

**Williamsfield Village Board Meeting December 4, 2023**

The Truth in Taxation Public Hearing on the proposed Tax Levy increase was held at 7 p.m. at the KP Village Hall. Present were Trustees Trudy Self, Stuart Hickerson, Andrew Scott, Lucas Leckrone, Nancy Everett and Julie Van Dran. Also present were Pam Courson, Susan Ott, Clark Cameron(IL Rural Water Association) President Robert Johnson, Mary Rice (Treasurer), Tom Rice (R/O Plant), Nick Vlahos (Weekly Post), and Tori Courson (Village Clerk). Roll call for attendance – Everett-here; Leckrone-here; Hickerson-here; Scott-here; Van Dran-here; Self-here. President Johnson asked if anyone wanted to speak regarding the Tax Levy increase. No comments. Motion to adjourn the hearing by Trustee Van Dran and seconded by Trustee Everett. All in Favor.

The regular meeting was called to order following the Truth in Taxation Public Hearing. Roll call vote for attendance – Everett-here; Leckrone-here; Hickerson-here; Scott-here; Van Dran-here; Self-here.

Motion by Trustee Scott and seconded by Trustee Hickerson to approve the minutes from the November 2023 meeting as presented. All in favor. Motion carried.

Treasurer’s Report: The following bills were presented for approval. Motion by Trustee Van Dran and seconded by Trustee Everett to approve the bills as presented. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes; and Self-yes. All in favor. Motion carried.

<u>GENERAL</u>		
<b>Vendor / Category</b>	<b>Details</b>	<b>Amount</b>
Motorola Solutions	Computer Usage	\$64.00
West Central FS	Maintenance Gas & Oil	\$277.31
West Central FS	Police Gas & Oil	\$100.85
Miller, Hall and Triggs	Review 2022-2023 appropriations ordinance, evaluate tax levy options, correspondence with President Johnson, prepare audit response letter	\$1,512.00
Brimfield Hardware	Silicone sealant, 12" 8TPI wrecker blade, (5) Schlage key sets, box shop towels brass bushings, hex bush brass, hydraulic hose, hdy fittings	\$386.23
Card Service Center	HP ink, supplies from staples and deposit on truck	\$624.16
Ladd's Food Mart	Supplies for maintenance dept	\$10.08
Central Butane Gas Co	1 6TL Battery	\$290.87
H&H Industrial Tool	Labor & bucket to put lights up	\$200.00
Lathem Time	Annual payclock fee	\$300.00
Verizon Wireless	Police	\$36.05

Royal Publishing	2023 Stark Co @ ROWVA-Williamsfield Tournament & Chicago Hope @ ROWVA-Williamsfield Tournament	\$200.00
Menards	8 PC MM Grease Fit Asst	\$1.99
Tom Rice	Milage to take papers to auditors in Monmouth & time cards at maintenance building	\$60.26
	<b>TOTAL</b>	<b>\$4,063.80</b>
<b>OPERATIONS AND MAINTENANCE</b>		
<b>Vendor / Category</b>	<b>Details</b>	<b>Amount</b>
USA Bluebook	Hardness buffer solution calmagite solution, chemical injection quill PCV 1/2", sulfuric acid, EDTA titrant (4L), conductivity solution (1P), bromocresol green indicator solution & LDPE dropping bottle with PP spout cap, 8oz	\$449.28
Brimfield Hardware	Brass Twist Nozzle	\$9.99
Core & Main	(24) IPRL 100 G No cable, (24to) IPERL/ally B37 3 terminal screws, (24) ILL 39A touch pad black (2) Accu 5/8x3/4 trpl 6' 100G sm 4 WHL, (2) Ill 45 TR/PL housing asby & (100) 3/4 rubber mtr washer & (16) 5/8x3/4x3/4 neter cplg	\$4,548.72
Test, Inc	3 total coliform - 24 gr Colilert	\$75.00
	<b>TOTAL</b>	<b>\$5,082.99</b>
<b>MOTOR FUEL TAX</b>		
Bruner, Cooper & Zuck	Engineering Inspection	\$20.45
<b>AMERICAN RESCUE PLAN</b>		
<b>Vendor / Category</b>	<b>Details</b>	<b>Amount</b>
Robert Johnson	Reimburse for Canon printer, Dell 32" monitor & Dell Inspiron Desktop	\$929.96

