

Village of Deer Creek

101 W. First Ave. PO Box 38

Deer Creek, IL 61733

Tuesday January 16, 2018

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEER CREEK HELD AT DEER CREEK VILLAGE HALL.

Village President Jim Hackney called the meeting to order at 7:00 p.m.

I.) ROLL CALL

Present: Trustees Grant Hackney, Terry Kern, Ben Koch, Mark Rich

Absent: Trustees Tony Berardi, Karl Eschelbach

Also Present: PWS Gordon Robertson, Chief Potts, Attorney Pat McGrath, Clerk Lori Lewis

II.) PLEDGE OF ALLEGIANCE

III.) APPROVAL OF CONSENT AGENDA

Trustee Hackney moved, and Trustee Rich seconded the motion to approve the Consent Agenda as presented.

On roll call the vote was:

Ayes: 4 – Hackney, Kern, Koch, Rich

Nays: 0 – None.

Absent: 2 – Berardi, Eschelbach. There being four affirmative votes...**Motion Carried.**

IV.) PUBLIC COMMENT – None.

V.) REPORTS

A. **Public Works Department** – Report on file.

B. **Planning/Zoning Board of Appeals** – None.

C. **Police Chief** – Monthly report and updated proposed budget were presented.

Trustee Hackney moved, and Trustee Koch seconded the motion to approve and authorize the village president and clerk to sign the intergovernmental agreement with Montgomery Township.

On roll call the vote was:

Ayes: 4 – Hackney, Kern, Koch, Rich

Nays: 0 – None.

Absent: 2 – Berardi, Eschelbach. There being four affirmative votes...**Motion Carried.**

D. **Engineer** – None.

E. **Attorney** – A counter-offer was discussed with regard to the Schlipf property. The attorney informed the board that should the board decide to counter, the initial offer is invalid and Schlipf could back out of the entire thing.

Trustee Koch moved, and Trustee Rich seconded the motion to accept the offer of \$20,000 and move forward with the purchase of the Schlipf property and authorize the attorney to prepare the necessary documents.

On roll call the vote was:

Ayes: 5 – Hackney G, Kern, Koch, Rich, Hackney J

Nays: 0 – None.

Absent: 2 – Berardi, Eschelbach. There being five affirmative votes...**Motion Carried.**

VI.) OLD BUSINESS

- Still waiting on permit for the well.

Trustee Kern moved, and Trustee Rich seconded the motion to waive the bid requirements for the water main upgrades on First Avenue and to authorize G.A. Rich to proceed with the work.

On roll call the vote was:

Ayes: 4 – Hackney, Kern, Koch, Rich

Nays: 0 – None.

Absent: 2 – Berardi, Eschelbach. There being four affirmative votes...**Motion Carried.**

- No update on community center at this time
- Annexation fees will be discussed next month

VII.) NEW BUSINESS

Trustee Hackney moved, and Trustee Rich seconded the motion to adopt Resolution 18-1 pertaining to the release of closed session minutes.

On roll call the vote was:

Ayes: 4 – Hackney, Kern, Koch, Rich

Nays: 0 – None.

Absent: 2 – Berardi, Eschelbach. There being four affirmative votes...**Motion Carried.**

The board discussed the possibility of constructing additional solar panels and also a project with Jason Hawksworth to lease land to him for a project to provide energy at a lower cost. A possible ordinance establishing guidelines for solar farms is being considered in Tazewell County, so anything done in this area will be best done within the village limits.

The next item discussed was the demolition and removal of the old water tower. An estimate was received from Iseler Demolition, Inc. The board will recommend accepting their proposal after confirming they follow prevailing wage requirements and provide all necessary documentation as recommended by the engineer. NOIZE Communications will be notified in order for them to make the necessary arrangements to move their equipment from the tower.

PWS Robertson reported that there were problems with the pumps at the wet well.

The ejector pit froze again. A tank heater was purchased and placed in the pit and an insulated cover was placed on top of the pit to keep it from freezing again.

VIII.) CALENDAR ITEMS

Committee Meetings	February 19	6:00 p.m. at village hall
Regular Village Board	February 20	7:00 p.m. at village hall

IX.) ADJOURNMENT:

There being no further business to conduct, Trustee Kern moved, and Trustee Rich seconded the motion to adjourn.

The board unanimously approved the motion by voice vote and the meeting adjourned at 7:39 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lori Lewis".

Lori Lewis
Village Clerk

Village of Deer Creek
Committee Meeting Minutes
February 19, 2018 ~ 6:00 p.m.

The committee meetings were called to order. They were held at Village Hall.

