War reenactment.

Trustee George Duberstein has carried this event mostly on his own for the last 6 years. He explained his position on continuing the event. Turnout this year was good with an increase in

Hainesville residents. The cost again was completely covered by donor support. The trustees each discussed their thoughts, and the consensus was to continue the event.

Business

An Ordinance Establishing Regular Meeting Dates for 2023. Trustee George Duberstein moved, seconded by Trustee Georgeann Duberstein **Roll call vote:** Ayes: Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval and Georgeann Duberstein. -5 Motion carried. Ord. 22-11-335

A Tax Levy Ordinance for \$480,000 for the Tax Year 2022. Trustee Wally Kriese moved, seconded by Trustee Georgeann Duberstein **Roll call vote:** Ayes: Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval and Georgeann Duberstein. -5 Motion carried. Ord. 22-11-336

An Ordinance Adopting the Annual Tax Levy for Cranberry Lake Special Service Area Number One of the Village of Hainesville for \$25,200 for the Tax Year 2022. Trustee George Duberstein moved, seconded by Trustee Georgeann Duberstein **Roll call vote:** Ayes: Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval and Georgeann Duberstein. -5 Motion carried. Ord. 22-11-337

An Ordinance Amending Section 13.16.060 of the Village Code Regarding Sewer Use Charges. This ordinance update eliminates the need to annually redo our Sewer Rate Ordinance due to Lake County Sewer Increases. Trustee George Duberstein moved, seconded by Trustee Mary Koval **Roll call vote:** Ayes: Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval and Georgeann Duberstein. -5 Motion carried. Ord. 22-11-338

Accept the Annual Financial Report Fiscal Year Ending April 30th, 2022. Trustee George Duberstein moved, seconded by Trustee Mary Koval **Roll call vote:** Ayes: Trustees George Duberstein, Kris Chynoweth, Wally Kriese, Mary Koval and Georgeann Duberstein. -5 Motion carried.

Approval of the Annual Treasurers Report Fiscal Year Ending April 30th, 2022 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. -5 Motion carried.

Trustee Georgeann Duberstein moved, seconded by Trustee Wally Kriese to adjourn the November 22nd, 2022. All in favor; motion carried.

The November 22nd, 2022 Regular Board Meeting adjourned at 8:08 p.m.

Respectfully submitted,



Kathy Metzler, RMC, CMC
Village Clerk

Nov 16th, 2022

To: Mayor Daley and Board of Trustees

From: Tim Seiler, Public Works Superintendent

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

We have been very busy since last month. The PW team has returned to just Adam and I for the winter. It came with great timing and a very smooth transition to get back into the swing of winter and performing maintenance to all our equipment.

First off, in our visit from OSHA, we were cited with quite a few things that needed to be corrected. Most of them were documentation and training. We have finally completed all citations at the beginning of the month. There have been a few documents that I needed to go over with my crew as far as safety and training. Coming up in May we will also be needing to implement a Hearing Conservation Program, that also includes hearing testing for our employees. That will be added into the 2023 budget once planned and overviewed by Mayor Daley and I.

Mr. Schultz has led the planning and planting of 22 arborvitaes and 2 cranberry trees so far. The arborvitaes were planted in between Village Hall and Public works. These are Emerald and are very hearty evergreens for the location they are planted. The 2 Royal Raindrop Crabapple trees were planted at the gathering place in memory of Gary Walkington. The memorial and dedication were performed on Sat, 11/12/2022, and went very well.

Halloween Hayride went very well this season. We placed "no parking this side" signs along the hayride routes. The guys only had a few occasions of guests not following the rules but all in all everyone had a good time.

Storm Basins were cleaned multiple times throughout our fall season.

Winter prep is going well, we are mostly ready for winter with a few odds and ends to clear up. Plow markers have been placed, and summer equipment is nearly all cleaned. Things will continue as they have in previous years in maintenance and fabrication of new items to improve our equipment and vehicles for next season.

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

Best Regards,
Tim Seiler

Mayor's Report for November 22, 2022

- 1) We held the memorial for Gary Walkington at the Gathering Place on November 12, 2022. Two Royal Rainbow crabapple trees were planted and brass plaques were placed at their bases.
- 2) We are continuing our efforts to upgrade our service to our residents. Oralia is working on changing more of our online forms to be fillable rather than downloadable. She will also be checking to see if the forms we currently have online are translated when a person chooses to view our website in Spanish. Christina is also working on fillable forms for our Building Permit process.
- 3) I had a preliminary meeting with the developer who wishes to build a car wash on the Russo side lot. Kathy and I looked at a very generic design and discussed the approval process with him. The interest is there but we don't have a commitment yet.
- 4) As you probably heard, read, or experienced, Waste Management's leaf collection program has been a total SNAFU. Equipment has broken down, streets have been forgotten, pickup days have been promised and then missed. Complaints have been arriving by phone, email, and, I think, one came by carrier pigeon. The staff and I have been all over Waste Management's route managers and we've always gotten the "I'm sorry, but. . . answer. We are withholding their monthly checks pending improved performance.
- 5) The work on the lift station repairs/upgrades has begun. Unfortunately, on the first day an electrical transformer failed which cut power to the control system which took the station down. Fortunately, as part of the scheduled repair work, a temporary bypass system had just been put in place. This allowed the waste to flow. The transformer was replaced the next day.
- 6) I've been looking into fire protection for the Public Works building. I received a proposal for smoke/fire detectors for @ \$10,000. That will be on next year's budget request. I also got a quote for putting in water sprinklers. That came in at @ \$130,000. That won't be a budget request.
- 7) Our next Comprehensive Plan development meeting is tentatively scheduled for January. I'll let you know when I have a firm date.
- 8) The bike paths are being evaluated to decide if they need any maintenance or repairs.
- 9) Trick or Treat went well. The hayrides once again proved to be a big draw. I've received no reports or complaints pertaining to Halloween.
- 10) This is the last month that Robinson will be providing our Water Billing service. Roberta Denz has done a great job for us but Oralia is ready to go on her own.