

Village of Rossville
Regular Board Meeting
July 15, 2024

Mayor Queen called the meeting to order at 7:00 p.m. The meeting was held at the Rossville Municipal Building located at 120 East Attica Street in Rossville, Illinois.

The Pledge of Allegiance was recited.

Roll call was taken. A quorum was established with Mayor Queen and Trustees Richison, Daniel, Cornell, Jones, and Gammon physically present.

Trustees absent – Trustee Black

Guests present were Clerk White, Nancy Cox, Linda Masengale, Leo Rodgers III and Kenneth Gammon

Minutes of the regular board meeting held June 17, 2024 were presented. Motion was made by Richison, seconded by Cornell to dispense with the reading of the regular board meeting minutes dated June 17, 2024 and approve the minutes as presented. Vote: Daniel, yes; Cornell, yes; Jones, yes; Gammon, yes; Richison, yes.

Treasurer Ault's report for June 2024, was presented. The treasurer's report was reviewed in the Finance & Purchasing Committee meeting held earlier. Motion was made by Jones, seconded by Richison to accept the Treasurer's report for June 2024, as presented. Vote: Cornell, yes; Jones, yes; Gammon, yes; Richison, yes; Daniel, yes.

Current bills – Current bills were reviewed in the Finance & Purchasing Committee meeting earlier. Motion was made by Richison, seconded by Jones to approve the bills as presented. Vote: Jones, yes; Gammon, yes; Richison, yes; Daniel, yes; Cornell, yes.

Superintendent Lusk's report – Trustee Daniel asked when the sidewalk, in front of 210 Gilbert, will be done. Mayor Queen stated it will probably be in August. Mayor Queen reported Gilbert Street has been milled. Trustee Gammon stated the water tower project is scheduled to begin this week. The equipment to do the project is all at the water tower. Also, Trustee Gammon reported that she spoke with a representative from Rise Broadband, who had an internet antenna on the water tower, and asked when the tower will be put back up and service restored to customers. The representative told Trustee Gammon that they were not given enough notice to remove the tower so service was disconnected to the 7 customers and the antenna will not be re-installed on the tower. Trustee Gammon told the representative that the Village told them in April that the project was going to be done.

Sewer Operator Price's report – Trustee Gammon asked, are we waiting to finish at the lift station? Mayor Queen reported the electrical work and fence are done. We are just waiting on the maintenance staff to landscape then they will be done.

Police report – Trustee Gammon read Chief Greene's written report.

Accounts Receivable - Collector White reported the utility accounts receivable total as \$38,140.30. There were miscellaneous invoices totaling \$1,000.00, making the total accounts receivable \$39,140.30. There were no disconnections this month. One account was given to Superintendent Lusk for disconnect but the account has not been disconnected yet.

Vacation Ordinance Amendment – Trustee Black had previously prepared an amendment to the vacation ordinance and submitted the amendment for discussion at tonight's meeting. Since Trustee Black was absent this evening, Mayor Queen suggested the topic be tabled until Trustee Black returns. Trustee Gammon stated the extra week of vacation was already approved at a previous meeting. Mayor Queen objected to giving employees, on the date of hire, 2 weeks of vacation. Trustee Jones reminded board members that the police officers were authorized to receive an extra week of vacation. Trustee Gammon stated the extra week was authorized in another meeting. Clerk White stated they were given another week of vacation because they had worked for the Village for 1 year already. Trustee Gammon agreed then made a motion to approve the vacation and personal day ordinance. The motion was seconded by Trustee Richison to approve the vacation and personal day ordinance amendment. Vote: Gammon, yes; Richison, yes; Daniel, yes; Cornell, yes; Jones, yes. Ordinance 2024-01A was approved.

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Renewal of 3 year Vendor Agreement between Village of Rossville and East Central II Community Action Agency (ECICAA) for Low Income Home Energy Assistance Program – A motion was made by Daniel, seconded by Cornell to authorize Mayor Queen to sign the renewal agreement with ECICAA for Low Income Home Energy Assistance Program for 3 years. Vote: Richison, yes; Gammon, yes; Jones, yes; Cornell, yes; Daniel, yes.

