

AGENDA
REGULAR BUSINESS MEETING – VILLAGE OF ST. ANNE
VILLAGE HALL– DECEMBER 13, 2021 7:00 P.M.

FOR YOUR CONSIDERATION

- I. CALL TO ORDER BY THE PRESIDENT
- II. ROLL CALL BY THE CLERK
- III. DECLARATION OF QUORUM BY THE PRESIDENT
- IV. PLEDGE OF ALLEGIANCE
- V. RECOGNITION OF PERSONS WITH PRESENTATIONS
 - A. Rick Blanchette, CPA with annual audit
 - B. Ruby Singh, Representing St. Anne Happy Spot with a request to obtain liquor licenses B & C for sales of liquor at the new location.(formerly Circle K)
- VI. PUBLIC COMMENT
- VII. APPROVAL OF MINUTES
 - A. Regular meeting minutes of November 8, 2021
- VIII. TREASURER'S REPORT
 - A. Comments by Treasurer
 - B. Approval of report
- IX. COMMUNICATION AND CLERK'S REPORT
 - A. Update on Codification
- X. PRESIDENT'S REPORT
- XI. ATTORNEY'S REPORT

XII. COMMITTEE REPORTS

- A. Police and Judicial Committee: Trustees Farber, Ch.; O'Connell & Wendt
 - 1. Monthly Police report

- B. Public Works Committee: Trustees Wendt, Ch.; Abrassart & O'Connell

- C. License & Health/ Building & Zoning/Annexation & Planning Committee: Trustees Stam, Ch.; Grubbs & Abrassart
 - 1. Monthly building report

- D. Park & Building Maintenance Committee: Trustees, O'Connell Ch.; Farber & Wendt

- E. Equipment/Civil Defense & County Board Rep. Committee: Trustees Abrassart, Ch.; Grubbs & Stam
 - 1. Consideration of Purchase of Police Body cameras at \$400 each
 - 2. Consideration of purchase of snow plow for the Village Gator at \$4,658.98

- F. Finance & Personnel Committee: Trustee Grubbs, Ch.: Farber & Stam
 - 1. Bills-Report and recommendations
 - 2. Approval of a resolution, to be signed by President O'Connell, for a loan of \$40,000 to cover the backhoe.

XIII. Unfinished Business & New Business

XIV. Adjournment

FOR YOUR INFORMATION

Regular Board Meeting
Board of Trustees of the Village of St. Anne
Kankakee County, Illinois
Civic Center, November 8, 2021

President O'Connell called the meeting to order at 7:00 pm. Clerk Sutherland called the roll, and the following trustees answered present: O'Connell, Wendt, Stam, and Abrassart. Clerk Sutherland reported the roll, and President O'Connell declared that a quorum existed for the transaction of public business. Treasurer Bonvallet, Police Chief Henry David, Attorney Dana Meyer, Public Works Director Don Leveque and Building Inspector David Pomaranski were also in attendance.

Tom Cook from the organization Pray As One was also in attendance. He shared a message with the Board.

President O'Connell asked if there were any questions or corrections to the minutes of the Oct.11, 2021 regular meeting. Hearing none, he asked for a motion to approve them. It was moved by Trustee Abrassart and seconded by Trustee Stam that the minutes be approved. Upon voice vote, all trustees present voted favorably, and President O'Connell declared the motion carried.

Treasurer Bonvallet reported the fund balances. President O'Connell then asked if there were any questions or comments on her report. Hearing none, he asked for a motion to approve the report. It was moved by Trustee Wendt and seconded by Trustee Stam, and after a roll call vote, where all present voted favorably the treasurer's report was approved.

Treasurer Bonvallet reported that the Village loan to Prospect Bank is now paid in full. She suggested that the regular payment could be placed in a new savings account to prepare for the expenses that will develop when the Water Project gets underway. President O'Connell asked Attorney Meyer if that could be done and she agreed it would be a wise action.

Clerk Sutherland reported to the Board that the Codification Publishers have sent the initial instructions to get that project moving forward.

