

**Village Of North Henderson  
Trustee Meeting  
Village Shed  
June 14, 2018 6:30 pm**

The Village of North Henderson Trustee Meeting for June 14, 2018 was called to order by President Carol Rogers at 6:30 pm.

**ROLL CALL**

Present:

Trustees: John Hoefer, Don McGraw, Karin Simkins, and Vanessa Olson

Also Attending: President Carol Rogers, Treasurer Gary Whitcomb, Clerk Melody Hall

Visitors: Jim Tucker, Michelle Adams, and Don Adams

Absent: Trustee Angie Chandlee and Trustee Tiffany Leffler

**ANNOUNCEMENTS:**

Clerk Hall stated that she forgot but had an announcement. Clerk Hall commented that after bugging Eagle Enterprise they have finally swapped out the 3 door bin for a 4 door bin at no additional cost. Clerk Hall stated that there still is no sign on them for what goes in or not Eagle is trying to figure out the best way to have one on the bins that will not rot. President Rogers asked if anyone had picked up the stuff that was under the pine tree. President Rogers continued to state that she was going to put it in the pile for clean-up days and it was gone. President Rogers stated that she wanted to Thank who ever did it and if anyone knew or heard to please thank them.

**MINUTES:**

Trustee Olson made the motion to receive the minutes as read. Trustee McGraw 2<sup>nd</sup> the motion

Roll Call Vote:

Ayes: Trustees Hoefer, McGraw, Simkins and Olson. Motion Passed

**TREASURER'S REPORT:**

Trustee Olson made the motion to accept the treasurer's report. Trustee Hoefer 2<sup>nd</sup> the motion.

Roll Call Vote:

Ayes: Trustees Olson, McGraw, Simkins and Hoefer. Motion Passed

**BILLS:**

Treasurer Whitcomb stated that there was an addition to the bills that was just received for Peterson Disposal in the amount of \$800.00 for the Clean- Up Day. President Rogers commented that she felt the Clean- Up day went well and noticed a lot of residences used it. President Rogers then ask Treasurer Whitcomb if the Blick Oil was yearly. Treasurer Whitcomb answered yes.

Trustee Olson made the motion to pay the bills including the bill for Peterson Disposal. Trustee Simkins 2<sup>nd</sup> the motion.



Roll Call Vote:

Ayes: Trustees Hoefer, McGraw, Olson, Simkins and Olson. Motion Passed

## **OLD BUSINESS:**

### **Flower Boxes:**

President Rogers stated she felt that the flower box idea was a success, and that there were people who jumped up and stated that they would like to do it but there may have been some confusion as to how to sign up and what to do so they just took a box. President Rogers continued to state there was one box that is missing the boards, and she didn't know if someone was working on it, and thought that it may have been the Hoefer family because that was to be their box. Trustee Olson commented that she had seen some of the boards in the ditch for the burn pile, and maybe the guy mowing may have done it. President Rogers commented Trustee Hoefer was able to rescue a couple from another box. President Rogers then commented she did not know what to do with the other box, that she may buy some timbers and donate them to fix the box. Clerk Hall asked if the ones President Rogers took out could be used. President Rogers answered no because they are plastic and the others are wood. Clerk Hall stated she wasn't sure who would have removed the timbers because the only ones to call her were Trustees Chandlee and Hoefer. President Rogers commented that the flower boxes that are done look very nice. Trustee Simkins commented that the Morales even have a sign stating that they sponsored that box.

### **Tractor:**

President Rogers stated that Clerk Hall had called Painters Farm Equipment to get an estimate for the repairs on the tractor and the worth of the tractor, she then turned the floor over to Clerk Hall. Clerk Hall stated that Painter's came out to look at the tractor and gave the following estimate for the repairs:

Labor	24 hours @ \$85.00 an hour	\$2040.00
Remove & Clean the Tank and Carburetor	Rebuild Kit	\$ 120.00
Install Tune-Up Kit	Points & Plugs	\$ 34.00
Replace Battery	17 TF Interstate	\$192.00
Replace Fuel	5 Gallons @ 3.00 a gallon	<u>\$ 15.00</u>
Estimate Total		\$2401.00

Clerk Hall stated the above is just an estimate and it does not include things like battery cables, any switches, starter, alternator or an oil change, so the cost could be more or less. Clerk Hall continued to state the day she had got the call it was after 12:00 and she had already left to go to an appointment but she asked if she needed to be there because she would go back. The gentleman she spoke with stated no, she did not need to be there as long as he can get to the tractor. The gentleman stated if he wanted to start it they would call and get a time when Clerk Hall would be there. Clerk Hall commented that they did not call so the tractor was not started.

