

Village of Deer Creek

101 W. First Ave. PO Box 38

Deer Creek, IL 61733

Tuesday October 17, 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, Terry Kern, Ben Koch, Grant Hackney, and Mark Rich

Absent: None

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

II.) PLEDGE OF ALLEGIANCE

III.) APPROVAL OF CONSENT AGENDA

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

On roll call the vote was:

Ayes: 6 – Berardi, Eschelbach, Hackney, Kern, Koch, Rich

Nays: 0 – None. There being six affirmative votes...**Motion Carried.**

IV.) PUBLIC COMMENT – Mary Eschelbach requested assistance from the village to place two plaques at the park for trees that were planted years ago as memorials.

A letter was received from Rich Brehmer was read. This was thanking the public works department for their work on the water line at his property.

V.) REPORTS

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

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

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

D. **Engineer** –None.

E. **Attorney** –None.

VI.) OLD BUSINESS

Well and treatment facility plans are moving along.

The community center location will be at the village hall and will include a remodel of the garage bays and an additional twelve-foot extension to the west.

Trustee Hackney moved, and Trustee Berardi seconded the motion to approve Ordinance 643 setting the trustee compensation to \$50 per board meeting and \$25 per committee meeting night, effective after the next election.

On roll call the vote was:

Ayes: 6 – Berardi, Eschelbach, Hackney, Kern, Koch, Rich

Nays: 0 – None. There being six affirmative votes...**Motion Carried.**

Trustee Koch moved, and Trustee Rich seconded the motion to approve Ordinance 644 pertaining to the stop signs recently places at S. Main and S. Mason Streets.

On roll call the vote was:

Ayes: 6 – Berardi, Eschelbach, Hackney, Kern, Koch, Rich

Nays: 0 – None. There being six affirmative votes...**Motion Carried.**

VII.) NEW BUSINESS

Trustee Rich moved, and Trustee Eschelbach seconded the motion to approve the TIF reports and distributions as presented.

On roll call the vote was:

Ayes: 6 – Berardi, Eschelbach, Hackney, Kern, Koch, Rich

Nays: 0 – None. There being six affirmative votes...**Motion Carried.**

Trustee Rich moved, and Trustee Eschelbach seconded the motion to authorize the village president to sign the annual animal control agreement with Tazewell County in the amount of \$696.

On roll call the vote was:

Ayes: 6 – Berardi, Eschelbach, Hackney, Kern, Koch, Rich

Nays: 0 – None. There being six affirmative votes...**Motion Carried.**

Trustee Berardi moved, and Trustee Hackney seconded the motion to authorize the village president to sign and to approve the annual CorrPro contract for maintenance on the cathodic protection at the water tower in the amount of \$665.

On roll call the vote was:

Ayes: 6 – Berardi, Eschelbach, Hackney, Kern, Koch, Rich

Nays: 0 – None. There being six affirmative votes...**Motion Carried.**

Trustee Kern moved, and Trustee Hackney seconded the motion to approve the Class “A” liquor license and the video gaming license for Laughing Gas, Inc. doing business as K&M Village Tap for a term of one year beginning October 17, 2017 and expiring October 31, 2018 as recommended by the police chief and the liquor commissioner.

On roll call the vote was:

Ayes: 6 – Berardi, Eschelbach, Hackney, Kern, Koch, Rich

Nays: 0 – None. There being six affirmative votes...**Motion Carried.**

VIII.) CALENDAR ITEMS

Committee Meetings	November 20	6:00 p.m. at village hall
Regular Village Board	November 21	7:00 p.m. at village hall
Halloween Parade	October 28	2:30 p.m. line-up at village hall 3:00 p.m. parade kicks off
Senior Lunch	October 24	11:30 a.m. DC Baptist Church

IX.) ADJOURNMENT:

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

The board unanimously approved the motion by voice vote and the meeting adjourned at 7:14 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
November 20, 2017 ~ 6:00 p.m.

Present: Grant Hackney, Terry Kern, Mark Rich, Karl Eschelbach

Absent: Tony Berardi, Ben Koch

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

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

Police: The committee will recommend the approval of Nana's liquor license.

