

## Village of Hinckley Regular Board Meeting Minutes for August 16, 2010

Village President Dan Godhardt called the regular meeting of the Village Board to order at 7:01PM.

Roll call showed President Godhardt and Trustees: Nancy Nelson, Lee Luker, Steve Warner, and Bob Albright present. Trustee Maroo was absent. This established a quorum.

Other persons present included, Wendy Leasure, Village Clerk, and Pete Wallers, EEI, Inc.

The Pledge of Allegiance was recited.

### MINUTES OF THE PREVIOUS MEETING

The Minutes for the August 2, 2010 Regular Board Meeting were presented for approval. A motion to approve the minutes as presented was made by Trustee Luker. The motion was seconded by Trustee Nelson. **The motion carried unanimously by Voice Vote, 4-0.**

### MONEY RECEIVED

A list of all money received was provided by Dawn Grivetti, Office Manager.

#### MONEY RECEIVED SINCE AUGUST 3, 2010

Capital Improvement Loan	\$282,279.00
Misc. Income (Damage to Squad Car)	\$50.00
Motor Fuel Tax	\$4,287.10
Park Activities	\$360.00
Permit Income	\$200.00
Replacement Tax Income	\$101.63
Sales Tax	\$11,398.94
Water & Sewer Receipts:	
Capital Improvement Fee	\$4,850.23
Debt Service Fee	\$12,177.46
Garbage Fee	\$7,685.02
Water & Sewer Income	\$22,997.75
<b>TOTAL:</b>	<b>\$346,387.13</b>

### PRESENTATION AND APPROVAL OF BILLS

A total of all bills were provided by Dawn Grivetti, Office Manager.

#### TOTAL OF ALL BILLS

General Fund	\$10,568.63
Park Program Fund	\$1,067.27
Police Fund	\$3,266.27
Road & Bridge Fund	\$565.31
Garbage Fund	\$12,593.04
Water & Sewer Fund	\$6,863.85
Water Improvement Project Fund	\$282,279.00
<b>TOTAL:</b>	<b>\$317,203.37</b>

Trustee Nelson made a motion to approve bills as presented. The motion was seconded by Trustee Albright. **The motion carried unanimously by Roll Call Vote 4-0.**

### TRANSFER OF FUNDS

The total of Funds to be transferred was provided by Office Manager, Dawn Grivetti. The total amount to be transferred is \$32,613.78. Trustee Albright made a motion to transfer funds as presented. Trustee Nelson seconded the motion. **The motion carried unanimously by Roll Call Vote, 4-0.**

### COMMENTS FROM PERSONS PRESENT

There were no comments made.

## Village of Hinckley Regular Board Meeting Minutes for August 16, 2010

### COMMITTEE REPORTS

**Personnel, Nancy Nelson** – Trustee Nelson stated that she had interviewed two people for the position of part-time office clerk. She would like to recommend hiring Carol Kerry. Carol can start Monday

September 3<sup>rd</sup> and will be paid \$12.00 per hour for no more than 19 hours per week. (Note that she could work 30 hours one week and 6 hours the next week or however her hours need to be as long as it averages monthly at 19 hours per week. Trustee Nelson made a motion to hire Carol Kerry as the part-time office clerk. Trustee Warner seconded the motion. **The motion carried unanimously by voice vote, 4-0.**

As for the Treasurer position, Trustee Nelson states that she had three potential candidates. She is currently waiting to hear back from the one she would like to hire. Trustee Nelson will keep the Board posted.

**Streets and Alleys, Lee Luker** – Trustee Luker states that the dead tree in front of Subway is still there and will find out why it hasn't been removed. The business owner can't remove it because it would leave a big hole that someone could fall into. When the trees were all planted downtown, there were extra ones left over that were placed in the park. Trustee Luker recommends pulling them out of the park and planting them in a better location(s) next spring. At this time it was decided that all of the trees that are currently down town in the causeway will be pulled and the holes will be temporarily filled with gravel, until next spring when more appropriate trees will be replanted.

**Building and Grounds, Parks and Recreation, Bob Albright** – Trust Albright had nothing to report at this time for either committee.

**Water & Sewer, Steve Warner** – Trustee Warner shared his concerns about several sink holes that were in town. He provided pictures of the two that were on Donald St. One is near Christiansen and Donald that is approximately 3 foot in size and the other is on Donald just north of Prairie St. and is about 4 foot in size. He recommends fixing both of them prior to the first snow fall. Trustee Luker also brought attention to the sink hole that was located on James St. Trustee Warner agreed that it should be fixed as well. Trustee Warner has gotten two bids for the work, one from Bish Excavating and the other from Niles Excavating. He is going to investigate further into the bids as there seems to be a discrepancy in the amount of time it should take as well as material that would be needed. He states that he should have a recommendation soon.

