

VILLAGE OF HAMMOND BOARD MEETING
MINUTES

Tuesday, June 10, 2025

7:00 p.m.

Village Hall, 105 East 1st St, Hammond, IL 61929

1. Call to Order

John called the meeting to order at 7:00 PM.

2. Roll Call	<u>Present</u>	<u>Absent</u>
- Jon Drummond, President	X	
- Lauren Molby, Trustee	X	
- Billie Larkins, Trustee	X	
- Nathan Tavoletti Trustee	X	
- Josh Bartley, Trustee		X
- Pam Thompson, Trustee	X	
-Tricia Harvey, Secretary/Deputy Clerk	X	
- Kelsey Well, Secretary/Treasurer	X	

3. The Pledge of Allegiance was recited.

4. Acknowledgment of videographer: Melissa Miller and Kristina Bjordahl were videoing live on Facebook and also recording.

5. Adopt agenda of June 10, 2025 Board Meeting: Lauren made the motion to adopt the agenda, with a 2nd by Billie Rae. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried.

6. Public Comment: Several members of the public attended. John went down the sign in list, and everyone was just waiting for certain topics to be discussed, such as Fireworks for July 4th, the paperwork needed to residentially zone the apartments, housing fowl, and the water bills.

A uniformed Deputy from Piatt County Sheriff Department attended.

John stated the Village Attorney Ross Munsterman was in attendance for his quarterly meeting.

John introduced Callie Jo McFarland from Monticello/Piatt County Economic Development. She helps small government entities partner with companies and other government entities to help with economic growth within their communities.

7. Approval of Minutes: The Board read over each set of Minutes for each meeting.
 -May 9, 2025 Special Meeting Special Events Committee – Billie Rae made the motion to approve these minutes, with a 2nd by Lauren. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried, with minutes being approved as to form.

-May 13, 2025 Board Meeting Minutes - Lauren made the motion to approve these minutes, with a 2nd by Billie Rae. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried, with minutes being approved as to form.

-May 22, 2025 Special Meeting Oversight and Accountability Committee - Billie Rae made the motion approve these minutes, with a 2nd by Lauren. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried, with minutes being approved as to form.

-May 22, 2025 Special Meeting Special Events Committee - Billie Rae made the motion to approve these minutes, with a 2nd by Lauren. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried, with minutes being approved as to form.

-May 22, 2025 Special Board Meeting - Lauren made the motion to approve these minutes, with a 2nd by Billie Rae. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried, with minutes being approved as to form.

-May 29, 2025 Special Board Meeting - Lauren made the motion to approve these minutes, with a 2nd by Nathan. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried, with minutes being approved as to form.

8. Financials:

Kelsey talked about the new computers, updates and upgrades needed for Sage 50 (our bookkeeping software) because the version we have is very old and does not have enough memory to do anything other than write checks. Sage 50 will not print certain reports the Village needs because of the 'memory shortage' problem. Kelsey gave us updates about the auditors and their ongoing visits and training.

Kelsey presented the treasurer's report for May, what she could get from Sage 50 with the memory shortage issue when trying to print reports. Kelsey also presented the June Bills to be paid. Billie Rae made the motion to approve the May's Treasurer report and to approve paying June bills, with a 2nd by Pam. By Roll Call Vote: All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried.

9. Reports:

Kelsey went over the water shut off report for May 2025.

Ron Miller reported he has been trimming trees, and assessing a few residents' water leaks, but they are ongoing. Ron send the CCR Water report to the paper to be published and Kelsey put the link to it in the June Village Newsletter, and also on the Village website. Ron also reported about the needs of the Village water filtration updates to the water system and piping. He also talked about what it would take to replace our water tower with a new one, versus just giving the current old one we have now a new paint job. Ron also spoke of flushing hydrants, and Illiana being in the area doing oil and chipping on the roads, but only doing the worst of the words. John spoke about the Gibsons stating someone sprayed their fence line. Ron and John both declared that no Village Trustee or Employee sprayed the Gibson's fence line. Also, Ron updated about the burn pile getting smaller, slowly. Billie Rae made the motion to accept these reports, with a 2nd by Nathan. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried.