Buddie's has requested permission to close on Sunday afternoon, December 17 for their employee Christmas party. Village code does not allow liquor licensed establishments to close for private parties. The committee will recommend approval of this request.

Chief Potts updated the committee on the upcoming requirements for part-time police training, including increased class time and travel. These things will increase the cost for training considerably.

Water: Engineer Yockey reported that the permits for the change in chlorine chemical feed and for Well #5 have both been submitted to the IEPA. Both have been received and have standard 60-day turnaround for issuance. Duane would like to plan on authorizing the bidding for the well drilling in December. This will be for the production well. Once this is completed, the permit, plans and specifications for the chemical building will begin. Prices for types of buildings will be gathered and cost estimates put together before bidding.

The water main to be tapped into for the new well was discussed. This water main on First Avenue, between Main and Mason, is a 4" main. From Main Street heading east, it is 6". It will be the recommendation of the committee to include in the plans increasing main size from 4" to a 6". The line size and type will be verified.

Sewer: The DMRs were provided to Engineer Yockey so that the renewal of the village NPDES permit can be submitted prior to December 31. The committee will recommend, and it will be added to December's agenda, approval for the village engineer to prepare the necessary documents for this.

Streets: The village has received a letter from the attorney of Don Schlipf who owns a small piece of property along the lagoon road pertaining to the easement on the property. Attorney McGrath is preparing a response for this.

There was some additional street patching that needed to be done. The contractor has completed all work for this year, therefore the additional work will be completed next year.

Park & Community Events: Trustee Kern presented the committee with proposed construction plans for the garage addition to the police department. He will have the building inspected by a structural engineer at no cost to make sure that the building can handle the load on the roof before moving forward with any final plans. The entire property needs to be located before a final location for the garage is agreed upon.

The memorial tree markers have been placed in the park.

The picnic tables have been taken to the lagoon building for repairs over the winter.

Christmas decorations will be put up after Thanksgiving.

Finance, Administration & Development: The committee will recommend authorizing the village to sign an amended agreement with Good Energy which includes an extension of the current agreement through December of 2020, including a reduction in supply rate.

Annexation fees will be discussed once a survey of surrounding municipalities is done to determine average fees.

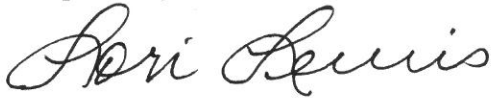
The committee will recommend setting the tax levy at \$76,500 this year.

The committee will recommend approving the auditor's contract for 2018 at a cost of \$3835 for the general audit and \$280 for the TIF audit.

The committee discussed economic growth opportunities including assisted living facilities and the possibility of interested developers.

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

Respectfully Submitted,

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

Lori Lewis
Recording Secretary
Village Clerk

Village of Deer Creek

P.O. Box 38

Deer Creek, IL 61733

Public Works Department Monthly Report

November 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

- Post office water service repair
- Rewire chemical room
- Landscape Brehmer ditch
- Tear down Mediacom shed
- Drain lakes
- Bury culvert at Green and Logan

Current projects

- Sump pump inspections continue; 17 left to inspect
- Replace fan in chemical room
- Curb box inspections, inspected/repared 234, 18 to fix, 0 left to inspect
- Move water readers, 1 done 45 to move
- Exercise water main valves

Future projects

- Repair door and gate at pump house
- Lagoon road repair
- Lagoon manhole cover replacement
- Move generator at pump house
- Tree root in sewer repair
- Sanitation manhole water infiltration

Street Department

Finished Projects

- Tree markers
- First Ave culvert repair
- First Ave storm drain repair
- Fill in pot holes on edge of streets

Current Projects

- Winter prep
- Rework park picnic tables
- Culvert clean outs done up to Park Ave
- 2 new large stop signs at 1st and Main St.

