

Meeting Minutes from Monthly Village Board Meeting 05/05/2025 (7:00pm)

Community Bldg – 110 W Chapel St.

Call to Order: Gary Martell

Pledge of Allegiance:

Roll Call:

Present: Gary Martell, President

Kathleen Butron, Village Clerk

Gina DeYoung, Treasurer

Joyce Arseneau, Trustee

Kathy Hoover, Trustee

Jamie Taylor, Trustee

Mike Garrett, Trustee

Lloyd Hoover, Maintenance - Attended

Perry Regnier, Water Dept. - Attended

Public Comments about agenda items:

Swearing in of Elected Officials: Mike Garrett, Jamie Taylor and Kathy Hoover were sworn in as Trustees after being duly elected at the April 1, 2025 election.

Appointment of Village Clerk:

Motion made to appoint Kathleen Butron as Village Clerk

1st: Kathy Hoover – 2nd: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

“Ayes=4; Nays=0

Approval of Minutes from Regular Board Meeting 4/7/2025:

Motion made to accept the Regular Board Minutes:

1st: Joyce Arseneau – 2nd: Mike Garrett

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

“Ayes=4; Nays=0

Treasurer Report

Approval of Treasurer Report:

Motion made to approve March Bills/Treasurer Report:

1st: Kathy Hoover 2nd: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

“Ayes=4; Nays=0;

Wage Adjustment payment for 2022-2024 and Paid Leave for All Workers Act Payment (PLAWA) 2024: Gina reported processing payments for employees under the Paid Leave for All Workers Act, which they did not receive in 2024. Employees were owed one hour of pay for every 40 hours worked. Additionally, some employees were underpaid below minimum wage from 2022-2024, and those payments have been processed.

Public Works and Maintenance:

Transfer from ERH to Beaverville Managing Pumphouse effective 4/30/2025: ERH completed the Consumer Confidence Report (CCR), we have the 10 test sites. New test vials, chemicals, and supplies need to be ordered.

Installation of Cameras: Gary to order and will be installed upon delivery.

Pumphouse Dehumidifier Purchase: Perry Installed

Pumphouse Tank Marking Status ERH: Perry will handle.

Digital Water Meters: We plan to purchase satellite-based digital meters with an integrated billing system, allowing customers to monitor water leaks and usage online. The meters have a 15-year battery life and cost approximately \$450 each. Lid replacements are required. We can apply for a partially forgivable EPA revolving loan. The meters' accuracy eliminates the need for paid meter readings.

Other water related items that were mentioned: Perry explained the tank removal process, which will leave the system without a tank for two weeks. A company will sandblast, clean, apply a liner, and insulate the tank. Water supply will remain uninterrupted. Discussed the purpose of the pumphouse phone: The phone is used for emergencies. OmniSite, an Indiana company, offers a \$100/year box for the system. Gary stated the dialer will be updated, with Process Electric configuring it to prioritize Perry's number, followed by Gary's. Water records in the pumphouse were discussed and outlined EPA retention requirements. We must verify if these records can be destroyed. Perry attended the Watercon conference and submitted mileage for reimbursement.

Old Violations

Jeremy Jones 610 St. Charles Street: George's office has not responded regarding the Village's outstanding reimbursement for cleanup. The Board plans action against Jeremy Jones' adjacent trailer. The hazardous property at Main/St. Charles is under County jurisdiction, preventing local ordinance enforcement. The Village seeks to rehire a code enforcer.

707 St. Charles Street: Gary met with Luna to review the demolition timeline and prep work, scheduled for May 29, 2025. Gary will be onsite during demolition. The company will provide flaggers, and we will post signs. Gary will discuss logistics with the bar owner and Kathleen will contact Ameren about an electric wire across the building's front.

Old Business:

Generator: The generator is installed, but electrical wiring is still needed.

Church Playground Equipment: Repair the slide at the playground and add mulch to reduce lawn maintenance. The board plans to purchase additional park equipment incrementally. Some municipalities are discarding high-quality, barely used equipment, and we will explore purchasing options.

