

VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS

BOARD OF TRUSTEES
MINUTES
DECEMBER 11, 2024

CALL TO ORDER

President Allen Grussing called the meeting to order at 7:00 p.m. in the village office located at the Bellflower Community Center, 104 W Center Street, Bellflower.

The Meeting Notice and Agenda (copy attached) was posted on the Bellflower Community Center exterior bulletin board on December 9, 2024, at 4:00 p.m.

BOARD ATTENDANCE

Present: President Allen Grussing; Trustees Skee Aldrich, Teresa Drinkwater, Bart Lytel, Steve Weiss, and Shane Zimmerman; and Trustee Beth Ellis (to be sworn in)

Absent: None

Five of six board members were present, which formed a quorum.

VILLAGE OFFICIALS PRESENT – Clerk Herb Youngblood

PUBLIC ATTENDANCE – Paul Luther, Greg Hobbs

SWEAR-IN NEW TRUSTEE

President Grussing administered the Oath of Office to Trustee Beth Ellis (copy attached). Trustee Ellis was appointed on November 13, 2024 to fill that portion of the late Trustee Andrew Ellis' term which remains through the next Consolidated Election to be held on April 1, 2025.

PUBLIC COMMENT

None.

CONSENT AGENDA

- a. Approve minutes of the regular meeting held on November 13, 2024.
 - b. Approve expenditures during the period of November 14, 2024 through December 11, 2024.
- MOTION by Trustee Weiss to approve the foregoing consent agenda items. Seconded by Trustee Lytel. Voice vote: 6 yes; -0- no. Motion passed.

POLICE ACTIVITIES

- November 2024 – 1 ticket; 1 warning.

UNFINISHED BUSINESS

- a. Community Center
 - 1) Replace cafeteria exterior entrance doors – materials on order.
 - 2) Install video surveillance signs – to be installed by Trustee Aldrich.
 - 3) Install generator to support cafeteria and office – materials on order.
 - 4) Service all HVAC equipment – all complete with the following exceptions: band room furnace needs an inducer; office furnace did not come on today, will report.
- b. Grounds
 - 1) Repair pull-behind mower – to be repaired by Trustee Aldrich.
 - 2) 2025 Mowing – estimates received from Jeff Harper, Brian Benjamin, and Steven Sprau. Awaiting estimate from Cody Shelton who indicated he would be willing to also perform

other duties such as snow plowing, alley maintenance, and general outdoor maintenance.

c. Streets

- 1) Hydro-jetting stormwater drains – awaiting intergovernmental agreement to rent Village of Downs equipment and use Downs employees.
- 2) MFT gravel for rights-of-way and alleys – Steven Sprau will perform in Spring.
- 3) MFT street sign replacement – awaiting intergovernmental agreement to use Village of Downs personnel to install. Trustees Aldrich and Weiss indicated they would be available to assist if needed.
- 4) Trucks winter service – Ford F250 complete; Ford 8000 awaiting starter replacement.

d. Water system

- 1) Fire hydrant flushing posting – no response to job posting.
- 2) Stress test emergency well #3 – President Grussing spoke with Roger Noe at Illinois Rural Water Association (IRWA) about our problems of moving forward. Roger suggested we speak with Chuck Woodworth, IRWA Circuit Rider for our area, who performed similar activities for Weldon. Chuck will meet with us on Monday, December 16 at 9:00 a.m. Trustee Zimmerman and Aldrich will try to attend.

- e. Emergency siren remote activation – vendor received materials. He will also program the noon whistle to operate from the control box on the water tower, thereby eliminating the need for the control box in the fire station which is not working.