Clerk Hall stated that the worth of the tractor, as it sits, top end would be worth \$2000.00 to \$2500.00 and if the repairs were to be done, and the tractor sold the worth would be \$3500.00 to \$4000.00. Clerk Hall commented that at the last meeting either Trustee Olson or Trustee Chandlee had questioned if the tractor was repaired, who they could get to maintain the tractor. Clerk Hall stated that she asked Painter's and they would maintain the tractor for \$85.00 an hour plus parts.



President Rogers stated if there was to be more parts to replace the cost could be more than the \$2500.00. Trustee Simkins stated that as long as it has sat the tractor would need to have an oil change and new air filter. President Rogers commented she could not remember if the hydraulic cables had been replaced when Bill Simkins showed her. Trustee Simkins stated Bill had told her that they had been replaced.

Trustee Olson stated she thought the tractor should be sold, who knows what they would get into when they started to work on the tractor. Trustee Simkins stated as long as the tractor has sat that it would probably need new tires. President Rogers stated that the tires had been aired up and were holding the air and 1 tire had been replaced. Trustee Olson commented in an emergency the tractor would be helpful. President Rogers stated that the tractor is a 1967 and she did not realize it was that old.

Trustee Hoefer stated the cost was a lot just to get the value up to \$3500.00 - \$4000.00. Trustee Simkins stated to get the tractor running it could be more than the tractor is worth. Trustee McGraw stated the Village really doesn't use the tractor much. Trustee Olson stated to sell the tractor would be her motion but she wondered how would the village go about selling it? President Rogers stated normally you would put an ad in the paper for bids then you would take the highest bid.

Trustee Olson then made a motion to sell the tractor by placing an ad in the paper for bids and selling to the highest bidder. Trustee Simkins 2<sup>nd</sup> the motion.

Roll Call Vote:

Ayes: Trustee McGraw, Trustee Hoefer, Trustee Simkins and Trustee Olson. Motion Passed.

#### **Mueller Maintenance Agreement:**

President Rogers stated last month we received an email with the Mueller Maintenance Agreement. President Rogers explained Mueller is who helps maintain the handheld and "Hot Rod" that we read the meters with. President Rogers stated Clerk Hall called and spoke to Mueller so she was again turning the floor over to Clerk Hall. Clerk Hall stated what Mueller needs is the agreement signed and returned with what part of the agreement we want to have.

Clerk Hall stated one part of the agreement is maintenance on the software, which includes the EzReader, the EzMobile, training and Software updates. Clerk Hall explained the EzReader is where the billing system is downloaded into a flash drive and the EzMobile is where the billing system is uploaded from the flash drive into the lap top. Clerk Hall stated the cost of the software agreement is \$1050.00, but the village gets a 25% discount making the cost \$787.50. Clerk Hall then stated without the maintenance agreement for Mueller to help with any issues or to come out and train it would cost \$165.00 an hour with a 1 hour minimum plus the cost to update/replace the software.

Clerk Hall stated the hardware maintenance agreement covers the "hot rod". Clerk Hall explained the "hot rod" is the equipment which includes an antenna and box that you hook up to your cigarette lighter or port that reads the meters. Clerk Hall stated the agreement would cover any damages to the equipment or if needing replaced it would be done for free. Clerk Hall stated the cost for the hardware agreement is \$2050.00 less 25% making it \$1537.50. Clerk Hall stated that she asked what the cost would be to fix or repair the "hot rod" without the agreement. Mueller answered if they had to come out it would be \$165.00 an hour, minimum of 1 hour, plus the cost of parts. Clerk Hall then asked what a new box would cost. Mueller answered that it would be \$1000.00 and up depending on which box and



antenna we have. Clerk Hall then stated for the software and the hardware agreement the total cost would be \$2325.00.

Clerk Hall also stated the hand held has a separate maintenance agreement and since there is more than 1 style/type she did not get any prices from Mueller. Clerk Hall continued to state that she did not know what type it is, and she didn't even know what it looked like because she has never used it.

Clerk Hall stated while she spoke to Mueller she asked how long the village has had the agreement with them and when had it expired. Mueller answered that the village has had an agreement with them since they started with the water system and the agreement had expired in March. Mueller continued to tell Clerk Hall there had been an email sent out to [nh1@gmail.com](mailto:nh1@gmail.com). Clerk Hall explained that was Nancy's (the old village clerk) personal email. Clerk Hall continued to explain that you can see there is an email but in order to open it you need Nancy's password and nobody knows the password, so that is why we did not know the agreement had expired until we had the problem with the program.