10. New Business:

- Discussion/Action re: Doors and Handicapped accessible ramp:

John brought to discussion regarding the need for the community building to be handicap accessible and brought up to code in the front or back of the building. Making the front of the building would cost the Village a considerably larger amount of money and would be much more difficult than making the back entrance of the building handicap accessible and brought up to code. A wheel chair will currently fit through the back door, so all that would be needed in the back is a concrete slab or ramp, and new placement of handicap signs in the back. Questions were raised as to what “open door” system to get for the back entrance, and also is there a governmental grant for things like this? Billie Rae made the motion to make the back door entrance handicap accessible and to look into the cost of it, and grant research for it, with a 2nd by Nathan. All in favor: #4 Yes’s, #0 No’s, #1 Absent; motion carried.

- Discussion/Action re: Need to order 10 - 2025 IML handbooks for staff & trustees, with an additional book to be kept in the office:

John brought this up for discussion. Kelsey called IML and spoke to them about our need for new current handbooks. They informed her that the actual handbooks go on sale in July at a discounted rate, and that they are offer a FREE pdf of the current handbook that can be downloaded. The pdf is 543 pages. Billie Rae made the motion to table this topic until the July 8, 2025 meeting, with a 2nd by Lauren. All in favor: #4 Yes’s, #0 No’s, #1 Absent; topic is tabled.

- Discussion/Action re: Animal Control training for Rob:

Kelsey brought to discussion Animal Control Training for Rob Larkins in July in Marion Illinois. The cost is \$750 for all 3 days attendance, or \$350 per day if you don’t want all 3 days. Ross spoke up and said for Rob’s training to be paid out of the General Fund, or if there is a fund for training or continuing to use that. Lauren made the motion to pay for Rob’s training for him to go all 3 days for \$750.00, with a 2nd by Pam. By Roll Call Vote: All were in favor: #3 Yes’s, #0 No’s, #1 Absent, and Billie Rae did not vote as Rob is her husband. Motion Carried.

- Discussion/Action re: Notary Certification and Training for Kelsey:

John brought to discussion the need for Kelsey to be a notary. Illinois state law changed in 2024 and now requires ANY notaries (new or renewing) to take a training course to get official certification. With Kelsey working mostly of opposite of Tricia, who is already a notary, the Village has a need for an additional notary, so that when the office is open, there will always be a notary available. The training, certification, and stamp cost is about \$275.00 and is good for four (4) years. Billie Rae made the motion to approve Kelsey getting a Notary Certification with training and to approve the cost of up to \$275.00 for it, with a 2nd by Pam. By Roll Call Vote: All were in favor: #4 Yes’s, #0 No’s, #1 Absent. Motion Carried.

- Discussion/Action re: Locis Training:

Kelsey reported that Locis (our water billing system) offers training. The can do remote/Zoom training for \$100 per hour; or offer in person training which is \$100 per hour plus any travel expenses or mileage. They only train during the day. Tricia stated that at the current time, she did not think she needed the extra Locis training, and John mentioned maybe tabling this topic until

July 8th Board Meeting. Billie Rae made the motion to table this topic until the July 8, 2025 meeting, with a 2nd by Pam. All in favor: #4 Yes's, #0 No's, #1 Absent; topic is tabled.

- Discussion/Action re: An Ordinance Establishing the Rates and Charges for Services Supplied for the Sewerage System and Water System of the Village of Hammond, Illinois:
John opened up the discussion of the Water Ordinance 2025-03 "An Ordinance Establishing the Rates and Charges for Services Supplied for the Sewerage System and Water System of the Village of Hammond, Illinois".

A. Page 6 (Disconnection of Service section):

After John opened this up for discussion, many ideas were stated about different due dates and different flat rate fees for penalty billing and also the disconnections. After a long discussion, Billie Rae made the motion keep the 20th of each month as the original due date for that current billing period. There will be a late period extension to the 20th of the next month before shut off, with a penalty fee of \$25.00. There will no longer be disconnections the same month as the first applied penalty bill. If past due bill with \$25.00 penalty fee is not paid by the 20th of the next month, then disconnection will happen with an additional \$50 reconnect fee. Nathan seconded the Motion. By Roll Call Vote: All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried to amend the Due dates and fees section of the Ordinance.

