

Village of Hinckley Regular Board Meeting for March 1, 2010

President Godhardt called the regular meeting of the Village Board to order at 7:30 p.m.

Roll call showed President Godhardt and Trustees: Dave Maroo, Steve Warner, Bob Albright and Todd Prellberg all present. Trustees Nancy Nelson and Lee Luker were not present. This established a quorum.

Other persons in attendance included: Dawn Grivetti, Village Clerk, Jeffrey Lewis, Village Attorney, Bill Dunn, Village Engineer, Engineering Enterprises, Inc. (EEI), Dale Youngers, Waste Water Treatment Plant Supervisor, Ken Bushnell and members of the Bushnell family.

The Pledge of Allegiance was recited.

RECOGNITION OF SERVICE – Ken Bushnell, Park Advisory Board

Ken Bushnell was recognized for his many years of service to the Village of Hinckley and the community as a founding member of the Park Program and as a Park Advisory Board member. The Board recessed for twenty minutes to honor Mr. Bushnell.

MINUTES FROM PREVIOUS MEETING

The minutes for the February 16, 2010 Village Board meeting were presented for approval. Trustee Maroo made a motion to approve the minutes as presented; seconded by Trustee Albright.

Motion carried unanimously by voice vote.

APPROVAL OF BILLS

The bills were presented for payment. A list of Accounts Payable and current bank account balances was also presented. Clerk Grivetti stated there was an error in the previous meeting's Presentation of Bills. The transfer of money from the Water and Sewer Fund to the Garbage Fund for the January utility billing was misreported as a bill. The correction is shown in tonight's Presentation of Bills and was made to the previous minutes before presentation.

Trustee Prellberg made a motion to pay the bills as presented; seconded by Trustee Albright.

Motion carried unanimously by voice vote.

TOTAL OF ALL BILLS RECOMMENDED FOR PAYMENT

General Fund	\$	2,605.03
Police Fund		1,470.39
Parks and Recreation Fund		361.00
Garbage Fund		0.00
Motor Fuel Fund		0.00
Road and Bridge Fund		0.00

Village of Hinckley Board Minutes for March 1, 2010 continued

Water and Sewer Fund		36,641.27
Water Improvement Project Fund		<u>0.00</u>
Total:	\$	41,077.69

ATTORNEY’S REPORT

Attorney Lewis reported the Village received a claim form from the FDIC for claims against Benchmark Bank in the matter of Royal Estates Subdivision, Unit 8. He suggested the Village file a claim for the Letter of Credit as well as any outstanding invoices.

Mr. Lewis also reported on illegal sump pump connections. He stated a prohibition currently exists in the Utilities ordinance (Sec. 86-121) that does not allow discharge of storm water into any sanitary sewer. The fine for such an illegal connection is \$25.00 – 750.00 each day. President Godhardt stated the Village should send a letter referencing the ordinance to those property owners not in compliance.

COMMENTS FROM PERSONS PRESENT

There were no comments from persons present.

COMMITTEE REPORTS

Water and Sewer, Steve Warner – Trustee Warner reported the Village has replaced 103 meters in the past two months. All broken meters should be replaced.

Mr. Warner reported he and President Godhardt met with EEI representatives to discuss expansion of the Waste Water Treatment Plant which could be a three to four year plan. President Godhardt added there are three alternatives to retro-fitting the existing plant. Trustee Warner suggested exploring other engineering firms before deciding on an option.

Trustee Prellberg asked how long a feasibility study is good for. Village Engineer Bill Dunn replied three years. Mr. Prellberg stated a study of the Little Rock Creek was recently presented by a previous developer’s consultant.

President Godhardt stated this study by EEI compares the Village of Hinckley to the Village of Hampshire. He added the Village needs to provide adequate services for the current population; future expansion of the plant will be based on development needs and would be paid for by developers. Trustee Warner stated the Village is doing the study to see if retro-fitting would be more cost effective over building a new plant. President Godhardt reminded the Board equipment within the current plant frequently breaks down which puts the Village in constant violation with the IEPA. Trustee Warner added the current plant was designed to service a population of 2,000. If the Village wants to see any growth at all, it needs to be pro-active about the matter.

Dale Youngers, Waste Water Treatment Plant Supervisor suggested utilizing the maintenance property instead of purchasing adjacent property; the maintenance shed could be moved.

Trustee Maroo asked if there is an option of joining with another community. Mr. Dunn replied it was not considered; it is not cost effective given IEPA regulations.

Trustee Warner stated the Village needs to put a scope of proposal together to submit to other engineers prior to the next Village Board meeting.

Parks and Equipment, Todd Prellberg - Trustee Prellberg stated a Park Advisory Board meeting has been scheduled for Wednesday, March 3, 2010 at 6:30 p.m. at Village Hall.

Building and Grounds, Bob Albright – Trustee Albright stated he will schedule a Building and Grounds Committee meeting next week to discuss mowing bids.

Finance, Dave Maroo – Trustee Maroo discussed recommendations from the Finance Committee meeting of February 24, 2010. The committee recommends signing a letter of engagement with Sikich for next year's audit. The committee also discussed allocations of staff hours and how wages are funded; and what the debt service fee for the Water Improvement Project should be.

Debt Service Fee facts to consider:

- a) The suggested debt service fee of \$60.49 in the Water Rate Ordinance (09-11) was based on an assumed interest rate of 3.5% with no grant funding.
- b) Reality is that the bids for the work are less than expected; the Village received a 0% interest rate and 25% of the loan is forgiven (ARRA grant funds).
- c) The loan agreement states assessment of the debt service fee should begin in the year the project begins.

President Godhardt stated the Village is already collecting a debt service fee in the form of the sanitary fee. Trustee Maroo stated the Board needs to decide on a new debt service fee before changing the ordinance and billing users.