Clerk Sutherland stated that she had received multiple calls regarding the upcoming sale of the Circle K station. The new owners wanted to know if the Village will issue them the required liquor license and gaming licenses. The Board advised Sutherland to inform the perspective buyer that he should come before the Board next month with his plans.

Clerk Sutherland informed the Board that the Civic Center is currently booked for 8 dates between now and Christmas.

CALL TO ORDER

ROLL CALL

QUORUM

VISITORS
TOM COOK

10/11/2021 REG.
MTG.MINS
APPROVED

TREASURER'S
REPORT

PROSPECT LOAN
PAID IN FULL

CLERK'S REPORT:
CODIFICATION

GAMING LICENSE
REQUEST

CIVIC CENTER
UPDATE

President O'Connell passed out a handout with current village updates on projects. He stated that the Wilkening property paperwork is in the hands of the Wilkening family, and will hopefully be closing soon.

**PRESIDENT'S
REPORT**

President O'Connell handed out a financial report that he had received when he met with officers of the Pumpkinfest committee. He was happy to report that their numbers looked good and that they had fund raising plans in the works.

WILKENING PROP.

**PUMPKINFEST
UPDATE**

President O'Connell stated that he was in communication with D. Maue about his improvements on Buckwild and the building next door to the Gaming Cafe that he is working on to complete. Maue also has plans to expand outdoor dining.

BUCKWILD CAFÉ

President O'Connell reported that Butch Burling (Aroma Township rep) had asked if the Village would be interested in having a joint Christmas Party to include Aroma township, Aroma Park Village, St. Anne Township and the Village of St. Anne. The Board was very positive in their response.

**CHRISTMAS
PARTY**

President O'Connell has been working with the website developer and the site is now up and running.

WEBSITE

Lastly, President O'Connell stated that the taxes on the East end of Station St. parking lot were due and since the Village was acquiring this property he asked for a motion to approve the contract that Attorney Meyer had handed but to include a change regarding the tax bill. The motion was made by Trustee Wendt, seconded by Trustee Abrassart and after a roll call vote where all present voted favorable, the motion was carried

**GRUBBS
PROPERTY SALE**

Attorney Meyer reported that the Laundromat deal with the Parish family is closed. President O'Connell asked Don Leveque to put a padlock on the door.

**ATTORNEY'S RPT
LAUNDROMAT
ACQUISITION**

Trustee Wendt gave the police report. He read the report as follows: 12 traffic citations, 11 written warnings, 0 ordinance tickets, 1 misdemeanor traffic arrest, 0 DUI arrest, 3 accident reports, 0 towed vehicles, 10 general case reports, 65 miscellaneous reports, 0 felony arrests, 1 misdemeanor arrest, 0 warrant arrests, 0 Juvenile detention reports, 9 agency assists and 0 ordinance citations. Officers worked 579 regular hours, 53 overtime hours and 0 holiday hours. There was \$0 for the vehicle fund, \$16 in e-citation funds, \$0 in administrative vehicle seizures, \$0 In Sex/Violent Offender registration and \$526.59 disbursement from the County Clerk. There was \$0 collected in golf cart fees.

POLICE REPORT:

Chief David informed the Board that the Firearms range makeover has been completed. He feels that it is now much safer. Thanks to Thomas Cotton and the PW guys. He said members of other departments have come out and used it. Chief also commented on the beautiful job done on the parking lot outside the Civic Center. This will be very convenient when there are large events at the center.

**FIREARMS RANGE
MAKEOVER**

**CIVIC CENTER
PARKING LOT**

Trustee Wendt reported that the street sweeper is again up and running, and will hopefully get through the Fall season picking up leaves.

**PUBLIC WORKS
REPORT
STREET SWEEPER**

Trustee Wendt stated that Hopkins Park has no interest in the old Back hoe and it should go to the auction. A motion was made by Trustee O'Connell for Trustee to get a loan for the \$30,000- \$40,000 that will be needed to cover the cost of the new backhoe, once the old one is sold. This motion was seconded by Trustee Abrassart and after a roll call vote, where all trustees present voted favorably, the motion was carried.

