

VILLAGE OF HARRISTOWN
September 23, 2019

The Board of Trustees of the Village of Harristown held their monthly meeting on September 23, 2019 at the Harristown Fire Protection District. Trustees 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. Trustees James Marksberry, Village Clerk Penny Allen were absent. Mayor Deverell called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

Consent Agenda

- a) Adopt Meeting Agenda: Motion by Trustee Vessels to approve, Trustee Jenkins 2nd. Motion passed 4-0.

- b) Minutes of the Last Meeting: Corrections are listed below:
Page 1 – Paying of Bills - General Fund = \$39,251.60, Sewer = \$231.95, Water = \$38,842.11. IMCO utility does not need to change to water fund, it was applied to the correct fund.

Page 2 - Finance report – change 5th line to Illinois Funds uses the same securities as FDIC. Budget Officer Laskowski thinks Illinois Funds are a good investment.
Old Business – Depot TIF resolution is 19-07, not 19-05.

Motion by Trustee Endrizzi to approve with changes noted above, Trustee Nave 2nd. Motion passed 4-0.

Visitors

Wayne Hughes (5496 W. Main St) - property value concerns due to ordinance code violations. Ask residents to take care of their issues. Suggest hiring part time person to canvas village identifying violations and checking complaints. (examples include yard, weeds, trash, vehicles, trailers, computers, tanks, etc.) Ordinance committee to review topic.

Fred Woltz (250 S. Wyckles Rd) – entered the meeting at 7:00 PM, did not know the meeting time was moved to 6:00 PM. They own 7 acres and would like to have a cow on their property. A Zoning hearing to be held at their property requesting a variance is needed. Zoning committee will have a recommendation. Consider reviewing and clarifying the current ordinance regarding animals. Zoning chairman Phillips suggested a special use permit with periodic renewals. Few properties in the village fit the criteria for allowing cattle. An Ordinance committee meeting will be held on 9/26/19 at 6:00 PM at the home of Les Jenkins (5437 W. Suburban) to discuss the issue.

Mayor Updates

Municipal utility tax – tabled for future discussion.

Open Trustee position on Board – Need to find a sixth Trustee.

Zoning member volunteer.

Ameren LED lighting program – targeted for November this year.

City of Decatur water bill - \$900 due to leaks.

Upcoming committee meetings – Finance (Investment policy, utility tax), Ordinance (video gaming, annexation, animals), Personnel (employee evaluations, drug policy, cannabis legalization).

Treasurers Report

- a) Authorize paying the bills. Cash requirement report distributed to Board members. The report listed invoices to approve by vendor. Total amount = \$28,439.30. The list included \$11,927.77 from Chastain & Associates. Motion by Trustee Endrizzi to approve payment of the Chastain invoices. Trustee Vessels 2nd. Trustee Jenkins abstained from voting due to being an employee of Chastain. Mayor Deverell voted to approve. Motion passed 4-0. Motion to approve payment for all other vendors on the list made by Trustee Endrizzi. Trustee Nave 2nd. Motion passed 4-0.
- b) Finance Report: includes bank account balances and detail list of receipts by fund. Motion by Trustee Endrizzi to approve, Trustee Jenkins 2nd. Motion passed 4-0.
- c) Update Bill Approval – establish a pre-approval for all invoices under \$1,000. Auditor recommends submitting 2 lists to Trustees during monthly board meeting, one listing payments from “Approved List” and another listing payment from “Under \$1,000 Pre-Approved” list. Six-page sample report for the period of 8/1/19 to 10/31/19 distributed to Board members. Motion by Trustee Vessels to approve, Trustee Nave 2nd. Motion passed 4-0.

Budget Officers Report

- a) Monthly budget report reviewed. Motion by Trustee Endrizzi to accept the Budget Officers report. Trustee Vessels 2nd. Motion passed 4-0.

Engineering Report

Engineer Matt Foster distributed the monthly Engineer's report and a \$24,300 estimate from Otter Lake Enterprises for items related to the 2nd Street Drainage Project including a Map exhibit of outfall improvements.

- a) Project 6899 Water Improvements/Tower/IEPA Loan – Misc. information needs to be gathered up and signed by the Mayor.
- b) 2019 MFT & Street Maintenance – Final invoice is coming.
- c) 2nd Street Drainage Project - \$24,300 invoice and drainage improvement map reviewed. Possible unknowns as final work moves to west side of the project site. \$18,300 was authorized in June 2019. Need to determine if final work needs to be put out for bid. Bidding would delay progress, two-week advertising period. Winter work concerns, could be 5-6 weeks. Attorney Weatherford reviewed the Bidding process and legalities. The threshold for the Bidding process is \$25,000. The most cautious decision would be to put the final work out for Bid. Motion by Trustee Endrizzi to have Chastain prepare bidding specifications. Trustee Jenkins 2nd. Approved 4-0.
- d) City Hall Structural Evaluation – To be discussed later in the meeting.

Superintendents Report

The September 2019 Maintenance report was distributed to Board members. It contains a 30-item listing of activities performed by the maintenance staff. Items not on the list but mentioned were Well 2 hit by lightning...this has been fixed and 7465 W. Main has their own mowing service.