Treasurer Rice read over the receipts and expenses on the financial statement; motion by Trustee Self and seconded by Trustee Everett to approve the financial statement. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes; Self-yes. All in favor. Motion carried. The auditors requested more information from Treasurer Rice to continue the audit. President Johnson asked the Board if anyone thought of fixed assets to take off the list or put on the list; Chief Roberston stated the Hummer is not owned by the Village; it is government owned. The Village received the IEPA loan disbursement for \$355,112.37, Hoerr Construction is owed \$328,613.40 and invoices will continue to arrive. The Village received the \$500 deposit that was paid on the potential new maintenance truck. The Village's insurance underwriter for bonds for the Treasurer, Clerk and President will no long renew the current bonds. Campbell Insurance stated that they do have a new underwriter that will be renewing those for us. The Village is signing up for direct deposit for all State Funds.

Correspondence: The Village received the final letter from the IEPA for the phase II water project funds. The FFA sent a thank you letter for AG Day.

Public Comment: Clark Cameron representing Illinois Rural Water Association attended the meeting to answer any questions from the Board or public regarding the water rate study to increase water rates; Clark distributed the results of the study and after all the residents/homeowners pay their water bills, the Village is at a loss of \$67,292.03 annually; the general fund has been paying for these expenses. Currently \$3.75 is charged each 1,000 gallons and in order to break even, \$10 per 1,000 gallons and an additional \$10 to offset the Village's 3 million dollars in debt for phase I and II water projects will be needed. According to section 11-129-6 of the Municipal code, the Village is legally required to charge customers enough to cover the cost of operation and maintenance and an adequate depreciation fund to pay the principal off and interest upon all revenue bonds; the Board does not have a choice and is required to raise rates to cover operating costs. Rates were not raised every year to keep up with inflation; therefore, a substantial increase is required. Once the Village is no longer in debt for water projects, the \$10 debt offset will be removed. The new water rates are comparable to surrounding areas and are not unreasonable.

Police Report: Chief Robertson stated the resident on Knox Street changed the bright light out that was a nuisance to the neighbor. Chief Roberston has a phone meeting with Robert McCoy to discuss action required on the unpaid ordinances and neglect to comply with several warnings to clean up an unsightly property on Olive Street.

Sex offender verification	Confirmed contact
Threats complaint	Report on file

**CITATIONS ISSUED IN NOVEMBER**

<b>Violations</b>	<b>Citations</b>	<b>Warnings</b>
Seatbelt	0	0
Speeding	0	0
Disobeyed Stop Sign	0	0
Ordinance Violations	0	0
Other	0	0

Street and Maintenance Report: The carrier for BNSF's equipment that damaged East Gale Street will issue \$3500 to D & D Pavement to repair the street in the spring.

Infrastructure and Maintenance Committee Report: Trustee Everett stated Bruner, Cooper and Zuck should have the storm water study report anytime. There are no new leads on a truck for the maintenance department; there are state fleet discounts. Trustee Scott stated he will get names of companies interested in repairing the old maintenance shed to move forward with sealed bids. Trustee Everett will follow up on the quote for LED lighting at the KP Hall. Trustee Leckrone will work with Tim Farquer on the Sidewalks to School Grant; Tim was under the impression the grant is only offered every other year, Trustee Leckrone will follow up.

**Water Report:** The Illinois Rural Water Association water study regarding water rates was discussed at the November and December meeting and a water increase is required; Motion by Trustee Van Dran and seconded by Trustee Everett to adopt Ordinance 2023-10 Regarding the Rates for Water Service. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes; and Self-yes. All in favor. Motion carried. Water Phase II is completed and invoices are arriving; the landscape will be addressed this spring. The transition to Munibilling for the water bills is ongoing, a lot of information is being manually entered due to our outdated system. Water meters are being purchased with the ARPA funds and installed by the maintenance department which will eliminate the Village's loss of \$6,000 to \$8,000 a year in revenue. The new computer and printer Test Inc required for the RO Plant is installed; Test Inc has the capability to oversee and monitor the water plant. Susan Ott reads the water meters with a handheld device that was purchased years ago; Motion by Trustee Scott and seconded by Trustee Hickerson to purchase a new water meter reader for Susan and Mark Niebuhr can use the old one to test and troubleshoot meters. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes; and Self-yes. All in favor. Motion carried.

