

REGULAR MEETING

July 8, 2024

MINUTES

6:00pm

CALL TO ORDER

- 1) The Regular Board Meeting on July 8, 2024 was called to order by President Steve Buss at 6:00pm.

Board present: Steve Buss, Claudia Simpson, Christin Keeffer, Brian Peight, Brooke Baldauf, Dean Rood, Brandon Smith, and Nicole Callos. Not present: Cathy Stevens. Also Present: Brian Nott, Tom Green, Kory Polhill, Lindsay Buss, Louise Workinger

ROLL CALL

PLEDGE OF ALLEGIANCE

- 2) **APPROVAL OF MINUTES – June 10, 2024**

On a motion by Keeffer second by Peight to approve the minutes from the June 10, 2024 Board Meeting. ALL AYE.

- 3) **APPROVAL OF BILLS PAYABLE REPORT**

Callos stated payables listed on the agenda are on the bills payable report. On a motion by Keeffer second by Smith approving the Bills Payable Report as presented. ALL AYE.

- 4) **TREASURER'S REPORT ACCEPTANCE**

Callos presented the report for June. Buss noted that the infrastructure improvement loan funds are secured and can be transferred as needed. On a motion by Peight second by Keeffer to accept the Treasurer's Report as presented. ALL AYE

- 5) **PUBLIC PARTICIPATION**

There was no public participation at this time.

COMMITTEE REPORTS

FINANCE & ADMINISTRATION, ATTORNEY'S REPORT, TRANSPORTATION & PUBLIC IMPROVEMENTS, WATER & SEWER, ZONING & PLANNING – NO REPORT

- (A) **VILLAGE ENGINEER**

Nott reported the following: 1) Dayton Street is being worked with the County and FS for storm sewer and curb and gutter work. 2) Leet, School, Williams Streets update: Fischer is in the process of road prepping. Helm plans to complete paving this week. Keeffer offered to assist Nott in handing out info to residents on when the projects will be happening so they may park accordingly on Leet, School and Williams Streets. 3) Milfred Street has no update with the environmental clearance. 4) Butternut Drive, Center Street, Willow Creek and Old Corduroy update: Helm has started tree removal. Conflict determination is in process and will be assessing possible gas line relocates; working with Nicor and MediaCom. 5) Main Street: Frontier is removing all poles and will be moving all lines underground. 6) E Railroad: Helm plans to begin water main projects the week of July 22nd. 7) Nott addressed streets that could be under construction on the Fall Festival Parade route, September 7th. Dayton Street may not be open by then; Franklin Street can be used. This will be revisited in August when there are more updates. 8) Porter Brothers Street Improvements update: They will be back in two weeks to wrap up some projects, and are not requesting full payment until completed. Partial pay requests are to be approved. 9) Lena Source Protection Plan will be submitted by the end of July. 10) IEPA storm project and sanitary project has no update yet. 11) ITEP grant opens in September for applications. Peight asked that Nott check on the fee from Fehr-Graham associated with submitting the ITEP Grant application and how many Resident letters are to be submitted.

- (A) **HEALTH & ENVIRONMENT**

Baldauf reported there continues to be complaints about vacant lots not being maintained in Oak View Terrace subdivision. Further discussion is to be held at the Committee of the Whole.

- (A) **PUBLIC SAFETY**

Keeffer reported the officer they have sent to the academy graduates August 9th. Officer Maurer returns August 21st. Wayne Gift continues to work with Attorney Coon on criminal code ordinances. National Night out is held August 13th, from 5-8pm.