Trustee Prellberg made a motion to sign a letter of engagement with Sikich for next year's audit; seconded by Trustee Warner.

Motion carried unanimously by voice vote.

Economic Development, Dave Maroo – Trustee Maroo had nothing to report.

Personnel, Nancy Nelson – Trustee Nelson was not present.

Streets and Alleys, Lee Luker – Trustee Luker was not present.

TABLED ISSUES

There were no tabled issues.

PRESIDENT'S REPORT

1. Local Government Week Resolution – March 7 – 13, 2010

Trustee Albright made a motion to proclaim the week of March 7-13, 2010 as "Local Government Week" in the Village of Hinckley; seconded by Trustee Maroo.

Motion carried unanimously by voice vote.

2. FOIA Officer

President Godhardt stated, in the best interest of the Village financially, he wished to change the Village's appointed FOIA Officer from Attorney Lewis to Clerk Grivetti. However, when it becomes necessary, Mr. Lewis will be consulted for his professional legal opinion. Mr. Lewis added he felt the statement in last meeting's minutes regarding the time it took for him to answer a FOIA request was false. He stated he did respond to the request within the statutory time limit. Trustee Maroo made a motion to appoint Ms. Grivetti the Village's FOIA Officer; seconded by Trustee Prellberg.

Motion carried unanimously by voice vote.

Trustee Maroo made a motion to amend the minutes from the February 16, 2010 Village Board meeting on page one, paragraph seven striking the phrase: "with which the attorney did not meet the time constraints of the law when responding;" seconded by Trustee Warner.

Motion carried unanimously by voice vote.

CLERK'S REPORT

Clerk Grivetti stated she will put Village announcements in the Hinckley Update tomorrow. She asked when the Village will implement the required \$.55 water rate increase for 2010. Trustee Prellberg suggested the Village not increase the water rate for water currently being used. He added the increase is part of the schedule to fund operations and maintenance and to fund the new water treatment facility. Trustee Maroo made a motion to implement the \$.55 increase on the October utility bill; seconded by Trustee Warner.

As a point of interest, Trustee Albright asked if the water rate increase was established in order to receive an IEPA loan. Engineer Dunn replied the IEPA approved the ordinance as established to maintain the new water treatment facility as well as repaying the loan and to provide for increased capital to replace the four-inch water mains throughout the Village.

After further discussion, Trustee Maroo withdrew his motion. Trustee Prellberg suggested scheduling a Committee of the Whole meeting to further discuss water rates and the debt service fee. President Godhardt scheduled the meeting for Monday March 22, 2010 at 7:00 p.m. at Village Hall.

Clerk Grivetti went on to report the copy machine in the Clerk's Office broke down today. She also stated she submitted a grant application to the DeKalb County Community Foundation for the codification of village ordinances in the amount of \$5,658.00

Clerk Grivetti also reminded the Committee Chairmen to submit minutes to all committee meetings they have had this fiscal year. Compensation for attending meetings is based on attendance reported in committee minutes.

Clerk Grivetti also reported office staff will mail 120 certified letters for delinquent utility bills tomorrow. A Delinquency Hearing has been scheduled for Monday, March 15, 2010 at 7:00 p.m. at Village Hall. President Godhardt stated certified letters cost the Village too much money to submit. He suggested sending pink notices instead of certified letters. Attorney Lewis stated the Village Board needs to

Village of Hinckley Board Minutes for March 1, 2010 continued

change the existing ordinance before changing policy. He will verify whether or not state statutes allow the Village to make such changes.

Clerk Grivetti indicated there is currently not enough money to pay the approved bills and make all the transfers for payroll. Trustee Maroo stated the Village's only option is to borrow funds from itself, but they have to be paid back before the end of this fiscal year. He is confident the Village will be able to back-charge some expenses from the General Fund to the Water and Sewer Fund. For example, employee insurance, Village IMRF contributions and taxes can be taken out of the Water and Sewer Fund as well as the General Fund. In the meantime, Clerk Grivetti suggested making partial transfers until more funds are available.

Clerk Grivetti also reported on the money received and the transfers for approval.

MONEY RECEIVED SINCE FEBRUARY 17, 2010

Park Activities	505.00
Park Rental Fee	50.00
Sales Tax Income	1,624.30
Utility Tax Income (General Fund)	2,129.98
Utility Tax Income (Road & Bridge Fund)	1,419.99
Water & Sewer Receipts	<u>78,227.68</u>
Total:	\$ 83,956.95

TRANSFERS FOR APPROVAL

To Payroll Fund from:	
General Fund	\$ 10,938.97
Police Fund	13,662.77
Water and Sewer Fund	8,765.79
Road and Bridge Fund	0.00
Motor Fuel Tax Fund	<u>1,318.20</u>
Total:	\$ 34,685.72
To Garbage Fund from:	
Water & Sewer Fund (January billing)	34,844.21

Trustee Maroo made a motion to borrow \$10,000 from the Water and Sewer Fund to the General Fund for payroll and to approve the transfers as presented; seconded by Trustee Warner.

Motion carried unanimously by voice vote.

DISCUSSION

There were no topics for discussion.

ADJOURNMENT

Village of Hinckley Board Minutes for March 1, 2010 continued

Trustee Prellberg made a motion to adjourn the meeting at 9:15 p.m.; seconded by Trustee Albright.
Adjournment was approved unanimously.

A Delinquency Hearing has been scheduled for Monday, **March 15, 2010 at 7:00 p.m.** at Village Hall.

The next regular meeting of the Hinckley Village Board will be **Monday, March 15, 2010 at 7:30 p.m.** at Village Hall.

Dan P. Godhardt, Village President

Dawn R. Grivetti, Village Clerk