

AGENDA
REGULAR BUSINESS MEETING – VILLAGE OF ST. ANNE
VILLAGE HALL – NOVEMBER 14, 2022, 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-GUEST STEVE MOORE
- V. RECOGNITION OF PERSONS WITH PRESENTATIONS
 - A. Reba Worth
 - B. Mike Caraway
- VI. PUBLIC COMMENT
- VII. APPROVAL OF MINUTES
 - A. Regular meeting minutes of October 10, 2022
- VIII. TREASURER’S REPORT
 - A. Comments by Treasurer
 - B. Approval of report
- IX. COMMUNICATION AND CLERK’S REPORT
 - A. Consideration of Civic Center rental to \$125 for village residents, and \$175 non residents
 - B. Christmas Party set at Oak Springs for January 14, 2023
- X. PRESIDENT’S REPORT
 - A. Consideration of Pay Request #1-Transmittal Letter, Village of St. Anne, Water System \$135,000

XI. ATTORNEY'S REPORT

XII. COMMITTEE REPORTS

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

1. Monthly Police report
2. Consideration of Shop with a Cop donation of \$500.
3. Consideration of hiring full time patrolman, Joel Marcano; temporary status until all necessary paperwork is complete.
4. Consideration of hiring part time patrolman, Peter Velez; temporary status until all necessary paperwork is complete.

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

1. Sidewalk program on 6th Avenue by Catholic Church \$6,483.75
2. Consideration of M. Dandurand's request for fence around lift station off Circle Drive.
3. Discussion and consideration of any options regarding leaf vacuum.

C. License & Health/ Building & Zoning/Annexation & Planning Committee: Trustees Stam, Ch.; Grubbs & Abrassart

1. Monthly building report
2. Demolition of recently acquired properties

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

E. Equipment/Civil Defense & County Board Rep. Committee: Trustees Abrassart, Ch.; Grubbs & Stam

F. Finance & Personnel Committee: Trustee Grubbs, Ch.: Farber & Stam

1. Bills-Report and recommendations
2. Christmas gifts for employees

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
Village Hall, October 10, 2022

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, Abrassart, and Farber. Trustee Grubbs was absent. Clerk Sutherland reported the roll, and President O'Connell declared that a quorum existed for the transaction of public business. Also present at the meeting was Treasurer Sue Bonvallet, Public Works Director Don Leveque, Building Inspector David Pomaranski, and Rev. Mike Seed from the St. Anne Presbyterian Church. Residents in attendance were Carole Adler and Debbie Dandurand.

NONE

President O'Connell asked if there were any questions or corrections to the minutes of the Sept. 12, 2022 regular meeting. Hearing none, he asked for a motion to approve them. It was moved by Trustee O'Connell 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 passed.

Treasurer Bonvallet reported on the Village accounts. 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 Abrassart and seconded by Trustee Farber that the treasurer's report be approved. After a roll call vote, where all present voted favorably, the motion was passed.

Clerk Sutherland stated that she and President O'Connell had talked about inviting a junior high student to start the Pledge of Allegiance and announce the start of the monthly meeting.

Clerk Sutherland also shared with the Board that a group of friends were planning a Christmas in December day on Dec. 4, 2022 with a craft day, golf cart light parade, Santa visit at the Fire Station.

Clerk Sutherland then said she was in talk with Public Works director Don Leveque about possibly cutting plywood evergreen trees for people to decorate and be displayed in the lot by the Post Office.

President O'Connell shared a handout this month.

President O'Connell stated that he was still waiting for a return call with an estimate for a digital sign.

CALL TO ORDER

ROLL CALL-QUORUM

VISITORS

D. DANDURAND

C. ADLER

PPL. WITH

PRESENTATIONS

9/12/2022 REG.

MTG.MINS

APPROVED

TREASURER'S

REPORT APPROVED

CLERK'S REPORT:

STUDENT'S RECITE

PLEDGE

DEC. 4, 2022

CHRISTMAS IN ST.

ANNE DAY

EVERGREEN TREE

FOREST BY P.O.

PRESIDENT'S REPORT

DIGITAL SIGN

President O'Connell informed the Board that he and Clerk Sutherland had attended a meeting at Piggush Engineering with representatives from the Engineering office and members from R&R Construction. They laid out the order that the project would run, the materials that they would be storing, and the way the billing would work. President O'Connell emphasized the importance of keeping a positive attitude in the community, even though there would be a lot of construction mess.

