



# Village Board Meeting Minutes

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**DATE:** Tuesday, September 20, 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**

Bret Hahn, Trustee; Brian Long, Trustee; Kevin Schultz, Trustee; Krista Sherrock, Trustee; Jay Timm, 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 and Randy Burge, Zoning Board.

## **PUBLIC IN ATTENDANCE**

Sandy Walden, Stephen Calvert, Dennis Shackelford, Ryan Keith, Matthew Allen, Dave Dot, Mike Southworth, Chad Lucas, Dave Stake, Chad Hoover, Don Craven, Larry DuPont and Tim Smith.

## **OPENING**

1. Clerk: Roll Call – quorum was established by President Clatfelter with Trustee Zibutis having an excused absence.
2. Pledge of Allegiance – was led by Chief Bangert, Chief of Police.
3. Set Agenda – President Clatfelter asked Board members if there were non-voting items to be added to the agenda.
  - a. Trustee Long wishes to discuss logistics for picnic tables and garbage cans that will be delivered to the new park tomorrow.
  - b. Trustee Sherrock wishes to discuss arrangements for the future annual 3<sup>rd</sup> grade elementary school invite in which board members and department heads discuss local government with the class.
  - c. Trustee Sherrock indicated we needed to continue our discussion on the new park project timetables and limited activity. She also had questions from Trustee Zibutis, who could not attend tonight’s meeting. President Clatfelter indicated guests are present specifically the village architect who will be able to address progress with the park.
  - d. There were no further items brought to the attention of President Clatfelter so he asked if there is a motion to set the agenda? Motion from Trustee Timm to “set the agenda”, second from Trustee Long, voice vote with all “ayes”, motion passed.

## **CLERK’S REPORT:**

1. Approval of Minutes – the minutes of September 6, 2016 were presented for approval. Motion to Approve by Trustee Sherrock, second by Trustee Hahn, all voted yes, motion passed.

2. Bills for Approval – President Clatfelter asked Village Administrator Swinford if there were any bills to highlight or discuss as Treasurer Stuenkel was not able to be present at the meeting. Mr. Swinford highlighted payment to Nieman Foods, and the Greene County payment was voided and correctly made to Green Dodge. No further discussion so President Clatfelter asked if there was a motion to approve payment of the bills. Trustee Schultz made a motion to Approve Payment of the Bills, with Trustee Hahn seconding, all voted in favor, motion passed.

**TREASURER’S REPORT** – nothing to report.

**ENGINEERING REPORT**

Village Engineer Kuhn provided an update on the Capital Improvement Program Project. He reported on the street progress. After the old asphalt is removed an initial base is laid. After that a final layer is done. Mr. Kuhn fully expects the bills to be arriving very soon. The HSIP sign project is moving along and they are in Rochester at this time. He could not say which community in the project will be next.

**LEGAL REPORT** – nothing to report.

**ZONING OFFICER REPORT**

1. Recommendation of the Zoning Board of Appeals on the Public Hearing conducted on Monday, September 19, 2016 at 6:00 p.m., at Sherman Village Hall, to consider the Variance Request submitted by Stephen and Theresa Calvert, seeking a variance of six feet to the rear yard setback from 20 feet to allow the construction of an addition to the home at 53 Woodsmill Road, to allow the homeowners to enclose their new in-ground swimming pool. Mr. Randy Burge, on behalf of the Chair, provided a summary report to the Board on the hearing held. The petition was reviewed. No objections and the Zoning Board recommended, on a unanimous vote, that the petition be approved. Mr. Swinford indicated the ordinance was part of the board packet. Motion by Trustee Schultz to approve the Zoning Ordinance, seconded by Trustee Long, all in favor, motion passed.
2. Future Hearings - President Clatfelter explained his future home plans and read into the record and explained the lot layout. Notice of Public Hearing of the Village of Sherman Zoning Board of Appeals on a Public Hearing to be conducted on Monday, October 3, 2016, starting at 6:00 p.m., at the Sherman Village Hall for the purpose of considering a petition submitted by Trevor J. & Michelle K. Clatfelter, for a setback variance of 10 feet for an irregular shaped lot identified as Parcel ID No. 06-36.0-350-001, Lot 85, in Steeplechase Fourth Addition in Sherman. If, for any reason the public hearing is unable to convene at 6:00 p.m., on Monday, October 3, 2016, the public hearing will convene at 5:30 p.m., on Tuesday, October 4, 2016, without further published notice. The hearing may be continued to another date by motion of the Zoning Board of Appeals at the hearing without further notice.

