

**VILLAGE OF HARRISTOWN**  
**January 27, 2020**

The Board of Trustees of the Village of Harristown held their monthly meeting on January 27, 2020 at 7500 W. Main Apt 3. Trustees Teresa Acree, Kevin Vessels, Becky Nave, Cody Endrizzi, Les Jenkins, Mayor Evelyn Deverell, Treasurer Julie Rose, Budget Officer Rick Laskowski, and Attorney Drew Weatherford were in attendance. Trustee Larry Ditty and Clerk Penny Allen were absent. Mayor Deverell called the meeting to order at 6:30 P.M. followed by the Pledge of Allegiance.

***Consent Agenda***

- a) Adopt Meeting Agenda: Motion by Trustee Vessels to approve, Trustee Jenkins 2<sup>nd</sup>. Motion passed 4-0.
  
- b) Minutes of the 11/12/19 Special Board Meeting: Tabled; minutes not available.

Minutes of the 12/16/19 Board Meeting: Corrections are listed below:

Page 1 – Treasurers Report – amount from water to General fund should read \$56,328.01 instead of \$56,328.0.

Page 1 – Engineers Report Village Hall Replacement – change “the submitted” to “that submitted”.

Motion by Trustee Jenkins to approve with changes noted above, Trustee Nave 2<sup>nd</sup>. Motion passed 5-0.

The question was asked about reissuing corrected meeting minutes or continue the current practice of just noting changes. Mayor Deverell to discuss with Clerk Allen.

***Visitors***

Mike Smith (393 S. Gravel Pit Road) – requesting water and sewer service. Annexation into the village is needed. Superintendent Holman will determine estimated cost to provide water and sewer service. An application for annexation needs to be completed and submitted at the Village Hall. It was felt that water service would be easy, but sewer is more complex.

***Mayor Updates***

The Mayor Pro tempore will be changed from Trustee Endrizzi to Trustee Jenkins.

Need to review closed session tapes to determine if they can be released.

Emergency response plan – need to determine best communication process. It was suggested to use IEMA system.

Emergency Alert Signups will be held on 2/6/20 at 7500 W Main Apt #3 from 9:00 AM – 11:00 AM.

### ***Treasurers Report***

- a) Note: Scott State Bank has a policy of honoring checks for a period of 6 months. Financial, Bank Account Balance, Certificates of Deposit, and IL Funds summary reports were presented. Motion by Trustee Vessels to approve, Trustee Endrizzi 2<sup>nd</sup>, approved 5-0.

Authorize paying the bills. Cash requirement report distributed to Board members. Total amount = \$33,961.14. Included was an invoice from Brabazon Pump Co. for a pump that failed at the Jenner lift station. This will be reimbursed by the insurance company. The list also contains \$24,256.83 to Chastain & Associates. Motion by Trustee Endrizzi to approve payment of the Chastain invoices. Trustee Acree 2<sup>nd</sup>. Trustee Jenkins abstained from voting due to being an employee of Chastain. Motion passed 4-0. Motion to approve payment for all other vendors on the list made by Trustee Endrizzi. Trustee Vessels 2<sup>nd</sup>. Motion passed 5-0.

Also distributed were Cash Disbursements Journal totaling \$96,759.50, Village Rebuild expenses totaling 28,618.48 and 2<sup>nd</sup> St project costs totaling \$317,130.44.

- b) Fund transfers - \$35,000 is due to Water fund from the General fund. Motion by Trustee Jenkins to transfer \$35,000 from General fund to Water fund to clean up this indebtedness. Trustee Endrizzi 2<sup>nd</sup>. Roll call: Nave-yes, Endrizzi-yes, Jenkins-yes, Acree-yes, Vessels-yes. Motion passed 5-0.
- c) Allocate 2<sup>nd</sup> St project expenses from General fund to Sewer fund. Percentage estimates (25%, 30%, 35%, 40%, 45%) using a total project cost of \$317,130.44 were prepared. It was felt that about 25%-30% should be used. Motion by Trustee Acree to transfer \$80,000 from Sewer fund to General fund for project reimbursement. Trustee Jenkins 2<sup>nd</sup>. Roll call: Nave-yes, Endrizzi-yes, Jenkins-yes, Acree-yes, Vessels-yes. Motion passed 5-0.

### ***Budget Officers Report***

- a) Monthly budget report reviewed. Motion by Trustee Endrizzi to accept the Budget Officers report. Trustee Nave 2<sup>nd</sup>. Motion passed 4-0.

### ***Engineering Report***

Engineer Ron Legner distributed the monthly Engineer's report.

- a) Project 6899 Water Improvements/Tower/IEPA Loan –Loan package should be submitted. Three easements still pending. Timeline for submittal should be mid-Feb 2020, if not then a submittal plan should be developed.
- b) 2<sup>nd</sup> Street Drainage Project – A change order to reduce the final contract amount from \$82,380.00 to \$78,449.75 was submitted for approval. Motion by Trustee Endrizzi to approve the change order. Trustee Jenkins 2<sup>nd</sup>. Roll call: Nave-yes, Endrizzi-yes, Jenkins-yes, Acree-yes, Vessels-yes. Motion passed 5-0. Payment #2 for \$56,977.26 was also submitted for approval. Motion by Trustee Endrizzi to payment. Trustee Acree 2<sup>nd</sup>. Roll call: Nave-yes, Endrizzi-yes, Jenkins-yes, Acree-yes, Vessels-yes. Motion passed 5-0.