President O'Connell informed the Board that there had been 3 major water main breaks in the last 6 weeks all along Guertin Street. He stated he was grateful that the project would start on Guertin St, since it seems to have many weak spots.

President O'Connell then referred to residents Carole Adler and Debbie Dandurand. They had concerns with the issues that arouse for them due to the Sat. 10-8 water break. The Public works Department waited for Julie to come and mark the utility lines, but when the guys started digging there was an unmarked AT&T line that was accidentally split. Don Leveque, along with Public Works commission trustee Tim Wendt, assured the ladies it was not the fault of the Village, but they had reported it to AT&T after the accident and again on the afternoon of the 10th. AT&T said they had a crew coming Tuesday morning to fix it. Clerk Sutherland asked the ladies to contact her on her cell if the problem wasn't remedied.

Attorney Parish reported he was still working on the Agnes Klonowski deal with their attorney.

Trustee Farber gave the police report. He read the report as follows: 14 traffic stops. 0 accidents, 25 agency assists, including ambulance, fire, and other agencies. 4 suspicious activity/vehicles responses, 110 business checks, park checks, 16 citations were issued, 1 warrant arrests, 5 disorderly conduct disturbance, 0 battery, agg. battery, domestic battery, 0 criminal damage to property/vehicles, and 3 theft/identity theft incidents. There was \$0 for the vehicle fund, \$279.50 in fines, \$8.00 in e-citation funds, \$0 in administrative vehicle seizures, \$0 In Sex/Violent Offender registration, \$70 in warrant fees and \$310.14 disbursement from the County Clerk, and also received payment from Papineau for \$600. There was \$1400 collected in golf cart fees. The August total was \$1050.14.

Trustee Wendt had nothing to report other than the water main breaks getting repaired.

The monthly building permit report was read by Trustee Farber. The cost of the approved projects was \$41,400 and the cost of the permits was \$430.

The Village is still waiting on a date for demolition of acquired properties.

**WATER PHASE I
PROJECT UPDATE**

**ATTORNEY'S REPORT
AGNES KLONOWSKI
PROP UPDATE**

POLICE REPORT:

**PUBLIC WORKS
REPORT**

**LICENSE AND
HEALTH BLDG. RPT:**

At this time, President O'Connell shared a request from the Catholic Church for monetary help with the new sidewalk and curbs they are putting in on 6th Ave. There would be 3 ADA curbs. After a short discussion, it was decided that it would have to be on the next month's agenda due to the cost.

**CATHOLIC CHURCH
CURB/SIDEWALK
PROJECT**

Trustee O'Connell said that he had nothing to report. Clerk Sutherland asked for permission to cancel the Port-a-Potty at the park ponds. It was agreed to cancel them Oct.31.

**PARK & BUILD.
MAIN.REPORT**

Trustee Abrassart stated he had nothing for this meeting.

**EQUIP/CIVIL
DEFENSE**

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

**FINANCE
COMMITTEE RPT
BILLS PAID**

Discussion was opened on the annual Illinois Municipal League Risk Management Insurance premium. After a short discussion, a motion was made by Trustee Stam to pay the total premium of \$47,254 at this time. By doing this, the Village saves between \$400-\$800. This motion was seconded by Trustee Farber, and after a roll call vote, where all present voted favorably, the motion was carried.

**ANNUAL IMLRMA
PREMIUM PAID**

Chief Todd announced that he had spoken with Sue and Chris earlier in the week and that he would like to have a hot dog lunch with the kids on Dec. 4 in partnership with the Kindness Rocks craft time that will be held at the Civic Center. There was positive response from the Board and Trustee Stam offered to donate \$100 for the event.

**NEW OR UNFINISHED
BUSINESS**

**POLICE DEPT TYO
HOST HOT DOG
LUNCH FOR KIDS**

Chief Todd then announced that he and his wife would become residents of St. Anne on January 1, 2023. They would be moving to the residence at 505 West Station. This announcement was positively received by the Board.

**CHIEF TODD
ANNOUNCES HE
WILL BE MOVING TO
THE VILLAGE**

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 Wendt that the meeting be adjourned.

ADJOURNMENT

Upon voice vote, all trustees present voted favorably, and President O’Connell declared the motion carried. The President then adjourned the meeting at 8:06 p.m.