President Rogers asked Clerk Hall if the \$787.00 was for the "hot rod". Clerk Hall answered "no", the amount was for the software agreement and that the \$1537.50 was for the "hot rod". President Rogers then asked if the handheld would be an additional cost. Clerk Hall answered yes, and that she didn't know the needed information to get a price on the handheld. President Rogers commented she does not think a maintenance agreement is needed on the handheld because the only time it is used is if a meter did not get a read so you take it up to the house to get a reading. President Rogers continued to state that it is not as easy as it sounds and it may work one time then the next it may not.

Clerk Hall stated the problem she had when she contacted Mueller was with the EzMobile, the drive with the information was going to the C drive and it needed to be in the F drive. Clerk Hall continued to state it took about 45 minutes to figure the problem out and fix it along with at least 1-1/2 to 2 hours the night before. Clerk Hall then stated it would have cost \$165.00 for just the 45 minutes and the total cost would have been \$743.00 if there was no agreement for the software.

President Rogers stated Treasurer Whitcomb is looking up last year's cost and believes it is under Data Processing in the Water Fund Account and it shows we spent \$1397.00 last year. President Rogers commented she thought it was around \$900.00 for the software last year and the difference in the amounts from last year and this year is the cost for the maintenance on the "hot rod" and she believes that the village did not do the agreement on the "hot rod".

Trustee Simkins asked if Mueller had set Clerk Hall up with a password so she could get the emails. Clerk Hall answered "no" she is only using [villagenh@gmail.com](mailto:villagenh@gmail.com). Clerk Hall stated she does not need her own email, this way if she was to have to be gone for a length of time President Rogers could get into the email and check it. President Rogers explained that Nancy would open her own emails at the office is why she had a separate one.

Trustee Hoefer confirmed with Clerk Hall as to the cost of the hardware agreement, what it covered and what the cost of a new machine would be. Trustee Hoefer then stated that the village would be paying \$1500.00 for the insurance but if it was to break it could only cost around a \$1000.00 to replace without the insurance. Trustee Hoefer commented his thoughts are to just do the software because it is a necessity. Trustee Simkins agreed with Trustee Hoefer because it covered training, updates and the software. President Rogers commented the village's insurance may cover the "hot rod".



Trustee Hoefer made a motion to renew just the maintenance agreement for the software at \$787.50. Trustee Olson 2<sup>nd</sup> the motion. President Rogers stated that the agreement for the hardware will be put on hold.

Roll Call Vote:

Ayes: Trustees Simkins, Hoefer, McGraw, and Olson. Motion Passed.

#### **Burn Ordinance:**

President Rogers stated Clerk Hall has typed up a sample of the burn ordinance and has placed it in everyone's packet to review. President Rogers asked if anyone has thoughts about any additions or changes they would like made. Trustee Simkins asked if they have a fire during the movie in the park will it need to be approved by the board. President Rogers stated no because the ordinance states you can have a bon fire as long as it isn't more than 4 foot in diameter. Trustee Olson asked if the no burning on Mondays and Holidays was just for trash or was the bon fire included. Trustee Hoefer answered no that the bon fire was separate. President Rogers then read off the part about the bon fire and wiener roast in the ordinance. Trustee Olson stated that was what she thought and that she feels that is pretty straight forward, and it was going to take a little bit to get use to, then she asked if anyone else had any issues.

Trustee Hoefer made a motion to accept the ordinance as written. Trustee Olson 2<sup>nd</sup> the motion.

Roll Call Vote:

Ayes: Trustees Simkins, McGraw, Olson, and Hoefer. Motion Passed

#### **NEW BUSINESS:**

##### **Village Park:**

President Rogers stated that last year the village donated money to the Mercer County Better Together, and like everyone else she really did not understand what it was or why they wanted a donation. President Rogers stated now that she is on the board she understands what they do. President Rogers continued to explain that Mercer County Better Together lets the community know that there is money available, helps to write the any grants and helps communities in Mercer County to get grants, but does not determine where the grants go.

