



**Board of Trustees  
Agenda  
Regular Meeting  
Tuesday, May 19 2020**

**6:00PM**

**Call to Order**

**Consent Agenda**

- Approval of Treasurer's Report, including bills for March and April
- Approval of Minutes from 4-21-2020 Board Meeting

**Administrative Reports**

- Mayor's Report
- Attorney's Report
- Police Report
- Public Works Report

**Public Comment**

**Old Business**

**New Business**

- Approval of Ordinance 2020-05-15-1, Amending Ch. 73 (Recreational Vehicles) of the Village Code
- Special Meeting will be held on June 2nd at 6:00 PM
- Brief Discussion on upcoming appropriations ordinance

**Adjournment**



**Board of Trustees  
Minutes  
Regular Meeting  
Tuesday, April 21, 2020  
6:00PM**

**Mayor Keathley Called the Meeting Order via Zoom Call at 6:00 PM**

**Roll Call:**

<b>Trustee Ballard</b>	<b>Absent</b>	<b>Trustee Ward</b>	<b>Present</b>
<b>Trustee Bruns</b>	<b>Present</b>	<b>Trustee Welch</b>	<b>Present</b>
<b>Trustee Hiser</b>	<b>Present</b>	<b>Trustee Guntle</b>	<b>Present</b>
<b>Mayor Keathley</b>	<b>Present</b>	<b>Attorney Weatherford</b>	<b>Present</b>
<b>Clerk Kirby</b>	<b>Present</b>	<b>Treasurer Koszesza</b>	<b>Present</b>

**Mayor Keathley declared a quorum present.**

**Consent Agenda**

- Approval of Treasurer's Report, including bills for March (\$25,755.27) and April (\$26,307.57).
- Approval of Minutes from 4-21-2020 Board Meeting

A **motion** was made by Trustee Bruns, seconded by Trustee Ward to approve the consent agenda. Mayor Keathley declared the **motion carried.**

**Administrative Reports**

- Mayor's Report
- Attorney's Report
- Police Report
- Public Works Report

No one appeared via the zoom call or submitted any public comment.

**Old Business**

**New Business**

The first item on the agenda was approval of a COVID-19 water/sewer utility billing policy. Trustee Bruns made a motion, seconded by Trustee Hiser to suspend shut offs and late fees for the months of March, April, and May. Upon a roll call vote, the motion carried by a vote of 5-0.

The next item on the agenda was the approval of the purchase of a new John Deere Z950R mower from AHW Monticello. This will include a trade in of two currently owned John Deere Z925M and Z920A Mowers. Trustee Hiser

made a motion, seconded by Trustee Ward to approve the purchase and trade in of the John Deere Mowers via Municipal Lease, in the amount of \$1,553.10 per year, for 3 years. Upon a roll call vote, the motion carried by a vote of 5-0.

The next item on the agenda was the approval of Resolution 2020-04-21-01, Motor Fuel Tax Program for 2020. Trustee Bruns made a motion, seconded by Trustee Hiser to approve the Resolution. Upon a roll call vote, the motion carried by a vote of 5-0.

The last item on the agenda was the approval of Resolution 2020-04-21-02, for the development of an asset management database for village maintained streets and sidewalks. Trustee Bruns, seconded by Trustee Hiser made a motion to approve the resolution. Upon a roll call vote, the motion carried by a vote of 5-0.

Trustee Hiser made a motion, seconded by Trustee to adjourn the meeting. Upon a voice vote, the motion carried 5-0. Mayor Keathley declared the meeting adjourned.

### **Adjournment**

**Dated this 21st Day of April 2020**

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**Anne Kirby, Village Clerk**

**Approved:**

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**Aaron Keathley, Mayor**

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	<u>May 16, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
01-1110 · Checking Acct	14,290.41
01-1150 · General	103,410.58
11-1150 · Audit MMDA	19,816.85
12-1150 · Insurance MMDA	7,349.55
13-1150 · IMRF MMDA	15,452.81
14-1150 · Social Security MMDA	5,660.22
15-1120 · MFT MMDA	92,960.86
16-1140 · Clearinghouse	1,000.00
<b>50-1100 · Water/Sewer</b>	
51-1130 · Surplus MM	15,855.44
51-1150 · Water	-73,688.76
52-1150 · Sewer	144,418.03
50-1100 · Water/Sewer - Other	447.85
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<b>Total 50-1100 · Water/Sewer</b>	87,032.56
51-1125 · Bond Int & Repayment	35,979.80
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<b>Total Checking/Savings</b>	382,953.64
<b>Other Current Assets</b>	
<b>Certificates of Deposit</b>	
01-1153 · CD-General-8575	15,000.00