NEW BUSINESS

a. Action

- 1) 2025 meeting dates – MOTION by Trustee Drinkwater to adopt the dates for the 2025 regular board meetings (copy attached). Seconded by Trustee Aldrich. Voice vote: 6 yes; -0- no. Motion passed.
- 2) Winter tree trimming – MOTION by Trustee Lytel to approve Steven Sprau’s estimate of \$800 for winter tree trimming and cleanup (copy attached). Seconded by Trustee Aldrich. Voice vote: 6 yes; -0- no. Motion passed.
- 3) Community Center fans – MOTION by Trustee Zimmerman to purchase two 16-inch oscillating pedestal fans at \$20 each and two 20-inch metal floor fans at \$48 each from Menards. Seconded by Trustee Drinkwater. Voice vote: 6 yes; -0- no. Motion passed.
- 4) Community Center ladders – MOTION by Trustee Aldrich to purchase one 12-foot ladder at \$300 and one 6-foot ladder at \$120 from Menards (copy attached). Seconded by Trustee Lytel. Voice vote: 6 yes; -0- no. Motion passed.
- 5) Emergency Management Agency Coordinator – on July 10, 2024, Jesse Fink was appointed EMA Coordinator. Since that time, he has been unable to complete required McLean County training and unable to submit required employment paperwork. Jesse contacted President Grussing and indicated his full-time job responsibilities have changed and will prevent him from serving as EMA Coordinator. MOTION by Trustee Lytel to rescind *ab initio* the July 10, 2024 appointment of Jesse Fink as EMA Coordinator. Seconded by Trustee Zimmerman. Voice vote: 6 yes; -0- no. Motion passed.
- 6) Credit card usage – Trustee Zimmerman distributed a summary of existing credit card usage policies listed in the original authorizing resolution R2022-07 and on the card issuance receipt signed by each cardholder (copy attached). Discussion revolved around (1) defining that board action is required to authorize a new cardholder along with their credit limit; (2) adding the village board, in addition to the bank and the village president, as

- an authority that can identify an existing cardholder whose access should be revoked; and
(3) investigate the possibility of pre-approving credit card purchases.
- 7) Surplus Property Sale of 201 W South St – no offers to purchase received.

BOARD REPORTS

President Grussing

- Community Center kitchen hot water heater pressure valve failed and was replaced.
- Community Center rental agreement – rate changes: 1 day/2 day rental changed to 24 hours/48 hours; cleanup rate by a village employee changed from \$20/hour to \$25/hour. The agreement form is now a double-sided document with rental request information on one side and rental policies on the other side. The rental form and fee will be due no later than 5 days ahead of the rental, or the rental will be subject to cancellation.
- Don Harden Field restroom roof leaks. Popejoy will provide an estimate to repair.
- The “Welcome to Bellflower” sign located at the Township garage on Route 54 was destroyed. Sign remnants will be placed in the village garage. Janet Hobbs offered to donate some unused wood timbers.
- Senator Turner grant still awaiting approval within DCEO, now estimated in early 2025.

Trustee Zimmerman – Cody Shelton expressed an interest in snow plowing if needed.

Clerk Youngblood – after the meeting, the following documents were filed in the McLean County Clerk’s office on December 23, 2024:

- Ordinance 2024-07 “Tax Levy Ordinance for Fiscal Year 2024-2025”
- Election paperwork from the Citizens Party Caucus held December 2, 2024 that applies to the Consolidated Election to be held on April 1, 2025: Certification of Nomination by Caucus, Statement of Candidacy and Statement of Economic Interests for each candidate [Village President-Allen D. Grussing; Village Trustee 2-Year Unexpired Term-Beth Ellis; Village Trustee 4-Year Term-Skee G. Aldrich, Teresa Drinkwater, and Steve Weiss], and the Certification of Ballot (Party Candidates).

ADJOURN

President Grussing adjourned the meeting at 8:40 p.m.

**VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS**

**BOARD OF TRUSTEES
MEETING NOTICE AND AGENDA
DECEMBER 11, 2024**

The next regular meeting of the Village of Bellflower Board of Trustees will be held Wednesday, December 11, 2024, 7:00 p.m., in the Village Office at the Bellflower Community Center, 104 W Center Street, Bellflower.

CALL TO ORDER

SWEAR-IN NEW TRUSTEE

PUBLIC COMMENT

CONSENT AGENDA

- Approve minutes of the regular meeting held November 13, 2024
- Approve expenditures during the period November 14, 2024 through December 11, 2024

POLICE ACTIVITIES

UNFINISHED BUSINESS

- a. Community Center
 - 1) Replace cafeteria exterior entrance doors
 - 2) Install video surveillance signs
 - 3) Install generator to support cafeteria and office
 - 4) Service all HVAC equipment
- b. Grounds
 - 1) Repair pull-behind mower
 - 2) 2025 mowing
- c. Streets
 - 1) Hydro-jetting stormwater drains
 - 2) Gravel – spread on rights-of-ways and alleys
 - 3) Street signs – install
 - 4) Trucks – service before winter
- d. Water system
 - 1) Job opening – fire hydrant flushing
 - 2) Stress test emergency well #3
- e. Storm siren remote activation