**Parks Report:** Pam Courson stated a meeting was not held due to the heat not working in the caboose. The park association would like to thank all the volunteers that helped putting the lights out and all those who attended the Lighting of the Park on November 25<sup>th</sup> especially Integrity Bank for the refreshments and Santa for stopping by. Reminder that Winterfest will be this Saturday, December 9<sup>th</sup>.

**Old Business:** Revize recorded the training sessions on how to update/post on the Village's new website; the Federal Government is switching to a new system so the Village's .gov website will not be available to create until late in the first quarter of 2024. Insurance quotes are being calculated by RMA; the Village could save 20%. There were no comments or concerns at the Truth in Taxation Public Hearing on the proposed Tax Levy Increase; Motion by Trustee Everett and seconded by Trustee Scott to adopt Ordinance 2023-11 Levying and Assessing Taxes for the Fiscal Year May 1, 2023 and ending April 30, 2024. The Board discussed choosing one uniform Village logo for all equipment, letterhead, buildings etc. The tires for the Village pickup truck will be replaced next week, and the front seal will be inspected for a quote to repair. Payclock.com is the electronic timecard system that the police department is using and we are moving all of the employees over to that system. This allows employees to punch in and out on their phones or computer. The Village's auditors are wanting us to move to OnPay an electronic payroll system that will compute hours, payroll taxes and numerous reports, and allow for direct deposit.

**New Business:** President Johnson has been corresponding with Nathan Palkovic an individual that is interested in purchasing a lot at Cottonwood Court; he asked about the elevation level of the tie in of sewer and water services he stated a garage would be built first to store materials then eventually build the house; the Board read the Covenant for Cottonwood Court and would like to have him come to a meeting to further discuss the plans in detail and answer questions. Due to lack of Police coverage, the Board and Chief Robertson discussed an Intergovernmental agreement with Yates City and Maquon to share law enforcement resources to offer more patrol coverage; a Yates City Officer would patrol Yates City certain shifts/hours then patrol Williamsfield certain hours/shifts

and offer backup when needed. Due to every community having different ordinances, it will be difficult to enforce them but other county and state laws can be enforced. Chief Robertson stated he is willing to do anything to help the Village and would be willing to help out Yates City/Maquon. Trustee Van Dran will look further into this option. Body and squad car cameras will need to be purchased; Trustee Van Dran will look into grants and will converse with Yates City and Maquon Police to get more details. The January and September 2024 meetings land on New Years Day and Labor Day; Motion by Trustee Van Dran and seconded by Trustee Everett to schedule the meetings on Tuesday, January 2<sup>nd</sup> and Tuesday, September 3<sup>rd</sup>. All in favor. Motion carried. Motion by Trustee Scott and seconded by Trustee Van Dran to issue Village employees a \$175 Christmas bonus. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes; and Self-yes. All in favor. Motion carried.

Motion by Trustee Van Dran and seconded by Trustee Leckrone is enter executive session at 8:58 pm to discuss employee compensation and performance. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes and Self-yes. All in favor. Motion carried.

Motion by Trustee Self and seconded by Trustee Leckrone to exit executive session at 10:43pm. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes and Self-yes. All in favor. Motion carried.

Motion by Trustee Van Dran and seconded by Trustee Leckrone to enter regular session. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes and Self-yes. All in favor. Motion carried. Motion by Trustee Everett and seconded by Trustee Leckrone to eliminate the water billing position. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes and Self-yes. All in favor. Motion carried. Motion by Trustee Scott and seconded by Trustee Self to increase the employees compensation discussed for the minimum wage increase. Roll call vote – Everett-yes; Leckrone-yes; Hickerson-yes; Scott-yes; Van Dran-yes and Self-yes. All in favor. Motion carried.

Motion by Trustee Van Dran and seconded by Trustee Leckrone to adjourn the meeting. All were in favor.

Next meeting will be held Tuesday, January 2, 2024 due to New Year's Day.

Minutes approved as presented: Joe Carson