

## Village of Wapella Board Meeting

Wednesday, May 17th, 2023

Village Hall – 7:00 pm

Meeting called to order by Village President, Dennis Klatt.

### **Pledge of Allegiance**

### **ROLL CALL:**

#### **Present:**

Dennis Klatt

Sean Holland

Jane Buraglio

Mark Miller

Robin Morrow – Clerk

Steve Marht – Attorney

### **Approval of Minutes:**

Motion made by Mark Miller to approve the minutes for April 19<sup>th</sup>, 2023 meeting. Second made by Jane Buraglio. All voting yes. Motion approved.

### **Bills:**

Motion made by Jane Buraglio to approve the bills as presented to the board. Second made by Mark Miller. All voting yes, including Dennis's vote. Motion approved.

### **Department Reports:**

#### **STREETS: Jane Buraglio**

##### **Town Clean Up**

A reminder: Town Clean Up is June 2 to June 11. Three roll offs will be delivered June 2<sup>nd</sup> and we are on schedule to have them swapped out as they are filled up. They will be labeled and there will be signs posted of what we cannot accept – electronics, TVs, tires, batteries, wet paint, refrigerators, freezers, air conditioners, yard waste, etc.

Jane is going to schedule one or two men on Saturday and Sunday part of the time to assist people with getting big items into the roll offs. We do not want things to be deposited on the ground and put in the way. It is also additional monitoring for banned items and non-resident dumping. Any banned items must be pulled out. If we cannot determine who dumped them, we are responsible for the disposal at an additional cost. If we can determine who dumped it, we can ask them to come back and get it or send them a bill. This Town Clean Up is meant for Wapella Village residents and not countywide. Community Sales are Friday and Saturday, June 2 & 3.

##### **Main Street Striping**

Exciting news. Jane met with Tom Garrels of Aline Striping today. He was recommended by Jamie Marvin (D & D Pavements), the contractor who redid our community center lot and filled in the cracks at the tennis court and walking trail. We looked at re-striping the parking spaces on Main Street. While he was in town, she took him over to the tennis court. The lines are already established, and once Jamie is done with the cracks, Aline can come and freshen up the lines. They went over to the community center. The board discussed it last year and concluded that making the south area into a parking lot would be a good idea. Jamie will be back this summer to finish coating the lot. Tom took measurements and is going to give us a couple of parking lot designs to consider. He will provide quotes and I told him to separate them between departments for our new budget.

##### **MR Systems Wireless**

The work hours for the past several weeks, aside from some mowing and other pop-up, have been consumed with Julie locating. Jane was thankful that she our employees to Julie Locating School in Heyworth last fall. Our village is covered in Julie flags, and you have not seen the end of it. USIC hasn't made a very big dent in the Julies, but they are working on it. We are still locating water mains and service lines. Paul reached out to Kelly Kinder, and he didn't hesitate to come in to help locate some service lines on Valerie Lane. Paul has arranged with MR Systems to trade some work. We are providing a place to dump water-excavated materials and we are helping fill the potholes left behind. MR Systems has agreed to help us vacuum out certain areas for water pits with their equipment while it is in town so we can install the necessary auto-read meters.

The fiber optic project began on Monday. The men you see working are local. Steve Schaefer is on the job every day. Jane is impressed with their methods. They will vacuum out the area Julied so they can see the gas line, wires, or water line before they dig or bore in the dirt. Their machine duckbill allows them to change levels while underground to avoid the underground utilities.

### **Main Street Flags**

We have new flags to put up on Main Street and plan to have them displayed before Memorial Day. Nelson Thorp always helps us out with his bucket truck. We have a new power pole on Main Street, and they installed a new drop cord power source for the Christmas decorations. Paul fabricated the correct cord for them.