NEW BUSINESS

- 6) **APPROVAL OF APPROPRIATION ORDINANCE #24-012**
A public hearing was held at 5:50pm, prior to the regular Board Meeting. Callos explained there have been no changes to the Appropriation Ordinance. On a motion by Smith second by Peight approving Appropriation Ordinance #24-012. ALL AYE
- 7) **DISCUSS/APPROVE 2023 SHIPPEE ROAD IMPROVEMENTS PAY ESTIMATE #2.**
Nott explained this is the last payment for Shippee Road projects completed last Fall. On a motion by Peight second by Keeffer approving 2023 Shippee Road improvements pay estimate #2 with Porter Brothers Construction in the amount of \$33,469.10. ALL AYE
- 8) **DISCUSS/APPROVE 2023 SHIPPEE ROAD IMPROVEMENTS CHANGE ORDER #1**
Nott explained this is to balance the books showing the total amount paid. On a motion by Keeffer second by Peight approving 2023 Shippee Road improvements change order #1 with Porter Brothers. ALL AYE
- 9) **DISCUSS/APPROVE 2024 STREET PATCHING IMPROVEMENTS PAY ESTIMATE #1.**
Nott explained there is a retainage being held for this project; the total is \$230,735.29. A break down will be needed for funds from MFT, storm drainage, water, sewer funds. On a motion by Keeffer second by Peight approving 2024 street patching improvements pay estimate #1 for Porter Brothers in the amount of \$219,198.53. ALL AYE
- 10) **DISCUSS/APPROVE 2024 STREET PATCHING IMPROVEMENTS CHANGE ORDER #1**
On a motion by Peight second by Smith approving 2024 street patching improvements change order #1 for Porter Brothers. ALL AYE.
- 11) **DISCUSS/APPROVE LEET/SCHOOL/WILLIAM STREET IMPROVEMENTS PAY ESTIMATE #4**
On a motion by Peight second by Keeffer approving Leet/School/William Street improvements pay estimate #4 in the amount of 134,114.57 and change order #1 in the amount of \$54,045.69 for Fischer Excavating. ALL AYE
- 12) **DISCUSS/APPROVE PHASE 5 FOR MAIN STREET & RAILROAD STREET IMPROVEMENTS PAY ESTIMATE #1**
Nott explained this is for Helm to complete traffic control and additional tree removal. On a motion by Keeffer second by Peight approving Phase 5, Pay Estimate #1, for Main Street and Railroad Street improvements in the amount of \$23,445. ALL AYE.
- 13) **DISCUSS/APPROVE PHASE 5 FOR MAIN STREET & RAILROAD STREET IMPROVEMENTS CHANGE ORDER #1**
Nott explained this change order is from a change in price due to tree growth from when the tree removal was originally bid by Clean Cut Tree Service; contracted by Helm. On a motion by Keeffer second by Rood approving Phase 5, Change Order #1, for Main and Railroad Street improvements for \$240. Peight NAY. Rood, Keeffer, Baldauf, Smith AYE.
- 14) **DISCUSS/APPROVE PHASE6 FOR BUTTERNUT DRIVE & CENTER STREET IMPROVEMENTS PAY ESTIMATE#1**
On a motion by Keeffer second by Peight approving Phase 6, pay estimate #1, for Butternut Drive and Center Street improvements by Helm In the amount of \$36,414. ALL AYE.
- 15) **DISCUSS/APPROVE PHASE6 FOR BUTTERNUT DR & CENTER STREET IMPROVEMENTS CHANGE ORDER#1**
Nott explained this is for Helm to complete tree removal and traffic control. Tree removal pricing is based off diameter, so if a tree grows more since the project was bid, the price could increase. Buss stated there is \$10,000 a year budgeted for tree removal and that it would be beneficial to bid with local companies on a Village level for future projects. On a motion by Rood second by Keeffer approving Phase 6, change order #1, for Butternut Drive and Center Street improvements in the amount of \$1,714. ALL AYE.
- 16) **DISCUSS/APPROVE LEET STREET EASEMENT**
Buss stated this is an agreement that has been signed off by the landowner previously to allow the Village access to a storm sewer line. On a motion by Peight second by Keeffer approving the Leet Street Easement. ALL AYE.
- 17) **DISCUSS FOOD TRUCK PERMIT**
Currently the Village has a solicitation permit that can be used for Food Trucks. Callos presented a sample of a permit that she and Madi were putting together that would require an ordinance in order to be enforced. Buss stated there needs to be requirements that won't hurt local businesses. Discussion was held on designated areas, permit fees by day, and how to collect sales tax. On a motion by Peight second by Keeffer approving the food truck permit as presented. ALL AYE.
- 18) **DISCUSS OSHA UPDATE**
Smith reported the following: He met with Fehr Graham and has received proposals to complete OSHA requirements. Nott is working with Posey on the Hazard Assessment. IML is the Village Insurance carrier; it was decided not to contact them for Sewer due to the time constraints, but will be scheduling other departments for an assessment through insurance. Rood completed measurements and pricing for the railings. Some items will be adding on to the

2024 engineering fees. On a motion by Peight second by Smith to approve Fehr Grahams proposed fee of \$2,800 for the Hazard Communication Program; striking the Confined Space Program. ALL AYE.

WELFARE OF THE VILLAGE

The Lena Lions Pet Parade will take place Saturday, July 20th at 10am.

ADJOURNMENT

- 19) On a motion by Keeffer second by Rood to adjourn the July 8, 2024 Regular Board Meeting at 7:12pm.
ALL AYE.

CLAUDIA SIMPSON
VILLAGE CLERK

STEVE BUSS
VILLAGE PRESIDENT