St. Mary Church Park Lease/Insurance/Equipment: The lease expired in 2013. The rider requires \$2 million per person/per occurrence insurance coverage. The insurance policy from Shamblin, naming the Diocese of Joliet as an additional insured, was received and sent to the Diocese. We are awaiting the new lease for review and signature.

Boomgarden Spring Clean Up: Post a notice to residents listing prohibited disposal items. Joyce recommended Saturday, June 14, 2025. Gary will confirm the date and list of items with Boomgarden.

Motion to Pay/Schedule Boomgarden for June 14th Extra Trash Pickup/Spring Clean:

1st: Joyce Arseneau – 2nd: Kathy Hoover

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

"Ayes=4; Nays=0;

Freedom Forever: The Board will contact Freedom Forever regarding the building permit and solicitor applications. It was noted that Beaverville prohibits soliciting within town limits and confirmed a "no solicitation" sign is posted, with Lloyd installing additional signs around the perimeter. Freedom Forever received the revised building permit application and fee schedule, and will submit the fee once the application is completed.

Motion to Establish Village as No Solicitation:

1st: Kathy Hoover – 2nd: Mike Garrett

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

"Ayes=4; Nays=0;

Motion to Collect the Permit Fee based on the Iroquois County schedule:

1st: Mike Garrett – 2nd: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

“Ayes=4; Nays=0;

Ordinances/Application Permits: The Board received ordinances for review, many of which are outdated. Updated ordinances will be provided monthly before meetings, discussed, passed, and sent to the attorney for final approval. By the end of 2025, all ordinances should be codified and posted on the website. Joyce asked about enforcement; previously, the code enforcer documented violations, and the village sent letters. The Board discussed enforcing the chicken coop and noise ordinances.

Radar Signs: The village laptop is stuck in “S” mode, restricting downloads to Microsoft products only; the issue will be reviewed at the next meeting. The radar signs are functional. A vehicle has been reported speeding and revving its engine late at night, violating the noise ordinance. The Board is considering contacting Iroquois County Sherriff, or sending a noise ordinance violation letter to address the issue.

Board Member Duties: Board Member Duties are outlined in the Municipal Handbook distributed last month. Board members should review and familiarize themselves with it.

IML Handbooks: Distributed the Handbook for Newly Elected Officials to board members. A revised edition of the main IML handbook will be available in late fall 2025

Insurance: Our carrier increased insurance coverage for the pumphouse from \$125,000 to \$1 million and the community building from \$200,000 to \$500,000, and added coverage for St. Mary’s Park playground/pavilion, incurring additional costs. The Ford pickup’s insurance, due for renewal in June, rose to \$3,500 annually due to claim history. Workman’s compensation was canceled in 2022 for failure to provide updated payroll data. The 2024 payroll was submitted with Auto Owner’s Auditor’s assistance, but 2022 and 2023 data must still be submitted via the state’s online portal. The administration will ensure such oversights are avoided in the future. The Board recommends having another carrier review the insurance portfolio for a new quote. Furthermore, we had to push our carrier to increase coverage for structures, equipment, and assets. Gina suggested sending the portfolio to a firm she previously worked with, which serves multiple municipalities and has attorney approval. The firm will provide a quote upon receiving the information. For the Ford truck used for plowing, an ordinance will be drafted to regulate parking during snowfall, specifying where residents can and cannot park to protect employees and residents.

Code of Conduct: The IML came out with a Civility pledge for Board members to sign. Each Board member will sign and it will be maintained in our files.

Website: The new village website will launch once the last few months of meeting minutes, the hall rental agreement, and a link to pay water bills via utilipay.net are uploaded. The EPA survey was received through the website’s new email address. The rental agreement link will be available online, with notifications sent upon submission. Gary requested that deposits received, be viewable on the website.

Pop Machine: Kathy presented a proposal to purchase a pop machine for \$3,950. The Board raised questions about the machine’s ability to pay for itself, warranty details, location, and product pricing. Gary requested that the warranty cover the compressor.

