

# **Village of Donnellson**

*Est. 1897*

## Village Board Meeting Minutes

[www.villageofdonnellson.com](http://www.villageofdonnellson.com)

February 13, 2023

Pledge of Allegiance was led by Gary Long.

President Darrell Jett opened the meeting at 7:02 pm.

### **Roll Call Completed:**

**Present:** President: Darrell Jett. Trustees: Fran Jett, Gary Long, Ken Buckingham. Clerk/Treasurer-Sheryl Reynolds, Clerk-Diane Dankoski, Water Superintendent-Bill Grider.

**Absent:** Trustees Tyler Tarran, Dave Buckingham, Jo Tate; Chief of Police-Wayne Watkins. Water Superintendent-Bill Grider.

### **Meeting Minutes:**

- Fran Jett made a motion to accept the minutes of the January 9, 2023 meeting. Ken Buckingham seconded the motion. All were in favor.

### **Treasurer's Report:**

- Gary Long made a motion to accept the treasurer's report; it was seconded by Fran Jett. All were in favor.

### **Monthly Bills:**

- Clerk/Treasurer Sheryl Reynolds detailed last minute additions to the monthly bills.
- Ken Buckingham made a motion to pay the bills for February; it was seconded by Fran Jett. All were in favor.

**Clerk/Treasurer Questions:**

- President Darrell Jett inquired about the recent workshop that Sheryl Reynolds attended and thanked her for going. Sheryl stated that the meetings were educational, particularly the elections information. She confirmed the village's readiness for the April elections.

**Trustee Concerns:** None

**Water/Sewer Concerns:**

- Clerk/Treasurer Sheryl Reynolds and Clerk Diane Dankoski discussed the financial report pertaining to the water fund.
- Clerk/Treasurer Sheryl Reynolds explained the need for a device to test water for the Nitrification Action Plan. Ken Buckingham made a motion to purchase the necessary equipment; it was seconded by Fran Jett and passed unanimously.
- EJ Water Coop representative, Eric Emmerich, called in because he was unable to attend the meeting. On speaker phone, he explained the services of 120 Water. Linked with EJ Water and partnering with many other small towns, they are able to identify and submit the EPA required service line inventory for Donnellson at cost of \$4,000.00. A question and answer discussion followed. The Board of Trustees agreed to an "intent vote" to further pursue and to put the matter on the March meeting agenda.
- Mr. Emmerich also discussed a desktop study conducted with Milano & Grunloh Engineering to meet the IEPA corrosion study requirement. At a cost of \$2,000.00 to start, the Board of Trustees agreed to an "intent vote" to further pursue and to put the matter on the March meeting agenda.

**Policies and Practices:** None

**Public Comments:**

- Bary Mason inquired about a neighborhood watch program for vehicles speeding and running stop signs. President Jett explained the complications, but is willing to look into the matter.
- Trustee Ken Buckingham discussed matters that a resident brought to him and will look into the matter.

**Roads and Parks:** None

**Police:**

- The Police Report was duly noted.

**Ordinances:** None

**Grants:**

- Clerk Diane Dankoski mentioned available grants about service line studies and energy reviews.

**Internal Financial Review:**

- The financial review for January was completed satisfactorily by Trustee Fran Jett and Clerk Diane Dankoski.

**Old Business:**

- M&G submitted our grant proposal for water service line replacement. Notification of awards should be during the 2<sup>nd</sup> quarter of this year.
- All ARPA funds have been received and are being saved for water upgrades. The village is ready to make a down payment to EJ Water for meters and installation when an invoice is received.
- Scheffle Boyle completed the audits for Fiscal Years 2021 and 2022.

**New Business:**

- Police Chief Watkins submitted a grant application for the purchase of the required body camera. He found a technician to update the police computer.
- Fran Jett made a motion to approve the “Cash Security Procedure”; it was seconded by Ken Buckingham and passed unanimously. This update will be added to the Village’s Policy and Procedure book:
  - “As part of the monthly financial review, an accounting of monies accumulated in each bank will be totaled. The reviewers will total the individual account balances per each bank. If any bank is close to or above the secured amount of \$250,000.00, it shall be reported at the next following board meeting for action to be taken.”
- FY 2024 budget planning will be arranged.
- Fran Jett made a motion to bypass the purchase of a CD this month; it was seconded by Ken Buckingham. All were in favor.

With no further business to discuss, Gary Long made a motion to adjourn; Ken Buckingham seconded the motion, all were in favor. The meeting adjourned at 9:15 pm.

Recorded and submitted by:

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Sheryl Reynolds, Village Clerk/Treasurer

VILLAGE OF DONNELSON  
NOTICE OF SPECIAL MEETING  
BUDGET PLANNING MEETING

FRIDAY, FEBRUARY 24, 2023

9:00 AM

Agenda:

Pledge of Allegiance

Roll Call

Budget Planning

Adjourn

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**BUDGET PLANNING MEETING**

**FRIDAY, FEBRUARY 24, 2023 9:00 am**

Pledge of Allegiance was lead by David Buckingham.

President Darrell Jett opened the meeting at 9:05 am.

Roll Call:

Present: President Darrell Jett, Trustees Fran Jett, Gary Long, David Buckingham, Ken Buckingham. Visiting Trustee Candidate: John Dankoski.

Absent: Trustees Tyler Tarran, Jo Tate.

The group discussed and planned the FY 2024 budget.

The meeting adjourned at 10:30 am.