

Village of Deer Creek

101 W. First Ave. PO Box 38

Deer Creek, IL 61733

Tuesday June 19, 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 Tony Berardi, Mary Eschelbach, Grant Hackney, Ben Koch, Mark Rich

Absent: Trustee Terry Kern

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

II.) **APPROVAL OF CONSENT AGENDA**

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

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

III.) PUBLIC COMMENT – Andrew and Linda Schopp were present to request the village's assistance with the parking area at the Baptist church. They were told by Mike Wurmnest to ask the board to help with the cost of concrete along Second and Main Streets. Cost estimates will be obtained, and the church will need to complete an application to request TIF grant funding for this project. Bill Chuich was present to ask about a dog (pit bull) that has been frequently loose in the village. He is concerned about his, his dog, and others' safety. Chief Potts reported that the owners have been notified and are working to rectify the situation.

Trustee Eschelbach reported at this time, that We Care Meals on Wheels program will be ending due to lack of United Way funding.

IV.) **REPORTS**

A. **Public Works Department** – Monthly report was presented.

B. **Planning/Zoning Board of Appeals** – Several items were addressed regarding the rewritten zoning chapter including the following:

1. Remove "rabbits" from the definition of Household Pets
2. Change maximum fence height in B-1, I-1, and I-2 to 6.0 feet.
3. Sec. 14.608 Restrictions, 6. insert "side yard" to location of driveway construction

Trustee Koch moved, and Trustee Rich seconded the motion to adopt Ordinance 650, replacing Chapter 14, Zoning in the Village of Deer Creek Code Book, with the noted changes.

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

C. **Police Chief** – Monthly report was presented.

Trustee Hackney moved, and Trustee Rich seconded the motion to enter into the agreement with Tazewell County Consolidated Communications (TC3) for dispatching services and to authorize the village president and clerk to sign the agreement.

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

D. **Engineer** – None.

E. **Attorney** – None.

V.) **OLD BUSINESS**

Trustee Rich moved, and Trustee Eschelbach seconded the motion to approve Pay Request #1 from Albrecht Well Drilling in the amount of \$166,590.00, which is 90% of the completion of the project.

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

There are still some questions regarding the warranty and type of steel used for the pavilion and the village hall roof that need to be answered before the board makes a decision on the contractor.

Attorney McGrath reported that the internal work on the new TIF district is ongoing.

The board was reminded that the costs for the solar power purchase agreement that was approved last month are \$15,000 up front cost, .04 cents per kWh and a 6-year buyout in the amount of \$6,467.49.

Trustee Eschelbach remarked that if the old township building is sold, she would like to ask the new owner to fix the building up a bit including paint on the front, to help with the business district appearance.

VI.) **NEW BUSINESS**

Trustee Rich moved, and Trustee Berardi seconded the motion to approve the purchase of a Cub Cadet mower from Tri-County Mower & Tractor, Inc. at a cost of \$6373.00.

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

Trustee Hackney moved, and Trustee Rich seconded the motion to authorize the village president to sign the Certification of the Chief Executive Officer for the TIF as required annually.

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

Trustee Eschelbach moved, and Trustee Hackney seconded the motion to adopt Ordinance 651, setting the prevailing rate of wages as required by the state of Illinois.

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

Trustee Rich moved, and Trustee Hackney seconded the motion to adopt Ordinance 652, the annual budget and appropriations ordinance.

On roll call the vote was:

Ayes: 5 – Berardi, Eschelbach, Hackney, Koch, Rich

Nays: 0 – None.

Absent: 1 - Kern. There being five affirmative votes...**Motion Carried.**

VII.) CALENDAR ITEMS

Committee Meetings	July 16	6:00 p.m. at village hall
Regular Village Board	July 17	7:00 p.m. at village hall
Triangle of Opportunity meeting	July 5	7:00 p.m. at village hall
Triangle Bicycle Tour	August 11	Deer Creek hosts this year

VIII.) ADJOURNMENT:

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

The board unanimously approved the motion by voice vote and the meeting adjourned at 7:31 p.m.