President Rogers stated through all the meetings that Mercer County Better Together and all the communities have had they have compiled a list of what each community feels they need and each community came up with needing more parks and recreations. President Rogers stated it was announced at the last meeting that Looser Flake has a grant that is unique, because they want all the communities to work together. President Rogers continued to state that Looser Flake is offering \$50,000.00 worth of money that people can use to improve their community if there are 1 to 3 communities that will work together as a group. President Rogers stated that Looser Flake decides what community gets what amount. President Rogers gave an example of if 8 communities go in together Looser Flake is offering \$150,000.00 worth of grants to improve parks and recreations.

President Rogers stated it is a big deal because Looser Flake has to give away \$300,000.00 a year and they are choosing to give away half so that communities, like ours, can improve their parks. President Rogers continued to state all they want us to do, like any grant, is to come up with 25%, which is low because usually you have to come up with ½ of the grant. President Rogers stated the 25% does not have to be money, it can be labor, you would figure out what it would have cost and that could be part of the 25%, or donated material also, like mulch or lumber. President Rogers then stated if it is a hardship to come up with the 25% that Mercer County Better Together will help the community to apply



for a waiver for the 25%. President Rogers commented the grant will not be split among the communities that are wanting the grant, each community will get their own grant amount.

President Rogers commented she was excited about this because there are so many little kids that go to the park and all the park has is a swing set, climber, and basket ball hoop, it would be nice to have a structure like the Rotary Park in Galesburg, and someone is willing to hand over the money so the village could do something like that. President Rogers stated for example if the village can get a nice play structure for say \$10,000.00 all the village would have to pay is \$2500.00. President Rogers commented another thing that excites her is that the village does not have to write the grant, that all the communities get together at a Mercer County Better Together meeting, state what they want and what it will cost then Mercer County Better Together will write the grant, then Looser Flake will decide who gets what money.

President Rogers stated what Mercer County Better Together wants now is a commitment as to who wants to be involved in this before July 10, 2018 then the grant has to be done by October 1, 2018. President Rogers stated they have time to form a committee and get an idea of what the village would like for the park to have. President Rogers commented it's a great opportunity to help upgrade the park to where more people will use the park and maybe even have some people consider moving to North Henderson.

President Rogers asked if the board would want to be involved in this. Trustee Olson stated she likes the idea but is worried about volunteers, people say they will help but when it's time to do the work no one shows up. President Rogers restated the \$2500.00 it does not all have to be in labor that it can be in material towards the park such as mulch, or even lumber. Trustee Simkins commented there are a number of kids that use the park and it would be nice to have more for them to do there. President Rogers stated the committee does not have to be a real one that if someone is at a park and sees something they like to take a picture of it then bring it to a meeting. Trustee McGraw commented anything that would give the village a break or money to do something with is worth looking into. Trustee Olson commented that Brandon Leffler use to build playgrounds that he would be a good person to talk to.

Trustee Olson made a motion to go forth with the commitment to the Mercer County Better Together Looser Flake grant with collaboration. Trustee McGraw 2<sup>nd</sup> the motion  
Roll Call Vote:

Ayes: Trustees: Simkins, Hoefer, McGraw and Olson. Motion Passed.

#### **Budget Appropriation Levy Ordinance:**

Treasurer Whitcomb stated what everybody has is a copy of what was spent last year and it is just matter of fine tuning it for this year. Treasurer Whitcomb stated the village went over the park and recreation amount because of the cost of cutting down the tree, and the board may want to put extra funds in that account for the grant. President Rogers commented she looked on the internet and a structure could be anywhere from \$3000.00 to \$10,000.00, so the village would only need \$2500.00 for the grant, but it does not have to be in cash. Treasurer Whitcomb commented that if need be the money would be there.

Treasurer Whitcomb stated the village mowing needs to be looked at because so far this year the mowing has cost \$1000.00 and there are still a few months to go. Treasurer Whitcomb continued to state the cost of the gas for the garage went over, due to the cold winter this year, but this coming



winter may not be as cold. President Rogers commented the funds for grant writing can be moved because Mercer County Better Together will write all grants. Treasurer Whitcomb agreed and suggested that the funds in line 539, Grant Writing, in the amount of \$2000.00 be moved to line 2172, Park 1 350 Main Street, to make it \$2500.00. Trustee Olson agreed and told Treasurer Whitcomb to make the switch. Treasurer Whitcomb stated at least \$2000.00 was need for mowing since there was at least another 4 months of mowing. Treasurer Whitcomb commented the funds for legal fees were not used much. President Rogers commented the lawyer was not need much. Treasurer Whitcomb then suggested moving \$2000.00 of Legal Fees, line 533, to Mowing, line 595 making the amount \$6000.00. Trustees Olson and Simkins agreed and had Treasurer Whitcomb move the amount.

