

Williamsfield Village Board Meeting July 3, 2023

The Williamsfield Village Board met on Monday, July 3, 2023, at 7:00 p.m. at the KP Village Hall. Present were Trustees Trudy Self and Nancy Everett. Trustee Julie Van Dran and Stuart Hickerson were absent. Trustee Andrew Scott arrived at 7:55pm and newly elected Lucas Leckrone arrived at 8:20 pm due to prior engagements. Also present were President Robert Johnson, Mary Rice (Treasurer), Tom Rice (R/O Plant), Nick Vlahos (Weekly Post) and Tori Courson (Village Clerk).

Due to the Board not having enough members to have a quorum to vote at 7pm, Kara Williams representing MuniBilling joined the meeting via zoom and had a PowerPoint presentation to educate the Board on the features and a summary of the process for an upgraded water billing system. The Village currently uses Access which is an unsupported database system that could relinquish at any time due to the age and lack of support. Kara Williams stated MuniBilling is a water billing software that has been in business for over 15 years, they serve communities in all 50 states and in other countries, the software is cloud based which is backed up, Village employees and customers can access the portal from any secure device, they have an online portal that allows customers to pay online via credit card(2.99% highest rate fee charged), ACH or Echeck (\$1 fee), they are PCI compliant. Customers would still have the option to drop off/mail water payments local. MuniBilling would transfer 2 years of past data from our old system to our new system with the same information. Village employees will be trained on the new system, and will run a test billing cycle to compare the old system to the new system to avoid any discrepancies. One service they offer is handling every aspect of the customer billing system for the Village; once all of the updated water meters are installed, the Village's water meter reader will scan each meter with a scan tool, the meter readings will automatically upload in the MuniBilling system, until then, the meter readings will be manually entered in the new billing system and the Village's account representative would generate the customer invoice, mail/email customer invoices, accept and process payments, provide customer service and support, process late fees, etc. The other service offered allows the trained Village employee to generate water bills once meter readings are input, mail/email customer invoices, process payments, etc. MuniBilling will still transfer data, train employees, provide customer service and support etc. The Village would have an option to continue printing on postcards which can get lost in the mail but are cheaper to mail or a letter sized sheet folded into an envelope; the long-term goal would be most customers would prefer paperless billing. The Village would be charged a one-time set up charge of \$1500 and a one-time training fee of \$950. The software subscription is \$295 a month and a monthly fee of \$55 to accept electronic payments and autopay; MuniBilling can be paid out APRA funds. Customers would be responsible for online payments fees accrued.

Trustee Scott arrived at 7:55pm, and we now had a quorum. The meeting started and Pledge of Allegiance was recited.

Motion by Trustee Self and seconded by Trustee Everett to approve the minutes from June 2023 meeting as presented. All in favor. Motion carried.

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

<u>GENERAL</u>

Vendor / Category	Details	Amount
Motorola Solutions	Computer Usage	\$52.00
West Central FS	Maintenance Gas & Oil	\$571.34
West Central FS	Police Gas & Oil	\$188.34
EB Building & Lumber	Pulley V-belt, ACQ treated (4) expansion joint, MIP connectors & blue marking paint	\$116.66
Card Service Center	Ink and timecards	\$134.08
Staples	Calculator ribbons	\$41.78
Ladd's Food Mart	Water and misc. supplies	\$61.42
Metal Culverts	(4) 6" Diameter 20' L dual wall Plastic	\$243.85
Lampe Publications, LLC	Annual water quality report	\$590.00
Smith & Potter Equipment	Cutter blade, anti-scalp wheel, carriage bolts & lock	\$242.79
Verizon Wireless	Police	\$36.01
Wight Chevrolet	Fuel hose-maintenance-Police car change oil, rotate, detail	\$256.43
	TOTAL	\$2,534.70
<u>OPERATIONS AND MAINTENANCE</u>		
Vendor / Category	Details	Amount
Hawkins	Chemicals	\$1,449.18
Pace Analytical Service, LLC	Testings	\$120.30
	TOTAL	\$1,569.48
<u>MOTOR FUEL TAX</u>		
Riverstone Group Inc	82.64 Ton cm16a	\$1,404.88
Raff Sand & Gravel, LLC	Hauling 82.64 Ton cm16a	\$1,136.30
Bruner, Cooper & Zuck	USDA Rd grant application & per	\$12,400.00
		\$14,941.18
<u>AMERICAN RESCUE PLAN</u>		
Vendor / Category	Details	Amount
H & H Industries, Inc	Supplies, lighting & installation at new maintenance bldg.	\$5,380.00
<u>DOUBET-BENJAMIN PARK</u>		
Vendor / Category	Details	Amount
Spoon River Landscape, Inc	General labor, clean up debris, weed & mulch	\$225.00
Ladd's Food Mart	Paper Products	\$21.48
		\$246.48
<u>WATER MAIN IMPROVEMENTS - PHASE II</u>		
Vendor / Category	Details	Amount
Bruner, Cooper & Zuck	Water main improvements - Phase II	\$1,t845.37

