*Village Meeting*

State of Illinois

County of Iroquois

Village of Loda Board

September 14, 2022

 The Village of Loda Board of Trustees held their regular meeting on September 14, 2022, at the Village Hall. Present were President Carol Arseneau, Clerk Regina Ptacek, Treasurer Myles Reck Trustees: Cathy Tittle, JR Ptacek, Jon Boone, Teresa Reck, Dave Arseneau, Don Hutchinson, and Village attorney Dale Strough.

Meeting called to order at 7pm, all spoke the Pledge of Allegiance.

Jon motion to accept and waive reading of August minutes and executive session, Teresa 2nd, all ayes, motion carried

ERH-

Thank JR for inviting trustees to see the water system and tank. Hutch and Dave have been.

Water tank- Tom, Myles has bill one for Schomburg $ 1,2120.34 but holding payment at this time. For Fehr Graham 68834.00. payments are coming from the 6115 line on budget spread sheet. It is a separate checking account and is on the last page Myles handed out.

Jon Motion to pay Schomburg & Schomburg 12120.34, Fehr Graham 6834.00, Teresa second

Hutch spoke of fence around new tank and inside the fence is a fire hydrant and the gate is locked, on the fire hydrant under the old tank they say they were going to be removing it. The hydrant in fence is just to drain tank if need. In process of taking down tank concern with affecting the hydrant. Hutch verified keeping the old hydrant in case ever needed, it was stated yes keeping that hydrant.

Some things have been discovered, the valves we are tying into are not closing completely and may need replacing. If there is infrastructure that need to be changed it is best to do now. Tom verified another valve in back is under concrete slab that has been leaking for years that was draining into a tile so didn’t see on outside. Tom also verified some old piping and not on maps to say where they are. Contractor’s doing digging looking for pipes and have decided to do some water stops to be able to put valves in. the existing hydrant is a good example as the valve to turn off is not there. If someone hit that hydrant there is no way to shut that flow off so going to put a valve in to protect it. Tom states they know where the valves are and getting pricing with contractor for water stops and put in new valves. Cathy inquires if going to show weak lines and for using laser to find lines. Tom said that currently believe have the locations they are inquiring for. There are some other valves that are hard to reach so going to adjust for accessing them with a chain operation. Hutch inquires for the hydrant for under the old tank, when taking the old tower down will it hit that hydrant and do we need to put something on it to protect it. Tom states it is the demolitions responsibility to protect buildings and hydrant. Clarification the valve being put at hydrant for the purpose of operating the system and if ever needs work it will need a shut off at the hydrant. Other option if want to take off then must stop on main and then plug but best to leave hydrant there if need. We do have a contingency fund and Tom said that this will be able to be covered with funding. When we know actual cost, we can write a loan modification so not out of pocket. Carol verified to remember the cost of sign. Carol and JR have been with contractors and covering everything.

MFT- pay out contactor finished and looks good. We had enough to put 2 coats on gravel and on Walnut. Due is $57,760.87, approve with bills.

Old-

Drainage grant- Carol has not been able to reach person and will be sending her email.

Genzel lot for sale, looked up 80feet x170 feet, $245.72 taxes paid in May and there is water to that lot. We will draw up a bid and see who all are interested. We can put on bid no less than $8500.00 and will have to include a check for 10%. Village retains right to object all bids, will take cash bids and proposals for redevelopment. Carol has the property information, address location, run request for bids for once a week for 3 weeks at least 30 days before doing opening. Will be in Gilman paper. Carol will write up and have Dale look over to make sure correct.

Township wants to stay n building and they pay half. Dale did research and township and Village own building. Verified intergovernmental agreement on building. Teresa states since co-owners whether they stay in the building of not may still need agreement. They have a meeting last Tuesday of month and will get more.

We sent a letter to resident to get rid of rooster and to move trailers that are blocking a corner. The ordinance doesn’t say no rooster, Carol believes the original ordinance did say for no rooster. Carol verified to send another letter for moving trailers as it is causing a blind spot-on corner.