Trustee Warner also states that the final clarifier went down for the well and everything appears to be cleared up great.

It was also brought to the Boards attention that there appears to be a water leak on May St. near the green apartment building. Whether it is on the street side (Village responsibility) or not is unclear at this time. The leaky area will be dug up to determine who is responsible for the repair. If it is determined that the repair is on the owner's side of the leak, the Village will repair it and the owner will be billed for it. If necessary the owner may make payments if a lump sum is not feasible.

Trustee Warner also states that there are 4 Hydrants that do not have auxiliary valves. He questions whether or not there is a program available for upgrading the hydrants through the state. These particular hydrants are smaller ones and the upgrades would cost approximately \$1,200.00 each. More information is to follow at a later date.

There were more questions regarding the generators and plans to purchase a newer generator. It was suggested that the lift station have a double hook up so that would eliminate the cost of hiring an electrician when we get a rental generator. Trustee Luker reports that previously it was stated that there was an issue with getting parts for our current generator. He stated he did a little research and found that there was no such issue. Grainger, the maker of these parts said that the parts are still all available. Trustee Luker also stated that there was a gentleman in town who could inspect the generator and give

### **Village of Hinckley Regular Board Meeting Minutes for August 16, 2010**

us his recommendations. Trustee Warner then stated that he thought the purpose of getting the second generator was to have one as a back up available at all times. He suggests mounting a permanent generator at the lift station so as to eliminate the moving of the generator to and from altogether. This would also eliminate any theft issues that could arise with a portable generator. Trustee Warner will do further research into getting a permanent generator and their sizes. There was also a request for a safety harness and gas leak detector.

**Finance, Dave Maroo** – Trustee Maroo was absent, but through an e-mail stated that on August 23 at 7:00PM there would be a Finance Committee meeting to review the audit draft.

#### **TABLED ISSUES**

There were no tabled issues.

#### **PRESIDENT'S REPORT**

Several water bill issues were presented for review.

Jared and Jordan Bickford are requesting a credit on their water bill for one month. Apparently the home was originally a two unit and was recently converted to a one unit. They are still being billed for two units (debt service fee and garbage fee). President Godhardt will speak with Office Manager, Dawn Grivetti to see if a permit was issued for such conversion. No action will be taken until further information is gathered.

Katherine Baie believes her water may be reading inaccurately. She claims to have had a leaky water softener earlier in the year but believes it had been fixed. Office Manager, Dawn Grivetti suggested to Ms. Baie that she could have a leak elsewhere. She also instructed her to have a plumber look for further leaks. If the plumber does not find any leaks, she would need to get a letter from the plumber stating his findings. It was also suggested that because Ms. Baie has a new meter, and the readings have been higher since the new meter was installed that the old one was not reading correctly. The new meter is reading higher usage and is probably reading accurately, but until a plumber can address the issue, nothing can be done.

Keith Barnhart is being charged for two debt service fees as well. This was due to the fact that it was also a two unit converted to a one unit. The current water meter software does not go back far enough (per Barnhart – 13 years) to see when it was converted to a single unit. He is not arguing for the water usage, only for the double charge of debt service fee. He wants to know what the Village is going to do about the overcharge. The question was raised once again about whether or not a permit was issued for such a conversion (single to double). At this time it was decided that no credit will be issued. On the next billing there will not be a second charge for the debt service. The information will be passed along to the office manager.

Carl Johnson is looking for a reduction on his water bill. He stated that he had a vacant second floor apartment, but was still being charged for water usage. He said the lower apartment did have tenants in it at the time, but would soon be evicted. Once his complaint was taken, two Public Works employees were dispatched to the building. The upper apartment meter was replaced. However, upon further investigation it was discovered that the spigot on the outside of the structure was connected to the upper apartment, not the lower apartment. As the tenants in the lower apartment used the spigot, the upper apartment was actually being charged for the usage. Due to the fact that the water was indeed used by a tenant, there will be no reduction of the water bill, as there were no problems with the meter. It was suggested to Mr. Johnson that the water line be moved to the lower apartment to clear up any future issues that may arise. This would be his responsibility to fix.

Office Manager, Dawn Grivetti brought to the Boards attention that Joe and Angie Mall had a payment plan for a bill that had incurred at their previous home at 561 Hubert Ct. They have since moved out and into another home at 150 W. Miller. The payment plan was never paid off. She asks the Board if she can combine the old delinquent bill and the current bill (which had also not been paid yet). She states that the old bill has not had a payment on it since May 2010. The board agrees that a letter should be

### Village of Hinckley Regular Board Meeting Minutes for August 16, 2010

mailed out to Joe and Angie Mall as well as their current Landlord (Don Taylor). The letter will state that the past due amount as well as the current amount are now due. If the amount is not paid, then the water will be shut off. They will also be subject to any reconnection fees.