**SURP. BACKHOE
LOAN FOR NEW**

Trustee Stam read a building report stating there was \$616 in fees collected for job costs totaling \$56,400.

BLDG. REPORT:

The Board held discussion referencing resident Chris Griffin's push to get occupancy of the house on Sheffield that he has been rehabbing for the last 6 years. Chief David was asked to give the property owner a warning.

**GRIFFIN
OCCUPANCY OF
REHAB PROP.**

Trustee O'Connell reported that the concession stands and bathrooms had been winterized by David Pomaranski. He stated that the dugouts would be started early Spring 2022.

**PARK & BUILD.
RPT.**

Trustee Abrassart stated that he had nothing to report for his committee.

EQUIP. COMM

Trustee Stam reported that the bills had been examined by committee and recommended approval for payment. It was moved by Trustee Stam and seconded by Trustee Wendt that the above recommendation be approved and the bills authorized for payment. Upon roll call vote, all trustees present voted favorably, and President O'Connell declared the motion carried.

**FINANCE
COMMITTEE RPT
BILLS PAID**

Treasurer Bonvallet outlined the benefits of paying the annual insurance premium in a lump sum before Nov. 19, 2021. By doing this, the Village will save \$460. A motion was made by Trustee Stam, seconded by Trustee Wendt and after a roll call vote, where all present voted favorably, the motion was carried.

**ANNUAL
INSURANCE**

After a short discussion, President O'Connell asked for a motion to purchase \$75 Casey's gift cards for 10 Village employees. The motion was made by Trustee Stam, seconded by Trustee Abrassart, and after a roll call vote, where all present voted favorably, the motion was carried.

**EMPLOYEE
CHRISTMAS GIFTS**

Before the meeting was adjourned, Trustee Abrassart suggested that the Board consider a gift to the annual Shop with a Cop program. Chief David said he had not received any requests on the program yet, but Trustee Stam made a motion that the Village donate \$500 to the program. This was seconded by Trustee Wendt and after a roll call vote, where all present voted favorably, the motion was carried.

**UNFINISHED/NEW
BUSINESS**

SHOP WITH A COP

President O’Connell then asked if there was any further public business to come before the board. Hearing none, he asked for a motion to adjourn. It was moved by Trustee Stam and seconded by Trustee Abrassart that the meeting be adjourned. Upon voice vote, all trustees present voted favorably, and President O’Connell declared the motion carried. The President then adjourned the meeting at 8:13 p.m.

ADJOURNMENT

Approved by me this _____ day

VILLAGE CLERK

of _____, 2021.

VILLAGE PRESIDENT

CHANGES IN FUND BALANCE

Nov-21

FUND	BEGINNING BALANCE	INCOME	EXPENSE	ENDING BALANCE	CHANGES IN FUND BALANCE
GENERAL FUND	\$ 249,793.93	\$ 38,055.25	\$ 88,585.81	\$ 199,263.37	\$ (50,530.56) *
WATER & SEWER	\$ 169,913.66	\$ 32,760.68	\$ 39,551.14	\$ 163,123.20	\$ (6,790.46)
MOTOR FUEL TAX	\$ 147,089.83	\$ 4,015.52		\$ 151,105.35	\$ 4,015.52 **