Future Projects

- Repair culvert on N Main
- Sidewalk repairs, 2 to do
- Blacktop repair X 3
- Put up Christmas lights

Respectfully submitted,



Gordon Robertson
Superintendent of Public Works

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 **October 2017**:

- 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 (house addition, shed)
- Newsletter

Respectfully Submitted,



Lori Lewis
Village Clerk

November 9, 2017

To: Deer Creek President and Board of Trustees

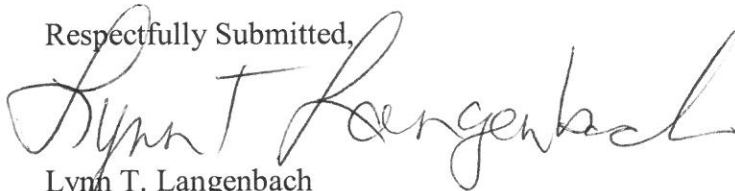
From: Lynn Langenbach, Treasurer

Re: 2017 October 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,

A handwritten signature in cursive script that reads "Lynn T. Langenbach". The signature is written in black ink and is positioned above the printed name and title.

Lynn T. Langenbach
Treasurer

VILLAGE OF DEER CREEK
 Monthly Treasurer's Report

Report information generated from 10/01/2017-10/31/2017

GENERAL FUND

Beginning Balance	65,771.38 x
Tax Receipts	15,056.37
Utility Tax/SMT Revenue	3,310.23
Police Revenue	11,869.95
Payroll Transfer	9,475.70
Additional Income	461.13
Interest	6.71
Payroll	(21,894.99)
Warrants (Bills Paid)	(9,968.32)
Ending Balance	<u><u>74,088.16</u></u>

OPERATIONS & MAINTENANCE FUND

Beginning Balance	2,682.03
Transfer from W&S Fund	12,000.00
Interest	0.18
Payroll Transfer	(9,475.70)
Warrants (Bills Paid)	(4,611.62)
Deposit Refunds	(55.00)
Ending Balance	<u><u>539.89 x</u></u>

<u>ADDITIONAL FUNDS</u>	Beginning Balance	Revenue Deposits	Withdrawals	Interest	Account Balance
General Savings	182,957.09	0.00	0.00	0.00	182,957.09
General CD (comm bldg)	10,000.00	0.00	0.00	0.00	10,000.00
Water & Sewer Checking	5,190.69	14,040.11	14,042.03	0.30	5,189.07 x
Depreciation Checking	55,071.49	2,000.00	22,810.80	5.71	34,266.40 x
Special Tax Allocation Fund Checking	652,529.24	0.00	0.00	554.66	653,083.90 x
Motor Fuel Tax Checking	20,261.74	1,358.65	0.00	0.90	21,621.29 x
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 x

TOTAL CASH ASSETS

Current Month:	1,021,795.80
Previous Month:	1,034,513.66

Prepared By:
 Lynn Langenbach, Treasurer

VILLAGE OF DEER CREEK
 Monthly Treasurer's Report

Report information generated from 09/01/2017-09/30/2017

GENERAL FUND

Beginning Balance	29,664.55
Tax Receipts	55,944.25
Utility Tax/SMT Revenue	3,987.26
Police Revenue	10,081.63
Payroll Transfer	5,816.76
Additional Income	120.00
Interest	5.71
Payroll	(30,078.71)
Warrants (Bills Paid)	(9,770.07)
Ending Balance	<u><u>65,771.38</u></u>

OPERATIONS & MAINTENANCE FUND

Beginning Balance	1,447.96
Transfer from W&S Fund	12,000.00
Interest	0.12
Payroll Transfer	(5,816.76)
Warrants (Bills Paid)	(4,845.06)
Deposit Refunds	(104.23)
Ending Balance	<u><u>2,682.03</u></u> x

ADDITIONAL FUNDS

	<u>Beginning Balance</u>	<u>Revenue Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Account Balance</u>
General Savings	182,910.99	0.00	0.00	46.10	182,957.09
General CD (comm bldg)	10,000.00	0.00	0.00	0.00	10,000.00
Water & Sewer Checking	6,506.03	12,684.29	14,000.00	0.37	5,190.69
Depreciation Checking	53,061.24	2,000.00	0.00	10.25	55,071.49
Special Tax Allocation Fund Checking	494,492.04	157,561.34	0.00	475.86	652,529.24
Motor Fuel Tax Checking	18,723.87	1,537.06	0.00	0.81	20,261.74
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:	1,034,513.66
Previous Month:	836,856.68