### **Back Up for Main Breaks**

Jane recommended that we start exploring the possibility of having some type of back-up available to help us with water main breaks. It is inevitable that accidents happen anytime there is underground excavating. Water mains also break due to age. We have two full-time employees and there may be a time one or both may not be available due to unforeseen circumstances. One person cannot repair a main break by himself, and that one person cannot rely on inexperienced help in the backhoe or on the ground. The City of Clinton has helped us out several times. They helped repair the first main break she was involved in when she had no employees. Carl was there. The City of Clinton has come back to help on other projects when Paul called them. There are also other companies we could approach to see if they are interested. Jane thinks we need to be ready for an emergency.

### **RR Mowing Payment**

We received \$5900 from the railroad for the 2022 mowing season. The men document all the hours spent maintaining the railroad right-of-way and she bills for all those hours. The mowing bills prior to 2021 were always billed at a flat rate of \$800 per month for a total of \$4800. The men mowing then were tracking their hours, but she assumes it was easy just to bill a flat rate. She believes we need to be compensated for all our mowing hours. Jane billed for the actual hours in 2021 and 2022. The railroad has not complained at all, and they directly deposit the payment within a month of the billing. We are billing at the rate of \$50 per hour. We might have to review that rate considering the increases in fuel and wages. She has no problem raising the rate to \$75 due to those increases.

Question was raised about the abandoned van and the mowing around it.

### **HEALTH & SAFETY: Open**

Jane Buraglio included in her street report.

### **WATER: Sean Holland**

Sean stated that the water tower is scheduled to be painted at the end of June/beginning of July. Jane mentioned notifying surrounding residents about the painting.

### **ZONING: Mark Miller**

Mark stated that he had issued one permit for a ground level deck. He has one pending for another deck and two pending for sheds. Discussed solar panels on roof tops to not require permits. If on the ground, then they would require a permit. Mark also passed out a copy of an ordinance regarding chickens to the board for review. Will put on agenda for next month.

**FINANCE: Jane/Pat**

*Account Balances as of April 30, 2023*

General Fund Checking	\$116,289.85
Park CD (Heartland)	\$ 41,564.04
Park CD (DeWitt Savings)	\$ 54,679.87
Police CD (DeWitt Savings)	\$ 18,402.95
Water Fund Checking	\$ 56,879.36
Motor Fuel Checking	\$116,814.88
Water Project Fund Checking	\$130,728.61
<b>Total:</b>	<b>\$535,359.56</b>

**SLFRF (State and Local Fiscal Recovery Funds) Reporting:**

We hired Jamie Wilkey with Lauterbach & Amen LLP last month to assist in filing our reports with the US Treasury. The US Treasury site is not very user friendly, and she has been having problems even finding a link on our account to upload our reports. She has managed to get further than Jane could. The village was granted \$75,000 in ARPA funds that can be spent on water infrastructure. We have spent \$48,734.57 so far and will spend another \$10,000 on the water tower this summer. Jane has a very simple spreadsheet that she sent to Jamie. Jaime does have an incident report from the US Treasury, and they are communicating.

**USDA Loan**

Julie Beer has taken over Shari Lannon’s position at USDA and oversees our loan. The USDA requires certain documents each year from us – our current audit, a certificate of insurance, a list of current village officials, a copy of our new budget, and an accounting of the restrictive funds that we must pay to ourselves above and beyond the loan payments.

Since the beginning of the loan in 2018, the village was to open two separate accounts – Debt Service Reserves (\$172/month for 10 years) and Funded Depreciation (\$2,289/month for the life of the loan). This calculates as \$29,532/year of restrictive funds we must set aside each year and can’t spend. These accounts were never established. When Jane learned about the separate funds, she made sure the Utility tax was direct deposited into the Water Project Fund and they are covering those payments for now.

At the end of the Year-end Management Report and New Fiscal Year Budget letter we receive every year, it says “Each year we remind you that loans administered by USDA Rural Development are a temporary source of credit. Borrowers will be asked to refinance their loans with commercial lenders when it is determined such credit is available at reasonable rates and terms.”

Jane spoke with her about the possibility of refinancing this loan and getting out from under all these restrictions. That is still a topic of conversation.

**W-4s for Payroll**

Jane had Federal and Illinois W-4s for the new board members. She asked if they could complete them tonight, and she will take them tomorrow to Pat Good when she takes the bills to her. She can get them set up in the payroll system.