Teresa- have not heard back on Truck & Tractor Pull. They volunteered labor and did measure that 25, 5-gallon buckets to coat and filler to do some cracks. TTP will be doing to look better, get supply list and get back in touch with Teresa. Cathy inquired for if doing work for town do they need anything for liability insurance, Carol said they are volunteering. We can check with insurance. They are not employees and hired by hour, they are donating, and volunteer is covered w/ public liability. Same crews that did mulch and fixed swings previously at park.

Teresa- security cameras, so far only one responded with quote, handed out to Trustees, $11,875.00. Cathy states to research out more due to expense, check with Paxton and see what options. Teresa said she has called companies and they did not respond. Cathy will try and contact and get info to Teresa. Tabled to next month.

JR- couple years ago and then again, few years later we discussed for getting tower, town advised had no money, so we did the water increase, with that money we still didn’t have enough money for tower. Next was Tom for engineering, Village does not have enough money. The EPA suggested that we do the existing ordinance for the infrastructure fee. Without this ordinance we didn’t have enough for project. The EPA has $32 on every resident, 10 of that goes to what ever account, 22.00 should be in a reserve account and be last money spent. Should now be just under $50,000. Where on spread sheet is that funding? Not on spread sheet. Problem with statement that all same money but it really isn’t and should be said that. The next would be the contingency fund has already been used and spoken for and about 18,000 in account. Each plan involves money coming in and where it is going. We are running into problems as money used that is not ear marked. JR has a September for the past 5 months, fiscal year ended May 1, why are they included. In water base fee we had… then last year it stated we had so much. Where did that money go. Tom explained rate structure with $32 basic fee, 10 was for debt service and 22.00 for reserves for maintain. Verified that will be doing the billing in hundreds instead of thousands going forward. Tom said the EPA was not ordinance it is the Village and the EPA approved with the adoption of the ordinance for the project. JR main thing is to know that money not all in one lump but is separate funds and where at on spread sheet.

Auditor- Feller & Kuester CPA letters, first letter that we had no concerns, and we did the audit. JR verified that went thru accounts, the purpose of audit is to make sure that numbers are not mistaken. We make sure the water revenue last year is that correct. Its not purpose to detect fraud. They are to verify that it is correct. We don’t go into each individual account.

Kim did test the water and verified the handwritten sheets for meter reading, picked a random month to do test. Then with that month went thru the month and traced all numbers and verify what was billed and in software and then traced and if any discrepancies. Most tied out exactly. Noted why some were estimated based on the sheets. Used November 2021 for test month. Then also trace deposit figures all the way to the bank. They did show invoiced correctly. If they were paying cash, then verified that was correctly associated with accounts. JR states he apologizes if think Myles is stealing money, he is not. He is just not accounting for where the funds are and where spent. Kim w/ audit states understand and wasn’t saying he is. It is on the water fund and the base fee is broke out on financial statements. JR verified if she knows how much you have in the base fee, Kim said would have to go back to when started. Funds are not currently in separate bank accounts. Dale clarified that they do a lot of audits, they stated about 60 with various small towns. How do most small communities do, do they have separate accounts or operate out of one. Auditor states most have one account or can-do ordinance for a separate and have certain amount being deposited. It is specified in ordinance and how much, would look at separate ordinances to verify if specific amount must go and if in separate account. JR inquire for out of 60 locations how many locations run a budget, every government has appropriation ordinance. Very few have budget on top of appropriation, it’s not required by law. The board can do it, it is up to them. Appropriation ordinance is law and can’t spend that. A lot may over prorate so it can be covered to prevent not having to reappropriate. Myles states they can overspend on a budget, and appropriation is law and can’t overspend. It is up to the board on what they want to do.

 Next letter is that have a segregation of duties with limited people. Which is common for small villages.