Respectfully Submitted,



Lori Lewis
Village Clerk

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 month of **June 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 – 2 (beer garden, garage)
- Ordinance and code book updates, reviews
- Prepare Budget & Appropriations ordinance, Prevailing Wage ordinance

Respectfully Submitted,



Lori Lewis
Village Clerk

Village of Deer Creek
P.O. Box 38
Deer Creek, IL 61733

Public Works Department Monthly Report
July 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

- Clean and camera sewer lines, Green ST
- Tear down water tower
- New well Drilled
- Pump house door replaced

Current projects

- Lagoon manhole replacements, Titan is working on this
- Titan making new pump upper lift brackets
- Curb box inspections, inspected/repaired 243, 11 to fix, 0 left to inspect
- Updating of water main map
- Moving water meter readers, making a new map, 80% done
- New water well 157feet deep
- Move water meter readers 44 to do 7 done

Future projects

- Tree root in sewer repair
- Sanitation manhole water infiltration repairs, map done
- Exercise water main valves, manhole inspections
- Replace water main 1st and Logan

Respectfully submitted,



Gordon Robertson
Superintendent of Public Works

Street Department

Finished Projects

- Repair culvert on N Main
- Tore down wooden play structure in park
- Tear down water tower fence

Current Projects

- Culvert clean outs done up to Park Ave
- Sweep streets
- Trim town trees, Logan done, On park.

Future Projects

- Blacktop repair, spray patch 6 spots
- Christmas lights, new power drops
- New park pavilion
- Paint municipal building
- Install park swings

Village of Deer Creek
Committee Meeting Minutes
July 16, 2018 ~ 6:00 p.m.

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

Present: Tony Berardi, Mary Eschelbach, Grant Hackney, Mark Rich

Absent: Ben Koch

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

Police

- Chief Potts will recommend the approval of the liquor license application for Casey's.
- Buddie's has opened for breakfast on the weekends and has requested to allow alcohol sales prior to 11:00 a.m. as the liquor code currently states. The chief and liquor commissioner will recommend that liquor sales be allowed from 6:00 a.m. to 2:00 a.m. Monday through Sunday for all classes of licenses. The clerk will prepare the ordinance.
- Buddy Fleming was present to discuss hosting a block party to celebrate the restaurant's first year in business. He would like to hold it on September 22 with a similar format as the car show event. A special event application with all details will be completed.

Street

- Discussed again the storm drainage situation along Perry Street. Gordon will get shots to see if it is feasible to move the water north along the back of the properties to Park Street.

Water

- There is no pay request for the well this month. The engineer will need to confirm if the water samples came back good.
- The old water tower removal has been completed. After some discussion, the area will be leveled and filled with gravel for additional parking. Before this is done, cost estimates will be obtained for the gravel.
- Jeff asked about confirming the type of water line along Mason Street from Second to First. This will wait until GA Rich is ready to put in the water line for the new water treatment facility.

Sewer

- Repairs in the alley across from village hall north to the park need to be made yet. Cost estimates will be checked on.
- The installation of the 10 hp pump for the wet well needs to be done. Steps will be taken to get that completed in the next couple of weeks.
- The clerk reported that the NPDES permit renewal application that was sent to the IL EPA in December has still not been received. It expired on June 30. The EPA was contacted, and they stated that these things take a lot of time to complete but we are fine to continue operating since this is "their fault".
- PWS Robertson reported on a couple of issues with pump 2 at the wet well, including the pump running while it was clearly in the Off position and chunks of PVC found in the impellers.

Park & Community Events

- It is the intent to begin construction on the community center this year yet. Cost estimates are still being gathered.
- It will be the recommendation of the committee to approve the construction of the new pavilion be done by Kern Construction at a cost of \$33,880.
- PWS Robertson asked for a budget amount to use for tree trimming within the village. They have trimmed what they are able to reach safely and now need someone with the proper equipment to finish the necessary work. He will get someone in to look at all problem areas and price each tree needing trimmed.
- The committee discussed the possibility of installing a splash pad in the park. This will be looked into further, gathering suggestions and price estimates.
- The Deer Creek Fire Department will be hosting the second annual Water Ball Competition on Saturday August 11. Logistics were discussed including the Triangle of Opportunity Bicycle tour that will be starting and finishing at Madison Street Hot Rods. Coordination with the Triangle and the village will occur to be certain the riders are directed safely into town.