	<u>May 16, 20</u>
15-1151 · CD-MFT-7137	10,000.00
51-1152 · CD-Bond Reserve-10618	9,500.00
51-1153 · CD-Depreciation & Cont	8,000.00
51-1158 · CD-Surplus	<u>9,000.00</u>
Total Certificates of Deposit	<u>51,500.00</u>
Total Other Current Assets	<u>51,500.00</u>
Total Current Assets	434,453.64
<b>Fixed Assets</b>	
<b>Fixed Assets</b>	
01-1610 · Land.	136,697.17
01-1700 · Infrastructure	268,170.24
01-1709 · Accum Depr-Infrastructure	-165,186.75
01-1720 · Buildings	11,165.04
01-1729 · Accum Depr-Buildings	-11,165.04
01-1740 · Machinery & Equipmient	308,875.30
01-1749 · Accum Depr-Machinery & Eq...	-250,561.05
51-1505 · Land	18,420.00
51-1530 · Equipment	61,753.75
51-1535 · Accum Depr-Equipment	-61,304.82
51-1541 · Treatment Plant & Pump Stat...	1,571,463.45
51-1546 · Accum Depr.-Treat. Plnt & P...	-900,664.84

Village of Oreana  
Balance Sheet  
As of May 16, 2020

	<u>May 16, 20</u>
52-1620 · Sewer System	4,134,103.00
52-1629 · Accum Depr-Sewer System	<u>-578,774.42</u>
<b>Total Fixed Assets</b>	<u>4,542,991.03</u>
<b>Total Fixed Assets</b>	4,542,991.03
<b>Other Assets</b>	
01-2012 · General - Due to/from INS Fund	-453.18
12-2000 · INS - Due to/from Gen Fund	453.18
01-2015 · General - Due to/from Water	32,047.13
51-2006 · Water - Due to/from General	<u>-32,047.13</u>
<b>Total Other Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>4,977,444.67</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable-General	<u>14,507.56</u>
<b>Total Accounts Payable</b>	14,507.56
<b>Other Current Liabilities</b>	
2090 · Unapplied Cash	-1,336.76

Village of Oreana  
Balance Sheet  
As of May 16, 2020

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	<u>May 16, 20</u>
<b>2100 · Payroll Liabilities</b>	
2110 · Fed/SS/Med Payable	608.76
2120 · State Withholding	121.42
2131 · IL Unemployment	32.43
2151 · IMRF Withholding	296.04
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<b>Total 2100 · Payroll Liabilities</b>	1,058.65
2570 · Customer Deposit Liab	8,233.36
2600 · Water Bond Payable 2012	320,000.00
2610 · SDD Contract	3,184,633.17
2700 · Loan Payable - Ford Credit	27,025.25
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<b>Total Other Current Liabilities</b>	3,539,613.67
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<b>Total Current Liabilities</b>	3,554,121.23
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<b>Total Liabilities</b>	3,554,121.23
<b>Equity</b>	
00-3000 · Equity	193,628.89
01-3000 · Fund Balance-General	421,015.53
11-3000 · Fund Balance-Audit	14,034.96
12-3000 · Fund balance INS	3,156.19
13-3000 · Fund balance - IMRF	10,192.86
14-3000 · Fund balance - S.S.	5,537.60
15-3000 · Fund balance - MFT	61,276.64
51-3900 · Retained Earnings Unres-Water	-28,518.32
51-3950 · Retained Earnings Res-Water	317,755.73

Village of Oreana  
Balance Sheet  
As of May 16, 2020

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	<u>May 16, 20</u>
52-3900 · Retained Earnings - Sewer	430,850.41
Net Income	<u>-5,607.05</u>
Total Equity	<u>1,423,323.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>4,977,444.67</u></u></b>



