

VILLAGE OF WOODHULL

BOARD OF TRUSTEES REGULAR MEETING

April 8, 2024

Committees

President – D. Holmes

Building – M. Bethell, J. Bell, & D. Holmes

Finance/Insur. /Audit – H. Garrett, D. Holmes, & C. Anderson

Personnel – D. Holmes, C. Anderson, & D. VerHeecke

Public Works – J. Bell & S. Francis

Pro-Tem Pres – C. Anderson

Economic Development – S. Francis & D. Holmes

Parks & Recreation – C. Anderson & H. Garrett

Police/Civ. Def./Zon. – D. VerHeecke & M. Bethell

Mayor Dave Holmes called the meeting to order on April 8, 2024 @ 7:00 pm.

Followed by roll call: Christena Anderson, Mark Bethell, Scott Francis, and Hannah Garrett were present. Jeff Bell was absent due to a health issue and Derek VerHeecke was absent due to an unplanned work meeting.

Also present at the meeting: Dave Holmes – Mayor, Kelli Hand –Village Clerk, Garrett Adamson – Village Treasurer, Dusty McKeag – Public Works Director, and Michael Keener – Public Works Assistant.

**PUBLIC COMMENTS:**

Mayor Holmes asked that we all keep Jeff Bell in our prayers as he continues to struggle with some health issues.

Mayor Holmes commented that he saw multiple residents out watching the solar eclipse this afternoon.

**APPROVAL OF MINUTES:**

Trustee Christena Anderson requested that an amendment be made to the March 11, 2024, minutes. There was an after Closed Session vote that included Sargeant Wagner should not work more than 8 hours a week starting April 1, 2024. Trustee Christena Anderson made the motion and Trustee Mark Bethell seconded the motion. That motion passed 4-0. Mayor Holmes said he would fix this mistake and the Board will be presented with the amended minutes at the next meeting. Trustee Christena Anderson made a motion to approve the March 11, 2024, Regular Board Meeting Minutes as amended. Trustee Mark Bethell seconded the motion. Motion passed 4-0. Trustee Christena Anderson also noted that the Closed Session Minutes for March included the after Closed Session votes, which no votes are made in Closed Session, so that section should be removed from the Closed Session Minutes. Trustee Scott Francis made a motion to approve the March 11, 2024, Closed Minutes as amended, and Trustee Hannah Garrett seconded the motion. Motion carried 4-0.

**TREASURER’S REPORT March 2024:**

General Fund	\$ 485,733.87
General Fund Payroll	\$ 27,395.44
Video Gaming FSB Savings	\$ 173,194.83
Veterans Memorial Fund	\$ 1,417.61
Drug Enforcement Fund	\$ 3,440.34
Playground Fund	\$ 1,005.43
WINN Checking FSB	\$ 2,932.77
Operation & Maintenance	\$ 5,520.72
Deprec Checking	\$ 6,432.17
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Debt Service #2033	\$ 48,193.56
Debt Service Savings	\$ 8,870.37
MFT Fund	\$ 80,893.92

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**APPROVAL OF BILLS:**

General Fund March accounts payable were presented as follows:

Ameren	\$ 1,061.70
Anji Gas Inc.	\$ 1,793.85
Bi-State Regional Commission	\$ 275.50
Birkey's	\$ 25.97
Bolduc & Sons, Inc.	\$ 355.28
Dusty McKeag (CDL License)	\$ 65.00
Erin Knackstedt (Henry Co. Tourism)	\$ 1,500.00
Galesburg Napa	\$ 589.78
Knockerball	\$ 625.00
Lexipol	\$ 2,096.29
Lovewell Fencing	\$ 850.00
Massie & Quick LLC	\$ 6,000.00
Office Machine Consultants, Inc	\$ 409.00
River Stone Group, Inc.	\$ 540.01
US Cellular	\$ 212.66
USA Bluebook	\$ 601.38
V & V Storage, LLC	\$ 125.00
Visa #82	\$ 64.20
Visa #0173	\$ 159.72
Woodhull Telephone Co.	\$ 371.66
<b>Total March General Fund A/P</b>	<b>\$ 17,721.99</b>

Water Fund March accounts payable were presented as follows:

Ameren Illinois	\$ 17,351.22
Anji Gas Inc.	\$ 557.32
Birkey's	\$ 51.94
Farmers State Bank of Western Illinois	\$ 3,175.00
Ferguson Waterworks #2516	\$ 1,399.61
Pace Analytical Services LLC	\$ 287.10
US Cellular	\$ 212.66
US Bluebook	\$ 601.38
V & V Storage, LLC	\$ 125.00
Water Solutions Unlimited, Inc.	\$ 417.50
Woodhull Telephone Co	\$ 138.10
<b>Total March Water Fund A/P</b>	<b>\$ 24,316.83</b>

Treasurer Garrett Adamson gave the Village's March Treasurer's Report. Trustee Christena Anderson asked if the Village is getting charged for the meter that was accidentally being charged to the Co-Op and Treasurer Adamson said yes, the Village is getting charged now.

