

# **Village of Hammond Special Board Meeting**

## **Meeting Minutes**

Date: May 29, 2025

Time: 8:00 PM

Location: Village Hall

### **1. Call to Order**

John called the meeting to order at 8:00 PM.

### **2. Roll Call**

#### **Present:**

- Jon Drummond, President
- Lauren Molby, Trustee
- Billie Larkins, Trustee
- Kelsey Wells, Trustee
- Josh Bartley, Trustee
- Tricia Harvey, Secretary/Clerk

#### **Absent:**

- Kim Gee, Trustee
- Linda Brown, Trustee

### **4. New Business**

- Discussion/Action re: Rezoning the apartments  
John opened this for discussion to rezone the apartments (next to the laundromat) from commercial to residential. This is being done because the original owners did not have insurance after they turned it in to apartments. Now the new owner's insurance are requiring it to be residentially zoned to be insured. The new owners' insurance is under deadline of cancelation. Village Attorney Ross Munsterman spoke with John and verified we will only rezone the apartments.

Josh made motion to rezone the apartments (next to the laundromat) to residential from commercial and Billie Ray seconded that Motion.

Upon Roll Call Vote: Linda, Absent; Kim, Absent; Lauren, Yes; Kelsey, Yes; Josh, Yes; and Billie, Yes. 4 Yes's, 2 Absent. Motion Carried. The apartments will now be rezoned from commercial to residential.

- Discussion/Action re: Approval of Audit to be performed by our regular audit company - McGuire, Yumas, Huffman and Buckley. John opened for discussion to approve an audit to be completed by McGuire, Yumas, Huffman and Buckley, and also the financials and software training for Kelsey Wells and Tricia Harvey. This audit is time sensitive and in the normal course of business for a new fiscal year and ideal for the new administration.

Billie made motion to Approve an audit to be done ASAP, with a small audit being done first and the soonest, then training Kelsey and Tricia. Then they will perform a normal deep dive audit pursuant to the statute regulations.

Upon Roll Call Vote: Linda, Absent; Kim, Absent; Lauren, Yes; Kelsey, Yes; Josh, Yes; and Billie, Yes. 4 Yes's, 2 Absent. Motion Carried. Audit is approved, and the auditors will be here on June 9, 2025 and June 10, 2025 to start working.

- Discussion/Action re: Re-Assign check signors on all Village Bank Accounts  
John brought to discussion that we need check signors on the Village Bank accounts because currently we cannot pay any bills or write checks. Brenda Sebens has requested to be taken off the Village Bank Accounts due to her resignation.

Lauren made motion to Re-Assign check signors on all Village Bank Accounts, specifically, signature card signers for check writing on any and all of the Village of Hammond Bank accounts to be John W. Drummond, Jr, Billie Rae Larkins, Kelsey R. Wells and Tricia D. Harvey.

Josh Bartley seconded that Motion.

Upon Roll Call Vote: Linda, Absent; Kim, Absent; Lauren, Yes; Kelsey, Yes; Josh, Yes; and Billie, Yes. 4 Yes's, 2 Absent.

Motion Carried. All signature card signers for check writing on any and all of the Village of Hammond Bank accounts are specifically John W. Drummond, Jr, Billie Rae Larkins, Kelsey R. Wells and Tricia D. Harvey.

- Discussion/Action re: Re-Assign card signors on all Village Debit and Credit Cards  
John brought to discussion that we need card and account signors on all Village Debit and Credit Cards because we have a need to make purchases using Village Debit and Credit Cards.

Josh made motion to Re-Assign card and account signors on all Village Debit and Credit Cards, specifically, John W. Drummond, Jr, Billie Rae Larkins, Kelsey R. Wells and Tricia D. Harvey to be account and card signors on all Village Debit and Credit Cards.

Billie Rae seconded that Motion.

Upon Roll Call Vote: Linda, Absent; Kim, Absent; Lauren, Yes; Kelsey, Yes; Josh, Yes; and Billie, Yes. 4 Yes's, 2 Absent.

Motion Carried. John W. Drummond, Jr, Billie Rae Larkins, Kelsey R. Wells and Tricia D. Harvey are account and card signors on all Village Debit and Credit Cards

- Discussion/Action re: Re-Assign account access and signors for any Village business accounts for buying and paying purposes.  
John brought to discussion that account access and signors are needed for any Village business accounts for buying and paying purposes.

Josh made motion Re-Assign account access and signors for any Village business accounts for buying and paying purposes. Specifically, John W. Drummond, Jr, Billie Rae Larkins, Kelsey R. Wells and Tricia D. Harvey will have access and will be signors for any Village business accounts for buying and paying purposes. Billie Rae seconded that Motion.

Upon Roll Call Vote: Linda, Absent; Kim, Absent; Lauren, Yes; Kelsey, Yes; Josh, Yes; and Billie, Yes. 4 Yes's, 2 Absent.

Motion Carried. John W. Drummond, Jr, Billie Rae Larkins, Kelsey R. Wells and Tricia D. Harvey are granted access and are signors for any Village business accounts for buying and paying purposes.

- Discussion/Action re: Approval Kelsey Wells and Tricia Harvey to pick up Water receipts from the Bank.

John brought to discussion that Kelsey Wells and Tricia Harvey need to pick up Water deposits and receipts from the Bank.

Josh made motion to approve Kelsey Wells and Tricia Harvey to pick up Water deposits and receipts from the Bank.

Billie Rae seconded that Motion.

Upon Roll Call Vote: Linda, Absent; Kim, Absent; Lauren, Yes; Kelsey, Yes; Josh, Yes; and Billie, Yes. 4 Yes's, 2 Absent.

Motion Carried. Kelsey Wells and Tricia Harvey are now able to pick up Water deposits and receipts from the Bank.

- Discussion/Action re: Resignation of Kelsey Wells from the Board.

John opened for discussion his receipt of Kelsey Wells resignation as Trustee from the Board.

John accepted her resignation.

- Appointment of Kelsey Wells as Village Clerk/Treasurer

John brought to discussion to appoint Kelsey Wells as Village Clerk/Treasurer. Tricia Harvey's title will be Deputy Clerk once her training and probationary period ends July 5, 2025. Both Kelsey Wells and Tricia Harvey are both Secretaries and will be the minutes/note takers for the meetings. The Secretary position is interchangeable between Kelsey and Tricia.

Josh made motion to appoint Kelsey Wells as Village Clerk/Treasurer. Tricia Harvey's title will be Deputy Clerk once her training and probationary period is over July 5, 2025. Both Kelsey Wells and Tricia Harvey are the Secretaries and will be the minutes/note takers for the meetings. The Secretary position is interchangeable between Kelsey and Tricia. Lauren seconded that Motion.

Upon Roll Call Vote: Linda, Absent; Kim, Absent; Lauren, Yes; Kelsey, Yes; Josh, Yes; and Billie, Yes. 4 Yes's, 2 Absent.

Motion Carried. Kelsey Wells is Village Clerk/Treasurer. Tricia Harvey is Deputy Clerk, once her training and probationary period ends July 5, 2025. Both Kelsey Wells and Tricia Harvey are both the Secretaries and both will be the minutes/note takers for the meetings. This Secretary position is interchangeable between them.

## **5. Adjournment**

Motion to adjourn by Billie Rae Larkins.

Seconded by Lauren Molby

Meeting adjourned at **8:50pm.**