

## **CALL TO ORDER**

The Village of Durand Board of Trustees met in Regular Session on Monday, November 27<sup>th</sup>, 2023. The meeting was called to order by the Village President, Sheila Hoffman, at 8:01 P.M.

## **ROLL CALL:**

Present: Trustee Waller, Trustee Becker, Trustee Dasko, Trustee Cox, Trustee Guth

Present via teleconference: None

Absent: Trustee Clark

Employees: *Chief of Police, Michael Reiman*

*Public Works Supervisor, Aaron Kahl*

Village President: Sheila Hoffman

Village Treasurer: Denise Britnell

Village Attorney: Darron Burke

Village Clerk: Mary Sphatt

Public: *See attached sign-in sheet*

## **PLEDGE OF ALLEGIANCE**

## **MINUTES**

The minutes from the November 13<sup>th</sup>, 2023 Regular Session were inspected by the board members. Motion was made by Mr. Guth and seconded by Mr. Becker to approve the November 13<sup>th</sup>, 2023 minutes of the Regular Session. ROLL CALL: Clark, absent: Cox, yes: Dasko, yes: Waller, yes: Guth, yes: Becker, yes. MOTION CARRIED. APPROVED.

## **PAYMENT OF THE BILLS**

The Payroll bills dated November 13<sup>th</sup>, 2023 were reviewed by the board members. A Motion was made by Mr. Guth and seconded by Mrs. Waller to draw on the treasury to pay the payroll dated November 13<sup>th</sup>, 2023 totaling \$29,593.49. ROLL CALL: Cox, yes: Guth, yes: Becker, yes: Clark, absent: Waller, yes: Dasko, yes. MOTION CARRIED. AUTHORIZED.

The Payroll bills dated November 27<sup>th</sup>, 2023 were reviewed by the board members. A Motion was made by Mr. Guth and seconded by Mr. Dasko to draw on the treasury to

pay the payroll dated November 27<sup>th</sup>, 2023 totaling \$19,480.40. ROLL CALL: Cox, yes: Guth, yes: Becker, yes: Clark, absent: Waller, yes: Dasko, yes. MOTION CARRIED. AUTHORIZED.

The Board Bills dated November 27<sup>th</sup>, 2023 were reviewed by the board members. A Motion was made by Mr. Guth and seconded by Mr. Dasko to draw on the treasury to pay the November 27<sup>th</sup>, 2023 Board Bills totaling \$19,696.70. ROLL CALL: Dasko, yes: Cox, yes: Becker, yes: Clark, absent: Waller, yes: Guth, yes. MOTION CARRIED. AUTHORIZED.

## **ZONING**

Nothing to report

## **PUBLIC COMMENT**

## **COMMITTEE REPORTS**

### **A. FINANCE**

Kyle Demus from Benning Group was present to discuss the results of the Village Audit. He mentioned the lack of segregation of duties for the Village Employees, and explained that this is a common issue among smaller municipalities. TIF updates were discussed and are being reviewed. The FICA levy Ordinance has been completed. The NSF Ordinance for a returned check fee is on the Agenda for a vote tonight. The updated Employee handbook should be ready for approval at the next Board Meeting. The status of current Village Loans was discussed.

### **B. ECONOMIC DEVELOPMENT**

Kelly Giovanine was present to update the board on Durand Charm's activities. Smithsonian's Spark! Places of Innovation Exhibit is scheduled to hold its sneak peak on December first. The presentation will be held at the Masonic Temple starting December 2<sup>nd</sup>, 2023 and ending on January 6<sup>th</sup>, 2024. A looping video that will be part of the presentation was reviewed by the Board Members. Two Road Scholar presentations will take place as well as two visits from Santa. The Beautification Committee has added holiday decorations to the gazebo and Village Square to complement the snowflakes placed on the Square. The four focus committee groups that were established during the summer MAPPING sessions are continuing their monthly meetings.

### **C. BUILDINGS AND PARKS**

Construction of the Public Works Building was delayed by the cold temperatures. The floor should be poured soon and the walls will go up as soon as weather permits. The work on the gazebo in the Square should be completed soon.

#### **D. STREETS AND ALLEYS**

Trustee Dasko is working with Mayor Sheila Hoffman and looking over regulations concerning abandoned buildings. The first snow plow of the season went well with no issues. The Village discussed informing the new business owners on the square of the need for a particular kind of salt the Village requires, that would clear their pathways and be safe for the new construction.

#### **E. WATER AND SEWER**

Request #20 for final disbursement to the well project is in the amount of \$285,331.77. The pumps on Well #4 are still not providing the required gpm per contract. Mr. Kahl is working with Larson & Larson to resolve the issue. Mr. Kahl also informed the board that lead and copper sampling testing requirements have been reduced from 20 to 5 samples every six months.

#### **F. POLICE**

Officer Kunkle is now qualified to perform solo patrols, with Chief Reiman available for assistance if needed. A search involving K9 units is being planned for the near future. A thank you letter was sent on behalf of the Durand Police Department to the Winnebago County Sheriff's Department thanking them for their assistance with a missing persons case in Durand. Chief Reiman has requested time and a half to be paid to part time Police Officers for their assistance in patrolling for designated holidays and scheduled special Village events. Chief Reiman discussed the need for a Resource Officer at Durand School.

#### **UNFINISHED BUSINESS**

- A. Motion was made by Mr. Guth and seconded by Mrs. Waller to approve Ordinance 2023-15: FICA Levy. ROLL CALL: Becker, yes: Cox, yes: Clark, absent: Dasko, yes: Guth, yes: Waller, yes. MOTION CARRIED. APPROVED.
- B. Motion was made by Mr. Guth and seconded by Mr. Cox to waive first reading for Ordinance 2023-16: NSF Charge, which will impose a \$25 fee for all returned checks for Water Bills. ROLL CALL: Becker, yes: Cox, yes: Clark, absent: Dasko, yes: Guth, yes: Waller, yes. MOTION CARRIED. APPROVED.
- C. Motion was made by Mr. Guth and seconded by Mr. Cox to approve Ordinance 2023-16: NSF Charge. ROLL CALL: Becker, yes: Cox, yes: Clark, absent: Dasko, yes: Guth, yes: Waller, yes. MOTION CARRIED. APPROVED.

**NEW BUSINESS**

- A. All five Trustees present approved payment for Loan L17-5607: Final Loan Request #20 for Well 3 & 4.

**MOTION TO ADJOURN THE NOVEMBER 27<sup>TH</sup>, 2023 REGULAR MEETING OF THE BOARD OF TRUSTEES**

ROLL CALL: YEAS, 5; NAYS, 0; ABSENT, 1.

TIME ADJOURNED: 8:32 P.M.