

# Village of Deer Creek

101 W. First Ave. PO Box 38

Deer Creek, IL 61733

Tuesday May 16, 2017

## 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, Karl Eschelbach, Grant Hackney, Mark Rich

**Absent:** Trustee Ben Koch

**Also Present:** Gordon Robertson, Jeff Rogers, Chief Potts, Attorney Pat McGrath, Clerk Lori Lewis

### II.) PLEDGE OF ALLEGIANCE

**Special Business:** At this time, Trustees Mark Rich and Tony Berardi, and Village President Jim Hackney were sworn in by the Village Clerk. Village Clerk Lori Lewis was sworn in by the village attorney.

### III.) APPROVAL OF CONSENT AGENDA

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

#### On roll call the vote was:

**Ayes:** 4 – Berardi, Eschelbach, Hackney, Rich

**Nays:** 0 – None.

**Absent:** 1 – Koch. There being four affirmative votes...**Motion Carried.**

### IV.) PUBLIC COMMENT – None.

### V.) REPORTS

A. **Public Works Department** – None.

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

C. **Police Chief** – Report presented.

D. **Engineer** – No start date has been received from Cullinan regarding the street work they need to do. Additional paperwork to be completed by the engineer for the SRTS program has been received from IDOT along with the invoice to repay them in the amount of \$24,464.44.

E. **Attorney** – None.

### VI.) OLD BUSINESS

Trustee Rich moved and Trustee Eschelbach seconded the motion to approve a grant request from Jim McGrew, Madison Street Hot Rods, and the Deer Creek Fire Department in the amount of \$500 from the Special Tax Allocation fund (TIF) to purchase prizes and ice cream for the June 9 Cruise-In.

**On roll call the vote was:**

**Ayes:** 4 – Berardi, Eschelbach, Hackney, Rich

**Nays:** 0 – None.

**Absent:** 1 – Koch. There being four affirmative votes...**Motion Carried.**

**VII.) NEW BUSINESS**

Trustee Rich moved and Trustee Eschelbach seconded the motion to adopt Ordinance 640, amendments to Sec. 4.102 of the Village Code.

**On roll call the vote was:**

**Ayes:** 4 – Berardi, Eschelbach, Hackney, Rich

**Nays:** 0 – None.

**Absent:** 1 – Koch. There being four affirmative votes...**Motion Carried.**

The backhoe lease agreement was tabled to next month.

Trustee Hackney moved and Trustee Berardi seconded the motion to approve the annual meetings for fiscal year 2017-2018.

**On roll call the vote was:**

**Ayes:** 4 – Berardi, Eschelbach, Hackney, Rich

**Nays:** 0 – None.

**Absent:** 1 – Koch. There being four affirmative votes...**Motion Carried.**

Trustee Rich moved and Trustee Eschelbach seconded the motion to approve the two-year contract with PDC for required drinking water and wastewater testing.

**On roll call the vote was:**

**Ayes:** 4 – Berardi, Eschelbach, Hackney, Rich

**Nays:** 0 – None.

**Absent:** 1 – Koch. There being four affirmative votes...**Motion Carried.**

Trustee Rich moved and Trustee Eschelbach seconded the motion to approve the Certificate of Estimated Revenues as presented.

**On roll call the vote was:**

**Ayes:** 4 – Berardi, Eschelbach, Hackney, Rich

**Nays:** 0 – None.

**Absent:** 1 – Koch. There being four affirmative votes...**Motion Carried.**

Trustee Rich moved and Trustee Hackney seconded the motion to require the village president to sign the annual Tax Increment Financing Certification of CEO.

**On roll call the vote was:**

**Ayes:** 4 – Berardi, Eschelbach, Hackney, Rich

**Nays:** 0 – None.

**Absent:** 1 – Koch. There being four affirmative votes...**Motion Carried.**

Trustee Rich requested a review of building inspections and construction requirements. This will be discussed next month including a review of fees.

The utility locator will be purchased and added to the Bills Paid Report for next month. Village President Hackney recommended that locating wire be placed on new services as needed.

The manhole covers at the lagoon need to be replaced as a maintenance issue and will be placed on the Bills Paid Report for next month.

Hohulin Fence will replace the east side of the lagoon fence.

Placement of the community center was discussed again briefly.

**VIII.) CALENDAR ITEMS**

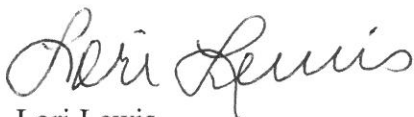
Committee Meetings	June 19	6:00 p.m. at village hall
Regular Village Board	June 20	7:00 p.m. at village hall
Cruise-In	June 9	5 to 7 p.m. First Avenue
Garage Sales	June 17	
Dumpster Days beginning	June 24	
Church in the Park	June 4	10:30 a.m.