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; Scott-yes; Self-yes. All in favor. Motion carried. Cavanaugh, Davies, Blackman & Cramblet CPA's office is working on the Village's yearly audit. Massie and Quick, LLC are completing the paperwork for the new maintenance shed to be tax exempt; due to the paperwork not being completed in 30 days; the Village could potentially owe for 1 year of taxes; they will turn over all of the Village paperwork. Robert Johnson explained the Village's annual audit not being completed in a timely manner due to the previous auditor to Travis Weaver's staff and they stated they could help navigate if the state is unreasonable.

Correspondence: The Village received Leland Ballard's \$3000 towards Goodin Properties project at Cottonwood Court. The Village received a photo of the water tower before and after the cleaning from the National Wash Authority.

Public Comment: NA

Police Report: Chief Robertson stated he is compiling a list of unsightly properties and will hand deliver notices shortly. Chief Robertson mentioned the school is exploring the idea of a School Resource Officer which could possibly also patrol the Village in down time to help with coverage during daytime hours. To operate an ATV/UTV, the driver must be 16 and have a valid driver's license; issued permits can be suspended or revoked.

(3) 911 calls	Accidental/problem solved
(1) Wire down	NR
Road Hazard	Cleared no report
(2) Domestic Disturbance	Report on file (Williamsfield handled)
Accident	Report on file
ATV complaint	Unfounded/quiet on arrival
Other animal complaint	Owner located animal

CITATIONS ISSUED IN JUNE

Violations	Citations	Warnings
Seatbelt	0	0
Speeding	3	0
Disobeyed Stop Sign	0	1
Ordinance Violations	0	0
Other	0	3

Lucas Leckrone arrived and Clerk Courson swore him in.

Street and Maintenance Report: Trustee Everett and President Johnson met June 29th to discuss street and maintenance topics; the grant Sidewalks to Schools distributes \$200,000 each year to qualifying Municipalities each year for repairing/replacing sidewalks to be ADA compliant that lead to the school; which would free up the Village maintenance department if the project was hired out. The maintenance department is still looking for a truck to purchase; they will also need to purchase a big tractor

for water repairs. Trustee Everett will get the details on making a comprehensive plan for the Village's infrastructure needs to make it easier for grant companies to read. Replacing water meters and with the recent water main break on Gale Street, special tools for future preparation can be purchased using the ARPA funds. Trustee Scott mentioned the water break off Route 180 and President Johnson stated the Village workers can no longer and never should have done water repairs on private property; it is against the law. The homeowner never paid the Village for their portion of the repairs and it is the property owners responsibility where the water line is broken. The broken fire hydrant on Gale Street and Route 180 can be fixed and added to the current water line project. Ameren released a program for municipalities to change old lighting to LED. The Board discussed possibly hiring a company to switch out the 207 old meters that need upgraded to have done at one time. Tom Rice mentioned that all valves should be tested/exercised a couple times a year. President Johnson discussed keeping the old maintenance shed for storage and canceling the leased building with the railroad. Don Smith resigned from the Village Maintenance Department. D&D Spray patching, filled in necessary sections of the streets. Hoerr Construction is currently working on the phase II water project and it is going smoothly.