Village of Oreana  
**Profit & Loss by Class**  
 April 2020

	Admin (01 - General)	Park (01 - General)	Police (01 - General)	Street (01 - General)	Total 01 - General	11 - Audit	12 - INS	13 - IMRF	14 - SS	15 - MFT	51 - Water	52 - Sewer	TOTAL
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
3400 - Video Gaming Tax	1,341.34	0.00	0.00	0.00	1,341.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,341.34
3410 - State Income Tax	9,010.17	0.00	0.00	0.00	9,010.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,010.17
3420 - Personal Property Replace. Tax	92.42	0.00	0.00	0.00	92.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.42
3430 - Motor Fuel Tax Allotments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,787.32	0.00	0.00	2,787.32
3440 - Telecommunication Tax	182.25	0.00	0.00	0.00	182.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.25
3450 - Sales/Use Tax	4,339.19	0.00	0.00	0.00	4,339.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,339.19
3460 - Cannabis Use Tax	81.71	0.00	0.00	0.00	81.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.71
3520 - Fines	90.00	0.00	60.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
3530 - Permits	63.88	0.00	0.00	0.00	63.88	4.07	1.54	3.08	1.36	45.27	46.70	0.00	165.90
3600 - Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,196.13	17,911.93	33,108.06
3610 - Water/Sewer Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.76	27.94	50.70
3620 - Penalty Revenue	157.09	0.00	0.00	101.00	258.09	0.00	0.00	1,580.14	0.00	0.00	0.00	0.00	1,838.23
3700 - Miscellaneous Income													
<b>Total Income</b>	<b>15,358.05</b>	<b>0.00</b>	<b>60.00</b>	<b>101.00</b>	<b>15,519.05</b>	<b>4.07</b>	<b>1.54</b>	<b>1,583.22</b>	<b>1.36</b>	<b>2,832.59</b>	<b>15,265.59</b>	<b>17,939.87</b>	<b>53,147.29</b>
<b>Gross Profit</b>	<b>15,358.05</b>	<b>0.00</b>	<b>60.00</b>	<b>101.00</b>	<b>15,519.05</b>	<b>4.07</b>	<b>1.54</b>	<b>1,583.22</b>	<b>1.36</b>	<b>2,832.59</b>	<b>15,265.59</b>	<b>17,939.87</b>	<b>53,147.29</b>
<b>Expense</b>													
4200 - Employees Salaries	1,236.83	1,095.03	2,096.86	1,095.03	5,523.75	0.00	0.00	0.00	0.00	0.00	1,624.75	0.00	7,148.50
4300 - Elected Salaries	1,140.00	0.00	0.00	0.00	1,140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,140.00
4510 - IMRF - Employers Portion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241.44	0.00	0.00	0.00	0.00	241.44
4520 - SS - Employers Portion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	634.02	0.00	0.00	0.00	634.02
4530 - Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	25.30	0.00	0.00	0.00	0.00	0.00	25.30
5170 - Maint Service - Drainage	0.00	0.00	0.00	175.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
5320 - Accounting Services	25.50	0.00	0.00	0.00	25.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.50
5325 - Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,233.88	0.00	6,233.88
5490 - Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,821.14	0.00	1,821.14
5510 - Postage	55.00	0.00	0.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	174.68	0.00	229.68
5520 - Telephone/Cell Phone	656.43	0.00	0.00	0.00	656.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	656.43
5560 - Dispatching	0.00	0.00	68.00	0.00	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00
5710 - Utilities	880.71	0.00	0.00	678.72	1,559.43	0.00	0.00	0.00	0.00	0.00	4,138.00	0.00	5,697.43
5780 - Sewer Discharge Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,270.03	2,270.03
5930 - Rentals	237.19	0.00	0.00	0.00	237.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237.19
6110 - Maintenance Supplies	0.00	0.00	0.00	198.25	198.25	0.00	0.00	0.00	0.00	0.00	80.31	0.00	278.56
6122 - Maint Supplies - Equipment	0.00	0.00	148.51	173.00	321.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	321.51
6510 - Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227.00	0.00	227.00
6520 - Operating Supplies	0.00	0.00	1,671.00	0.00	1,671.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,671.00
6550 - Automotive Fuel/Oil	0.00	0.00	195.53	490.06	685.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	685.59
7200 - Interest Payments	2.31	0.00	0.00	0.00	2.31	0.00	0.00	0.00	0.00	0.00	5,777.50	0.00	5,779.81
<b>Total Expense</b>	<b>4,233.97</b>	<b>1,095.03</b>	<b>4,179.90</b>	<b>2,810.06</b>	<b>12,318.96</b>	<b>0.00</b>	<b>25.30</b>	<b>241.44</b>	<b>634.02</b>	<b>0.00</b>	<b>20,077.26</b>	<b>2,270.03</b>	<b>35,567.01</b>
<b>Net Ordinary Income</b>	<b>11,124.08</b>	<b>-1,095.03</b>	<b>-4,119.90</b>	<b>-2,709.06</b>	<b>3,200.09</b>	<b>4.07</b>	<b>-23.76</b>	<b>1,341.78</b>	<b>-632.66</b>	<b>2,832.59</b>	<b>-4,811.67</b>	<b>15,669.84</b>	<b>17,580.28</b>
<b>Net Income</b>	<b>11,124.08</b>	<b>-1,095.03</b>	<b>-4,119.90</b>	<b>-2,709.06</b>	<b>3,200.09</b>	<b>4.07</b>	<b>-23.76</b>	<b>1,341.78</b>	<b>-632.66</b>	<b>2,832.59</b>	<b>-4,811.67</b>	<b>15,669.84</b>	<b>17,580.28</b>