**IX.) ADJOURNMENT:**

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

The board unanimously approved the motion by voice vote and the meeting adjourned at 7:32 p.m.

Respectfully Submitted,



Lori Lewis  
Village Clerk

Village of Deer Creek  
**Water & Sewer Committee**  
**Meeting Minutes**  
June 19, 2017

Present: Grant Hackney, Mark Rich, Tony Berardi,

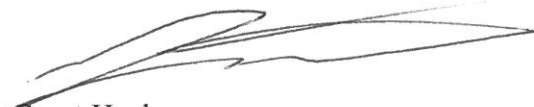
Also: Karl Eschelbach, Jim Hackney, Gordon Robertson, Jeff Rogers, and Lori Lewis

The meeting was called to order. It was held at the village hall.

- The locator has arrived along with the colorimeter and the O2 sensor.
- Waiting on GA Rich for hydrant replacement, manhole repairs and to suck out culverts and curb boxes.
- The duckweed killer has been applied to the ponds twice and appears to be working at this time.

There being no further business to discuss, the meeting was adjourned.

Respectfully Submitted,



Grant Hackney

Village of Deer Creek  
**Street & Park Committee**  
**Finance, Administration & Development Committee**  
**Meeting Minutes**  
June 19, 2017

Present: Mark Rich, Tony Berardi, Karl Eschelbach, Ben Koch, Grant Hackney  
Also: Jim Hackney, Gordon Robertson, Jeff Rogers and Lori Lewis

The meeting was called to order. It was held at the village hall.

The village has been notified by IDOT that due to the situation with the state budget, MFT funds may be stopped in July.

The work on the parking area on Logan Street at the school has been completed.

Ken Hofer, from Martin Equipment, was present to answer questions and address concerns regarding the backhoe lease. The lease is over in July. A buyout of the current backhoe is \$44,000. There is currently between 1700 and 1800 hours on the old machine. The committee discussed maintenance costs, Martin Max coverage and numerous pros and cons to purchasing a new machine. The committee will make a recommendation at tomorrow's village board meeting.

Ben Koch has agreed to take the ESDA director position.

The committee reviewed the appropriations numbers, upcoming projects, and made recommendations for this year's ordinance. Projects included deciding between building a community center or the construction of a new well and treatment facility. Updated well costs will be obtained. The ordinance will be prepared and ready for the village board meeting.

The prevailing wage ordinance also needs to be approved.

The contract with IMLRMA for insurance purposes needs to be accepted. The village attorney will be asked to review it and the recommendation from the committee will be to accept it.

Mediacom has offered to the village and sent a bill of sale for the small shed behind the water treatment plant. Upon inspection of the building, it will be too costly to make any needed repairs and it is not large enough to have any useful purpose. The agreement will be signed (sale amount \$1) and the building will be torn down and the area cleaned up. This building is on village property.

There has been no interest from the community in the vacant village board position yet.

The committee voiced concerns about additional storage buildings being built in the business district. The attorney will be consulted regarding the best way to make this kind of change. Also, the committee discussed the attorney's letter pertaining to proper building inspections and how to go forward making sure that new construction is compliant.

There being no further discussion, the meeting was adjourned.

Respectfully submitted,

Mark Rich



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

Public Works Department Monthly Report  
June 2017

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

- Finished wet well parking
- Sewer sucked out 603 N. Main
- Lagoon fence culvert

Current projects

- Sump pump inspections continue. 65 left to inspect
- Lagoon fence repairs
- Curb box inspections and repair 50 left to do

Future projects

- McKinley Street sewers clean out and televise
- Install 3 new fire hydrants and move one
- East side lagoon fence install.
- Duck weed control in pond 3 at sewer treatment plant, may need more weed killer
- Lagoon road repair
- Lagoon manhole cover replacement
- Move water meter readers
- Tear down shed remove concrete

**Street Department**

Finished Projects

- School parking
- New guardrail N Perry and McKinley
- South Main storm drain
- Bradbury culvert and ditch
- New R/R ties at pump house parking lot

Current Projects

- Sweeping streets
- Pothole repairs
- Culvert clean outs done up to Park Ave.

Future Projects

- Repair culvert on North Main
- Sidewalk repairs
- Spray patch streets at 3 places
- 1<sup>st</sup> street culvert ditch repair
- Repair 2 and move 1 street sign

Respectfully submitted,



Gordon Robertson  
Superintendent of Public Works

Village of Deer Creek  
**Police Committee**  
**Meeting Minutes**  
June 19, 2017

Present: Karl Eschelbach, Grant Hackney, Ben Koch, Tony Berardi, Mark Rich  
Also: Jim Hackney, Chief Potts, and Lori Lewis

The meeting was called to order. It was held at the village hall.