**VILLAGE ADMINISTRATOR/ECONOMIC DEVELOPMENT COORDINATOR REPORT**

Administrator Swinford indicated nothing new to report.

## **PRESIDENT'S REPORT**

1. Action on the recommendation of Chairman of the Zoning Board of Appeals following Public Hearing conducted on Monday, September 19, 2016 at 6:00 p.m., on petition submitted by Stephen and Theresa Calvert seeking a variance at 53 Woodsmill Road. Action on this was taken in #1 of the Zoning Report provided in these minutes.
2. Capital Improvement Plan – Financing Proposal. President Clatfelter provided a summary of activity from last meeting to now for the financing of the Capital Improvement Plan. The village reached out to Sikich for assistance in analysis of the bids. Chad Lucas, partner at Sikich also presented a summary to the Board. He indicated that the information was provided in an email to the Board and was their analysis of the responses to the RFP. Sikich summarized the items such as rates, payment plans, prepayment penalty (if there was), beginning and end dates, amortizations for debt services. Notes added additional info/options. They eliminated anything that was 10 years or less and excluded variable rate proposals without caps. They assumed worst case scenario on variable rates with caps. It was emphasized that no analysis was done they just organized and presented the information.

President Clatfelter asked if the Board wishes to take action tonight, at a special meeting or the next board meeting. He stated that at the last meeting the Board indicated wanting a fixed rate over 15 years. We could consider the other options. The lowest bidder was Williamsville State Bank and Trust (WSBT) at \$1,827,664.77; followed by Hickory Point Bank, followed by Illini Bank, then INB then Bank of Springfield. Trustee Schultz clarified we wanted a 15-year fixed year cost, variable rates with caps were also in the bids. Trustee Schultz indicated he will not be voting because of his companies bid. Trustee Schultz continued and felt while the proposals were close even though they were not exactly apple to apple comparisons. Mr. Southworth came forward to explain their role as Bond Counsel. He discussed the process, that the Board needs to provide a consensus of what lender you wish to use. They prepare the ordinance and identify all details. Discussed the work that might need to be done with one proposal because of multiple banks involved in that proposal. He estimated maybe it would add \$1,000 to the cost.

The amount originally being discussed was \$108,000.00 but the quotes are more in the \$130-135,000 range. President Clatfelter asked for the feeling of the board and reminded all that the bills will be due soon as road progress is moving well. Documents can be circulated and ready for next board meeting. Mr. Southworth indicated that the Village can be reimbursed for expenses incurred, but Mr. Swinford indicated no costs have been incurred yet by the Village. Mr. Schultz indicated we need to make a decision as some proposals may have an expiration date and did not think the differences are much. Trustee Hahn indicated the info is here. The differences are small. President Clatfelter gathered from the Board to accept the WSBT proposal. Motion to accept the proposal by Trustee Hahn, seconded by Trustee Timm, four board members voting yes with one member abstaining from the vote, none voting no, motion passed.

3. An Ordinance Establishing Weight Limits on Village Streets and Amending Section 7-1-6 of the Village of Sherman Code of Ordinances. Attorney Craven had prepared an ordinance but indicated it might need modification. President Clatfelter indicated that this item and the issue related to it will require the Board to go to Executive Session.

## **COMMITTEE / DEPARTMENT REPORTS**

### **Zoning Report**

Trustee Zibutis was not present and nothing new was reported.

### **New Park Update**

President Clatfelter used this opportunity to discuss the status of the new park and visitors were present to address and provide an update. President Clatfelter continued with his summary indicating he recognized that citizens are anxious for the park to be completed. He reminded all the park was being done in phases, but we are overdue with delays due to the weather and problems due to the sewer line being installed wrong. President Clatfelter asked the village architect and Mr. Allen to present answers to questions.

Mr. Allen from Ottobaum explained the delays. He provided a brief summary of the challenges of the project, some not foreseen. Mr. Allen discussed the three major factors that slowed the project down.