Village of Oreana  
Payroll Summary  
April 2020

	Ballard, Julia F	Bruns, Jason	Coloni, Larry J	Fogerson, Ronald D	Guntle, Dustin	Hiser, Loren G
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
Salary - Elected	90.00	90.00	0.00	0.00	90.00	90.00
Salary - Employee - ADM	0.00	0.00	0.00	237.19	0.00	0.00
Park - Hourly	0.00	0.00	0.00	0.00	0.00	0.00
Police - Hourly	0.00	0.00	0.00	0.00	0.00	0.00
Street - Hourly	0.00	0.00	0.00	0.00	0.00	0.00
Water - Hourly	0.00	0.00	952.00	0.00	0.00	0.00
<b>Total Gross Pay</b>	<b>90.00</b>	<b>90.00</b>	<b>952.00</b>	<b>237.19</b>	<b>90.00</b>	<b>90.00</b>
<b>Deductions from Gross Pay</b>						
IMRF-VAC	0.00	0.00	0.00	0.00	0.00	0.00
IMRF Emp.	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>90.00</b>	<b>90.00</b>	<b>952.00</b>	<b>237.19</b>	<b>90.00</b>	<b>90.00</b>
<b>Taxes Withheld</b>						
Federal Withholding	0.00	0.00	-100.00	0.00	0.00	0.00
Medicare Employee	-1.30	-1.30	-13.80	-3.44	-1.30	-1.30
Social Security Employee	-5.58	-5.58	-59.03	-14.70	-5.58	-5.58
IL - Withholding	0.00	-4.46	-20.56	0.00	-4.46	-4.46
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-6.88</b>	<b>-11.34</b>	<b>-193.39</b>	<b>-18.14</b>	<b>-11.34</b>	<b>-11.34</b>
<b>Additions to Net Pay</b>						
Reimbursement	0.00	0.00	44.68	0.00	0.00	0.00
<b>Total Additions to Net Pay</b>	<b>0.00</b>	<b>0.00</b>	<b>44.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Pay</b>	<b>83.12</b>	<b>78.66</b>	<b>803.29</b>	<b>219.05</b>	<b>78.66</b>	<b>78.66</b>
<b>Employer Taxes and Contributions</b>						
Medicare Company	1.30	1.30	13.80	3.44	1.30	1.30
Social Security Company	5.58	5.58	59.03	14.70	5.58	5.58
IL - Unemployment	0.00	0.00	5.95	1.48	0.00	0.00
IMRF Co. Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Employer Taxes and Contributions</b>	<b>6.88</b>	<b>6.88</b>	<b>78.78</b>	<b>19.62</b>	<b>6.88</b>	<b>6.88</b>