B. Page 7 (Swimming Pool section):

John opened for discussion about pool fill-ups and a discount that is fair across the board for everyone, or as fair as it can be. After some discussion, Billie Rae made motion to have a provision of time for the resident to report to the Village office that they filled up their pool, in order to get the discount. To officially "report" that a resident filled up their pool and to receive the discount, they have to fill out the Village form, so that we have a paper trail and record. One discount per year, and the discount will stay the same as it currently is. That discount currently being that the Village will take the previous month water gallon usage, minus the new bill gallon water usage, and noting that difference in water usage. Take that amount, and the discount is \$4.50 for every 1,000 gallons of the difference in the water used. Lauren seconded this motion. By Roll Call Vote: All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried.

C. Page 9 (Penalty section):

John opened this up for discussion. Different feedback was received about lowering the violation fines. Village Attorney Ross Munsterman brought up that the standard fine structure stipulates that fines shall not exceed \$750.00 per violation. And further that each violation will be evaluated based on the specific circumstances and severity of the offense, and penalties may vary accordingly. Billie Rae made motion to change this part of the ordinance to what Ross suggested, and Nathan seconded. By Roll Call Vote: All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried to change the penalties to not exceed \$750.00 per violation. And further that each violation will be evaluated based on the specific circumstances and severity of the offense, and penalties may vary accordingly.

- **Discussion/Action re:** Special Events and Oversight and Accountability Committee meeting updates: July 4, 2025 the parade is at Noon. The lineup starts at 11am. The parade will end by 1pm. Talk of shutting down Don Ryan at 36 Hwy entrance and the back entrance to town across the railroad tracks. Notice needs to be posted regarding the road closures in the Facebook group, on the Village website and hung outside in the community notice box. Billie Rae made motion to allow for the pre-parade, parade and post-parade to all happen from 11am-1pm on July 4, 2025, and to shut down Don Ryan at 36 Hwy entrance on both ends. She also motioned for the Notice of Road Closures to be posted in the Facebook group, on the Village website and hung outside in the community notice box. Nathan seconded this motion. All Ayes, no Nays, motion carried.

11. Old Business:

- **Discussion/Action re:** Revisions of Ordinance #2025-02, “An Ordinance to Regulate and Control the Keeping of Animals Within the Corporate Limits of the Village of Hammond”/ Poll that was sent out to the town:

A. Page 2, #2: This Ordinance was approved to be repealed and approved to be amended in the prior board meeting on May 19, 2025. So tonight’s review of this Ordinance is to amend it. This Ordinance has been debated at length and in considerable detail between the Board and the public who attended tonight’s meeting. John reiterates that the Village Ordinance’s will stay in compliance with Illinois and Federal Law, statutes and even the municipal code. Lauren spoke about noise level differences among different types of noise making animals that are currently kept as pets versus hens. Lauren made motion to accept Hens, Ducks, Quail, and Turkeys, but to exclude Guinea fowl, Geese and Roosters. Her motion also included that a permit be required, but have no fee attached, and an inspection form filled out for Animal Control. Billie Raw seconded that motion. By Roll Call Vote: All in favor: #4 Yes’s, #0 No’s, #1 Absent; motion carried.

B. Page 4 (Penalty section):
John opened this up for discussion. As per the previous conversations John opened for discussion changing the penalty for violating this Ordinance to be amended to not exceed \$750.00 per violation. And further that each violation will be evaluated based on the specific circumstances and severity of the offense, and penalties may vary accordingly. Billie Rae made motion to change this part of the ordinance to what Ross previously suggested across the board on all Ordinances, and Nathan seconded. By Roll Call Vote: All in favor: #4 Yes’s, #0 No’s, #1 Absent; motion carried to change the penalties to not exceed \$750.00 per violation. And further that each violation will be evaluated based on the specific circumstances and severity of the offense, and penalties may vary accordingly.