Present: Tony Berardi, Grant Hackney, Terry Kern, Ben Koch

Absent: Mark Rich

Also: Village President Jim Hackney, Gordon Robertson, Chief Potts, Jeff Rogers, and Lori Lewis

Police: Chief Potts updated the committee on the possible changes to the communications system for Woodford County. They are testing a new system which would change the radios to 800 MHz. This may eliminate the need for two portable radios for each vehicle as long as TazComm does not make changes.

The next item discussed was the various issues with the 2013 Explorer. Cost estimates for repairs are between \$1800 and \$2000. The repairs will be made.

The committee reviewed the fiscal year 2019 proposed budget and discussed the suggested increase for the Goodfield contract. Projected expenses for this coming fiscal year are at approximately \$217,000. Goodfield will be asked to increase the current \$6609 per month to \$8000 for services.

Water: The engineer updated the committee via email regarding the well project. The construction permit has been received. Five bids have been taken out so far. Bids will be opened on Tuesday February 27 at 10:00 a.m. and the regular board meeting will be continued to that night at 7:00 p.m. to review, discuss and possibly award bids.

The committee discussed the treatment facility at this time, including type of construction and size. A pre-cast concrete building will likely not be large enough, therefore, a pre-packaged, steel or wood-framed building with a steel roof will be the construction standards.

The committee also discussed ideas on how to manage the water loss when it is time to clean and paint the water tower, including some way of not losing the treated water. President Hackney suggested a pressure tank that would hold 1000 gallons or so; some kind of plan to not lose the treated water. The engineer will be asked about this.

Sewer: There are continued issues with the pumps at the lift station. Prices are being obtained to increase one of the pumps and drives to 10 hp. There are currently 3 5 hp pumps in operation. Regular maintenance of these pumps was discussed also.

Streets: The committee was informed that the village is still waiting on the signed contract for the purchase of the Schlipf property. Mr. Schlipf has contacted the attorney again with concerns about the closing costs. The committee is not inclined to give Mr. Schlipf anything more than the initial agreement, which was offered by him.

There will be no street projects this year except for some spray patching, pothole repairs and street sweeping.

Park & Community Events: PWS Robertson presented cost estimates to the committee to rebuild ten of the picnic tables at the park. The cost would be approximately \$350 per table and this will be acted on at the continued meeting next week.

Cost estimates to replace the pavilion will be obtained. The plan will be to replace the pavilion using the same footprint as it currently sits, replace the roof on the existing restrooms with steel and update the sinks and toilets.

Mary Eschelbach updated the committee on the community center money that is in the memorial fund for Karl. She would like to have the account put under the village EIN.

The committee discussed the construction of the community center. The committee will recommend that the center be built at the corner of First and Main in the village-owned vacant lot. Conversation included the following recommendations:

- 40 x 80 building, wood frame
- Poured footings, foundation and stained concrete floor
- Either geo-thermal or in-floor heating
- Partial basement for storm shelter

The discussion also included moving the clerk's office to the new building and moving the police department into the current village hall.

Finance, Administration & Development: Employee evaluations will be done next month.

The clerk will update the committee list as recommended.

The committee discussed the position of president pro-tem. Historically, the village president has appointed the longest-standing board member to this position. This would be Mark Rich and since he was not in attendance, he will be consulted at a later time. Another signatory will be needed for the village accounts.

There being no further business to discuss, these meetings were adjourned.

Respectfully Submitted,



Lori Lewis
Recording Secretary
Village Clerk

Village of Deer Creek

P.O. Box 38

Deer Creek, IL 61733

Public Works Department Monthly Report

February 2018

To: Village President and Board of Trustees

RE: Monthly operations of the Public Works Department included completed projects, those currently in progress and completed jobs.

Water and Sewer Department

Finished projects

- Unplugged manhole #78
- Pulled 3 pumps at wet well to unplug, 2 weeks later unplugged #2 again

Current projects

- Sump pump inspections continue; 15 left to inspect
- Lagoon manhole replacements, Titan is on
- Titan making new pump upper lift brackets
- Curb box inspections, inspected/repaired 234, 20 to fix, 0 left to inspect

Future projects

- Repair door and gate at pump house
- Tree root in sewer repair
- Sanitation manhole water infiltration repairs, map done
- Move water meter readers, 44 to do, making a new map
- Exercise water main valves, manhole inspections
- Clean and camera sewer lines, starting with Green St headed south

Street Department

Finished Projects

- Winter PM done, pump house generator, cub mower and deck, woods mower deck, INT mower, all small engines, box drag

Current Projects

- Spring prep
- Rework park picnic tables
- Culvert clean outs done up to Park Ave

Future Projects

- Repair culvert on N Main
- Blacktop repair, spray patch 6 spots
- Christmas lights, new power drops
- Lagoon road repair
- Pothole repair - 4 so far

Respectfully submitted,



Gordon Robertson
Superintendent of Public Works

February 10, 2018

To: Deer Creek President and Board of Trustees

From: Lynn Langenbach, Treasurer

Re: 2018 January
Treasurer's activities

As the Treasurer for the Village of Deer Creek, I completed the following duties for the month as required:

1. Reconciliation of all bank accounts.
2. Preparation of monthly financial report (income and expenses of all village accounts).
3. Spot check trace of transactions from the general ledger in each account to the bank statements.
4. Spot check trace of the water billing registers from past month to current month.

