

**Regular Meeting of the Village of Stillman Valley  
Board of Trustees  
Monday, August 9, 2016**

<b>Present</b>	<b>President</b>	Becky Waltrip
	<b>Village Clerk</b>	Yvonne Dewey
	<b>Trustees:</b>	John Russell, Sue Carpenter, Steve McCammond, Deb Thibodeau, Andy Carlson & Keith Palmer
	<b>Public Works</b>	Dean Insko
	<b>Also Attending:</b>	Doug Henry Village Attorney
	<b>Citizens:</b>	Denny Harms; Roger Carlson; Carla Pascal of Sikich; Grace Mott & Mac MacIntyre of eWorldLinx

**A. Call Meeting to Order**

The meeting was called to order at 7:00 p.m. by President Waltrip. President Waltrip led the Pledge of Allegiance. Roll was called. Trustee Russell arrived at 7:05 p.m.

**B. Approve Agenda of August 9, 2016**

A motion was made by **Trustee Thibodeau to accept the August 9, 2016 Agenda, seconded by Trustee McCammond. The motion passed with five (5) “ayes”; zero (0) “nays”; one (1) “absent”, Russell.**

**C. Minutes of the July 25, 2016 Regular Meeting**

Following a review of the July 25, 2016 Regular Meeting Minutes, **Trustee Thibodeau made a motion “to approve the Regular Meeting minutes of July 25, 2016, Trustee McCammond seconded. The motion passed with five (5) “ayes”; zero (0) “nays”; one (1) “absent”, Russell.**

**D. Citizens Comments – None**

**E. Monthly Reports**

1. Treasurer Fruin reviewed the Monthly Profit & Loss Statement for July. Treasurer Fruin reported a net income of \$54,000, however advised the board that the USDA loan payment in November will affect that balance. Treasurer Fruin pointed out that the Equipment Replacement Account fund balance is growing due to the monthly deposits in that account. Treasurer Fruin also discussed the first quarter reports. **A motion was made by Trustee McCammond “to accept the Treasurer’s Reports for July 2016”; Seconded by Trustee Thibodeau. The motion passed with five (5) “ayes”; zero (0) “nays”; one (1) “absent”, Russell.**

2. There were two hours of **overtime** for employee Aaron Moore due to storm/power outage issues. **Trustee Palmer made a motion to approve the 2 hours of overtime for Aaron Moore. Trustee Carlson seconded. The motion passed with six (6) “ayes”; zero (0) “nays”; zero (0) “absent”.**

3. Trustee Carpenter presented the **August monthly bills** for approval to the Village Board. Trustee Carpenter advised that the Village is paying two (2) of the Economic Development Grants this month. **Trustee Thibodeau made a motion to pay the August bills; Trustee Palmer seconded. The motion passed with six (6) “ayes”; zero (0) “nays”; zero (0) “absent”.**

**F. Unfinished Business**

**a.i.1. Website Proposal – eWorldLinx.** Grace Mott & Mac MacIntyre of eWorldLinx gave a presentation to the board on their web design services. They are currently managing about 250 various websites and pride themselves on providing quality service at a fair price. eWorldLinx was recommended to the Village by the Village of Kirkland. eWorldLinx features an easy to use format. If we choose not to do our own updates, they do offer a service to do the updates for an additional fee. eWorldLinx is able to offer the Village all of the things they were asking for in their quote proposal and more. The site would be e-commerce ready, they can manage online bill pay, which is included in the quoted cost, they suggested a page for use by

Village personnel for meeting information, an events calendar etc. eWorldLinx has rapid response customer service and most of the work is done at no cost. Trustee Carpenter asked about the base price of establishing the website, Ms. Mott advised \$1,250 annually with additional fees for add ons.

**a.i.2. Website Proposal - GovDoc.** The representatives of GovDoc could not be at tonight's meeting due to his distance from Minneapolis. They did send a link to their proposal that was shared with the board. President Waltrip asked the board to review GovDoc's proposal prior to the next board meeting.

**a.i.3. Zoning Map Update.** Village Engineer Ron Steenken discussed the Zoning Map updates that are currently being worked on at Willett Hofmann. Mr. Steenken received a copy of Casper's notes on several locations in the Village. Mr. Steenken also drove around the Village to review the Village as a whole. Willett Hofmann will produce a mockup of the planned zoning map for the next board meeting.