Village of Oreana  
Payroll Summary  
April 2020

	Keathley, Aaron	Kirby, Anne	Koszesza, Sherry L	Ward, Angela	Welch, Matthew	Welker, Austin G
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
Salary - Elected	600.00	0.00	0.00	90.00	90.00	0.00
Salary - Employee - ADM	0.00	258.75	978.08	0.00	0.00	0.00
Park - Hourly	0.00	0.00	0.00	0.00	0.00	1,095.03
Police - Hourly	0.00	0.00	0.00	0.00	0.00	631.35
Street - Hourly	0.00	0.00	0.00	0.00	0.00	1,095.03
Water - Hourly	0.00	182.16	0.00	0.00	0.00	490.59
<b>Total Gross Pay</b>	<b>600.00</b>	<b>440.91</b>	<b>978.08</b>	<b>90.00</b>	<b>90.00</b>	<b>3,312.00</b>
<b>Deductions from Gross Pay</b>						
IMRF-VAC	0.00	0.00	0.00	0.00	0.00	-165.60
IMRF Emp.	0.00	0.00	0.00	0.00	0.00	-149.04
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-314.64</b>
<b>Adjusted Gross Pay</b>	<b>600.00</b>	<b>440.91</b>	<b>978.08</b>	<b>90.00</b>	<b>90.00</b>	<b>2,997.36</b>
<b>Taxes Withheld</b>						
Federal Withholding	0.00	0.00	-66.00	0.00	0.00	-330.00
Medicare Employee	-8.70	-6.39	-14.18	-1.30	-1.30	-48.02
Social Security Employee	-37.20	-27.34	-60.64	-5.58	-5.58	-205.34
IL - Withholding	-20.11	-21.83	-48.42	-4.46	0.00	-156.56
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-66.01</b>	<b>-55.56</b>	<b>-189.24</b>	<b>-11.34</b>	<b>-6.88</b>	<b>-739.92</b>
<b>Additions to Net Pay</b>						
Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Additions to Net Pay</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Pay</b>	<b>533.99</b>	<b>385.35</b>	<b>788.84</b>	<b>78.66</b>	<b>83.12</b>	<b>2,257.44</b>
<b>Employer Taxes and Contributions</b>						
Medicare Company	8.70	6.39	14.18	1.30	1.30	48.02
Social Security Company	37.20	27.34	60.64	5.58	5.58	205.34
IL - Unemployment	0.00	2.75	6.11	0.00	0.00	1.33
IMRF Co. Match	0.00	0.00	0.00	0.00	0.00	241.44
<b>Total Employer Taxes and Contributions</b>	<b>45.90</b>	<b>36.48</b>	<b>80.93</b>	<b>6.88</b>	<b>6.88</b>	<b>496.13</b>

Village of Oreana  
Payroll Summary  
April 2020

	Wheeler, Gregory G	TOTAL
<b>Employee Wages, Taxes and Adjustments</b>		
<b>Gross Pay</b>		
Salary - Elected	0.00	1,140.00
Salary - Employee - ADM	0.00	1,474.02
Park - Hourly	0.00	1,095.03
Police - Hourly	1,228.32	1,859.67
Street - Hourly	0.00	1,095.03
Water - Hourly	0.00	1,624.75
<b>Total Gross Pay</b>	<b>1,228.32</b>	<b>8,288.50</b>
<b>Deductions from Gross Pay</b>		
IMRF-VAC	0.00	-165.60
IMRF Emp.	0.00	-149.04
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>	<b>-314.64</b>
<b>Adjusted Gross Pay</b>	<b>1,228.32</b>	<b>7,973.86</b>
<b>Taxes Withheld</b>		
Federal Withholding	-32.00	-528.00
Medicare Employee	-17.81	-120.14
Social Security Employee	-76.15	-513.88
IL - Withholding	-60.80	-346.12
Medicare Employee Addl Tax	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-186.76</b>	<b>-1,508.14</b>
<b>Additions to Net Pay</b>		
Reimbursement	0.00	44.68
<b>Total Additions to Net Pay</b>	<b>0.00</b>	<b>44.68</b>
<b>Net Pay</b>	<b>1,041.56</b>	<b>6,510.40</b>
<b>Employer Taxes and Contributions</b>		
Medicare Company	17.81	120.14
Social Security Company	76.15	513.88
IL - Unemployment	7.68	25.30
IMRF Co. Match	0.00	241.44
<b>Total Employer Taxes and Contributions</b>	<b>101.64</b>	<b>900.76</b>