Zoning Committee

Zoning hearing fees – need to recover our cost. Meeting needed to review and make recommendations.

Old Business

- a) Deputy Clerk Ordinance – Slight wording change. Draft of revised document distributed to Board members. Added liaison for special events. In office work only, payment clarification needed. Get paid working the event. Motion by Trustee Endrizzi to accept the draft, Trustee Nave 2nd. Motion passed via roll call 4-0. Ordinance 19-10 created.
- b) Recreational Fire Ordinance – This pertains to bonfires, campfires, etc. Draft distributed to Board members. Motion by Trustee Jenkins to accept the draft, Trustee Vessels 2nd. Motion passed via roll call 4-0. Ordinance 19-09 created.
- c) Gaming Ordinance – Cannabis dispensing issue coming – table for now.

New Business

- a) Pollinator Habitat variance – Resident on Meridian Ave has complained of weeds on along a neighbors' fence line. The weeds could be considered Pollinator habitat and it was suggested that the property owner should request a variance or special use permit. Placing a sign on the property was also suggested. Zoning committee chairman Phillips to schedule a variance hearing on the site.
- b) Village Hall / Shop Building – Building had a ceiling collapse. Structural Engineer from Chastain submitted a report for distribution to Board members. The building is in poor structural condition, numerous safety hazards. Need to get staff employees out of the building; health & safety of employees is the top priority. Insurance company was notified and indicated no financial recovery is available. Mayor Deverell prepared a report listing all events related to the building problems. The Board needs to develop a plan whether it be to rebuild or repair. Short term arrangements were mentioned:
- Treasurer Rose will be allowed to work from her home. (OK'd by Mayor)
 - Harristown Fire Station will be available for meetings
 - An office is needed for collections. A mobile unit is available for \$600/mo. plus \$1400 setup fee
 - Seeking options for storage of equipment and records.
 - Bringing a trailer to the parking lot was suggested.

Motion by Trustee Endrizzi to declare the collapse an emergency and evacuate the building. Trustee Jenkins 2nd. Motion passed 4-0

Suggestion made to suspend water shut-offs and late payments. The focus needs to be on generating monthly water bills.

Mike / Evelyn / Jeremy to determine storage options. Insurance company needs to be contact to consider adding Rider to policy. Jeremy offered temporary solution, trailer for equipment.

Need to determine options for new building, location and contents. Rebuild on same slab? Connect office to garage/shop? Purchase a different property? Separate shop and office (communication concerns)? Build Community Center? Metal or Pre-fab structure?

Need to determine funding options. Grant writing – Chastain? Utilize state funds – Loan program 3% 20 years)? Utilize Gaming funds (\$208,384.04 IL Fund account)? Increase water rates or add surcharge to water bill? Town meeting considered to communicate situation.

New Business (continued)

Numerous other options need to be determined. Locate shop at site of Water Plant? Locate office south of current location? Construct Community Center on old slab?

After determining final plan (design/build) consider hiring professional service. A concept is needed. Each Trustee needs to document what is needed/wanted. Design – Bid – Build (specifications are needed). A floor plan layout is needed.

The short term plan is to implement an evacuation plan. Decisions need to be made quickly. Is a Town Hall meeting needed? It was felt that waiting till the next regularly scheduled Board meeting is too late. A Board meeting has been scheduled for Oct 7, 2019 @ 6:00 PM at the Harristown Fire Protection District. Each Board member needs to bring suggestions on developing a Long term plan. An insurance evaluation is needed. There is a need to submit an insurance claim for the damages, need to request an adjustor to visit the site. It was felt that the December 2018 tornado could have contributed or caused the damage. The Town Hall meeting will be announced at a later date.

Personnel Committee

- a) Clothing Allowance – employee bought work shoes. Clarification is needed. Shoe purchase was OK.

Street's and Alley's Committee

- a) Trees on Village easement – need for removal (tabled).

Finance Committee

- a) No report

Ordinance Committee

- a) Video Gaming.
- b) Recreational Fires.
- c) Annexation procedures ordinance (tabled)
- d) Animals in village

Water and Sewer Committee

- a) Buckeye water connection - It was felt this is cost prohibitive for the village. They should run their own line if they want water. Recent news was that the business was for sale.
- b) The Water Coop is moving; request for bids have been sent out. Target date for completion is early 2021.

Economic Development Committee

- a) No report

Attorney

- a) Second St. easement – already discussed during Engineering report.
- b) Annexation on Hubble property – zoning issue is still unclear. According to Ordinance 40-3-2, the property comes in as A1 during annexation, would need to rezone later. Hubble property is ok; it is coming in as A1.

Upcoming Meetings

Ordinance Committee – (Vessels, Jenkins, Nave) 9/26/19 6:00 PM at 5437 W. Suburban (Les Jenkins home)

Board Meeting – 10/7/19 6:00 PM Harristown Fire Protection District

Finance Meeting – (Vessels, Jenkins, Endrizzi)

Motion by Trustee Endrizzi to adjourn. Trustee Jenkins 2nd - Motion passed 4-0.

Meeting adjourned at 8:44 PM

Rick Laskowski
Budget Officer