*donations of \$11,000.00 are included in ending balance for park improvements

Rebuild Illinois Grant
5-22-20 \$13806.87

7-29-20 \$13806.87

3-22-21 \$13806.87

**Village of St. Anne-General
Profit & Loss
November 2021**

	Nov 21	Nov 20	May - Nov ...
Ordinary Income/Expense			
Income			
American Rescue Act	0.00	0.00	81,090.72
Annual Garage Sale Permits	0.00	0.00	619.65
dog	0.00	100.00	0.00
Donations			
Civic Center	300.00	0.00	825.00
Park	0.00	0.00	150.00
police	200.00	0.00	200.00
Donations - Other	200.00	50.00	2,346.51
Total Donations	700.00	50.00	3,521.51
Fines			
Administrative Seizure	0.00	0.00	1,500.00
Administrative Services	510.59	839.61	5,084.26
e citation	16.00	28.00	158.00
vehicle fund	0.00	0.00	40.00
Total Fines	526.59	867.61	6,782.26
Franchise	3,267.33	3,063.43	19,996.54
Insurance payment	0.00	0.00	3,182.26
Int Inc	20.50	15.49	113.33
Misc.			
Flag Sale	70.00	0.00	257.00
Other Miscellaneous Income	0.00	100.00	580.00
Total Misc.	70.00	100.00	837.00
Permit			
Building	572.00	0.00	3,422.00
Golf Cart Permit	0.00	35.00	1,530.00
Permit - Other	0.00	957.00	0.00
Total Permit	572.00	992.00	4,952.00
Police Services	800.00	400.00	1,950.00
Reimb public safety Cures	0.00	51,855.00	0.00
reimb. payments made	0.00	0.00	500.00
Reimb. Supplies	0.00	0.00	6,892.50
Reimbursement payroll expenses	6,840.16	5,501.64	49,153.56
Rental	0.00	50.00	50.00
Report Fee	0.00	0.00	15.00
Tax Rev			
Cannabis Use	162.74	70.23	1,094.94
County	0.00	0.00	203,433.45
Income	10,284.56	9,448.88	84,580.93
Local	0.00	0.00	19,220.93
Refund	237.05	0.00	237.05
Rep State	0.00	0.00	29,288.85
Rep Town	0.00	0.00	2,010.24
Sales	0.00	7,333.20	53,251.82
State	9,627.02	0.00	13,809.32
use state	3,915.85	4,549.12	22,170.16
video gaming tax	1,031.45	300.52	6,649.63
Total Tax Rev	25,258.67	21,701.95	435,747.32
Total Income	38,055.25	84,697.12	615,403.65
Expense			
Animal Control	0.00	100.00	50.00
Annual Garage Sale			
Advertising	0.00	0.00	123.37
Total Annual Garage Sale	0.00	0.00	123.37
Auto			

Village of St. Anne-General
Profit & Loss
 November 2021

	Nov 21	Nov 20	May - Nov ...
Squad	0.00	0.00	6,412.32
Total Auto	0.00	0.00	6,412.32
Beautification Account			
Other expenses	0.00	0.00	2,325.65
Total Beautification Account	0.00	0.00	2,325.65
Charges			
Bank	0.00	0.00	1.80
Total Charges	0.00	0.00	1.80
Civic Center	0.00	0.00	187.00
Clothing Allowance - Police	0.00	1,575.00	3,649.80
Clothing Allowance - Public Wor	0.00	700.00	700.00
Contract Labor			
Tree	0.00	450.00	0.00
Total Contract Labor	0.00	450.00	0.00
Contrib	0.00	500.00	0.00
Dues	60.00	0.00	570.00
Dues & Memberships	0.00	0.00	50.00
E- Waste	0.00	0.00	1,600.00
Equipment	0.00	350.63	17,500.00
fees			
bookings	20.00	20.00	100.00
fees - Other	0.00	0.00	4,292.16
Total fees	20.00	20.00	4,392.16
Flowers	0.00	0.00	365.69
Gasoline	1,590.35	874.93	11,388.60
IMRF	6,231.80	1,712.73	17,360.59
Inspection Fees	481.00	0.00	739.00
Insur			
Cancer & ICare	124.04	278.87	868.28
Health	-80.10	-192.78	-560.70
Liab	30,000.00	0.00	30,100.00
Insur - Other	0.00	30,000.00	100.00
Total Insur	30,043.94	30,086.09	30,507.58
Lease	0.00	3,376.53	3,477.83
Loans			
Prospect Bank	0.00	0.00	27,216.89
Street Loan	0.00	4,000.00	12,000.00
Total Loans	0.00	4,000.00	39,216.89
Lunch	0.00	0.00	244.64
Maint	0.00	0.00	848.30
Misc Exp	1,748.60	350.00	8,422.93
Misc. signs	0.00	975.00	0.00
Miscellaneous to water fund	0.00	0.00	175.00
Off Exp	776.80	0.00	776.80
Park	228.41	0.00	1,869.93
Party	0.00	0.00	671.54
Payroll			
Police	0.00	0.00	2,750.00
Total Payroll	0.00	0.00	2,750.00
Payroll Expenses	22,589.08	21,502.46	166,711.53

