

**Committee of the Whole
October 23, 2023
MINUTES
6:00pm**

Board present: Steve Buss, Claudia Simpson, Christin Keeffer, Brian Peight, Brooke Baldauf, Dean Rood, Brandon Smith, Cathy Stevens, Nicole Callos. Also present: Wayne Gift, Lois Bollman, Lindsay Buss, Kory Polhill, Louise Workinger.

Call to Order

1) The Committee of the Whole meeting of October 23, 2023 was called to order by President Buss at 6:00pm.

Approval of Minutes – September 25, 2023

2) On a motion by Keeffer second by Peight to approve the meeting minutes from September 25, 2023. ALL AYE.

Approval of Special Meeting Minutes – September 25, 2023

3) On a motion by Peight second by Smith to approve the special meeting minutes from September 25, 2023. ALL AYE.

Approval of Bills Payable

4) There were no bills payable at this time.

Public Participation

5) Lois Bollman expressed concern over road conditions and problems with water near her home. Buss explained the Village does about 100-200K worth of HMA street work a year and is planning on doing more than that in years coming. Lois Bollman explained when she originally moved here in 1985 she did not have water problems like she does now. The Village is addressing this at as well to be worked with street repairs.

Girl Scout Cookies 1/5/2024 - 1/24/2024

6) Girl Scouts will be selling cookies around town January 5th through the 24th.

Discuss Emergency Management Notification Protocol

7) The Village is looking into a central emergency notification program. Lena School District has a system that the Village could join. Peight will be checking with the State on grants. Buss will be checking with Galena on their system. Code Red and First Alert were mentioned.

Discuss CD Rates

8) Callos stated that the Village uses Community Bank for general funds and Lena State Bank for water funds and there have been no changes in rates since September Callos felt comfortable leaving the CDs where they are for another 6 months.

Discuss Newsletter

9) The Board has mailed new utility bill information and posted it on Facebook. A reminder of January rate changes will be printed on water bills beginning in December.

Discuss Letter of Recommendation from Porter Brothers for Shippee Road

10) Matthew Porter will be coming to Lena October 24th to discuss Shippee Road.

Discuss Purchase of Updated Maps from Fehr Graham

11) It will cost the Village \$650 for PDF versions of the updated Zoning Maps from Fehr Graham. Printed maps for Village Hall and the water department is included in this.

Discuss Streets Projects

12) Nott reported there are delays on William, Leet and Dayton due to ComEd – looking at December/January for both locations. Fishers is willing to hold the unit prices except for one of the hot mix subs. To lock in for oil price now for Leet and Williams Street it would cost \$6,300 on a \$110,000 project. To lock in the oil unit price for Dayton St it would cost \$4,300. Residents of Williams, Leet and Dayton street were notified the work was going to be done earlier in the year; Buss wants to have letters sent to the residents again explaining the delay was not due to the Village. 2. Keeffer reported that leaf pickup began today. 3. The Safe Routes Grant has been submitted.

Discuss Amendments of Appropriations

13) Callos stated we are half way through our fiscal year. Some projected projects did not get done and were not paid for this year, leaving funds to be appropriated. Callos will be visiting with the attorney to verify the appropriate process.

Discuss ROW Permit Changes

14) Kory Polhill explained that utility companies doing work in the right of way within the Village can request as many locations from Village employees as they would like, causing Village employees to have the work done within 48 hours. Each department must sign off on permits. As more permits come in with more work being done within the Village, the Board is looking to possibly reword the requirements to order permit requests by priority, limit each permit to 1000 feet, and/or raise permit fees according to locate distance. Nott offered getting a permit from Freeport as an example.

Discuss Budget for 3rd Streets Department/Utility Employee

15) Peight presented a spreadsheet of costs for an additional employee and insurance. The Village currently has 4 employees and is wanting to keep as much work in-house as possible. The Board will be putting together a job description to be posted after the Board approves an additional employee.

Adjournment

16) On a motion by Smith second by Peight to adjourn the October 23, 2023 Meeting at 7:13pm. ALL AYE.

Submitted by Claudia Simpson, Village Clerk