

# Village of Deer Creek

101 W. First Ave. PO Box 38

Deer Creek, IL 61733

Tuesday October 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 Tony Berardi, Mary Eschelbach, Grant Hackney, Ben Koch

**Absent:** Trustee Mark Rich

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

### II.) APPROVAL OF CONSENT AGENDA

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

#### On roll call the vote was:

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

**Nays:** 0 – None.

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

### III.) PUBLIC COMMENT

None.

### IV.) REPORTS

A. **Public Works Department** – PWS Robertson reported that the 5hp pump (#1) from the wet well has been looked at and recommended that due to age and difficulty in finding replacement parts, cost estimates for replacement will be obtained.

The Sensaphone at the lagoon has been repaired and is ready to be hooked up.

B. **Planning/Zoning Board of Appeals** – A public hearing is scheduled for November 13.

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

D. **Engineer** – None.

E. **Attorney** – None.

### V.) OLD BUSINESS

No action was taken on the Treatment Plant #2 project.

Work on TIF #2 is still in process.

Trustee Koch moved and Trustee Eschelbach seconded the motion to replace the furnace in the village hall at a cost of \$4,525.28 by Grayco Heating and Cooling.

#### On roll call the vote was:

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

**Nays:** 0 – None.

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



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

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

Present: Mary Eschelbach, Grant Hackney, Ben Koch,

Absent: Tony Berardi, Mark Rich

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

**Police**

- The committee heard that Jimmie, owner of Nana's, has requested to be allowed to reduce his hours of operation to pool tournaments only. Options will be discussed with the attorney.

**Street**

- None.

**Water**

- Treatment plant update: EPA permit has been received; building corners have been staked, still waiting on additional building estimates, Notice of Award needs to be issued

**Sewer**

- The committee had questions on the estimate for two 5 hp pumps that was received from IL Electric Works. Lori will call tomorrow to get this information clarified.

**Park & Community Events**


- Community center update: Trusses should be set tomorrow. The electric upgrade has been scheduled. This upgrade will feed both buildings (village hall and community center). An estimate for a generator for the new building was presented. This estimate is from Roy Keith in the amount of \$5,375.

**Finance, Administration & Development**

- The committee discussed the tax levy. The recommendation will be for the usual 5% increase, from \$76,500 to \$80,325
- The village clerk requested the appointment of Jodi McMahon to the position of village treasurer for a term beginning immediately through April 2019.
- Bids will be solicited for a new auditor due to the retirement of John Grimes.

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

Respectfully Submitted,



Lori Lewis  
Recording Secretary  
Village Clerk

# Village of Deer Creek

101 W. First Ave. PO Box 38

Deer Creek, IL 61733

October 9, 2018

## Special Board Meeting Minutes President and Board of Trustees

MINUTES OF THE SPECIAL 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.

### ROLL CALL:

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

**Absent:** Trustee Ben Koch

### SPECIAL BUSINESS ITEM:

The only item to be discussed at this special meeting was the construction of the community center. Requests were sent out to several builders in the area including Morton, Blunier, Homeway, Wagenbach, and Kern. This request was for the building only. Plumbing and electrical are being done by properly licensed community members. Kern Construction is the only proposal received in the amount of \$284,900.00.

Trustee Rich moved, and Trustee Eschelbach seconded the motion to accept the proposal from Kern Construction, because Kern Construction is a company owned by a resident of Deer Creek and this project is being done with community participation, to build the Deer Creek Community Center, waiving the required formal bidding process. All construction will be completed to the proper requirements and specifications.

### On roll call the vote was:

**Ayes:** 5 – Berardi, Eschelbach, Hackney G, Rich, Hackney J

**Nays:** 0 – None.

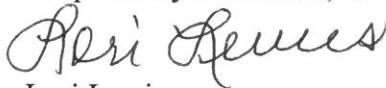
**Absent:** 1 – Koch. There being five affirmative votes...**Motion Carried.**

### 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 7:04 p.m.

Respectfully Submitted,



Lori Lewis  
Village Clerk

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

Report information generated from 10/01/2018-10/31/2018

**GENERAL FUND**

|                       |                         |
|-----------------------|-------------------------|
| Beginning Balance     | 90,554.07               |
| Tax Receipts          | 19,663.48               |
| Police Revenue        | 8,691.67                |
| Payroll Transfer      | 6,359.34                |
| Additional Income     | 105.00                  |
| Interest              | 7.08                    |
| Payroll               | (22,681.21)             |
| Warrants (Bills Paid) | (44,516.35)             |
| Ending Balance        | <u><u>58,183.08</u></u> |