**Village of St. Anne-General
Profit & Loss
November 2021**

	<u>Nov 21</u>	<u>Nov 20</u>	<u>May - Nov ...</u>
Police	1,329.79	0.00	3,560.38
Police Training Expenses	1,500.00	0.00	5,314.28
Pond			
maintenance	0.00	0.00	2,500.00
Total Pond	0.00	0.00	2,500.00
Postage	774.20	0.00	1,362.89
Prof Fee	0.00	0.00	9,457.40
Rent			
Land	0.00	0.00	800.00
Rent - Other	0.00	0.00	8.80
Total Rent	0.00	0.00	808.80
Repairs			
Bldg	0.00	1,155.00	0.00
Cmptr	4.89	0.00	4.89
Equip	174.95	1,554.75	321.05
Lights	0.00	0.00	1,236.00
Police	45.23	0.00	658.29
Repairs - Other	1,296.45	540.69	23,950.14
Total Repairs	1,521.52	3,250.44	26,170.37
Streets			
Signs	0.00	230.77	240.59
Streets - Other	0.00	0.00	125.00
Total Streets	0.00	230.77	365.59
Supplies			
Office	26.80	425.74	1,841.30
Police	5,328.62	50.00	11,108.85
Shop	857.12	720.22	5,758.58
street	1,187.44	0.00	3,886.08
Supplies - Other	862.22	167.98	19,113.35
Total Supplies	8,262.20	1,363.94	41,708.16
Taxes			
Fed	7,510.12	6,907.68	57,655.34
State	1,437.01	1,361.02	11,215.62
Total Taxes	8,947.13	8,268.70	68,870.96
Telephone	909.62	858.83	6,452.92
Util			
Elect	1,667.37	1,935.59	10,512.57
Gas	169.00	269.77	775.05
Total Util	1,836.37	2,205.36	11,287.62
Total Expense	88,850.81	82,751.41	500,948.32
Net Ordinary Income	-50,795.56	1,945.71	114,455.33
Net Income	-50,795.56	1,945.71	114,455.33