Renter Refund of Fees Paid to Get Services turned on – A renter had water service disconnected to his apartment after he didn't pay the required deposit years ago. Therefore, in order to get utility service, according to ordinance, the renter was required to pay 12 months of water and sewer fees, reconnect fees and the required deposit prior to reconnection totaling \$584.20, which he did. Due to issues in the apartment, the services were not received. The renter is requesting his money refunded due to not being able to obtain services in the apartment. Board members discussed the situation. Motion was made by Daniel, seconded by Richison to refund the renter the monies that were paid for the 12 months of water and sewer fees, reconnect fees and deposit. Vote: Gammon, no; Jones, yes; Cornell, yes; Daniel, yes; Richison, yes.

Benches for the pond area -Trustee Gammon presented a picture of an “In Memory of” park bench that would cost approximately \$463 each for a 4’ bench for the pond area. Trustee Gammon spoke with Superintendent Lusk asking how many benches may be placed at the pond. Someone will have to pour concrete pads for the benches to be bolted to, so they don't get stolen or float away. The benches will be green like the picnic tables at the park. The plaque would have to be placed in the concrete. A Beautification Committee meeting will be scheduled to discuss the benches and how many should be ordered. If several are interested, any over the number of benches to be placed, a suggestion was to plant some trees in memory of a loved one. Trustee Gammon suggested advertising to see how many would be interested in purchasing a “Memorial Bench”. Trustee Gammon stated it will have to be decided if the Village will order the benches and the people reimburse the Village for the cost or how to handle the purchasing of the benches. Trustee Gammon reported trucks and other vehicles have been reportedly driving on the golf cart path. Trustee Gammon designed a sign to read, “Share the Path golf carts, walkers, pets, side by sides ONLY”. The signs would be 24” x 18”. Trustee Gammon would like to order 2 signs. Superintendent Lusk has placed a berm at the edge of the maintenance lot and the grass area to stop vehicles from driving through to the pond area. Trustee Gammon would like to order signs to be placed along Route 1(Chicago) to designate where to turn to go to the pond. The signs would read, “Bobcat Cove Hiking & Fishing” with a directional arrow to indicate which direction to turn. Trustee Gammon recommended connecting the parking lot to the golf cart path with gravel because people are currently driving over the grass to get onto the golf cart path. Signs may also be ordered stating, “Cleanup after yourself” and “Clean up after your pet(s)”. Discussion was also held on whether to put trash cans by the pond.

217 Perry – Mayor Queen spoke with the owner of 217 Perry, who will not commit to signing a quitclaim deed to the Village for the property. The house is still being cleaned out. The third dumpster is full and will need 1 more dumpster to hopefully finish. The owner will be responsible for reimbursing the Village for the cost of the dumpsters. Mayor Queen explained to the owner if she does not sign the quitclaim deed, the Village will be forced to demolish the house. The Village has already condemned the house.

Update on Demolished Houses – Mayor Queen stated Superintendent Lusk reported that 3 houses have been demolished, cleaned up and the contractor has been paid for the demolition. Clerk White will place a demo lien on each of the properties. At some point, the Village will foreclose on the lien on all 3 properties.

Water Tower – Mayor Queen reported the equipment is in town to clean, repair and repaint the water tower. The contractor will clean the water tower inside, make any necessary repairs, clean outside, remove the lead paint on the outside by covering the tower in its entirety to scrape the paint, then repaint the tower. The base of the tower will be painted black, a stripe of white, which will have ROSSVILLE and 2 paw prints inside it and red on the top of the tower. The contractor estimated the project would be done in 3-4 weeks.

Update on Consolidated Election to be held April 1, 2025 – The provisions listed in Public Act 103-0586 made changes to the calendar of events for the Consolidated Election to be held on April 1, 2025. Clerk White stated the first date to circulate petitions is August 20, 2024, usually begins in October. Clerk White has not received petition packets for candidates but will advertise in a newspaper and on the Village website when packets are available to pick up at the village office. The positions to be elected are:

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Mayor	4-year term
Clerk	4-year term
Trustee (3)	4-year term

Pay for the newly elected officials at the Consolidated Election will be discussed at the September board meeting.