Chief Potts provided the committee with information regarding the police policies. The village attorney began reviewing the policy the chief put together. When it seemed that this may be an expensive venture from start to finish, Chief Potts looked into Lexipol which provides comprehensive, defensible policies written by legal and public safety professionals. The cost for this service would be about \$1600 per year and would offer additional training and regular updates as required by law. Eureka, Metamora, East Peoria and Tazewell County all use this product. The attorney will be asked to make recommendations regarding this.

Congerville is not interested in contracting police services at this time.

There being no further business to discuss, the meeting adjourned.

Respectfully Submitted,

*Karl H. Eschelbach*

Karl Eschelbach

June 9<sup>th</sup> 2017

To: Deer Creek President and Board of Trustees

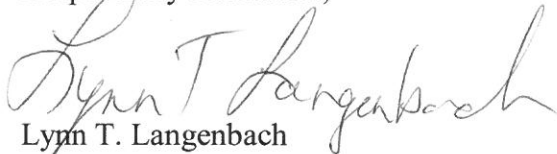
From: Lynn Langenbach, Treasurer

Re: 2017 May 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.
5. Balance the water and sewer account from month to month.( need to set up time to learn new system, did not this month)
6. Entered Revenue Summary, Compensation Summary, and Expenditures Summary to Annual Report.

Respectfully Submitted,

  
Lynn T. Langenbach  
Treasurer



**VILLAGE OF DEER CREEK**  
 Monthly Treasurer's Report

Report information generated from 05/01/2017-05/31/2017

**GENERAL FUND**

Beginning Balance	23,759.78
Tax Receipts	10,748.93
Utility Tax/SMT Revenue	3,915.11
Police Revenue	9,626.75
Payroll Transfer	6,151.55
Additional Income	666.84
Interest	4.47
Payroll	(20,355.35)
Warrants (Bills Paid)	(28,522.49)
Ending Balance	<u><u>5,995.59</u></u>

**OPERATIONS & MAINTENANCE FUND**

Beginning Balance	1,756.49
Transfer from W&S Fund	10,000.00
Interest	0.07
Payroll Transfer	(6,151.55)
Warrants (Bills Paid)	(4,420.00)
Deposit Refunds	(25.98)
Ending Balance	<u><u>1,159.03</u></u>

	<u>Beginning Balance</u>	<u>Revenue Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Account Balance</u>
<b><u>ADDITIONAL FUNDS</u></b>					
General Savings	202,811.61	0.00	0.00	50.01	202,861.62
General CD (comm bldg)	10,000.00	0.00	0.00	0.00	10,000.00
Water & Sewer Checking	5,182.69	14,371.44	12,000.00	0.42	7,554.55
Depreciation Checking	97,199.97	6,167.00	18,513.18	15.85	84,869.64
Special Tax Allocation Fund Checking	328,124.19	8,530.93	500.00	280.30	336,435.42
Motor Fuel Tax Checking	12,748.58	1,541.39	0.00	0.59	14,290.56
ARB CD (1 yr reserve)	0.00	0.00	0.00	0.00	0.00
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:	703,216.41
Previous Month:	721,633.31

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 **May 2017**:

- Water bills prepared and mailed – this included training and implementing the new water billing software
- 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
- Filing
- Building permits issued – 2 garages
- Audit – 5 days
- Appropriations preparation
- Attend CIMCO meeting

Respectfully Submitted,



Lori Lewis  
Village Clerk

# Village of Deer Creek

## Bills Paid & Payable Report

June 2017

### General Fund

Ag-Land	fuel	302.02
Ameren IL	park	49.45
Ameren IL	village hall	149.80
Ameren IL	street lights	293.94
Delta Dental	1/2 dental/vision insurance	109.68
Blue Cross/Blue Shield		473.13
FJT Office Supplies, Inc.		20.34
Midwest Construction Services, Inc.	sign and hardware	742.77
Area Recycling, Inc.	2 pickups	550.00
CDS Leasing	copier agreement	145.68
Fliginger's		386.00
Lewis, Yockey, & Brown		285.00
Markley's Pest Elimination Services	monthly	30.00
Miller Materials, Inc.	CA 6	520.88
Dan Wissel Trucking	black dirt	299.52
East Peoria Tire & Vulcanizing	1/2 mower tire	551.25
McGrath Law Office		604.50
R.P. Lumber	concrete	15.96
TriCounty Mower & Tractor		254.60
Mediacom	internet	62.49
Verizon Wireless		107.42
Frontier		100.20
	Total general expenses:	<u>6,054.63</u>

### Police Expenses

Ag-Land	fuel	1,116.58
Ameren Illinois	office	76.44
Mediacom	phone	36.67
FJT Office Supplies		139.78
Village Car Wash	tokens	40.00
Schrock Repair, Inc.	2013 Explorer	1,192.18
Schrock Repair, Inc.	2017 Explorer	69.74
Ragan Communications, Inc.	monthly	44.07
Woodcom		473.00
TPCCC	monthly	608.00
Verizon	aircards for squads @ 38.01 ea	114.03
Verizon Wireless		107.43
	Total police expenses:	<u>4,017.92</u>