Motion Made to Purchase Pop Machine:

1st: Jamie Taylor – 2nd: Kathy Hoover

Kathy Hoover: Aye

Joyce Arseneau: No

Mike Garrett: No

Jamie Taylor: Aye

“Ayes=2; Nays=2;

The Board’s tie vote on the pop machine purchase led to discussion about its potential to break even and serve resident convenience. The machine would hold 20-24 oz. bottles, sold at approximately \$1.75 each. Gary requested a price analysis at \$1.50, \$1.75, and \$2.00, estimating sales during peak times and beverage costs. The Board questioned how many sales are needed to recover the machine cost plus beverage expenses, and how many years it would take to pay off. Kathy suggested scrapping the plan and purchasing a \$1,000 machine from Facebook Marketplace to test sales viability, with the option to buy a newer machine later if successful. This motion passed successfully.

Motion Made to Purchase Pop Machine on Facebook Marketplace for \$1000.00

1st: Mike Garrett – 2nd: Jamie Taylor

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye
Jamie Taylor: Aye
“Ayes=4; Nays=0;

Fourth of July: Committees must adhere to strict guidelines regarding formation. Act mandates that all committee formulations including the selection of Chairperson and members require Board approval. Committees may convene outside Board meetings to discuss ideas, however no final actions or decisions can be made during the committee meeting. This includes decisions on vendors, village space, facilities and other matters which must be presented to the Board for discussion and formal vote at a public meeting. Financial protocols must be established to ensure compliance with IL law and proper fiscal oversight. All committee communications, verbal, written, or on social media must be submitted to Board for approval before dissemination. These measures ensure transparency and adherence to the Open Meetings Act requirements for public accountability. Under the circumstances we are in, we need to follow. Discussed passing on the event altogether this year.

Discussed the formulation of a designated committee chairperson and members. Kathleen emphasized protocols for managing donations, bank accounts, expenses, receipts, and deposits, with Gina to set up the account. Concerns were raised about funding due to a prior \$1,000 village contribution mismanaged by previous admin. Gary recommended a \$3,000 budget, but questions arose about covering any shortfall if donations fall short. The event will feature free music, alcohol managed by HideOut (insurance received, pending a Special Use Permit), church bingo, a Fire Department dinner, and potential activities like a bounce house, face painting, and a petting zoo. A resident offered to provide food services and discussed arranging food trucks and ice cream. Gary requested vendor details and menus for a flyer to submit to the Watseka newspaper and noted that a large turnout with alcohol requires security, suggesting an Iroquois County Sheriff be onsite. The committee must confirm the lease is signed and received from the diocese before proceeding.

Motion to Appoint Kathy Hoover as Committee Chair with Jamie, Robin as members

1st: Mike Garrett – 2nd: Jamie Taylor

Kathy Hoover: Aye
Joyce Arseneau: Aye
Mike Garrett: Aye
Jamie Taylor: Aye
“Ayes=4; Nays=0

Pavillion and Community Bldg Rates Agreement: At the March meeting, the committee discussed a \$50 rental fee for the pavilion. The church's park lease mandates \$2 million per person/per occurrence insurance, which incurs a premium cost but was never obtained. The lease also covers electric and water utilities. A revised agreement included the \$50 fee and a Special Use Permit for alcohol consumption/sale, and the Board reviewed it before the meeting. Ultimately, the Board decided to keep pavilion use free on a first-come, first-serve basis, with no agreement required. However, if the pavilion is left in disarray upon key return, the user will be barred from future use.

Dirt Delivery to Gunn Property from tilework: Board voted last fall to purchase dirt and have Lloyd deliver/spread. Lloyd will reach out to resident to perform the work

CCTV Camera for St. Charles: Last month, the committee tabled a discussion on community safety. Due to ongoing crime and the absence of paid law enforcement, a resident's Facebook post shared with Kathleen and his outreach to her directly, prompted renewed consideration. A reasonably priced, discreet solution could enhance safety and deter crime. The matter is tabled until next month's meeting.