1. Weather - We have had the rainiest summer on record. No excuses other than weather was a factor.
2. Sewer Line - The subcontractor, installed the sewer line improperly three times. Ottobaum is now using their experts to get the project done correctly and that should be done on Friday. After then there is a required 30 day waiting period and test to ensure all is correct. The local sub dropped the ball on the project and it failed when tested by the Village engineer. Ottobaum decided to take the sewer project on instead of waiting for litigation to provide direction. Their crew is from out-of-town and should have the sewer line fixed by this Friday.
3. Amphitheatre Panels - The third problem has to do with the plastic panels for the amphitheater roof (over stage). Framing is ready, supplier is not sending the panels because they are having a difficult time getting the angles correct. Ottobaum will accept the panels at a set length and will cut and fit the panels in place. The company has not agreed to this and Ottobaum has not heard from them yet as recently as of today.
4. Questions:
  - a. Trustee Sherrock on behalf of herself and Trustee Zibutis (she had questions from Trustee Zibutis sent to her) asked about the electric feed that is out and when will it be worked on? If the sewer passes after the 30 day waiting period, then electric can be worked on. The electric has to wait due to the close proximity to the sewer line. Ottobaum is already talking to Menard Electric to line things up asap.
  - b. Trustee Sherrock asked on the status of the gazebo. Mr. Allen indicated it is practically done just needs to be cleaned.
  - c. Trustee Sherrock asked about sidewalk damage or area that are incomplete. Mr. Allen explained that part of the area incomplete was on purpose to permit heavy

equipment into the park. Other areas that were done but damaged will be fixed once the final grade is finished. They felt that 60% of bike path is finished.

- d. Trustee Long asked about 17 picnic tables that are to be delivered and where do we put them? Contractor felt they can be put underneath one pavilion? The contractor said they will help move them if we need them moved.

Architect Smith summarized the new park discussion by indicating that partial final checklists can be done. Grading is getting close. He liked the idea of cluster all the picnic tables and garbage cans being delivered from corrections under one location. We can document how it was stored and caution tape it off. Trustee Timm question about leveling and seeding in mid-October. Mr. Smith indicated grading has been started and only the spots that can't be finished will be left this week. Trustee Long asked when will the project be done? Architect Smith indicated until everything passes and the panels are delivered he has no idea. Once there is a date, from the president of the panel company of when the panels are delivered, then he can provide a final schedule. Mr. Smith was asked to provide a schedule update prior to each Board meeting.

#### **Sherman Elementary School Government Day**

Trustee Sherrock indicated that we need to set a date with the school and coordinate with all participating Board members and Department heads.

#### **Children's Christmas party**

Trustee Sherrock indicated that the Village Children's Christmas Party date is set for Dec 10<sup>th</sup>.

#### **Corrections Paint Bill**

Trustee Long discussed the paint should come off the corrections bill as the Village supplied that material and should not be charged for it.

#### **SHERMAN POLICE DEPARTMENT REPORT**

Chief Bangert indicated nothing new to report.

#### **EMERGENCY MANAGEMENT AGENCY REPORT**

Director Moos indicated nothing new to report.

#### **DEPARTMENT OF PUBLIC WORKS REPORT**

Mr. Beal indicated nothing new to report.

#### **OLD BUSINESS**

No old business to discuss.

#### **CIVIC ORGANIZATION**

No civic organizations present.

**PUBLIC COMMENT**

No persons of the public indicated a wish to make public comment. President Clatfelter read a thank you card from the Catlin family. He reminded everyone of Donna recently passing away and how she had served as the Village Historian.

**EXECUTIVE SESSION**

President Clatfelter indicated that the Board needed to convene into Executive Session. He further indicated that no items will be acted on, that the purpose was to discuss potential litigation. He then asked for a motion to move to Executive Session. Motion was made by Trustee Schultz, seconded by Trustee Long to move to Executive session, voice vote with "ayes" having it, motion passed. President Clatfelter asked that the room be vacated except for those authorized to remain.

**BACK INTO REGULAR SESSION**

Motion by Trustee Hahn to convene the Regular Session of the Village Board, seconded by Trustee Schultz, voice vote with "ayes" having it, motion passed at 7:40

**ADJOURNMENT**

Motion to adjourn was made by Trustee Hahn, seconded by Trustee Schultz. Voice vote with "ayes" only, motion passed. Meeting adjourned at 7:40pm.

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