Next letter is items that we have concerns and want to highlight to Village. Yes, lack of segregation of duties, Authorized check signers- who does account cannot also sign checks. Capitalization Policy- we keep everything by fund. Next year’s tax levy’s, we give example and on last page what was levied last year and what a 5% increase and what is max can levy. Operating agreement with ERH we do pay some out of general fund. We do have a CD in Buckley that does have an old Trustee listed need to update. Audit fee for next year, in process to hire additional staff and increase out resources and want to let know a head of time. Next year may have to go on single audit depending on expenditures exceed $750,000 in fiscal year. Handed out the books of the audit report to each Trustee. General fund did have $89,203 profit and doing good. Page 8 water fund with increased rates had profit of $65,387. Cash in water fund is up and is what will be needed for loan payments. Last page is a 5 yr 2019-2023.

Asked if any problems? Auditor said no. key is a lot of things if you want to open an account do an ordinance and or restrict funds with ordinance. For a village of our size things look very good, not a lot of debt.

JR verified we want a policeman, Auditor stated general fund had a profit so can be ordinance to have specific funds for items. Dale clarified that if want to use gaming money for police, can state this fund is for this purpose. We do have a profit in general fund and can-do policeman now. Can also have audit for how much money for police fund then must do ordinance to show what is coming in and going out. Usually most small towns don’t divide up and watch the funds going in and out of general fund. Myles states that the water and all the money went into the general fund (universal account) then was changed with the separate account. There is nothing that states you must have separate; some villages use only for tracking purposes; it doesn’t have to be that way. Less things to maintain and less human error with less checking accounts. But some are needed for accounting purposes. Jr inquire to get this infrastructure fee divided and spoken for, would need to be an ordinance. Tom wanted to verify the infrastructure fee, there is no inflation escalator in ordinance and verified that if you segregate out then what you think over time the 10.25 may not cover cost as the costs may change. JR said it is not to spend the money but to reserve the money.

Hutch- Police for Village, called Buckley for some help with police, after 3 times and communicating what we needed. They are looking for a policeman not to divide. Talking to the sheriff and they are in the process of new class w/5 new officers and will get with LT and come back in October with possible schedule, rotating 20 hr week, rotating so not a planned set timeframe. Buckley is talking $45,000 year think for a full-time officer and dividing up with Cissna park but not completely sure. Waiting on information with Sheriff and waiting for that time frame. Went to bank for setting up account and was told bank checks are very expensive, can purchase checks with 2 signatures and be ¼ the cost rather then bank. Will come back in October.

Cathy- Mowing, everything going ok.

García’s- no changes currently, Carol did remind permit is good for one year, ends in August.

Bills- Jon motion to pay the bills except for the Webber bill, has been voided. Dave second. Roll call, all ayes, motion carried.

Lawyer- proposed Ordinance carried to next month to be on Agenda. JR verified reading if Myles will be reading by hundreds, Myles says he is reading by hundreds.

Levy order for end of year, will give time to go over

Halloween Hours, Halloween on Monday- regular hours 5p-8p Jon motion, Teresa second, all in favor, no opposed, motion carried.

New business-

Hutch- touch subject and really concerned and personally involved and we have individual that went 6 months with water shut off even with the resident paying the bill, don’t understand. Personality or shyness she paid but never said anything. It is not ERH, they get statement and each month said off, so they when see off, they move on to next one. On the bill, when individual received payment, why wasn’t it checked and why she didn’t have water for 6 months. Couldn’t use toilet, wash clothes nothing. Carol comment was not marked as off meter, it was showing as active meter, was shut off by request of Myles for non-payment and then requested that they go check it. Somewhere it fell in cracks, she said its all been taken care of, she is ok, and all straightened out. Carol is going thru reader sheet and all meters will be checked whether off or not. It was a combination of everyone fault. She has a credit on her account now. JR has a list that is given to reader and says that location is off. He is getting a list of off. Suggestion for process for meter reads, suggest for when sheets are printed, have who given to and dated, then who verifies and dated. Trying to prevent problems.

Clerk- registration to vote, last day is Oct 11.

Public- nothing

Dave motion to adjourn, JR second

\*\*next meeting October 12, 2022

Attest

Regina Ptacek Village clerk