Camera Installation for Community Building: Gary will order as they will be the same cameras purchased for pumphouse

Office Remodel: The storage room and file room will be swapped to provide more workspace for all departments. The committee discussed extending a vent to the new file room and, if necessary, installing a gas wall heater and window air conditioning unit.

Mosquito Abatement Contract/Additional Spraying within village: We will sign the new contract and G will discuss additional areas to spray within the village

Mileage Expense Forms: They will be placed in the file.

Tracks on Main Street: KBS will be contacted

Status of Outdoor Signs: Signs by basketball court and “No Residential Parking” signs needed along the community building. Verbiage on signs to be discussed.

Facebook Page: The Board discussed reclaiming the village's social media page, set up during the previous clerk's tenure as a municipal officer, which has over 600 followers and is considered village property. The clerk's proposal to label it “not the village government” was deemed insufficient at last month's meeting. The Board could create a new “official” page but must first establish parameters for all social media posts and designate an administrator to ensure clear, concise content related to the Village of Beaverville. Gary suggested starting a new page, but the Board prefers the attorney send a letter to the previous clerk to relinquish the original page before proceeding.

Walkie Talkies: The committee agreed to purchase walkie-talkies for communication during the upcoming demolition and emergencies. These will be essential as the Community Building is designated as an Emergency Shelter.

Motion to Approve for Purchase 4 Walkie Talkies:

1st: Kathy Hoover – 2nd: Mike Garrett

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

“Ayes=4; Nays=0

Building Permit Application Fees/Fines: The revised building permit application was emailed to Board members with the agenda. We must review the ordinance fines and other factors. Zoning ordinance violators will receive a letter with existing fees and fines. We aim to have this and other ordinances ready for review next month’s meeting.

Municipal/Forensic Audit: In late December/early January, Gary and Kathleen discussed with Carmen the Board-approved forensic audit prompted by financial concerns. Gary proposed SKDO conduct the municipal audit, including a procedural audit with pre-established rules.

Motion to Hire SKDO to conduct municipal and forensic audit:

1st: Kathy Hoover – 2nd: Joyce Arseneau

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

“Ayes=4; Nays=0

Building Inspector/Code Enforcer: Discussed Above

Appropriations 2025-2026: Dale noted there is time to prepare the village appropriations. Due to his municipal meetings on Mondays, a Special Meeting will be scheduled during the week for his attendance.

Sidewalks: The State of Illinois permits using received funds for street and sidewalk repairs. The village plans to arrange sidewalk repair/replacement, with road repairs as a priority. Gary and Lloyd will survey the town to identify needed road work. The community center’s sidewalks and the sidewalk to the patio will be replaced. Gary is awaiting on an additional bid.

Grant Available: The Board approved submitting a full (100%) grant to update the community building’s bathrooms for handicap accessibility and to modernize the kitchen. A quote will be obtained and included with the grant application. As the building will serve as an emergency shelter, the grant has a strong chance of approval.

New Timesheet for Employees: A new timesheet will track employee hours ensuring overtime pay for those working more than 40 hours per week as required by law.

Local Records Act: The Local Records Act enacted in 1962 regulates the preservation and disposal of public records for all units of local governments in IL. The law’s purpose is to provide statutory compliant mechanisms for managing records that are necessary for the proper functioning of the government and the destruction of the obsolete and preservation and archival of records. We have a site visit for May 20th. Since its founding, the Village has never registered with the State. We are not allowed to dispose or destroy any records without the State acknowledgment of records approval and issuance of disposal certificate.

Trustee Vacancy Posting: We have a vacancy and will post a notice along with requirements

Motion to Adjourn:

1st: Jamie Taylor – 2nd: Mike Garrett

Kathy Hoover: Aye

Joyce Arseneau: Aye

Mike Garrett: Aye

Jamie Taylor: Aye

“Ayes=4; Nays=0