



## Meeting Minutes - Village of Sherman

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**DATE:** Tuesday, July 5, 2016  
**LOCATION:** Sherman Village Hall • 401 St. John Drive • Sherman, Illinois  
**TIME:** 6:00 p.m.  
**TYPE:** Regular Meeting of the Sherman Village Board of Trustees

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**VILLAGE BOARD IN ATTENDANCE:** Kevin Schultz, Trustee; Krista Sherrock, Trustee; Nancy Zibutis, Trustee; Jay Timm, Trustee; Brian Long, Trustee and Trevor J. Clatfelter, President.

**OFFICIALS IN ATTENDANCE:** John Swinford, Administrator; Mike Moos, Deputy Village Administrator & EMA Director; Angela Fyans-Jimenez, Legal Counsel; Kevin Kuhn, Village Engineer; Craig Bangert, Chief of Police; Bruce Beal, Public Works.

**PUBLIC IN ATTENDANCE:** Ryan Keith, Sandy Walden, Chris Walden, John Miller, Byron Painter and Dennis Shackelford.

**OPENING:**

- 1) Clerk: Roll Call – quorum was established by President Clatfelter with Trustee Hahn having an excused absence.
- 2) Pledge of Allegiance lead by Chief Bangert.
- 3) Set Agenda – President Clatfelter asked for the Agenda to be set through a motion. Motion from Trustee Zibutis and a second from Trustee Schultz. Unanimous Aye voice vote. Motion passes.

**CLERK'S REPORT:**

- 1) President Clatfelter presented minutes for review and approval:
  - a) Minutes of June 21, 2016 Regular Meeting. Motion by Trustee Sherrock to approve, second by Trustee Timm. Roll Call vote with trustees Schultz, Sherrock, Zibutis, Timm and Long voting yes. Motion passed.
  - b) Minutes of June 21, 2016 Committee of the Whole (FY17 Budget). Motion by Trustee Sherrock to approve, second by Trustee Zibutis. Discussion: Jay indicated his name was spelled wrong. Roll Call vote with trustees Schultz, Sherrock, Zibutis, Timm and Long voting yes. Motion passed.
- 2) Presentation of Bills for Approval. Motion by Trustee Schultz to approve, Trustee Long seconded. Discussion: President Clatfelter asked Treasurer Stuenkel if there were any bills that should be highlighted. Treasurer Stuenkel indicated nothing was out of the norm other than the Illini bill from Cleanup Day. Staff will hold that check to confirm the amount indicated was accurate. Roll Call vote with trustees Schultz, Sherrock, Zibutis, Timm and Long voting yes. Motion passed.

**TREASURER'S REPORT:** Treasurer Stuenkel indicated he had nothing to report.

**ENGINEERING REPORT:** Village Engineer Kuhn indicated he had nothing to report.

**LEGAL REPORT:** Village Attorney Angela Fyans-Jimenez indicated she had nothing to report.

**ZONING OFFICER REPORT:** Trustee Zibutis indicated she had nothing to report.

**VILLAGE ADMINISTRATOR/ECONOMIC DEVELOPMENT COORDINATOR REPORT:** Administrator Swinford indicated he had nothing to report.

**PRESIDENT’S REPORT:**

- 1) A Resolution appointing an Acting Clerk – President Clatfelter indicated that this was emailed out from Legal Counsel Jeff Jurgens. The resolution is needed as the Village Clerk had resigned to start another career. We are without an official clerk so as a temporary measure we should adopt this resolution making John Swinford Acting Village Clerk. The Resolution would give John authority to go to the bank and have signature authority to sign checks. Checks need to be signed by multiple persons. Kevin asked about separation of duty and this needs to be thought through. Legal will double check options in regards to conflict of interest. President Trevor read into the record the Resolution. If passed the Resolution would be effective immediately. Motion by Trustee Zibutis and seconded by Trustee Sherrock to pass the Resolution as entered into the record. Roll Call Vote with Schultz, Sherrock, Zibutis, Timm and Long voting yes. Motion passed.
- 2) An Ordinance establishing Sewer Rates and Charges – This item was tabled.
- 3) Approval of Park Bench Purchases – Trustee Sherrock briefed the Board on the Park Bench Donation Program and costs. She asked, through a motion, if the Village would sponsor one bench. Trustee Zibutis seconded the motion. Roll Call Vote with trustees Schultz, Sherrock, Zibutis, Timm and Long voting yes. President Clatfelter also indicated an Aye vote for the record. Motion passed.