Respectfully Submitted,

Lynn T. Langenbach
Treasurer

VILLAGE OF DEER CREEK
 Monthly Treasurer's Report

Report information generated from 01/01/2018-01/31/2018

GENERAL FUND

Beginning Balance	66,695.15
Tax Receipts	14,878.54
Utility Tax/SMT Revenue	5,397.29
Police Revenue	8,993.55
Payroll Transfer	0.00
Additional Income	140.00
Interest	6.39
Payroll	(21,207.08)
Warrants (Bills Paid)	(8,695.40)
Ending Balance	<u><u>66,208.44</u></u>

OPERATIONS & MAINTENANCE FUND

Beginning Balance	1,104.66
Transfer from W&S Fund	8,000.00
Interest	0.14
Payroll Transfer	(5,255.90)
Warrants (Bills Paid)	(6,714.06)
Deposit Refunds	0.00
Ending Balance	<u><u>-2,865.16</u></u>

ADDITIONAL FUNDS

	<u>Beginning Balance</u>	<u>Revenue Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Account Balance</u>
General Savings	183,003.21	0.00	0.00	0.00	183,003.21
General CD (comm bldg)	10,000.00	0.00	0.00	0.00	10,000.00
Water & Sewer Checking	2,297.81	13,316.94	8,000.00	0.24	7,614.99
Depreciation Checking	34,275.27	0.00	1,200.00	3.81	33,079.08
Special Tax Allocation Fund Checking	509,311.18	0.00	5,584.50	431.49	504,158.17
Motor Fuel Tax Checking	24,764.15	1,555.59	0.00	1.10	26,320.84
CD 24-month (backhoe)	40,000.00	0.00	0.00	0.00	40,000.00
CDAP Grant Checking	50.00	0.00	0.00	0.00	50.00

TOTAL CASH ASSETS

Current Month:	867,569.57
Previous Month:	871,501.43

Prepared By:
 Lynn Langenbach, Treasurer

To: Village President and Board of Trustees
From: Village Clerk Lori Lewis

RE: Monthly operations report of the clerk's office

This is the monthly report of the activities of my office including work completed by the clerk, collector and office assistant.

The following activities were completed by this office for the months of **January 2018**:

- Water bills prepared and mailed
- Water payments posted 2 to 3 times per week and deposits made
- Accepted water applications and deposits from new residents
- General fund checks received, posted, and deposits made
- Prepared payroll including payroll taxes filed and quarterly reports
- Prepared the following for the regular monthly board meeting:
 - Bills payable report
 - Minutes of previous meetings
 - Agendas
 - Review and sort bills to be paid and print checks
 - Prepare checks and bills for mailing
 - Police income/expense report prepared
- Filing
- Building permits issued – 0
- Prepared W-2s and filed all required end of year reporting

Respectfully Submitted,



Lori Lewis
Village Clerk

Village of Deer Creek

Bills Paid & Payable Report

February 2018

General Fund

Ag-Land	fuel	514.77
Ameren IL	park	39.86
Ameren IL	village hall	117.81
Ameren IL	street lights	307.94
Blue Cross/Blue Shield IL		498.00
Delta Dental	1/2 dental/vision insurance	109.68
Fliginger Outdoor Power	mower maintenance	102.69
Lewis, Yockey & Brown		1,140.00
CDS Leasing	copier agreement/toner	149.64
Area Recycling Inc.	4 pickups (Jan & Feb)	1,100.00
Fastenal		8.38
Birkey's		41.80
Markley's Pest Elimination Services	monthly	30.00
McGrath Law Office		
Tazewell County Animal Control	annual contract	696.00
TriCounty Mower & Tractor, Inc.	mower maintenance	17.04
Mediacom	internet	62.49
Verizon Wireless		105.88
Frontier		127.74
	Total general expenses:	<u>5,169.72</u>

Police Expenses

Ag-Land	fuel	740.39
Ameren Illinois	office	126.55
Mediacom	phone	36.67
Schrock Repair, Inc.	2017 Explorer	83.78
Schrock Repair, Inc.	2013 Explorer	304.37
LCD Uniforms	uniform - Bridges	102.98
Law Enforcement Systems, Inc.	ordinance violations	101.00
Ragan Communications, Inc.	monthly	44.07
Ragan Communications, Inc.		196.55
Woodcom		473.00
TPCCC	monthly	608.00
Verizon	aircards for squads @ 38.01 ea	108.03
Verizon Wireless		105.89
	Total police expenses:	<u>3,031.28</u>

