

Village of Deer Creek

101 W. First Ave. PO Box 38

Deer Creek, IL 61733

Tuesday March 20, 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 7:02 p.m.

I.) ROLL CALL

Present: Trustees Mary Eschelbach, Grant Hackney, Terry Kern, Mark Rich

Absent: Trustees Tony Berardi, Ben Koch

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

II.) 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 – Eschelbach, Hackney, Kern, Rich

Nays: 0 – None.

Absent: 2 - Berardi, Koch. There being four affirmative votes...**Motion Carried.**

III.) PUBLIC COMMENT – None.

IV.) REPORTS

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

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

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

D. **Engineer** – None.

E. **Attorney** – Attorney McGrath updated the board on the Schlipf property purchase. After a number of conversations, Mr. Schlipf was told that our original offer stands. Nothing more. The purchase is at a standstill at this time.

V.) OLD BUSINESS

A. Well and Treatment: No updates

B. Community Center: No updates

C. Lift station improvements:

Trustee Rich moved and Trustee Eschelbach seconded the motion to order the 10 HP pump and variable speed drive for the lift station at a cost of \$11,344 from Linden & Company.

On roll call the vote was:

Ayes: 4 – Eschelbach, Hackney, Kern, Rich

Nays: 0 – None.

Absent: 2 - Berardi, Koch. There being four affirmative votes...**Motion Carried.**

Trustee Kern moved and Trustee Rich seconded the motion to purchase the Hammond Power Solutions 45 kVA transformer from Roy Keith Electric at a cost of \$2251. This transformer is needed for the larger pump for the lift station.

On roll call the vote was:

Ayes: 4 – Eschelbach, Hackney, Kern, Rich

Nays: 0 – None.

Absent: 2 - Berardi, Koch. There being four affirmative votes...**Motion Carried.**

VI.) NEW BUSINESS

Trustee Hackney moved and Trustee Kern seconded the motion to appoint Mark Rich as President Pro-Tem and authorize him as a signatory on all village bank accounts as recommended by the Village President.

On roll call the vote was:

Ayes: 4 – Eschelbach, Hackney, Kern, Rich

Nays: 0 – None.

Absent: 2 - Berardi, Koch. There being four affirmative votes...**Motion Carried.**

Trustee Hackney moved and Trustee Eschelbach seconded to motion to approve the installation of 1000 feet of lagoon fencing this year at a cost of \$11,623, to be done by Hohulin Fence.

On roll call the vote was:

Ayes: 4 – Eschelbach, Hackney, Kern, Rich

Nays: 0 – None.

Absent: 2 - Berardi, Koch. There being four affirmative votes...**Motion Carried.**

VII.) CALENDAR ITEMS

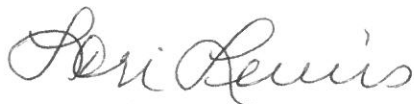
Committee Meetings	April 16	6:00 p.m. at village hall
Regular Village Board	April 17	7:00 p.m. at village hall

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 7:15 p.m.

Respectfully Submitted,



Lori Lewis
Village Clerk

Village of Deer Creek
Committee Meeting Minutes
April 16, 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: Mary Eschelbach, Mark Rich

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

Police

- Chief Potts reported that he ordered some larger items this month, prior to the end of the budget year, since expenses were down a bit. A new in-car camera system was purchased along with radars and the third tablet for the squad.
- Chief Potts updated the committee on the Goodfield contract. The presented contract amount will be \$84,864 annually (\$7072 per month). The committee will recommend approval and Goodfield will then receive it for their April meeting.
- Clarification was requested on how to address certain properties in town in need of maintenance, repairs, and clean-up. The Dangerous and Unsafe section of the Village Code will be used to prepare letters for property owners. Specific properties were discussed.
- The changes to the Village Code pertaining to Special Events and Beer Gardens were reviewed and discussed. Buddies is looking to add a beer garden and sponsor outdoor events during the summer months. The ordinance has been crafted and will need some adjustments prior to approval.
- Chief noted that he has received some concerns about activity in the evenings at the Tap that may or may not have to do with finishing up construction prior to opening. Because a liquor license is held by them, they need to be sure that no private activities are taking place and that they get opened soon.

Street

- An estimate has been obtained for the sealing and crack filling of the truck route from Tazewell County Asphalt in the amount of \$9,230. The committee recommends this work be completed and be paid for from General Funds.
- The committee discussed a parking hazard on S. Main Street. Chief Potts and the committee recommend No Parking on the east side of S. Main between Prospect and Hays to avoid any safety issues. An ordinance will be prepared addressing this.

Water

- Engineer Yockey updated the committee on the progress with the well and the treatment facility. Drilling is expected to begin the first or second week of May, weather permitting. JULIE will be contacted by both the village and the driller in order to confirm placement of the treatment plant and underground piping for chemicals and water. Engineer Yockey presented drawings of the treatment building and the infrastructure associated with it.

Sewer

- Mr. Schlipf has now accepted the original terms of the land purchase and we are expecting to have a signed contract soon. The closing date can then be scheduled.
- The pump for the lift station is on order and expected in early June. Once this pump arrives and is installed, pumps 1 and 2 will each be removed for maintenance.