As a reminder per the board, on the water bill there is a minimum service fee which is the debt service fee. It was asked again whether or not Waste Management should start doing direct billing. This would eliminate some garbage billing issues. The water bill would then only contain the actual water usage and debt service fee. President Godhardt will have Village Attorney, Steve Andersson look at the current ordinance and get his suggestions on changing it accordingly, if necessary.

Pete Wallers, EEI, Inc. spoke more about the Agreement for Professional Services Quiet Zone Study. This would cover Rees St., Oak St., Sycamore St., and Somonauk Rd. rail road crossings. The Lump Sum Contract would be split into three phases (A, B and C). The fee for phase A is \$5,118.00, phase B is \$3,684.00 and phase C is \$6,984.00. A phase would not progress to the next phase unless it had been determined that it was feasible to continue as stated per the agreement. Trustee Warner asks if the Sandwich Rd. /Rees St. crossing has been upgraded or not. This particular crossing may be the sticking point to this whole project. Pete stated that he will check to see if that crossing was indeed upgraded and he will report back.

Construction Ordinance, Burning Ordinance, and Liquor Ordinance – Trustee Luker suggested having a Committee of the Whole meeting to finalize these three ordinances once and for all. That way it will save the Village money instead of having the Village Attorney keep changing things and re-presenting them and making more changes at a cost. Construction hours were then discussed as well as large bon fires. It was then agreed to have a Committee of the Whole meeting on August 23 at 7:30pm following the Finance Committee meeting. The three ordinances in question will be discussed at length at that time. Also the question of whether or not there was a current open container ordinance. Trustee Warner states that he will bring the State Law in for review regarding that matter.

President Godhardt would like to assign the task of writing a Façade Restoration Project to the Planning Commission. In doing so, the Village would make available to area business owners the ability to restore the downtown business facades to their original beauty. It is probable that either grant money or restoration funds could be made available through low interest loans, etc.

President Godhardt would also like to assign the task of a Bring you Business to Hinckley Packet, to the Planning Commission. This would need to include demographic studies, traffic studies, etc. The Commission would need to get a sense of what would attract businesses to Hinckley. It was suggested that some of this information be gathered from previous developer's studies that the Village already has on file. Trustee Warner also suggested asking potential business what they want as well. President Godhardt states that he would rather not go that route until this step is done first.

Trustee Luker made a motion to assign both tasks to the Planning Commission as stated. Trustee Nelson seconded the motion. **The motion carried by Roll Call Vote, 4-0.**

A change order (Change Order No. 2) was presented by EEI, Inc. regarding changes to the original Water Well No. 5 contract. Per EEI, Inc. the changes to the contract reflect the actual depths for each section of the well, the quantities of casing pipe and cement grout used, the alternate method used to remove sand and debris from the well after development, and the actual development methods used, additional costs required for temporary power because of the higher horsepower motor used, and the additional costs for laboratory work required as part of the permit. This change order will reconcile the cost of the contract and the scope of the work performed. The Trustees reviewed the change order for several minutes. Trustee Albright made a motion to accept Change Order No. 2 as presented. The motion was seconded by Trustee Warner. **The motion carried unanimously by Roll Call Vote, 4-0.**

The final invoice from Layne Western (Christensen) Company in the amount of \$72,748.03 for Water Well No. 5 was presented for payment by EEI, Inc. The Trustees reviewed the invoice. Trustee Luker made a motion to pay the invoice as presented. Trustee Nelson seconded the motion. **The motion carried unanimously by Roll Call Vote, 4-0.**

**Village of Hinckley Regular Board Meeting Minutes for August 16, 2010**

A change order (Change Order No. 1) was presented by EEI, Inc. regarding changes to the original Wells No. 3 and 5 Water Treatment Plant contract. There were no monetary changes to the contract. Per the IEPA, certain language had to be added to the contract regarding wages. Trustee Albright made a motion to approve the change order as presented. Trustee Nelson seconded the motion. **The motion carried unanimously by Voice Vote, 4-0.**

An invoice (Engineer's Payment Estimate No. 2 Wells No. 3 and 5 Water Treatment Plant, Contract A.1) for partial payment to R.C. Wegman Construction Company was presented by EEI, Inc. This payment is for work done on Wells No. 3 and 5, in the amount of \$5,400.00. Trustee Warner made a motion to pay the invoice as presented. Trustee Nelson seconded the motion. **The motion carried unanimously by Roll Call Vote, 4-0.**

**OPEN DISCUSSION**

There was no further discussion.

**ADJOURNMENT**

Trustee Luker made a motion to adjourn the meeting at 8:56PM. Trustee Albright seconded the motion. The motion carried unanimously by Voice Vote, 4-0.

The next Regular Village Board Meeting will be Monday August 30, 2010 at 7PM.

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Dan P. Godhardt, Village President

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Wendy S. Leasure, Village Clerk