Total General Fund Expenses: 8,201.00

Village of Deer Creek

Bills Paid & Payable Report

February 2018

Operations & Maintenance

Ag-Land	fuel	514.77
Ameren Illinois	water tower	37.28
Ameren Illinois	lagoon	34.91
Ameren Illinois	pumphouse	126.55
Advantage Computer	annual support	499.00
Delta Dental	1/2 dental/vision insurance	109.69
Altorfer Inc.	generator maintenance	24.17
Hawk Attollo	monthly power purchase	69.97
NAPA	generator maintenance	321.47
Sentry Safety Supply	gas monitor	246.00
Roy Keith Electric	sewer pump work	602.00
PDC Laboratories	water & sewer tests	51.75
SJ Smith		21.71
Nicor	lagoon building	216.05
VODC General Fund	payroll transfer	5,275.01
	Total O&M Expenses:	<u>8,150.33</u>

Credit Card Charges

Office expenses/postage	stamps, water bills, backup subs	369.51
	flowers, gifts	406.67
	laptop for public works	329.00
Material supplies		603.52
Police department	stamps	49.00
	dui equipment	575.49
		<u>2,333.19</u>

TIF

Lewis, Yockey & Brown	Well #5	899.55
GA Rich	lift station	1,253.80
		<u>2,153.35</u>

02/15/18

**Deer Creek General Fund
Payroll Summary
January 2018**

	Hours	Jan 18
Employee Wages, Taxes and Adjustments		
Gross Pay		
Clerk/Collector	120	2,800.00
Police Chief	160	3,565.38
Trustee Salary Quarterly		885.00
Administrative	20	220.00
Maintenance - General	190.5	2,986.75
Maintenance - O&M	231.5	3,650.15
Maintenance - OT	31.5	823.59
Police	258.5	4,159.50
Police Training		0.00
Treasurer	1	143.02
Vacation Hourly Rate	26	449.50
Total Gross Pay	1,039	19,682.89
Adjusted Gross Pay	1,039	19,682.89
Taxes Withheld		
Federal Withholding		-2,215.00
Medicare Employee		-285.38
Social Security Employee		-1,220.33
IL - Withholding		-974.30
Medicare Employee Addl Tax		0.00
Total Taxes Withheld		-4,695.01
Deductions from Net Pay		
Child Support		-212.59
Total Deductions from Net Pay		-212.59
Net Pay	1,039	14,775.29
Employer Taxes and Contributions		
Medicare Company		285.38
Social Security Company		1,220.33
IL - Unemployment Company		99.69
Total Employer Taxes and Contributions		1,605.40

Deer Creek General Fund
Income Details
January 2018

	Jan 18	May '17 - Jan 18
Income		
Interest	6.39	1,165.60
Liquor License Fees	0.00	2,125.00
Misc. Income	0.00	408.00
Payroll Transfer	0.00	48,682.77
Permits and Fees	960.40	7,455.13
Recycling	0.00	866.22
Special Projects Income	0.00	2,115.57
Tax Receipts		
Income Tax	5,349.78	56,956.86
Local Use Tax	1,537.59	12,887.63
Replacement Tax	140.15	800.33
Sales Tax	7,851.02	62,477.98
STAF Income	0.00	24,373.94
Tazewell County		
Corporate	0.00	66,141.41
Road and Bridge	0.00	4,514.87
Total Tazewell County	0.00	70,656.28
Woodford County		
Corporate	0.00	6,952.51
Road and Bridge	0.00	530.50
Total Woodford County	0.00	7,483.01
Utility Tax	2,282.79	17,751.36
Utility aggregate	169.03	1,663.02
Video Gaming Tax	392.13	3,515.29
Simplified Telecomm. Tax.	1,492.94	10,091.20
Total Tax Receipts	19,215.43	268,656.90
Police Department		
Fine Income		
Drug Enforcement/DUI	145.00	845.00
Goodfield Reimbursed Fi...	289.29	6,508.79
Tazewell County Fines	621.48	973.21
Woodford County Fines	1,128.78	10,240.93
Vehicle Fund	100.00	688.90
Total Fine Income	2,284.55	19,256.83
Other Funds	140.00	375.00
Goodfield Contract	6,609.00	58,872.00
Ordinance Violations	200.00	1,620.00
Police Reports	0.00	20.00
Training Reimbursement	0.00	1,740.00
Total Police Department	9,233.55	81,883.83
Total Income	29,415.77	413,359.02
Expense	0.00	0.00
Net Income	<u>29,415.77</u>	<u>413,359.02</u>