**OMA & FOIA Certificates / Statements of Economic Interest Forms**

Jane reminded everyone to get their certificates and file them with Robin.

**WATER OPERATOR: Steve**

Nothing to report.

**CLERK: Robin Morrow**

Reminded everyone about the Open Meeting Certificates that need to be turned in. Have received from Jane and Jake, and self.

Also shared with the board about a very nasty threatening call from a resident in regard to posting a shut off notice on their door.

Mark made mention that threatening a public official is a Class 3 Felony and such a resident could be prosecuted.

Dennis commented that no one should have to deal with that type of treatment and should hang up and call the police to file a report.

**FOIA OFFICER: Robin Morrow**

Nothing to Report

**WEBSITE: Jane Buraglio**

Jane has an appointment set up this weekend to get the link for our Code set up on the website. It is in a user-friendly and searchable format. She does have a copy of the Supplement yet. When she gets that made available, she believes all the changes will be integrated into the Code.

**PUBLIC COMMENTS/Village Organizations:**

Dale Karr – stated that brush was picket up, but they have now created holes in the yard and brush across the street is still there.

**NEW BUSINESS FOR DISCUSSION, APPROVAL, AND POSSIBLE VOTE:**

**1) Roger Sprague – 2023 MFT Program**

Roger explained the previous year’s program and went through the proposed 2023 MFT Program. Presented the board with the budget for this year. The resolution needs to be signed by President and stamped and signed by Village Clerk. The last 3-year average was \$61,000. Jane made a motion to approve the Resolution for Maintenance for January 1, 2023 to December 31, 2023. Second by Mark Miller. All voting yes. Approved, signed, and stamped.

Discussion of sidewalks and those repairs also came into conversation. Carl asked what the “unit” would be when reviewing the sidewalk repairs. He was concerned about the amount of demolition and how far the \$24,000 will go with the repair of sidewalks. Roger explained they refer to “unit” rather than “square feet”.

**2) Oath of Office/Swearing in of all new Board Members**

Dennis conducted the Oath of Office for all new members. All the new members stood and raised right hand. Each member was sworn in and then seated.

**ROLL CALL:**

- Dennis Klatt
- Jake Simons
- Jane Buraglio
- John Goergen
- Carl Spath
- Sean Holland
- Robin Morrow – Clerk
- Steve Marht – Attorney

**New Board Members Agenda:**

### **3) Department Assignments**

Dennis appointed Mark Miller to take over Lauren Johnson's last two years as trustee. Motion made by Jane Buraglio to approve the appointment of Mark Miller to village trustee. Second by John Goergen. All voting yes. Motion approved.

Dennis swore in Mark Miller.

Dennis made the following assignments with the new board members and apologized that there were only 5 departments and 6 members:

- Streets – Jane Buraglio
- Health & Safety – Sean Holland
- Water – Carl Spath
- Zoning – Mark Miller
- Finance – Jane Buraglio
- No Assignment – John Goergen will team up and help where needed.

Dennis mentioned he wanted to see communication between the departments.

### **4) Appointment and Vote for Village Treasurer**

Dennis appointed Pat Good as Village Treasurer. Motion made by Jane Buraglio to accept appointment of Pat Good for Village Treasurer. Second by Sean Holland. All voting yes. Motion approved.

### **5) Appointment of FOIA Officer**

Dennis appointed Robin Morrow as FOIA Officer. No vote necessary.

#### **Motion to Enter Closed Session:**

#### **1) Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s).**

Motion made by Jane Burglio to enter closed session. Second made by Carl Spath. All voting yes. Entered closed session at 8:03 pm.

Entered back into open meeting at 8:31pm.

#### **2) Authorization of Employee Salary Adjustments**

It was determined that there is no action to be taken at this time.

Motion to adjourn made by Jake Simons. Second made by Carl Spath. All in favor.

Meeting adjourned @ 8:35pm

Respectfully submitted by:  
Robin Morrow, Village Clerk