Treasurer Adamson noted there were handwritten payables for both general and water & sewer on the report because those bills arrived after the report had been completed. Public Works Director Dusty Mckeag questioned if the Birkey's bill should be under general funds. After a brief discussion it was decided that the bill needed to be split three ways between streets, water, and sewer. With these

adjustments the total for general fund payables will be \$17,721.99 and \$24,316.83 for the water and sewer fund payables.

Treasurer Adamson also reported the Village has not received the credit card bills for the month so he could not put them on the report. Treasurer Adamson would like permission to pay those bills when they arrive. After a brief discussion it was decided that Village Clerk Kelli Hand would email the Board the bills when they arrive and if they had any questions the Board could reach out to Treasurer Adamson. The Board agreed that bills should be approved to be paid in the motion to approve the Treasurers' Report.

Mayor Holmes reviewed the retainer for Massie & Quick LLC. Nothing has changed from last year. Mayor Holmes did ask that Treasurer Adamson does not send the payment until after May 1, 2024, because the retainer is on the budget for the coming fiscal year.

Mayor Holmes and Treasurer Adamson reported that the State of Illinois Comptroller had reached out with a letter stating a check from August of 2023 had not been cashed by the Village. Treasurer Adamson said there was no sign that the Village had received a check and so he completed the paperwork to have a new check sent to replace it.

Trustee Christena Anderson made a motion to accept the March Treasurer's Report as amended with the handwritten payables, the credit card bills being paid when they arrived and emailed to the Board, the Birkey bill being split between the correct accounts, and the check for the retainer for Massie & Quick LLC not being done until after May 1, 2024. Trustee Hannah Garrett seconded the motion. Motion passed 4-0.

Mayor Dave Holmes gave an update on the gaming income for the Village. The Village received \$4737.63 from the February gaming profits. The total income from gaming for the Village has been \$488,228.25 over the past ten years. Mayor Holmes said some of the income will go towards the water tower maintenance bill, but the Board will need to decide what project will be next for the gaming income.

Mayor Holmes reported he has once again checked in with the accounting firm that will be doing the Village's audit. There is still no update at this time, Mayor Holmes will reach out again before our next meeting for an update.

There was a discussion that Treasurer Garrett Adamson needs online access to view the credit card information for the Village. After a brief discussion it was decided that Mayor Holmes would take the approved motion minutes to the Farmer State Bank and start this process. Trustee Christena Anderson made a motion to make a resolution to give Garrett Adamson access to the Cash Management Online Services with Farmer's State Bank and TCM. Trustee Hannah Garrett seconded the motion. The motion passed 4-0.

Mayor Holmes reported that Water Clerk Deb Krueger said that the online water bill payment system is working well. Multiple residents have already signed up for this convenient way to pay their monthly water bill.

The Finance Committee met on Thursday April 4, 2024, to work on the 2025 fiscal year budget and review the 5-year budget plans from Public Works and the Police Committees. Mayor Holmes reported that the Finance Committee is a great team to work with and their hard work and commitment to organize each department's finance plans was greatly appreciated. Comparing this year's costs to the

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budgets from last year showed most lines came in under budget. The only area where the Village was not under budget would be utilities, which makes complete sense since there was an error caused by Ameren hooking up the Wastewater Treatment Plant to the Co-Op. Mayor Holmes reminded the Board that the COVID funds were used for projects last year and we would not have those funds this year. The Police and Public Works Committee will meet again, and their updated plans will be discussed at the May meeting.

Mayor Holmes asked Trustee Scott Francis, the head of the Economic Development Committee, to schedule a committee meeting soon. Trustee Francis said he had planned on having a meeting before the May meeting.

### **POLICE/CIVIL DEFENSE/PERMITS:**

Police Sargeant Alex Wagner was absent due to a work obligation but did submit his police report for the month of March.

In March the Woodhull Police Department responded to 19 calls for service, conducted 11 traffic stops, issued 2 citations, 9 warnings, 0 misdemeanor arrests, 0 felony arrests, and had 1 traffic accident.