Approved by me this _____ day _____
of _____, 2022.

VILLAGE CLERK

VILLAGE PRESIDENT

CHANGES IN FUND BALANCE

Oct-22

FUND	BEGINNING BALANCE	INCOME	EXPENSE	ENDING BALANCE	CHANGES IN FUND BALANCE
GENERAL FUND	\$ 279,416.01	\$ 112,970.12	\$ 109,846.09	\$ 282,540.04	\$ 3,124.03 *
WATER & SEWER	\$ 231,369.54	\$ 33,479.80	\$ 28,416.78	\$ 236,432.56	\$ 5,063.02
MOTOR FUEL TAX	\$ 116,759.38	\$ 4,158.83	-	\$ 120,918.21	\$ 4,158.83 **

Rebuild Illinois Grant

5-22-20 \$13806.87

7-29-20 \$13806.87

3-22-21 \$13806.87

3-29-22 \$13806.87

9-24-22 \$13806.87

Village of St. Anne-General
Profit & Loss
 October 2022

	Oct 22	Oct 21	May - Oct 22
Ordinary Income/Expense			
Income			
American Rescue Act	0.00	0.00	81,174.49
Animal Control Income	0.00	0.00	100.00
Annual Garage Sale Permits	0.00	0.00	479.75
Donations			
beautification account	500.00	0.00	800.00
Civic Center	0.00	0.00	1,100.00
Park Pond	0.00	0.00	700.00
Total Donations	500.00	0.00	2,600.00
Fines			
Administrative Seizure	0.00	0.00	500.00
Administrative Services	232.14	785.90	2,651.38
e citation	8.00	26.00	102.00
vehicle fund	0.00	20.00	0.00
Warrant Fee	70.00	0.00	433.50
Total Fines	310.14	831.90	3,686.88
Franchise			
Insurance payment	0.00	219.24	17,164.75
Int Inc	0.00	3,182.26	0.00
License	27.63	25.02	101.57
Liquor	0.00	0.00	100.00
Total License	0.00	0.00	100.00
MFT Pymt	0.00	0.00	4,697.88
Misc.			
Flag Sale	0.00	0.00	70.00
Other Miscellaneous Income	121.92	0.00	4,796.28
Misc. - Other	600.00	0.00	3,747.58
Total Misc.	721.92	0.00	8,613.86
Permit			
Building	430.00	840.00	1,478.86
Golf Cart Permit	140.00	0.00	1,715.00
Permit - Other	0.00	0.00	1,455.00
Total Permit	570.00	840.00	4,648.86
Police Services			
Rebate	0.00	0.00	2,400.00
Reimbursement payroll expenses	0.00	0.00	34.17
Rental	0.00	9,439.20	37,648.88
stamps	0.00	0.00	100.00
Tax Rev	-750.00	0.00	-1,652.64
Cannabis Use	137.72	185.93	930.73
County	78,110.53	4,371.05	227,817.53
Income	18,727.97	17,940.61	93,498.98
Refund	0.00	0.00	227.99
Rep State	0.00	11,714.71	33,325.00
Sales	9,930.66	9,664.24	77,729.06
use state	3,564.89	3,709.68	21,792.44
video gaming tax	1,118.66	719.27	6,465.51
Total Tax Rev	111,590.43	48,305.49	461,787.24
Total Income	112,970.12	62,843.11	623,685.69
Expense			
Animal Control	0.00	0.00	530.00
Annual Garage Sale	0.00	0.00	133.90
Advertising	0.00	0.00	133.90