C. Page 3 (Impoundment section):
John opened this up for discussion. The description of capture and confinement is too limited in scope. It needs to be broadened so that Animal Control can make impoundment, capture and confinement on a case by case basis. Billie Rae made the motion to broaden the description and the Village’s definition of Impoundment, Capture and Confinement in this Ordinance. Nathan seconded her motion. By Roll Call Vote: All in favor: #4 Yes’s, #0 No’s, #1 Absent; motion carried to broaden the scope of impoundment, capture and confinement on a case by case basis,

so that Animal Control can make capture, confinement, and impounding decisions as a situation arises.

- Discussion/Action re: Updating of Personnel Policy:

This discussion is tabled until after the Personnel Committee can meet.

- Discussion/Action re: Veteran Signs add to the Village:

John brought up for discussion about adding Veteran's signs to the Village for Veteran's Day in November. Ameren said that no signs can be put on their utility poles. John suggested that a big wooden flat board sign be built and put the Veteran plaques on it, and have this billboard put up at the Ball Field. John suggested that maybe some high school students could build it for their project and school credit. It was discussed that this needs to be done before Veteran's Day in November 2025. Also discussed, that we will revisit this topic again for costs, after some more research is done. Billie Rae brought to motion and Lauren seconded. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried.

- Discussion/Action re: Community Roof Estimate/ Insurance updates:

John brought up for discussion about the roof estimate and repairs. The Village received a check for \$10,500.00 on June 10, 2025 to contribute to part of the cost of a new roof on the community building that we are in. Kelsey went over the estimates again, and proposed that we accept Keith Hastings bid to replace the roof for \$17,500.00; with the insurance paying \$10,500.00 of that cost. Billie Rae made motion to approve and accept Keith Hastings bid to repair and replace the roof at a total cost of \$17,500.00. Nathan seconded the motion. By Roll Call Vote: All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried to have Keith Hastings start working on repairing and replacing the roof on the community building for his bid estimate of \$17,500.00, with insurance paying \$10,500.00 of the cost, leaving a remaining cost to the Village of \$7,000.00.

- Discussion/Action re: An Ordinance that Allows Cannabis Business Establishments in the Village of Hammond

John brought up for discussion the model for the Cannabis ordinance, since the old ordinance was repealed at the May 13, 2025 Board Meeting. The topic of Village benefits from this Ordinance was discussed. The largest benefit would be that it would increase the tax income for the Village. Want to make the new ordinance open to a variety of companies, not necessarily a solely cannabis-based business. Billie Rae made motion to table this topic until the July 8, 2025 meeting, and Lauren seconded. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried.

- Discussion/Action re: ORDINANCE #2025-05 "AN ORDINANCE ADMINISTRATION IN THE VILLAGE OF HAMMOND"

John brought this to discussion to adopt the minor changes that Ross suggested. They are mostly formatting or grammatical changes. Billie Rae made motion to accept Ross's minor changes to this Ordinance, and Nathan seconded. All in favor: #4 Yes's, #0 No's, #1 Absent; motion carried to adopt this Ordinance with Ross's changes.

Board took a 4 minute break from 10:38pm to 10:42pm

Executive Session: Lauren made the motion to go into Executive Session at 10:42pm, with a 2nd by Billie Rae. All in favor; motion carried. The following will be discussed:

SILCS 120/2 (c) (11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

SILCS 120/2(c) (1): Discuss employee issues- the appointment, employment, compensation, discipline, performance or dismissal of the public body or legal counsel for the public body.

Billie Rae made the motion to exit Executive Session 11:00pm, with a 2nd by Nathan. All in favor; motion carried to EXIT Executive Session.

Regular Session called to order at 11:00pm. No members of the public present.

Action on Executive Session: Billie Rae made motion to continue Litigation from Executive Session, and Nathan seconded the motion. Motion carried. All Litigation will continue.

No further comments by Trustees or Members of the Public.

Adjournment: Billie Rae made the motion to adjourn the meeting at 11:03pm, with a 2nd by Nathan. All in favor; motion carried. Meeting now adjourned at 11:03pm.

Village President

Village Clerk