

Minutes of the Regular Session of The Village of Durand Board of Trustees

Monday, November 24th, 2025

CALL TO ORDER

The Village of Durand Board of Trustees met in Regular Session on Monday, November 24th, 2025. The meeting was called to order by the Village President, Sheila Hoffman, at 7:32 P.M.

ROLL CALL:

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

Present via teleconference: None

Absent: Trustee Becker

Chief of Police, Michael Reiman

Employees: *Public Works Supervisor*, Aaron Kahl

Village President: Sheila Hoffman

Village Treasurer: Denise Britnell

Village Attorney: Darron Burke

Village Clerk: Jessica Travis

Public: *See attached sign-in sheet*

PLEDGE OF ALLEGIANCE

MINUTES

The minutes from the November 10th, 2025 Regular Session were inspected by the board members.

Motion was made by Mrs. Clark, second by Mr. Guth to approve the minutes November 10th, 2025.

ROLL CALL: Cox, yes: Clark, yes: Waller, yes: Dasko, Abstain: Guth, yes. MOTION CARRIED. APPROVED.

PAYMENT OF THE BILLS

The Board bills dated November 24th, 2025 were reviewed by the board members. A Motion was made by Mrs. Clark, second by Mr. Dasko to draw on the treasury to pay the Board AP bills dated November 24th, 2025 totaling \$111,254.37. ROLL CALL: Waller, yes: Dasko, yes: Cox, yes: Guth, yes: Clark, yes. MOTION CARRIED. AUTHORIZED.

The Payroll Bills dated November 26th, 2025 were reviewed by the board members. A Motion was made by Mr. Guth and second by Mr. Dasko to draw on the treasury to pay the November 26th, 2025 Payroll Bills totaling \$20,696.00. ROLL CALL: Dasko, yes: Cox, yes: Clark, yes: Guth, yes: Waller, yes. MOTION CARRIED. APPROVED.

PUBLIC COMMENT

None

COMMITTEE REPORTS

A. FINANCE

Trustee Clark reports:

- 2025 Audit Results – Kyle DeMus with the Benning Group was present tonight to review the 2025 Audit results.
- Budget Timeline – The timeline will be handed out at the Board Meeting tonight.

- Durand CUSD Water Rate – Durand CUSD has asked the village to re-evaluate their water rate. After review, the school is already paying a discounted rate based on their usage so the Village is not going to entertain an adjustment at this time.
- Village Electric Aggregation – The aggregation is on for formal Board approval tonight.
- Employee Appreciation Party - Mayor Hoffman has sent out letters to our vendors requesting donations for our Employee Appreciation Party. We have received some responses back and will follow up to plan a date in January.
- Otter Creek Property Closings - All four of the properties in Otter Creek have closed. Gavin is working on the PIN combination for the Thomas & Slocum lots. Ambassador Homes broke ground on their lot and we anticipate Wausau Homes will break ground soon.
- Otter Creek Development Marketing - Mayor Hoffman has been working on marketing for the OC Development, including the news, Facebook, and the Greater Rockford Chamber of Commerce.
- IHDA Housing Report - Mayor Hoffman will link the IHDA Housing Report that was completed with Durand Charm on the Village website for possible homebuyers or developers to review.
- Durand Charm HRAP Grant - The Village received \$105,000.00 for Durand Charm from IHDA for their HRAP Grant, Mayor Hoffman will follow-up to be sure they opened the account for that before the Village transfers anything.

B. ECONOMIC DEVELOPMENT

Trustee Guth reports:

- Durand Charm Queen of Hearts Raffle – The raffle has been running for 19 weeks and the jackpot is currently \$19,371.00.
- Lions Club Bears/Packers 50/50 Raffle - Treasurer Denise Britnell has approved the Lions Club Bears/Packers 50/50 Raffle request. The raffle is scheduled for December 20th, 2025, to be held at Cimino's. Tickets are being sold for \$5.00 each or 5 tickets for \$20.00.
- Durand Charm Candy Cane Lane Craft Show - The Candy Cane Lane Craft Show drew a good crowd this past weekend, there were approximately 75 vendors.

C. BUILDINGS AND PARKS

Trustee Waller reports:

- Park Updates - There are no issues reported with the port-a-potty placed at the park.

D. STREETS AND ALLEYS

Trustee Dasko reports:

- Multi-use Path Project - Fehr-Graham sent an updated proposal for the Multi-use Path Project. Those numbers will be reviewed along with the proposal from Origin.
- Dumpster Discussion – The Dumpster Discussion will be tabled until further discussion is needed.
- Sidewalk Salt at Village Rate - Denise sent out letters to purchase sidewalk salt to businesses.

E. WATER AND SEWER

Trustee Cox reports:

- Chemical Spill Billing – Mayor Hoffman attempted to reach out to the responsible party, Cahoy, but has not received a response. A formal demand for payment letter has been sent by Attorney Burke.

F. POLICE

Trustee Becker absent, Mayor Hoffman reports:

- Durand CUSD SRO Officer – Morgan Booth has been offered and accepted the Durand CUSD SRO Officer position. The hiring process has started and swearing in may be at the December 8th, 2025 Village Board Meeting.

UNFINISHED BUSINESS

- A. Motion was made by Mrs. Clark and seconded by Mr. Cox to adopt Resolution 2025-24 Rock River Energy Services Aggregate Agreement. ROLL CALL: Clark, yes: Waller, yes: Dasko, yes: Guth, yes: Cox, yes. MOTION CARRIED. APPROVED.

NEW BUSINESS

- A. A voice vote was taken to approve Luis Marquez taking the vacant seat on the Zoning Board. VOTE: Yeas, 5; Nays, 0: Absent, 1.
- B. Denise (Treasurer), has already approved the Durand Lions Club 50/50 Raffle Application, "Lions, Bears, and Packers, Oh My" for December 7, 2025.

EXECUTIVE SESSION DEEMED NOT NECESSARY.

ADDITIONAL COMMENTS:

MOTION TO ADJOURN THE NOVEMBER 24th, 2025 REGULAR MEETING OF THE BOARD OF TRUSTEES

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

TIME ADJOURNED: 7:50 P.M.