Park & Community Events

- Estimates were reviewed from Blunier for the replacement of the park pavilion. No concrete work was included in the cost. This cost will be obtained.
- The committee reviewed and discussed the preliminary drawings for the community center as presented by Trustee Kern.

Finance, Administration & Development

- Estimates from Blunier for repairing the roof and reskinning the exterior of the village hall were reviewed. The committee determined that the roof definitely needs repaired or replaced but to reskin the outside of the building was too cost prohibitive. Other alternatives, including obtaining costs for paint, were discussed at this time.
- The committee discussed the extension of E. First Avenue and the surveying of the Wurmnest property to accommodate a potential buyer, for final platting of Aunt Em's property, and for the dedication of the street right-of-way. Mike Wurmnest will be doing this survey and plat. Engineer Yockey discussed with the board whether it was necessary to survey and dedicate the right-of-way all the way to the end of the Wurmnest property. He suggests, and the committee agrees, that it would make more sense to put in a cul-de-sac for ease in turn around for snow plows and other large vehicles and only to go as far as needed at this time.

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
April 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

- New lagoon transformer installed

Current projects

- Lagoon manhole replacements, Titan is working on this
- Titan making new pump upper lift brackets
- Curb box inspections, inspected/repaired 234, 20 to fix, 0 left to inspect
- Updating of water main map
- Moving water meter readers, making a new map, 75% done
- New water well

Future projects

- Repair door and gate at pump house
- Tree root in sewer repair
- Sanitation manhole water infiltration repairs, map done
- Exercise water main valves, manhole inspections
- Clean and camera sewer lines, starting with Green St headed south
- Replace wet well pump drive fans
- Replace water main 1st and Logan
- Tear down old water tower
- Replace 1,000 feet of lagoon fence
- New wet well pump due in June

Street Department

Finished Projects

- Added rock to pump house parking
- Filled potholes/road side repairs
- Installed guardrail to upper shop storage

Current Projects

- Culvert clean outs done up to Park Ave
- Sweep streets

Future Projects

- Repair culvert on N Main
- Blacktop repair, spray patch 6 spots
- Christmas lights, new power drops
- New park pavilion

Respectfully submitted,



Gordon Robertson
Superintendent of Public Works

April 9, 2018

To: Deer Creek President and Board of Trustees

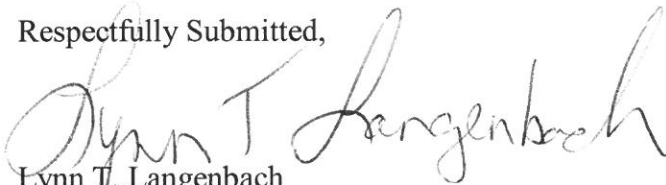
From: Lynn Langenbach, Treasurer

Re: 2018 March
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 03/01/2018-03/31/2018

GENERAL FUND

Beginning Balance	73,200.15
Tax Receipts	13,492.48
Utility Tax/SMT Revenue	4,716.26
Police Revenue	9,823.89
Payroll Transfer	5,934.66
Additional Income	16.01
Interest	6.20
Payroll	(31,520.16)
Warrants (Bills Paid)	(16,792.81)
Ending Balance	<u><u>58,876.68</u></u>

OPERATIONS & MAINTENANCE FUND

Beginning Balance	2,410.92
Transfer from W&S Fund	10,000.00
Interest	0.13
Payroll Transfer	(5,934.66)
Warrants (Bills Paid)	(4,014.10)
Deposit Refunds	(46.00)
Ending Balance	<u><u>2,416.29</u></u>

<u>ADDITIONAL FUNDS</u>	Beginning Balance	Revenue Deposits	Withdrawals	Interest	Account Balance
General Savings	183,003.21	0.00	0.00	45.12	183,048.33
Community Center Savings	0.00	1,515.00	0.00	0.08	1,515.08
General CD (comm center)	10,000.00	0.00	0.00	0.00	10,000.00
Water & Sewer Checking	7,712.49	10,362.17	14,000.00	0.37	4,075.03
Depreciation Checking	33,083.84	4,000.00	0.00	3.89	37,087.73
Special Tax Allocation Fund Checking	502,391.64	0.00	12,975.97	425.15	489,840.82
Motor Fuel Tax Checking	27,914.52	1,379.79	0.00	1.22	29,295.53
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:	854,690.41
Previous Month:	879,766.77

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 month of **March 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
- Updating liquor code and special events ordinance

Respectfully Submitted,



Lori Lewis
Village Clerk

Village of Deer Creek

Bills Paid & Payable Report

April 2018

General Fund

Ag-Land	fuel	249.11
Ameren IL	park	38.18
Ameren IL	village hall	135.30
Ameren IL	street lights	261.33
Blue Cross/Blue Shield IL		498.00
Delta Dental	1/2 dental/vision insurance	109.68
Lewis, Yockey & Brown		902.50
CDS Leasing	copier agreement/toner	150.00
East Peoria Tire & Vulcanizing	international tire	204.00
Markley's Pest Elimination Services	monthly	30.00
McGrath Law Office		361.50
Mediacom	internet	32.50
Verizon Wireless		205.76
Frontier		127.74
	Total general expenses:	<u>3,305.60</u>