**Total General Fund Expenses:** 10,072.55

# Village of Deer Creek

## Bills Paid & Payable Report

June 2017

### Operations & Maintenance

Ag-Land	fuel	302.02
Ameren Illinois	water tower	46.14
Ameren Illinois	lagoon	43.59
Ameren Illinois	pumphouse	85.39
Delta Dental	1/2 dental/vision insurance	109.69
Blue Cross/Blue Shield of IL		473.13
Hawk Attollo	monthly power purchase	143.92
HD Supply		204.35
East Peoria Tire & Vulcanizing	1/2 mower tire	551.24
IRWA	annual membership	308.60
Martin Equipment		4.03
Martin Equipment		72.70
All Small Engine Repairs	truck inspection	28.00
Water Solutions	phosphate	785.00
PDC Laboratories	water & sewer tests	196.45
Nicor	lagoon building	85.79
VODC General Fund	payroll transfer	5,447.52
	<b>Total O&amp;M Expenses:</b>	<u>8,887.56</u>

### Credit Card Charges

Office expenses/postage	306.11
Material supplies	1,005.32
Fuel	187.64
Police expenses	15.96
	<u>1,515.03</u>

### Depreciation

Hach	colorimeter	1,407.39
Subsurface Solutions	locator	4,254.00
Sentry Safety Supply, Inc.	O2 sensor	1,207.35
		<u>6,868.74</u>

### STAF

IDOT - repayment of SRTS construction	24,464.44
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06/15/17

**Deer Creek General Fund  
Payroll Summary  
May 2017**

	<u>Hours</u>	<u>May 17</u>
<b>Employee Wages, Taxes and Adjustments</b>		
<b>Gross Pay</b>		
Clerk/Collector	120	2,500.00
Police Chief	160	3,565.38
Maintenance - General	220	3,436.00
Maintenance - O&M	244	3,810.40
Maintenance - OT	14	366.04
Police	318.5	4,908.00
Police Training		0.00
Treasurer	1	141.09
Vacation Hourly Rate		0.00
<b>Total Gross Pay</b>	<u>1,077.5</u>	<u>18,726.91</u>
<b>Adjusted Gross Pay</b>	1,077.5	18,726.91
<b>Taxes Withheld</b>		
Federal Withholding		-2,217.00
Medicare Employee		-271.54
Social Security Employee		-1,161.04
IL - Withholding		-702.26
Medicare Employee Addl Tax		0.00
<b>Total Taxes Withheld</b>		<u>-4,351.84</u>
<b>Deductions from Net Pay</b>		
Child Support		-264.45
<b>Total Deductions from Net Pay</b>		<u>-264.45</u>
<b>Net Pay</b>	<u><u>1,077.5</u></u>	<u><u>14,110.62</u></u>
<b>Employer Taxes and Contributions</b>		
Medicare Company		271.54
Social Security Company		1,161.04
IL - Unemployment Company		62.30
<b>Total Employer Taxes and Contributions</b>		<u><u>1,494.88</u></u>

Deer Creek General Fund  
Income Details  
May 2017

	May 17	May 17
<b>Income</b>		
Interest	4.47	4.47
Misc. Income	110.00	110.00
Payroll Transfer	6,151.55	6,151.55
Permits and Fees	80.00	80.00
Recycling	556.84	556.84
<b>Tax Receipts</b>		
Income Tax	3,664.50	3,664.50
Local Use Tax	1,212.58	1,212.58
Replacement Tax	223.65	223.65
Sales Tax	5,648.20	5,648.20
Utility Tax	2,133.09	2,133.09
Utility aggregate	162.07	162.07
Video Gaming Tax	492.22	492.22
Simplified Telecomm. Tax.	1,127.73	1,127.73
<b>Total Tax Receipts</b>	<b>14,664.04</b>	<b>14,664.04</b>
<b>Police Department</b>		
<b>Fine Income</b>		
Goodfield Reimbursed Fines	1,311.38	1,311.38
Woodford County Fines	1,504.97	1,504.97
Vehicle Fund	130.40	130.40
<b>Total Fine Income</b>	<b>2,946.75</b>	<b>2,946.75</b>
<b>Goodfield Contract</b>	<b>6,000.00</b>	<b>6,000.00</b>
<b>Ordinance Violations</b>	<b>600.00</b>	<b>600.00</b>
<b>Total Police Department</b>	<b>9,546.75</b>	<b>9,546.75</b>
<b>Total Income</b>	<b>31,113.65</b>	<b>31,113.65</b>
<b>Expense</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>31,113.65</b>	<b>31,113.65</b>