Village of St.Anne-General
Profit & Loss
October 2022

	<u>Oct 22</u>	<u>Oct 21</u>	<u>May - Oct 22</u>
Total Annual Garage Sale	0.00	0.00	133.90
Auto			
Squad	0.00	3,682.26	128.28
Total Auto	0.00	3,682.26	128.28
Beautification Account			
Other expenses	63.00	0.00	690.18
Total Beautification Account	63.00	0.00	690.18
Clothing Allowance - Police	0.00	1,575.00	1,575.00
Clothing Allowance - Public Wor	350.00	0.00	1,050.00
Contract Labor	0.00	0.00	6,700.00
Contrib			
Other Donations	0.00	0.00	500.00
Total Contrib	0.00	0.00	500.00
Dues	0.00	0.00	570.00
Equipment	0.00	17,500.00	0.00
fees			
bookings	0.00	20.00	100.00
fees - Other	0.00	0.00	8,226.58
Total fees	0.00	20.00	8,326.58
Gasoline	0.00	3,453.20	0.00
Improvement	4,000.00	0.00	24,000.00
IMRF	1,951.99	0.00	13,462.09
Inspection Fees	0.00	0.00	50.00
insur			
Cancer & ICare	488.24	124.04	3,193.74
Health	-80.10	-80.10	-480.60
Liab	47,031.46	0.00	47,231.46
Unemploy	0.00	0.00	714.78
Total Insur	47,439.60	43.94	50,659.38
Lease	0.00	3,477.83	0.00
Loans			
Prospect Bank	450.00	4,459.08	18,375.82
Total Loans	450.00	4,459.08	18,375.82
Lunch	0.00	0.00	289.32
Maint	9,740.54	0.00	9,740.54
Misc Exp	350.00	0.00	16,435.80
Miscellaneous to water fund	2,058.81	0.00	2,058.81
Off Exp	0.00	0.00	255.86
Park	120.00	0.00	607.00
Party	0.00	0.00	40.00
Payroll			
Officials	0.00	0.00	200.00
Payroll - Other	-10,169.34	0.00	-71,666.10
Total Payroll	-10,169.34	0.00	-71,466.10
Payroll Expenses	31,904.65	33,261.26	224,436.60
Police	20.00	0.00	25,831.48
Police Training Expenses	0.00	0.00	553.95
Postage	0.00	9.20	567.59
Printing	0.00	0.00	116.73
Prof Fee			
Acctg	95.00	0.00	190.00

Village of St. Anne-General
Profit & Loss
October 2022

	Oct 22	Oct 21	May - Oct 22
Prof Fee - Other	0.00	270.00	1,866.54
Total Prof Fee	95.00	270.00	2,056.54
Publications	0.00	0.00	44.90
Reconciliation Discrepancies	0.00	0.00	0.60
Rent			
Light Pole	0.00	0.00	150.00
Rent - Other	0.00	8.80	0.00
Total Rent	0.00	8.80	150.00
Repairs			
Cmptr	85.87	0.00	1,270.26
Equip	199.00	0.00	603.93
Lights	0.00	0.00	1,550.00
Police	1,008.63	255.00	2,347.42
Repairs - Other	4,709.71	5,768.26	8,811.13
Total Repairs	6,003.21	6,023.26	14,582.74
Streets			
Signs	0.00	240.59	0.00
Total Streets	0.00	240.59	0.00
Supplies			
Office	34.53	238.55	1,730.97
Police	11.00	3,372.82	1,190.55
Shop	1,594.87	51.47	6,044.08
Supplies - Other	2,848.95	887.96	17,743.30
Total Supplies	4,489.35	4,550.80	26,708.90
Taxes			
Fed	7,156.13	11,111.06	51,546.27
Real Estate	0.00	0.00	1,739.94
State	1,379.50	2,108.28	10,265.92
Total Taxes	8,535.63	13,219.34	63,552.13
Telephone	739.97	932.12	6,362.90
Training	0.00	0.00	70.00
Util			
Elect	1,637.48	1,628.87	10,123.63
Gas	66.20	152.55	174.88
Total Util	1,703.68	1,781.42	10,298.51
Total Expense	109,846.09	94,508.10	460,046.03
Net Ordinary Income	3,124.03	-31,664.99	163,639.66
Net Income	3,124.03	-31,664.99	163,639.66