Prepared By:
 Lynn Langenbach, Treasurer

VILLAGE OF DEER CREEK
 Monthly Treasurer's Report

Report information generated from 08/01/2017-08/31/2017

GENERAL FUND

Beginning Balance	26,611.82
Tax Receipts	12,546.24
Utility Tax/SMT Revenue	3,721.39
Police Revenue	14,762.09
Payroll Transfer	5,619.76
Additional Income	1,622.82
Interest	4.92
Payroll	(18,994.06)
Warrants (Bills Paid)	(16,230.43)
Ending Balance	<u><u>29,664.55</u></u>

OPERATIONS & MAINTENANCE FUND

Beginning Balance	315.78
Transfer from W&S Fund	11,000.00
Interest	0.10
Payroll Transfer	(5,619.76)
Warrants (Bills Paid)	(4,184.66)
Deposit Refunds	(63.50)
Ending Balance	<u><u>1,447.96</u></u>

<u>ADDITIONAL FUNDS</u>	Beginning Balance	Revenue Deposits	Withdrawals	Interest	Account Balance
General Savings	182,910.99	0.00	0.00	0.00	182,910.99
General CD (comm bldg)	10,000.00	0.00	0.00	0.00	10,000.00
Water & Sewer Checking	6,440.88	14,064.84	14,000.00	0.31	6,506.03
Depreciation Checking	63,486.49	3,000.00	13,440.00	14.75	53,061.24
Special Tax Allocation Fund Checking	495,572.76	0.00	1,501.92	421.20	494,492.04
Motor Fuel Tax Checking	17,095.79	1,627.30	0.00	0.78	18,723.87
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:	836,856.68
Previous Month:	842,484.51

Prepared By:
 Lynn Langenbach, Treasurer

Village of Deer Creek

Bills Paid & Payable Report

November 2017

General Fund

Ag-Land	fuel	344.09
Ameren IL	park	52.29
Ameren IL	village hall	135.89
Ameren IL	street lights	307.08
Delta Dental	1/2 dental/vision insurance	109.68
Blue Cross/Blue Shield	health insurance	473.13
Blue Cross/Blue Shield	health insurance	1,622.50
Area Recycling	2 pickups	550.00
CDS Leasing	copier agreement/toner	289.92
FJT Office Supplies Inc		29.84
Mathis Kelley	hydraulic cement	143.46
Markley's Pest Elimination Services	monthly	30.00
McGrath Law Office		1,248.00
Midwest Asphalt Repair, Inc	street patching	1,740.00
Mediacom	internet	62.49
Verizon Wireless		107.67
Frontier		126.28
	Total general expenses:	<u><u>7,372.32</u></u>

Police Expenses

Ag-Land	fuel	1,126.54
Ameren Illinois	office	131.31
Mediacom	phone	36.67
Municipal Electronics Division	radar certification	105.00
Mangold Ford	2013 Explorer	2,115.82
Ragan Communications, Inc.	monthly	44.07
Woodcom		473.00
TPCCC	monthly	608.00
Verizon	aircards for squads @ 38.01 ea	114.03
Verizon Wireless		107.66
	Total police expenses:	<u><u>4,862.10</u></u>

Total General Fund Expenses: 12,234.42

Village of Deer Creek

Bills Paid & Payable Report

November 2017

Operations & Maintenance

Ameren Illinois	water tower	46.18
Ameren Illinois	lagoon	43.59
Ameren Illinois	pumphouse	131.31
Blue Cross/Blue Shield	health insurance	1,622.50
Delta Dental	1/2 dental/vision insurance	109.69
All Small Engines Repair	truck inspection	28.00
Lewis, Yockey & Brown		1,141.85
Hawk Attollo	monthly power purchase	90.00
Advantage Computer Enterprises, Inc.	software support	62.50
Grainger	HVAC motor	185.09
Martin Equipment		184.29
Core & Main		156.80
SJ Smith Co	welding supplies	66.67
PDC Laboratories	water & sewer tests	347.55
Water Solutions	phosphate	785.00
Nicor	lagoon building	116.20
VODC General Fund	payroll transfer	5,081.51
	Total O&M Expenses:	<u>10,198.73</u>