Ordinance to Update the Duties of Village Clerk-2.08.110 – An ordinance amendment was prepared to add under Section 2.08.110 Duties-In addition to the duties provided in this chapter, the clerk shall perform such other duties and functions as may be required by statute or ordinance. It shall be the duty of the Clerk to create and maintain a “Village Clerk Standard Operating Procedures Guide”. In order to carry out the duties and responsibilities of the Clerk, it is necessary to generate, maintain and update the standard operating procedures required for a clerk to properly execute the duties provided in this chapter. The Standard Operating Procedures shall use the same outline as this chapter. It shall provide substantial details of the specific nature of the activities, steps to properly execute the duty and provide proper guidance and locations of all documentation and knowledge related to such duties. The document will assist in the carrying out of these duties in a uniform and orderly manner with the least amount of confusion. The standards contained within this directive shall provide general and when needed specific guidelines for the proper running of this department. Prior to the end of a Clerk’s term, the Clerk shall review and answer all necessary questions to the incumbent Clerk as to ensure a smooth transition of duties and responsibilities.

Trustee Gammon stated the ordinance amendment was prepared after the grant she prepared was denied due to a portion of the GATA annual report not being completed. The annual GATA report is to be completed, the auditors complete the financial portion and the Village staff complete the ICQ (Internal Controls Questionnaire) portion of the GATA report. The ICQ had not been completed since 2019 but the office staff were not aware they were to complete the ICQ portion. Trustee Gammon suggested the maintenance department prepare an Operating Procedures Guide if Superintendent Lusk retires, the employees need to know what to do.

A motion was made by Gammon, seconded by Richison to adopt the ordinance amendment requiring the Clerk to prepare a Standard Operating Procedures Guide. Vote: Daniel, yes; Richison, yes; Gammon, yes; Jones, yes; Cornell, yes. Ordinance 2024-07 passed.

Finance & Purchasing – Trustee Gammon reported a Gas Fund CD for the Panhandle refund matures on August 3rd. Panhandle was ordered to recalculate a portion of the overcharge settlement. The recalculation resulted in an additional refund of \$29,323.23 due to the Village of Rossville, which should be received within the next week or two. The amount will be deposited into the universal account until a decision is made on which financial institution will receive the refund to be placed in a CD. Trustee Gammon stated the refund will not be moved until CD rates can be obtained. CD rates for Iroquois Federal are usually not released until 7 days prior to purchase of a CD. Clerk White suggested making a motion to authorize a check to be printed in the amount of the Panhandle refund (\$29,323.23) to whichever financial institution is approved and add to the current CD that matures on August 3rd (if Iroquois Federal is approved) or purchase a new CD if Bank of Rantoul is approved by the Finance Committee Chairperson and/or Treasurer. A motion was made by Gammon, seconded by Jones to authorize the issuance of a check to move the additional Panhandle refund (\$29,323.23) from the universal account to whichever financial institution is approved for a CD. Vote: Cornell, yes; Daniel, yes; Richison, yes; Gammon, yes; Jones, yes.

The auditors will be here July 16 & 17th to begin the FY2024 audit. Trustee Gammon will review the GATA report, which has been caught up, so she can reapply for the camera grant, which would reimburse the Village approximately \$27,000.

Clerk White emailed a lady from GATA to see if the past uncompleted reports can be caught up. The auditors will assist with questions to complete the forms but they cannot complete the forms for us.

Streets & Alleys - Trustee Cornell made a motion, which was seconded by Daniel to award the bid, in the amount of \$113,167.34, for the seal coat project to Daniel L. Ribbe Trucking. Vote: Jones, yes; Cornell, yes; Daniel, yes; Richison, yes; Gammon, yes.

Police, Health & Safety – Trustee Black was absent.

Water & Sewer – Trustee Jones had nothing to report at this time.

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Gas Committee- Trustee Richison had nothing to report at this time.

Public Improvement – Trustee Daniel had nothing to report at this time.

Resident Leo Rodgers III thanked board members for their assistance in getting the streetlights in front of his house repaired. Mayor Queen stated that it took longer than expected to receive the wire to repair the lights. Mr. Rodgers asked about using the alley that runs beside the Historical Society on Attica Street north to the Benton Street area that has been vacated. Mr. Rodgers stated that Superintendent Lusk said it would be no problem to use the alley. Mayor Queen stated the alley does not run that far. The alley only goes from Attica Street to the police garage. The rest is owned by Clint Hamilton and the school. Mayor Queen stated the Village has a utility easement but the alley stops by the police garage.

Nancy Cox thanked board members for serving.

Susan Misner was scheduled to discuss the need for a fireworks ordinance, but she did not attend the meeting tonight.

Motion was made by Richison, seconded by Jones to adjourn the meeting. Vote: Daniel, yes; Cornell, yes; Jones, yes; Gammon, yes; Richison, yes. The meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Chris White
Village Clerk
Board approved 8-19-24