Finance, Administration & Development

- The committee will recommend the roof of the village hall be replaced at a cost of \$24,600 with the work to be done by Kern Construction.
- The new TIF District creation is ongoing.
- The Baptist Church requested a TIF grant for the resurfacing of their parking area along Main Street and Second Avenue. Cost estimates need to be obtained before a grant can be considered.
- The committee discussed a new home building permit submitted. Discussion included the type of footings and foundation, connection of sanitary sewer and water, and what, if any, responsibility the village would have regarding the house being built on top of a sanitary sewer lateral from another property. The attorney will be conferred with on this issue.

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

Respectfully Submitted,



Lori Lewis
Recording Secretary
Village Clerk

VILLAGE OF DEER CREEK
 Monthly Treasurer's Report

Report information generated from 06/01/2018-06/30/2018

GENERAL FUND

Beginning Balance	56,013.54
Tax Receipts	15,456.35
Police Revenue	2,033.35
Payroll Transfer	5,175.19
Additional Income	175.67
Interest	5.71
Payroll	(20,814.03)
Warrants (Bills Paid)	(17,289.79)
Ending Balance	<u><u>40,755.99</u></u>

OPERATIONS & MAINTENANCE FUND

Beginning Balance	1,344.03
Transfer from W&S Fund	10,000.00
Interest	0.11
Payroll Transfer	(5,175.19)
Warrants (Bills Paid)	(3,961.76)
Deposit Refunds	55.00
Ending Balance	<u><u>2,262.19</u></u>

	<u>Beginning Balance</u>	<u>Revenue Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Account Balance</u>
<u>ADDITIONAL FUNDS</u>					
General Savings	183,048.33	0.00	19,165.45	43.22	163,926.10
Community Center Savings	1,515.08	0.00	0.00	0.38	1,515.46
General CD (comm center)	10,000.00	0.00	0.00	0.00	10,000.00
Water & Sewer Checking	6,709.58	9,052.41	13,000.00	0.27	2,762.26
Depreciation Checking	28,931.86	3,000.00	0.00	3.40	31,935.26
Special Tax Allocation Fund Checking	482,138.26	0.00	181,010.00	371.77	301,500.03
Motor Fuel Tax Checking	32,277.57	1,483.71	0.00	1.37	33,762.65
CD 24-month (backhoe)	41,383.95	0.00	0.00	0.00	41,383.95
CDAP Grant Checking	50.00	0.00	0.00	0.00	50.00

TOTAL CASH ASSETS

Current Month:	628,338.43
Previous Month:	841,897.12

Prepared By:
 Lori Lewis

Village of Deer Creek

Bills Paid & Payable Report

July 2018

General Fund

Ag-Land	fuel	539.98
Ameren IL	park	40.78
Ameren IL	village hall	193.96
Ameren IL	street lights	241.68
Blue Cross/Blue Shield IL	Rogers	498.00
Blue Cross/Blue Shield IL	Lewis	1,383.16
Delta Dental	1/2 dental/vision insurance	109.68
Lewis, Yockey & Brown		285.00
CDS Leasing	copier agreement/toner	150.00
Area Recycling	2 pick-ups	550.00
Kev's Kans Inc.	3 dumpsters for clean up	956.28
Tri-County Mower & Tractor	mower service	47.96
Tri-County Mower & Tractor	mower	6,437.34
Markley's Pest Elimination Services	monthly	30.00
Nena Hardware		41.08
FJT Office Supply		50.85
McGrath Law Office		208.00
Mediacom	internet	35.52
Verizon Wireless		105.61
Frontier		102.44
	Total general expenses:	<u>12,007.32</u>

Police Expenses

Ag-Land	fuel	889.47
Ameren Illinois	office	108.84
Mediacom	phone	36.67
Applied Concepts	antenna knobs	17.00
FJT Office Supplies Inc.		96.00
Nena Hardware		33.43
LCD Uniforms	Meeks, Mullins	113.90
Schrock Repair	2017 Explorer	87.34
Schrock Repair	2013 Explorer	130.13
Ragan Communications, Inc.	monthly	44.07
Woodcom		473.00
TC3		
Verizon	aircards for squads @ 36.01 ea	108.03
Verizon Wireless		105.62
	Total police expenses:	<u>2,243.50</u>