Parks Report: Moving the sand volleyball pit to put a much-needed soccer field in it's place has been discussed at several meetings; the Board discussed removing the pit and not relocating at this time due to lack of participates playing sand volleyball; the net and poles will be kept there is a need for the pit again. The Board asked The Parks Association to attend a Village meeting to discuss ideas, questions and concerns and no one has attended. Motion by Trustee Scott and seconded by Trustee Leckrone to remove the sand volleyball pit but keep poles and net for the future if needed. All in favor. Motion carried.

Old Business: President Johnson stated there was nice article in the Weekly Post about Travis Weaver's visit to Williamsfield; he visited the Food Pantry, water plant, Historical Museum, KP Hall and library. As discussed at the May meeting, the Village needs several bags of confidential papers shredded and the KP Hall needs a one-time deep cleaning and cleaned monthly; Bridgeway offers services that employ people with disabilities. For shredding: they offer a one-time purge fee for \$144 and .25 cents per pound and leave a container at the KP Hall for future shredding for .25 cent per pound. For janitorial services: they offer a one-time deep cleaning for \$234.24 for 1st floor and \$234.24 for 2nd floor and \$60 for monthly cleaning. Moton by Trustee Everett and seconded by Trustee Self to hire Bridgeway for the one-time purge and on-site container for future shredding at .25 cents per pound. Roll call vote - Everett-yes; Leckrone-yes; Scott-yes; Self-yes. All in favor. Motion carried. Motion by Trustee Scott and seconded by Trustee Everett to hire Bridgeway to do a one-time clean deep to the KP Hall for \$368.32 and clean once a month for \$60. Roll call vote - Everett-yes; Leckrone-yes; Scott-yes; Self-yes. All in favor. Motion carried. There are several broken and missing ceiling tiles at the KP Hall; Bridgeway proposed removing old tile and replacing new for \$276.24. Motion by Trustee Everett and seconded by Trustee Self to hire Bridgeway for tile replacement. Roll call vote - Everett-yes; Leckrone-yes; Scott-yes; Self-yes. All in favor. Motion carried. The Board had also previously discussed the alley behind Double Take; Miller, Trigg and Hall created an ordinance for the Board to review to vacate the ally in block 8. Motion by Trustee Everett and seconded by Trustee Scott to move forward with vacating the ally in block 8. All in favor. Motion carried. Landowners on block 8 will receive a letter explaining the alley being vacated and will be invited to the August board meeting and the appropriate ordinance will be voted on.

New Business: MuniBilling (water billing software) gave a presentation at the beginning of the meeting that would cost a one-time set up charge of \$1500 and a one-time training fee of \$950. The software subscription is \$295 a month and a monthly fee of \$55 to accept electronic payments and autopay; MuniBilling can be paid out APRA funds. Customers would be responsible for online payments fees accrued. Motion by Trustee Everett and seconded by Trustee Self to switch from the current billing software to MuniBilling. Roll call vote - Everett-yes; Leckrone-yes; Scott-yes; Self-yes. All in favor. Motion carried. In order for a Village to have a website, there are several lengthy requirements the Village has to meet in order to be compliant or have no website; Revize Website Services handles Galesburg and Knox County's website. There would be a one-time set up fee of \$900 and \$900 a year for the software subscription which includes tech support, software updates, web hosting etc, website services can be paid out of ARPA funds. Motion by Trustee Everett and seconded Trustee Leckrone to subscribe to Revize Website Services. Roll call vote - Everett-yes; Leckrone-yes; Scott-yes; Self-yes. All in favor. Motion carried. Village employees have several small printers at home that use expensive ink; Brianna Hale from Ricoh emailed a quote for a copier/printer/scanner for \$3,500 and cost per black and white copy \$0.0096, color copy \$.05 that would be at the KP Hall for everyone to use; ARPA funds can be used to purchase. Treasurer Rice stated she uses her copier/scanner at home every day and it would not be convenient to have one at the KP Hall. President Johnson asked for the number of copies and cost of ink to compare to the new machine and they can discuss at the August meeting.

Motion by Trustee Scott and seconded by Trustee Self to adjourn the meeting. All were in favor.

Next meeting will be held on Monday, August 7, 2023.

Minutes approved as presented: Ter. Cours