Village Of St.Anne-Water
Profit & Loss YTD Comparison
November 2021

	<u>Nov 21</u>	<u>Nov 20</u>	<u>May - Nov 21</u>
Ordinary Income/Expense			
Income			
credit card	0.00	0.00	-5.63
Garbage			
Sales	9,252.36	7,444.68	67,435.38
Garbage - Other	21.75	1,517.11	4,366.75
Total Garbage	9,274.11	8,961.79	71,802.13
Grants			
State	0.00	0.00	4,535.50
Total Grants	0.00	0.00	4,535.50
Int Inc	14.07	9.01	98.90
Late Fee	299.08	522.72	5,552.76
Miscellaneous Income	0.00	0.00	18,020.13
Sewer			
Sales	914.66	608.73	7,010.37
Sewer - Other	0.00	21.45	0.00
Total Sewer	914.66	630.18	7,010.37
Water			
Heartland Properties	0.00	320.00	1,920.00
Infrastructure	723.20	700.16	5,062.48
no rate misc	1,143.54	597.36	8,725.88
Regular customers	15,604.75	13,293.78	115,449.73
Senior customers	3,595.19	3,086.55	24,053.94
Water Deposits	203.24	0.00	848.26
Water Sales	988.84	657.04	7,371.83
Water - Other	0.00	0.00	35.00
Total Water	22,258.76	18,654.89	163,467.12
Total Income	32,760.68	28,778.59	270,481.28
Expense			
Adj. - deposits - store	0.00	0.00	-30.00
Advert	99.20	0.00	533.20
Clothing Allowance	0.00	0.00	700.00
Contract Labor			
water	725.00	0.00	725.00
Contract Labor - Other	0.00	11,800.00	1,125.00
Total Contract Labor	725.00	11,800.00	1,850.00
Credit Card Fees	58.37	10.56	495.41
Deposit Return	75.00	75.00	75.00
Equip purchase	0.00	0.00	17,650.00
IML	15,644.47	16,103.00	15,644.47
INFRA140.	-135.00	0.00	-928.00
Lab Analysis			
Sewer	0.00	0.00	2,104.65
Total Lab Analysis	0.00	0.00	2,104.65
loans			
Prospect Bank	0.00	4,000.00	24,000.00
Total loans	0.00	4,000.00	24,000.00
Misc.	0.00	0.00	5,688.82
nsf	0.00	0.00	202.46
Off Exp			
Water	0.00	0.00	2,500.00
Total Off Exp	0.00	0.00	2,500.00
Payroll Reimbursement	6,840.16	5,501.64	44,035.48
Prof Fee			

Village Of St.Anne-Water
Profit & Loss YTD Comparison
November 2021

	<u>Nov 21</u>	<u>Nov 20</u>	<u>May - Nov 21</u>
Eng	1,718.70	0.00	6,798.70
Prof Fee - Other	0.00	275.34	347.85
Total Prof Fee	1,718.70	275.34	7,146.55
Reimbursed to MFT	0.00	0.00	3,000.00
Repairs			
Sewer	0.00	0.00	18,815.03
Water	630.00	0.00	942.50
Repairs - Other	3,038.64	2,090.00	4,340.96
Total Repairs	3,668.64	2,090.00	24,098.49
street	0.00	0.00	465.92
Supplies			
Sewer	0.00	0.00	4,169.80
Supplies - Other	0.00	1,309.48	6,300.34
Total Supplies	0.00	1,309.48	10,470.14
Telephone	208.75	176.49	1,265.42
Util			
Elect	1,757.50	1,680.00	10,876.00
Gas	92.35	0.00	678.74
Total Util	1,849.85	1,680.00	11,554.74
Waste Mgt	8,798.00	8,565.75	61,807.20
Water Reimbursement	0.00	0.00	6,892.50
Total Expense	39,551.14	51,587.26	241,222.45
Net Ordinary Income	-6,790.46	-22,808.67	29,258.83
Net Income	-6,790.46	-22,808.67	29,258.83

Village of St. Anne-MFT
Profit & Loss YTD Comparison
November 2021

	<u>Nov 21</u>	<u>Nov 20</u>	<u>May - Nov 21</u>
Income			
Consulting	0.00	0.00	3,000.00
Grants			
State	4,003.19	3,974.80	20,858.69
Grants - Other	0.00	0.00	4,140.93
Total Grants	<u>4,003.19</u>	<u>3,974.80</u>	<u>24,999.62</u>
Int Inc	12.33	8.01	83.38
Misc.	0.00	0.00	4,535.50
Rebuild Illinois Grant	0.00	0.00	13,806.87
Total Income	<u>4,015.52</u>	<u>3,982.81</u>	<u>46,425.37</u>
Expense			
Advert	0.00	0.00	372.00
Misc Exp	0.00	0.00	4,535.50
Prof Fee			
Eng	0.00	6,952.83	8,609.58
Prof Fee - Other	0.00	0.00	3,301.87
Total Prof Fee	<u>0.00</u>	<u>6,952.83</u>	<u>11,911.45</u>
Total Expense	<u>0.00</u>	<u>6,952.83</u>	<u>16,818.95</u>
Net Income	<u><u>4,015.52</u></u>	<u><u>-2,970.02</u></u>	<u><u>29,606.42</u></u>