Total General Fund Expenses: 14,250.82

Village of Deer Creek

Bills Paid & Payable Report

July 2018

Operations & Maintenance

Ag-Land	fuel	539.98
Ameren Illinois	water tower	41.67
Ameren Illinois	lagoon	33.14
Ameren Illinois	pumphouse	108.85
Blue Cross/Blue Shield		1,383.16
Delta Dental	1/2 dental/vision insurance	109.69
Lake Restoration		96.00
Hawk Attollo	monthly power purchase	140.72
Harbaugh Construction Services	cleaning & televising	3,608.96
Roy Keith Electric Company		3,439.08
IEPA	NPDES fees	2,500.00
PDC Laboratories	water & sewer tests	147.90
Nicor	lagoon building	
VODC General Fund	payroll transfer	5,780.99
	Total O&M Expenses:	<u><u>17,930.14</u></u>

Credit Card Charges

0.00

TIF

Lewis, Yockey & Brown	Well #5	2,622.20
Lewis, Yockey & Brown	Treatment Plant #2	1,832.50
		<u><u>4,454.70</u></u>

Depreciation

Linden & Company	10 hp pump for wet well	11,759.00
------------------	-------------------------	-----------

07/11/18

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

	Hours	Jun 18
Employee Wages, Taxes and Adjustments		
Gross Pay		
Clerk/Collector	120	2,586.54
Police Chief	160	3,673.08
Hourly	13	130.00
Maintenance - General	201.5	3,204.25
Maintenance - O&M	254	4,076.90
Maintenance - OT	4	109.52
Police	323.5	5,464.76
Vacation Hourly Rate	7.5	131.25
	1,083.5	19,376.30
Total Gross Pay		
Adjusted Gross Pay	1,083.5	19,376.30
Taxes Withheld		
Federal Withholding		-2,114.00
Medicare Employee		-280.94
Social Security Employee		-1,201.32
IL - Withholding		-959.14
Medicare Employee Addl Tax		0.00
		-4,555.40
Total Taxes Withheld		
Deductions from Net Pay		
Child Support		-519.05
		-519.05
Total Deductions from Net Pay		
Net Pay	1,083.5	14,301.85
Employer Taxes and Contributions		
Medicare Company		280.94
Social Security Company		1,201.32
IL - Unemployment Company		38.28
		1,520.54
Total Employer Taxes and Contributions		

Deer Creek General Fund
 Income Details
 June 2018

	Jun 18	May - Jun 18
Income		
Interest	49.31	55.12
Payroll Transfer	5,175.19	11,044.70
Permits and Fees	155.00	1,072.74
Recycling	20.67	20.67
Tax Receipts		
Income Tax	4,460.40	14,115.66
Local Use Tax	1,665.44	3,044.51
Replacement Tax	0.00	260.53
Sales Tax	5,262.92	10,943.76
Utility Tax	2,066.43	4,707.58
Utility aggregate	0.00	179.30
Video Gaming Tax	993.90	2,056.04
Simplified Telecomm. Tax.	1,007.26	1,967.20
Total Tax Receipts	15,456.35	37,274.58
Police Department		
Fine Income		
Drug Enforcement/DUI	0.00	21.00
Woodford County Fines	2,028.35	3,989.51
Vehicle Fund	160.00	200.00
Total Fine Income	2,188.35	4,210.51
Goodfield Contract	0.00	7,072.00
Ordinance Violations	0.00	525.00
Police Reports	5.00	25.00
Total Police Department	2,193.35	11,832.51
Total Income	23,049.87	61,300.32
Expense	0.00	0.00
Net Income	23,049.87	61,300.32

7/17/2018

Additional Invoices to be paid:

Nicor			95.54
	mat supplies	1,051.94	
	police expenses	626.63	
Credit Card			1,678.57
Homeway Homes	Sales tax rebate		5,717.62
Homeway Homes	Utility tax rebate		394.69
			<u>7,886.42</u>

Additional PAID Invoices:

John Grimes, CPA	annual audit	3,835.00
Central IL Police Training Center	dues	448.00
USPS	postate for water bills	119.00