Village Of St.Anne-Water
Profit & Loss YTD Comparison
October 2022

	<u>Oct 22</u>	<u>Oct 21</u>	<u>May - Oct 22</u>
Ordinary Income/Expense			
Income			
credit card	-59.86	0.00	-59.86
Garbage			
Sales	8,844.87	8,184.74	51,547.62
Garbage - Other	0.00	0.00	1,818.76
Total Garbage	8,844.87	8,184.74	53,366.38
Int Inc	20.24	16.24	122.73
Late Fee	543.25	372.28	2,899.82
Misc. Income	20.00	0.00	20.00
Miscellaneous Income	0.00	0.00	2,276.11
Reimbursement	0.00	0.00	465.92
Sewer			
Sales	990.40	909.50	5,702.66
Surcharge	0.00	0.00	76.29
Total Sewer	990.40	909.50	5,778.95
Water			
Heartland Properties	0.00	960.00	2,880.00
Infrastructure	804.41	675.00	4,525.61
no rate misc	833.88	625.06	5,086.02
Regular customers	16,634.37	13,262.88	90,205.21
Senior customers	3,843.82	3,427.91	21,314.87
Water Deposits	75.00	0.00	575.00
Water Sales	929.42	875.09	15,470.54
Total Water	23,120.90	19,825.94	140,057.25
Total Income	33,479.80	29,308.70	204,927.30
Expense			
Adj. - deposits - store	0.00	-30.00	-61.75
Advert	0.00	0.00	1,781.20
Clothing Allowance	0.00	700.00	0.00
Contract Labor	240.00	0.00	240.00
Credit Card Fees	268.45	50.38	1,991.70
Equip purchase	0.00	17,650.00	0.00
fees	0.00	0.00	3,903.52
INFRA140.	0.00	-75.00	-195.00
Lab Analysis			
Sewer	0.00	929.35	0.00
Total Lab Analysis	0.00	929.35	0.00
loans			
Prospect Bank	450.00	4,000.00	2,686.95
Total loans	450.00	4,000.00	2,686.95
Maint	0.00	0.00	2,080.00
Misc Exp	200.00	0.00	200.00
Misc.	0.00	0.00	135.08
nsf	0.00	0.00	71.25
Off Exp			
Water	0.00	0.00	677.88
Total Off Exp	0.00	0.00	677.88
Payroll Reimbursement	5,870.26	9,439.20	43,519.14
Prof Fee			
Eng	1,550.00	0.00	32,975.00
Prof Fee - Other	0.00	0.00	305.53
Total Prof Fee	1,550.00	0.00	33,280.53
reimbursement for misc income	0.00	0.00	2,276.11

Village Of St. Anne-Water
 Profit & Loss YTD Comparison
 October 2022

	<u>Oct 22</u>	<u>Oct 21</u>	<u>May - Oct 22</u>
Repairs			
Water	625.00		
Repairs - Other	157.05	312.50	850.00
Total Repairs	<u>782.05</u>	<u>1,072.50</u>	<u>1,004.88</u>
Supplies			
Sewer			
Water	0.00	2,815.00	400.00
Supplies - Other	354.74	0.00	8,930.93
Total Supplies	<u>447.54</u>	<u>1,131.67</u>	<u>3,819.36</u>
Telephone			
Util	246.29	3,946.67	13,150.29
Elect	1,041.41	193.68	1,380.30
Gas	105.86	1,442.70	10,533.04
Total Util	<u>1,147.27</u>	<u>70.16</u>	<u>888.83</u>
Waste Mgt			
water program	9,214.92	1,512.86	11,421.87
Total Expense	<u>8,000.00</u>	<u>0.00</u>	<u>28,000.00</u>
Net Ordinary Income	<u>28,416.78</u>	<u>48,437.84</u>	<u>203,382.75</u>
Net Income	<u>5,063.02</u>	<u>-19,129.14</u>	<u>1,544.55</u>
	<u><u>5,063.02</u></u>	<u><u>-19,129.14</u></u>	<u><u>1,544.55</u></u>

Village of St. Anne-MFT
Profit & Loss YTD Comparison
October 2022

	<u>Oct 22</u>	<u>Oct 21</u>	<u>May - Oct 22</u>
Income			
Grants			
State	4,148.77	4,346.02	25,385.71
Total Grants	4,148.77	4,346.02	25,385.71
Int Inc	10.06	12.51	52.29
Rebuild Illinois Grant	0.00	0.00	13,806.87
Total Income	4,158.83	4,358.53	39,244.87
Expense			
Material	0.00	0.00	1,240.11
Misc Exp	0.00	4,535.50	0.00
Prof Fee	0.00	4,119.57	1,610.01
Eng	0.00	4,119.57	1,610.01
Total Prof Fee	0.00	4,119.57	1,610.01
reimb	0.00	0.00	5,163.80
Repairs	0.00	0.00	3,417.55
salt	0.00	0.00	1,610.94
Total Expense	0.00	8,655.07	13,042.41
Net Income	<u>4,158.83</u>	<u>-4,296.54</u>	<u>26,202.46</u>