**OPERATIONS & MAINTENANCE FUND**

|                        |                        |
|------------------------|------------------------|
| Beginning Balance      | 1,618.56               |
| Transfer from W&S Fund | 11,000.00              |
| Interest               | 0.26                   |
| Payroll Transfer       | (6,359.34)             |
| Warrants (Bills Paid)  | (3,881.34)             |
| Deposit Refunds        | (371.12)               |
| Ending Balance         | <u><u>2,007.02</u></u> |

|                                      | Beginning Balance | Revenue Deposits | Withdrawals | Interest | Account Balance |
|--------------------------------------|-------------------|------------------|-------------|----------|-----------------|
| <b><u>ADDITIONAL FUNDS</u></b>       |                   |                  |             |          |                 |
| General Savings                      | 163,967.42        | 0.00             | 0.00        | 0.00     | 163,967.42      |
| Community Center Savings             | 1,515.84          | 0.00             | 0.00        | 0.00     | 1,515.84        |
| General CD (comm center)             | 10,000.00         | 0.00             | 0.00        | 0.00     | 10,000.00       |
| Water & Sewer Checking               | 6,478.55          | 16,531.11        | 14,000.00   | 0.36     | 9,010.02        |
| Depreciation Checking                | 26,337.18         | 3,000.00         | 0.00        | 3.10     | 29,340.28       |
| Special Tax Allocation Fund Checking | 539,804.00        | 0.00             | 114,143.95  | 426.48   | 426,086.53      |
| Motor Fuel Tax Checking              | 38,261.79         | 1,285.53         | 0.00        | 1.66     | 39,548.98       |
| CD 24-month (backhoe)                | 41,383.95         | 0.00             | 0.00        | 0.00     | 41,383.95       |

**TOTAL CASH ASSETS**

|                 |            |
|-----------------|------------|
| Current Month:  | 779,527.28 |
| Previous Month: | 918,405.52 |

Prepared By:  
 Lori Lewis

# Village of Deer Creek

## Bills Paid & Payable Report

November 2018

### General Fund

|                                     |                             |                  |
|-------------------------------------|-----------------------------|------------------|
| Ag-Land                             | fuel                        | 290.37           |
| Ameren IL                           | park                        | 41.10            |
| Ameren IL                           | village hall                | 134.93           |
| Ameren IL                           | street lights               | 252.49           |
| 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           |
| FJT Office Supplies                 |                             | 33.90            |
| Courier Newspapers                  | annual treasurer's report   | 258.86           |
| Courier Newspapers                  | zoning hearing notice       | 57.19            |
| Lewis, Yockey & Brown               |                             | 285.00           |
| Lewis, Yockey & Brown               | new TIF                     | 255.00           |
| CDS Leasing                         | copier agreement/toner      | 150.00           |
| Area Recycling                      | 2 pickups plus market       | 577.99           |
| Mathis Kelley                       |                             | 356.17           |
| Markley's Pest Elimination Services | monthly                     | 30.00            |
| Millennia Professional Services     | soil testing                | 171.22           |
| Municipal Clerks of IL              | annual dues                 | 45.00            |
| NAPA Auto Parts                     | vehicle maintenance         | 336.69           |
| Sherwin-Williams                    | paint supplies              | 338.79           |
| RP Lumber                           |                             | 62.18            |
| Performance Stump Grinding          |                             | 1,150.00         |
| G. Robertson                        | insurance reimbursement     | 4,606.02         |
| B. Potts                            | insurance reimbursement     | 4,227.72         |
| McGrath Law Office                  |                             | 583.00           |
| Mediacom                            | internet                    | 62.49            |
| Verizon Wireless                    |                             | 105.90           |
| Frontier                            |                             | 103.96           |
|                                     | Total general expenses:     | <u>16,506.81</u> |