- c) Village Hall Replacement – Task order/Site plan needed for the design of a new building. The cost estimate from Chastain & Associates is \$9,300. Motion by Trustee Endrizzi to approve the cost estimate of Chastain & Associates up to \$9,300. Trustee Vessels 2<sup>nd</sup>. Roll call: Nave-yes, Endrizzi-yes, Jenkins-abstain, Acree-yes, Vessels-yes. Motion passed 4-0.
- d) 2020 MFT Projects – the Board needs to be developing a 2020 plan. Areas mentioned were intersection of Gravel Pit & West Main; culvert on Wyan Rd.

### ***Superintendents Report***

The Dec 19 / Jan 20 Maintenance report was distributed to Board members. Mike Holman presented topics listed on the report.

### ***Zoning Committee***

Variance for 7490 W. Main – Request for three variances. 1) height variance, 2) setback variance, 3) square footage variance. Zoning board chairman Jeremy Phillips was not in attendance, but has no issues granting a variance. Board would like more information from the property owner before approving variances. Motion by Trustee Endrizzi to table, Trustee Nave 2<sup>nd</sup>, approved 5-0.

### ***Old Business***

- a) Official Parks Annexation Ordinance. Annexation approved last month but no ordinance was created. Ordinance 19-14 officially created. Need to provide water and sewer service. Task order to Chastain & Associates estimated cost of \$16,800 to obtain permits and develop plan. TIF funds can be used. Motion by Trustee Endrizzi to approve the cost estimate of Chastain & Associates for \$16,800. Trustee Vessels 2<sup>nd</sup>. Roll call: Nave-yes, Endrizzi-yes, Jenkins-abstain, Acree-yes, Vessels-yes. Motion passed 4-0.
- b) Investment policy –Draft distributed to Board members. Motion by Trustee Vessels to accept the draft, Trustee Acree 2<sup>nd</sup>. Motion passed via roll call 5-0.
- c) Ameren Franchise Agreements – Current annual fees received from Ameren are Gas = \$3,280 and Electric = \$7,500. Electric fees will be reduced down via a sliding scale to \$5,800 in 5 years. Motion by Trustee Endrizzi to accept the agreements, Trustee Vessels 2<sup>nd</sup>. Motion passed via roll call 5-0. Ordinances created for Electric Franchise Fee (20-01) and Gas (20-02).
- d) New Building – Village Hall replacement will include Community Center, 3 offices, conference room and storage area. Projected cost estimated to be \$900,000. Applying insurance claim (\$300K) and gaming funds (\$100K) will leave a balance of \$500K. A loan will be needed. Motion by Trustee Endrizzi to approve Mayor to check out best financing options. (Bank, Credit Union, Rural Development, etc.) Trustee Jenkins 2<sup>nd</sup>. Motion passed 5-0.

Village Shop replacement will be a maintenance building to be constructed at the site of the existing water plant. Two bids were received for building and construction. Graber = \$70,200; Apex = \$66,800. Apex had good reviews from Mike Holman. Motion by Trustee Endrizzi to accept the bid from Apex, Trustee Vessels 2<sup>nd</sup>. Motion passed via roll call 5-0. Mike will let Apex know their bid was accepted.

- e) Cannabis Ordinance – Board concerns include zoning, parking and loading. Ordinance was drafted by attorney and distributed to Board members. Two sections of the draft on page 1 were deleted which related to the Planning & Zoning commission conducting public hearings and approving proposed amendments to the Zoning Ordinance. Motion by Trustee Endrizzi to approve the Ordinance draft with the deletions mentioned above, Trustee Vessels 2<sup>nd</sup>. Motion passed via roll call 5-0.

#### *New Business*

- a) Macon County Emergency Fee – Harristown fee is \$869.76 per year, based on population. Everbridge system.
- b) Fireworks – Motion by Trustee Endrizzi to approve \$15,000 towards fireworks for the 4<sup>th</sup> of July celebration this summer. Trustee Jenkins 2<sup>nd</sup>. Motion passed via roll call 5-0.
- c) Payment to Moran for Business District (\$14,853.32) and TIF Audit (\$855.00). Motion by Trustee Endrizzi to approve payment, Trustee Vessels 2<sup>nd</sup>. Motion passed 5-0.
- d) Spring Clean Up – Grants offered for cleanup and electronic pickup. Need to review and discuss, table till next meeting.

#### *Personnel Committee*

- f) Changes to Personnel manual - clarified work week and work day. Handwritten entries by Mayor were authorized. Clarify vacation, move towards calendar year reset. Also clarify overtime and sick days. Health insurance to be extended to full time employees. Motion by Trustee Vessels to approve recommended changes and edit the personnel manual accordingly, Trustee Acree 2<sup>nd</sup>. Motion passed 5-0.

#### *Street's and Alley's Committee*

- a) No report

#### *Finance Committee*

- a) No report

***Ordinance Committee***

- a) No report

***Water and Sewer Committee***

- a) No report

***Economic Development Committee***

- a) No report

***Attorney***

- a) No items

Motion by Trustee Acree to adjourn. Trustee Vessels 2<sup>nd</sup> - Motion passed 5-0.

Meeting adjourned at 9:16 PM

Rick Laskowski

Budget Officer