**COMMITTEE / DEPARTMENT REPORTS:**

- 1) Building Permit Update - Trustee Zibutis indicated she had no update.
- 2) For the Good of the Order - Trustee Long indicated that a local resident Kelsey Hickman, daughter of past Board member Ron Hickman has a song on the radio and asked for community support to call in and request it.
- 3) Fireworks – Trustee Sherrock complemented this year’s fireworks show. Board members discussed view ability of low vs high shots. There was also a question of who also had simultaneously fireworks from private areas. Ch20 had contacted the Mayor about Fireworks and it was speculated that the high turnout may have been contributed to other shows being canceled and Ch20 talking about our show. There was a point where the police department had to stop public entry into the venue because we were at capacity. Staff is planning to post a thank you to our sponsors on our web and social media sites.

**SHERMAN POLICE DEPARTMENT REPORT:** Chief Bangert reported – that all the Part-Time Police Officers in training will graduate July 14<sup>th</sup> and he has already received their State Certifications. The Fourth of July traffic detail counted approximately 567 cars attending the venue and noted there were many other vehicles parked in surrounding area streets. Finally, the Chief indicted that he is working on preparations for the Chamber Homecoming Event.

**EMERGENCY MANAGEMENT AGENCY REPORT:** Director Moos discussed that the siren software has been reviewed by an IT specialist and indicated that we may be able to make it work with Windows 7 PC in the EOC. He then discussed the activities involved with the numerous days of a Boil Order and how we have had an influx of residents signing up for eLert. Finally, he discussed the work that is being prepared for the Chamber Homecoming with IAP development and the use of a State Unified Command Post vehicle for central operations.

**DEPARTMENT OF PUBLIC WORKS REPORT:** Bruce Beal indicated that they are busy with normal activities and assisting in the setup for the Chamber Homecoming Event.

**NEW BUSINESS:** No new business to report

**OLD BUSINESS:** Board members discussed the need to meet so they can have the budget finalized by the next meeting on July 19<sup>th</sup>. Decision was to meet at 5:30 to 6:30 at Village Hall and have the regular scheduled board meeting at 6:30 but locate that at the Farm Credit building due to some recognitions that will be made. There was consensus to do so.

**CIVIC ORGANIZATION:** No organizations to report.

**PUBLIC COMMENT:** No members of the public signed in to make comment.

**EXECUTIVE SESSION:** President Clatfelter announced that the Board was going to go to Executive Session and read the following: "Discussion and approval of closed session minutes and semi-annual review of closed session minutes pursuant to 5 ILCS 120 Section (2) (21)." He then indicated no decisions will be made and the only thing that will be happening after coming back into Regular Meeting is to adjourn. He asked for a motion to go to Executive Session. Trustee Schultz made the motion with Trustee Sherrock making a second. Unanimous voice vote – Motion passed. At this point he asked that the Village Board room be vacated except for authorized persons.

Resolved to executive session at 6:45 with record who is in attendance. Executive Session discussion concluded at 6:47 with a Motion by Trustee Schultz to adjourn Executive Session, second by Trustee Timm. Unanimous voice vote. Motion passed. Back to regular meeting session at 6:47.

**ADJOURNMENT:** Motion to go back into regular meeting session made by Trustee Schultz, second by Trustee Zibutis with unanimous voice vote. Motion passed. Motion to adjourn was made by Trustee Timm, seconded by Trustee Schultz. Motion Passes.

The next regular meeting of the Sherman Village Board is scheduled for July 19, 2016 at 6:30 at Farm Credit in Sherman. The public is invited and encouraged to attend.

Respectively Submitted by:  
Michael P. Moos, Deputy Village Administrator