### Police Expenses

|                                   |                                |                 |
|-----------------------------------|--------------------------------|-----------------|
| Ag-Land                           | fuel                           | 1,164.31        |
| Ameren Illinois                   | office                         | 76.25           |
| Mediacom                          | phone                          | 37.63           |
| LCD Uniforms                      | Mullens                        | 14.25           |
| Central IL Police Training Center | FTO tuition                    | 50.00           |
| Schrock Repair                    | 2013 Explorer                  | 86.40           |
| Schrock Repair                    | 2017 Explorer                  | 1,114.10        |
| FJT Office Supplies, Inc.         |                                | 259.91          |
| Ragan Communications, Inc.        | monthly                        | 44.07           |
| Woodcom                           |                                | 473.00          |
| Verizon                           | aircards for squads @ 36.01 ea | 108.03          |
| Verizon Wireless                  |                                | 105.90          |
|                                   | Total police expenses:         | <u>3,533.85</u> |

**Total General Fund Expenses:** 20,040.66

# Village of Deer Creek

## Bills Paid & Payable Report

November 2018

### Operations & Maintenance

|                        |                                |                         |
|------------------------|--------------------------------|-------------------------|
| Ag-Land                | fuel                           | 290.37                  |
| Ameren Illinois        | water tower                    | 40.10                   |
| Ameren Illinois        | lagoon                         | 33.14                   |
| Ameren Illinois        | pumphouse                      | 76.25                   |
| Blue Cross/Blue Shield | Lewis                          | 1,383.16                |
| Delta Dental           | 1/2 dental/vision insurance    | 109.69                  |
| SJ Smith               |                                | 18.60                   |
| Roy Keith Electric     | misc village repairs           | 1,204.21                |
| Roy Keith Electric     | install new VSD                | 1,771.44                |
| Hawk Attollo           | monthly power purchase         | 112.28                  |
| Hawkins, Inc.          | chemicals                      | 344.55                  |
| Fastenal               | solar project                  | 39.40                   |
| Nena Hardware          | bolts for solar                | 57.27                   |
| Nena Hardware          | supplies                       | 82.76                   |
| G.A. Rich & Sons, Inc. | vac water service              | 510.00                  |
| PDC Laboratories       | water & sewer tests            | 508.40                  |
| Water Solutions        | phosphate                      | 785.00                  |
| Nicor                  | lagoon building                | 142.68                  |
| VODC General Fund      | payroll transfer               | 6,322.27                |
|                        | <b>Total O&amp;M Expenses:</b> | <u><u>13,831.57</u></u> |

### Credit Card Charges

|                   |                        |
|-------------------|------------------------|
| Office            | 163.41                 |
| Material Supplies | 1,151.12               |
| Police            | 71.61                  |
|                   | <u><u>1,386.14</u></u> |

### TIF

|                                |                    |                         |
|--------------------------------|--------------------|-------------------------|
| Lewis, Yockey & Brown          | Treatment Plant #2 | 4,244.39                |
| Core & Main                    | community center   | 648.55                  |
| Roy Keith Electric             | park pavilion      | 835.25                  |
| Kern Construction              | community center   | 75,000.00               |
| Harbaugh Construction Services | community center   | 750.00                  |
|                                |                    | <u><u>81,478.19</u></u> |

### Bills Paid

|                           |                         |          |
|---------------------------|-------------------------|----------|
| DMIS Music Boosters       | Christmas wreaths       | 132.00   |
| Chad Pyles                | police - Taser training | 300.00   |
| Zehr Property Maintenance | tree removal            | 6,650.00 |
| Ameren Illinois           | pumphouse/police office | 283.18   |
| Ameren Illinois           | lagoon                  | 33.14    |
| Homeway Homes             | utility tax rebates     | 243.80   |
| Homeway Homes             | sales tax rebates       | 5,159.99 |
| USPS                      | water bills             | 119.70   |