Credit Card Charges

Office expenses/postage	postage, website, software	710.90
Material supplies		861.57
Police department		35.22
		<u>1,607.69</u>

TIF

Lewis, Yockey & Brown	Well #5	4,151.15
GA Rich	hydrant replacement / sewer repairs	9,234.00
		<u>13,385.15</u>

Additional Bills

Brad Potts	insurance reimbursment 2017	4,227.72
Gordon Robertson	insurance reimbursment 2017	3,521.52
IMLRMA	annual contribution	22,142.85

11/20/17

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

	Hours	Oct 17
Employee Wages, Taxes and Adjustments		
Gross Pay		
Clerk/Collector	120	2,800.00
Police Chief	160	3,565.38
Trustee Salary Quarterly		825.00
Administrative	20.75	228.25
Maintenance - General	212	3,232.00
Maintenance - O&M	228	3,470.40
Maintenance - OT	1	26.63
Police	294.75	4,827.25
Police Training		0.00
Treasurer	1	143.02
Vacation Hourly Rate	40	704.00
Total Gross Pay	1,077.5	19,821.93
Adjusted Gross Pay	1,077.5	19,821.93
Taxes Withheld		
Federal Withholding		-2,160.00
Medicare Employee		-287.41
Social Security Employee		-1,228.96
IL - Withholding		-981.21
Medicare Employee Addl Tax		0.00
Total Taxes Withheld		-4,657.58
Deductions from Net Pay		
Child Support		-105.36
Total Deductions from Net Pay		-105.36
Net Pay	1,077.5	15,058.99
Employer Taxes and Contributions		
Medicare Company		287.41
Social Security Company		1,228.96
IL - Unemployment Company		37.97
Total Employer Taxes and Contributions		1,554.34

Deer Creek General Fund
 Income Details
 October 2017

	Oct 17	May - Oct 17
Income		
Interest	6.71	1,099.92
Liquor License Fees	500.00	1,500.00
Misc. Income	0.00	408.00
Payroll Transfer	9,475.70	38,086.46
Permits and Fees	300.00	683.00
Recycling	83.58	830.50
Special Projects Income	305.00	1,615.57
Tax Receipts		
Income Tax	5,540.41	43,766.56
Local Use Tax	1,381.53	8,332.47
Replacement Tax	156.13	619.02
Sales Tax	8,134.43	42,368.57
Tazewell County		
Corporate	0.00	62,224.88
Road and Bridge	0.00	4,465.08
Total Tazewell County	0.00	66,689.96
Woodford County		
Corporate	0.00	6,861.64
Road and Bridge	0.00	514.92
Total Woodford County	0.00	7,376.56
Utility Tax	1,963.88	11,863.11
Utility aggregate	202.96	1,183.20
Video Gaming Tax	117.47	2,385.99
Simplified Telecomm. Tax.	942.34	6,234.79
Total Tax Receipts	18,439.15	190,820.23
Police Department		
Fine Income		
Drug Enforcement/DUI	350.00	350.00
Goodfield Reimbursed Fines	1,287.79	6,268.46
Tazewell County Fines	0.00	251.81
Woodford County Fines	964.66	7,007.17
Vehicle Fund	118.50	528.90
Total Fine Income	2,720.95	14,406.34
Other Funds	0.00	235.00
Goodfield Contract	6,609.00	39,045.00
Ordinance Violations	0.00	900.00
Police Reports	0.00	15.00
Training Reimbursement	1,740.00	1,740.00
Total Police Department	11,069.95	56,341.34
Total Income	40,180.09	291,385.02
Expense	0.00	0.00
Net Income	40,180.09	291,385.02