## G. Ordinance/Resolution

**a.i.1. Ordinance No. 865 Authorizing the Purchase of a 2016 John Deere Backhoe and the sale and/or disposal of a 1999 John Deere Backhoe deemed surplus by the Village of Stillman Valley.** Public Works Director Insko advised the board that the purchase was discussed at the last board meeting as well as in committee. **Trustee McCammond made a motion to pass Ordinance No. 865 Authorizing the Purchase of a 2016 John Deere Backhoe and the sale and/or disposal of a 1999 John Deere Backhoe deemed surplus by the Village of Stillman Valley; Trustee Palmer second. The motion passed with six (6) "ayes"; zero (0) "nays"; zero (0) "absent".**

**a.i.2. Ordinance No. 866 Short Term Parking.** President Waltrip advised the board that she had received complaints from village residents about their problems with parking in front of the post office during the post offices regular business hours. President Waltrip advised the board that by adopting Ordinance No. 866 Short Term Parking, it would change two (2) spots north of the current handicap spot in front of the post office to short term parking. Trustee Carpenter asked what the restrictions and timing would be with the short term parking. President Waltrip advised it would be restricted only during post office business hours and the time limit would be 15 minutes. Trustee Carpenter expressed concern over who would police the parking ensuring only postal customers were using the spaces. **Trustee Palmer made a motion to pass Ordinance No. 866 Short Term Parking; Trustee Thibodeau second. The motion passed with four (4) "ayes"; two (2) "nays" (Carpenter & Carlson); zero (0) "absent".**

## H. Engineering

Village Engineer Ron Steenken reported to the board that the watermain replacement and street paving in the Village are going as planned and that the mapping has been completed. President Waltrip asked about the hole at Pine & 72, Public Works Director Insko replied that it is a known problem and is scheduled for repair. President Waltrip also asked about the markings on Pershing and Village Engineer Ron Steenken advised this was done as part of the mapping.

## I. New Business

**a.i.1. Sikich.** Carla Pascal was in attendance to review the completion of the two (2) audits for the Village of Stillman Valley. Ms. Pascal reviewed the Annual Financial Report, Auditor's Communication to the Board of Trustees and Communication of Material Weakness in Internal Control. Ms. Pascal advised the board there were no material misstatements and walked the board through the highlights of the reports. There is one material weakness identified and it is due the size of the organization and because of this the number of employees who are handling the Village accounting functions creates transparency issue. Ms. Pascal then discussed the Single Audit completed for the WWTP and there were no findings. Attorney Henry asked about an item in the Communication of Material Weakness's report. One of the listed Material Weakness's is the Village Clerk may modify or write off customer accounts. Ms. Pascal said that the software gives the Village Clerk ability to modify or write off customer accounts. Ideally the clerk should not have the ability to modify or write off customer accounts.

a.i.2. **Cardinal View Villas.** – Mr. Denny Harms was in attendance at tonight’s meeting to ask the Village Board to consider reducing or eliminating the fees associated with building a new home in the Village. Mr. Harms discussed the diminished value of the properties since he began the project, the diminished sales comps and the taxes he has paid on the vacant lots since the project stalled in 2008. Mr. Harms outlined the cost he has incurred in the project to date and the projected revenue for the Village if the project was built out as originally planned. Mr. Harms wants to revitalize the project again and finish what he started in 2007. Mr. Harms would like to begin building as soon as possible. After Mr. Harms left the meeting, Trustee Russell asked to discuss Mr. Harms request for relief of fees for his building project. Public Works Insko advised the board that there are currently 45 buildable lots in the Village. If those lots were sold and built on, the revenues generated would eliminate the need to use sales tax revenue to make the loan payment on the WWTP. Public Works Insko also advised the board that no new home had been built in the Village since 2010. The board discussed fees paid by Mr. Harms previously, impact fees as well as water and sewer hook-up fees. A discussion on Life Cycle Costs was had by the board on the value of the water sewer hook-up fees. Trustee Russell talked about the assumed risk the builder took on when developing a subdivision and in his opinion the Village should not compensate the builder for his loss revenue.

**J. President’s Updates** – President Waltrip advised the board that one of our neighboring communities is holding their annual “Pickin in the Park” event on Wednesday August 10, 2016 in Franklin Township Park in Kirkland, IL.

**K. Committee Meeting Reports**

**1. Water & Sewer and Streets and Alley** – Public Works Insko discussed the recent 4” rain storm and how the water flowed from High School parking lot to 137 W Grant St. The storm on July 29, 2016 produced about 4” of water and no water entered the Dotzel home or their garage.

**2. Public Safety and Parks & Buildings** – Trustee Thibodeau advised that the fence was removed and replaced in Ropp Park and that purchasing a new piece of playground equipment will be on the next meeting agenda.

**3. Finance and Ordinance** – NR

**4. Economic Development** – Meeting scheduled for August 17, 2016.

**L. Executive Session**

**M.** Upcoming Regular Board Meeting August 22, 2016 at 7:00 p.m.

**N.** With no further business to discuss the meeting was adjourned at 8:36 p.m. on a **motion made by Trustee Carlson seconded by Trustee Palmer.**