Treasurer Whitcomb stated the other item was the Gas Utility Expense for the village building, that about \$300.00 was needed. Trustee Simkins commented making it around \$1000.00 sounds about right. Treasurer Whitcomb suggested taking the \$300.00 from Village Building 206 South Street, line 5171 and moving it to Village Building 203 South Street, line 5712. Trustee Simkins agreed and had Treasurer Whitcomb to make the move. Treasurer Whitcomb suggested they move \$1000.00 from Streets & Roads, line 860, and put it into Maintenance Supply Street, line 614 just to balance them out. Treasurer Whitcomb commented nothing was spent last year in the Motor Fuel Fund Expenditures, line 17 but the funds are there if needed.

Treasurer Whitcomb stated in the Maintenance Services Water Fund everything came out as expected such as line 515, Maintenance service for the water system came in under \$15,000.00. President Rogers commented on how much it cost to maintain the water system each year. Treasurer Whitcomb stated that the cost includes the hydrants and such. President Rogers commented the renewal for the insurance came in and it should be the same as last year. President Rogers then asked Treasurer Whitcomb if he thinks that Social Security will be the same this year or could it go up. Treasurer Whitcomb answered that it should be the same.

Trustee Olson made the motion to accept the Budget Appropriation Levy Ordinance with the changes. Trustee Olson 2<sup>nd</sup> the motion.

Roll Call Vote:

Ayes: Trustees McGraw, Hoefer, Olson, and Simkins. Motion Passed.

#### **Prevailing Wage Ordinance:**

President Rogers stated it is the time of year to review the Prevailing Wage Ordinance, which is an ordinance that states if a village hires someone new that they will pay them the prevailing wage and that all villages/towns must sign it. President Rogers continued stated it's a matter of signing it and sending it back to the lawyer.

Trustee Simkins made a motion to accept the Prevailing Wage Ordinance. Trustee Hoefer 2<sup>nd</sup> the motion.

Roll Call Vote:

Ayes: Trustees McGraw, Olson, Hoefer and Simkins. Motion Passed.

#### **June 2018 – June 2019 Meeting Dates:**

President Rogers stated it's time to look at the meeting dates and time for the remainder of this year and for 2019. President Rogers ask if the 6:30 time was still okay with everyone. President Rogers commented one meeting was on February 14<sup>th</sup>, Valentine's Day, and asked if that date needed to be change or if it was okay.



Trustee Olson made a motion to accept the dates and time for the meetings as is. Trustee Simkins 2<sup>nd</sup> the motion.

Roll Call Vote:

Ayes: Trustees Hoefer, McGraw, Olson and Simkins. Motion Passed

**PUBLIC COMMENT:**

Visitor Jim Tucker commented that there is a lien on the tractor. President Rogers asked why would there be a lien on the tractor, we pay all our bills on time. Mr. Tucker explained that money was borrowed for the water system so everything has a lien on it. Trustee Simkins commented that it can be released. President Rogers stated we would have to check on how to get the tractor released.

Trustee Olson asked if there had been letters sent out on abandoned properties that haven't been mowed yet. President Rogers answered "yes" there is a copy of a letter in everyone's packet. President Rogers stated it is for the owner of the property on West Street. President Rogers continued to state she has called the owner, left messages and since nothing has been done she sent the letter by certified mail stating it needs to be done by the 24<sup>th</sup> or the village is going to have it done at the owners cost. President Rogers then stated she spoke to the gentleman that mows for the city to see if he would mow the yard but, he stated that it is just too high and thick for his equipment so no he would not do it. President Rogers stated if need be the village may have to find someone with the right equipment for that tough of a job.

Trustee Simkins mentioned she thought it would be nice to put some flowers around the village signs and that if everyone liked the idea that she had some perennials she'd donate. President Rogers commented she agrees it would look nice. Clerk Hall commented if the culverts could get moved that a flower box would look nice in part of that spot and she would be willing to take care of it.

Clerk Hall then commented she has received a few emails' from Risk Management about the State Budget and other laws that are trying to be passed and how they are trying to help some not be passed. Clerk Hall continued to state if anyone would like to review any of the information that the web page is IML.org. Clerk Hall stated some of the information is very interesting.

Trustee Olson made a motion to adjourn the meeting. Trustee McGraw 2<sup>nd</sup> the motion.

The meeting was adjourned at 7:45 pm with the next meeting set for 6:30 pm on July 12, 2018.

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Melody Hall  
Village Clerk

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Carol Rogers  
Village President