11/12/18

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

|   | Hours   | Oct 18    |
|---|---------|-----------|
| <b>Employee Wages, Taxes and Adjustments</b>  |         |           |
| <b>Gross Pay</b>                              |         |           |
| Clerk/Collector                               | 120     | 2,886.54  |
| Police Chief                                  | 160     | 3,673.08  |
| Trustee Salary Quarterly                      |         | 720.00    |
| Hourly  | 49.45   | 494.50    |
| Maintenance - General                         | 268     | 3,917.00  |
| Maintenance - O&M                             | 308     | 4,563.40  |
| Maintenance - OT                              | 6.5     | 174.02    |
| Police  | 328.95  | 5,510.43  |
| Police Training                               |         | 0.00      |
| Vacation Hourly Rate                          | 8       | 146.00    |
| <b>Total Gross Pay</b>                        | 1,248.9 | 22,084.97 |
| <b>Adjusted Gross Pay</b>                     | 1,248.9 | 22,084.97 |
| <b>Taxes Withheld</b>                         |         |           |
| Federal Withholding                           |         | -2,139.00 |
| Medicare Employee                             |         | -320.25   |
| Social Security Employee                      |         | -1,369.22 |
| IL - Withholding                              |         | -1,093.23 |
| Medicare Employee Addl Tax                    |         | 0.00      |
| <b>Total Taxes Withheld</b>                   |         | -4,921.70 |
| <b>Deductions from Net Pay</b>                |         |           |
| Child Support                                 |         | -131.65   |
| <b>Total Deductions from Net Pay</b>          |         | -131.65   |
| <b>Net Pay</b>                                | 1,248.9 | 17,031.62 |
| <b>Employer Taxes and Contributions</b>       |         |           |
| Medicare Company                              |         | 320.25    |
| Social Security Company                       |         | 1,369.22  |
| IL - Unemployment Company                     |         | 39.28     |
| <b>Total Employer Taxes and Contributions</b> |         | 1,728.75  |



Deer Creek General Fund  
 Income Details  
 October 2018

|                                | Oct 18           | May - Oct 18      |
|--------------------------------|------------------|-------------------|
| <b>Income</b>                  |                  |                   |
| Interest                       | 7.08             | 124.27            |
| Liquor License Fees            | 0.00             | 1,675.00          |
| Misc. Income                   | 0.00             | 210.00            |
| Payroll Transfer               | 6,359.34         | 34,797.01         |
| Permits and Fees               | 5.00             | 2,408.27          |
| Recycling                      | 0.00             | 3,818.13          |
| Special Projects Income        | 100.00           | 840.00            |
| <b>Tax Receipts</b>            |                  |                   |
| Income Tax                     | 6,715.09         | 35,609.34         |
| Local Use Tax                  | 1,646.66         | 9,427.12          |
| Replacement Tax                | 183.72           | 667.77            |
| Sales Tax                      | 6,407.70         | 36,616.33         |
| <b>Tazewell County</b>         |                  |                   |
| Corporate                      | 0.00             | 64,551.01         |
| Road and Bridge                | 0.00             | 4,447.47          |
| <b>Total Tazewell County</b>   | 0.00             | 68,998.48         |
| <b>Woodford County</b>         |                  |                   |
| Corporate                      | 0.00             | 6,956.51          |
| Road and Bridge                | 0.00             | 538.84            |
| <b>Total Woodford County</b>   | 0.00             | 7,495.35          |
| Utility Tax                    | 2,383.84         | 13,650.95         |
| Utility aggregate              | 246.20           | 1,310.15          |
| Video Gaming Tax               | 1,142.60         | 6,562.59          |
| Simplified Telecomm. Tax.      | 937.67           | 5,742.07          |
| <b>Total Tax Receipts</b>      | 19,663.48        | 186,080.15        |
| <b>Police Department</b>       |                  |                   |
| <b>Fine Income</b>             |                  |                   |
| Drug Enforcement/DUI           | 0.00             | 21.00             |
| Goodfield Reimbursed Fines     | 119.00           | 860.71            |
| Tazewell County Fines          | 0.00             | 337.63            |
| Woodford County Fines          | 1,040.67         | 8,392.13          |
| Vehicle Fund                   | 60.00            | 481.50            |
| <b>Total Fine Income</b>       | 1,219.67         | 10,092.97         |
| Goodfield Contract             | 7,072.00         | 42,432.00         |
| Ordinance Violations           | 400.00           | 1,300.00          |
| Police Reports                 | 0.00             | 50.00             |
| <b>Total Police Department</b> | 8,691.67         | 53,874.97         |
| <b>Total Income</b>            | 34,826.57        | 283,827.80        |
| <b>Expense</b>                 | 0.00             | 0.00              |
| <b>Net Income</b>              | <b>34,826.57</b> | <b>283,827.80</b> |

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 **September and October 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 – 5. 2 sheds, 2 fences, 1 greenhouse
- Scheduled zoning hearing
- Continue to assist with project management for park pavilion, water treatment, and community center.
- Hired Jodi McMahan for office help and appointment to treasurer position, training

Respectfully Submitted,



Lori Lewis  
Village Clerk