Police Expenses

Ag-Land	fuel	704.34
Ameren Illinois	office	109.69
Mediacom	phone	36.67
Watch Guard	in-car video	4,820.00
Deer Creek Fire Department	first aid kits for squads	505.52
FJT Office Supplies		119.97
LCD Uniforms	Bridges	52.00
Schrock Repair, Inc.	2013 Explorer	115.26
MES	Amigoni	28.00
Applied Concepts, Inc.		2,015.00
Ragan Communications, Inc.	monthly	44.07
E&S Communications	tablet for squad	5,043.90
Woodcom		473.00
TPCCC	monthly	608.00
Verizon	aircards for squads @ 36.01 ea	108.03
Verizon Wireless		105.78
	Total police expenses:	<u>14,889.23</u>

Total General Fund Expenses: 18,194.83

Village of Deer Creek

Bills Paid & Payable Report

April 2018

Operations & Maintenance

Ag-Land	fuel	
Ameren Illinois	water tower	35.64
Ameren Illinois	lagoon	51.49
Ameren Illinois	pumphouse	109.69
Delta Dental	1/2 dental/vision insurance	109.69
East Peoria Tire & Vulcanizing	international tire	204.00
Hawk Attollo	monthly power purchase	120.77
Roy Keith Electric	transformer	8,251.00
PDC Laboratories	water & sewer tests	253.20
Nicor	lagoon building	182.40
VODC General Fund	payroll transfer	8,140.06
	Total O&M Expenses:	<u>11,457.94</u>

Credit Card Charges

Office expenses/postage		149.94
Material supplies		995.96
Police department	rifle	1,009.00
		<u>2,154.90</u>

TIF

Lewis, Yockey & Brown	Well #5	1,635.94
Lewis, Yockey & Brown	Treatment Plant #2	760.00
		<u>2,395.94</u>

Trustees

Berardi, Tony	45.00
Eschelbach, Mary	75.00
Hackney, Grant	135.00
Kern, Terry	120.00
Koch, Ben	105.00
Rich, Mark	105.00
Hackney, Jim	200.00
Lewis, Lori	300.00

04/09/18

Deer Creek General Fund
Payroll Summary
 March 2018

	Hours	Mar 18
Employee Wages, Taxes and Adjustments		
Gross Pay		
Clerk/Collector	180	3,750.00
Police Chief	240	5,348.07
Administrative	25.5	280.50
Hourly	43.15	431.50
Maintenance - General	302	4,717.00
Maintenance - O&M	362	5,686.60
Maintenance - OT	33.5	875.16
Police	505.75	8,234.50
Police Training		0.00
Treasurer	1	143.02
Vacation Hourly Rate	16	278.00
Total Gross Pay	1,708.9	29,744.35
Adjusted Gross Pay	1,708.9	29,744.35
Taxes Withheld		
Federal Withholding		-2,688.00
Medicare Employee		-431.27
Social Security Employee		-1,844.15
IL - Withholding		-1,472.35
Medicare Employee Addl Tax		0.00
Total Taxes Withheld		-6,435.77
Deductions from Net Pay		
Child Support		-186.32
Total Deductions from Net Pay		-186.32
Net Pay	1,708.9	23,122.26
Employer Taxes and Contributions		
Medicare Company		431.27
Social Security Company		1,844.15
IL - Unemployment Company		156.13
Total Employer Taxes and Contributions		2,431.55

Deer Creek General Fund
Income Details
March 2018

	Mar 18	May '17 - Mar 18
Income		
Interest	0.08	1,171.81
Liquor License Fees	0.00	2,125.00
Misc. Income	0.00	438.17
Payroll Transfer	5,934.66	65,148.34
Permits and Fees	0.00	7,455.13
Recycling	0.00	911.70
Special Projects Income	16.01	2,131.58
Tax Receipts		
Income Tax	3,893.00	68,593.70
Local Use Tax	2,252.82	16,921.58
Replacement Tax	124.34	924.67
Sales Tax	7,222.32	77,470.67
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	3,127.79	24,259.09
Utility aggregate	205.41	2,132.87
Video Gaming Tax	400.15	4,230.63
Simplified Telecomm. Tax.	982.91	11,977.37
Total Tax Receipts	18,208.74	309,023.81
Police Department		
Fine Income		
Drug Enforcement/DUI	85.00	1,400.00
Goodfield Reimbursed Fi...	1,500.18	8,452.97
Tazewell County Fines	51.62	1,049.31
Woodford County Fines	1,118.09	13,492.17
Vehicle Fund	120.00	888.90
Total Fine Income	2,874.89	25,283.35
Other Funds	0.00	375.00
Goodfield Contract	6,609.00	72,699.00
Ordinance Violations	335.00	2,355.00
Police Reports	5.00	35.00
Training Reimbursement	0.00	1,740.00
Total Police Department	9,823.89	102,487.35
Total Income	33,983.38	490,892.89
Expense	0.00	0.00
Net Income	33,983.38	490,892.89