Since Sargeant Wagner was absent and Police Committee Member Derek VerHeecke was also absent at this time, Mayor Holmes asked to proceed with the Public Works Report and return to the Police Report once Trustee VerHeecke arrives to the meeting.

Mayor Holmes updated the Board that on March 18, 2024, the Henry County network infrastructure faced a significant cyber-attack. This attack included our county-wide Computer Aided Dispatch (CAD) and Records Management System (RMS) systems. While these systems are vital to the daily operations of public safety agencies in Henry County, 9-1-1 phone service and the public safety radio network were not affected. There was and is no direct threat to public safety.

The Board asked to have Village Clerk Kelli Hand post a reminder to the public to call the Henry Co. non-emergency number if they need police assistance. All emergency situations should always call 911.

### **PUBLIC WORKS REPORT:**

Public Works Director Dusty McKeag gave the March Public Works Report as follows: It was noted that Public Works Department are starting early spring projects. Thankfully March had slowed down and the department was able to get items at the park installed and started cleaning up from winter.

Director McKeag asked the Board to post the summer help position as soon as possible, he would like this person hired at the May meeting. Last year Connor McKeag was hired but it was noted he now has another job and will not be able to return to this position. The Board agreed to run the same ad as last year and to have resumes due April 22<sup>nd</sup> so interviews could be conducted before the May meeting. Village Clerk Kelli Hand will post the opening and accept resumes personally during business hours, through mail, or email until the April 22<sup>nd</sup> deadline.

Director McKeag also asked if there were any objections to removing a broken sidewalk on West 6<sup>th</sup> Street on the North side of the Village. Trustee Christena agreed if the homeowners surrounding the sidewalk agreed with the removal, then the Board would be too. Director McKeag did note that there was a sidewalk across the street that was in great condition. Director McKeag will reach out to the

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homeowners he had not spoken with and be sure everyone agrees with the removal and then proceed with removing the sidewalk and planting grass seed in its place.

Director McKeag also requested the Board clarification on the policy for apartment buildings that will only have one water meter. His question is if there is only one curb stop and the landlord removes all, but one water meter will the landlord only be charged \$71.50 as the minimal once, or once for every apartment. The Board agreed this would be a case where there would only be one fee charged. However, the Board will need Water Clerk Deb Krueger to explain if there are any exceptions to this policy.

Trustee Scott Francis made a motion to accept the March Public Works report as presented. Trustee Mark Bethell seconded the motion. The motion passed 4-0.

### **DANGEROUS BUILDING UPDATE:**

None at this time.

### **ZONING BOARD RECOMMENDATIONS:**

Nothing at this time

### **PARKS/RECREATION/TOURISM:**

Trustee Christena Anderson reported the Fun Fest Committee is busy getting everything organized for their event in July.

Trustee Christena Anderson reported that they are looking for bids to re-vamp the bathrooms at the park.

Mayor Holmes reported he would be attending Meet Your Legislators Day in Springfield on April 16<sup>th</sup>.

### **ECONOMIC DEVELOPMENT:**

#### **OLD BUSINESS:**

Trustee Christena Anderson reported she is waiting for the drafts of new Village sign options and will share them once she has them.

#### **NEW BUSINESS:**

There was a brief conversation about the number of hours the Henry County Police will be able to cover the Village. Mayor Holmes reported the number of hours requested could not be met because the Henry County Police are currently understaffed. The Village has not received a bill yet to confirm the number of hours the county covered in March. Mayor Holmes said he would keep everyone updated on the situation. Mayor Holmes also encouraged the Police Committee to continue working on their communication with each other.

#### **CLOSED BUSINESS:**

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Trustee Mark Bethell made a motion to go into Closed Session for a litigation update, three personnel items, and discussion about the Village's overtime policy at 8:37pm. Trustee Scott Francis seconded the motion. Motion passed 4-0. (Trustee Derek VerHeecke arrived right after this vote was taken.)

Respectfully submitted by Kelli Hand, Village Clerk

Trustee Christena Anderson made a motion to go back into Open Session at 9:29 p.m. Trustee Hannah Garrett seconded the motion. Motion passed 5-0.

Respectfully Submitted, Dave Holmes, Village President

**VOTES AFTER CLOSED:**

Trustee Christena Anderson made a motion to place an ad on Facebook and the Village Website for Seasonal Help at \$14 per hour for the Public Works Department. Trustee Scott Francis seconded the motion. Motion carried 5-0.

Trustee Mark Bethell then moved to adjourn the meeting and Trustee Scott Francis seconded the motion, which carried 5-0 at 9:32 p.m.

Respectfully Submitted, Dave Holmes, Village President