NEW BUSINESS

- a. Action
 - 1) 2025 regular board meeting dates
 - 2) Steven Sprau estimate for winter tree trimming
 - 3) Community Center fans and ladders
 - 4) Emergency Management Agency Coordinator
 - 5) Credit card usage
 - 6) Surplus Property Sale – open bids, if any, for 201 W South St

BOARD REPORTS

ADJOURN

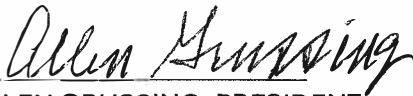
VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS

BOARD OF TRUSTEES

FINANCIAL REPORT ACKNOWLEDGMENT
FOR
DECEMBER 11, 2024

I acknowledge that I have reviewed the following financial reports:

- Heartland Bank Account Reconciliations – 11/30/2024
- Illinois Funds Account Reconciliations – 11/30/2024
- Invoices paid 11/2024 GF and WF
- Invoices paid 12/2024 GF and WF
- QuickBooks Account Register (Heartland Bank and IL Funds) – 11/2024
- QuickBooks Balance Sheet – 12/11/2024
- QuickBooks Expenditures 11/14/2024 – 12/11/2024
- QuickBooks Fund Reports 5/1/2024-12/11/2024


ALLEN GRUSSING, PRESIDENT


SKEE ALDRICH, TRUSTEE


TERESA DRINKWATER, TRUSTEE


BETH ELLIS, TRUSTEE


BART LYTEL, TRUSTEE


STEVE WEISS, TRUSTEE


SHANE ZIMMERMAN, TRUSTEE

**VILLAGE OF BELLFLOWER
McLEAN COUNTY • ILLINOIS**

OATH OF OFFICE

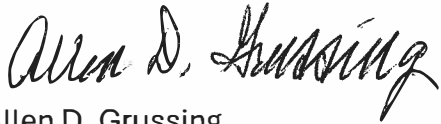
STATE OF ILLINOIS)

COUNTY OF McLEAN)

I, Beth Ellis, having been appointed on November 13, 2024 to the office of Trustee in the Village of Bellflower, McLean County, Illinois, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of said office to the best of my ability.

<u>NAME</u>	<u>TITLE</u>	<u>TERM ENDS</u>	<u>SIGNATURE</u>
BETH ELLIS	TRUSTEE	4/30/2025	<u>Beth Ellis</u>

Signed and sworn to (or affirmed) before me on December 11, 2024.



Allen D. Grussing
Village President

**VILLAGE OF BELLFLOWER
McLEAN COUNTY, ILLINOIS**

**REGULAR MEETINGS OF THE BOARD OF TRUSTEES
2025 MEETING SCHEDULE**

**January 8
February 12
March 12
April 9
May 14
June 11
July 9
August 13
September 10
October 8
November 12
December 10**

All 2025 regular meetings of the Village of Bellflower Board of Trustees are scheduled to be held on the 2nd Wednesday of each month, at 7:00 p.m. in Village Hall, Bellflower Community Center, 104 West Center Street, Bellflower.

Meetings may be held in the Bellflower Community Center Cafeteria if circumstances dictate.

INVOICE

WOM Services LLC
302 Latcha St PO Box 71
Bellflower, IL 61724

womservicesllc@gmail.com
+1 (217) 493-3297

ESTIMATE

Bill to
Village of Bellflower

Ship to
Village of Bellflower

Invoice details

Invoice no.: 1008
Terms: Net 30
Invoice date: 11/10/2024
Due date: 12/10/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Tree Trimming	Trimming and cleanup of trees for better access for the snow plow	1	\$800.00	\$800.00
Total					\$800.00

Fans for Community Center

Two – for use in Band Room and Cafeteria or where needed



Continental 16" Oscillating Pedestal Fan

Model Number: CE-SFN101E | Menards[®] SKU: 6211125

EVERYDAY LOW PRICE

CLEARANCE PRICE

Limited Time Offer

~~\$19.99~~

\$ 17⁹⁹
each

Features

- 3 speeds with easy-push buttons located on the front of the fan
- Oscillation to cool the entire space
- Adjustable height & tilt to get airflow exactly where you need it
- 3 blades provide just enough airflow wherever you need it

Fans for Community Center

Two – for use in locker rooms or where needed



Masterforce® 20" High Velocity Floor Fan

Model Number: HV-20D-MF | Menards® SKU: 6211729

Menards® Low Price!

\$ **47⁸⁷**
each

Features

- Heavy duty bearing motor
- Quiet operation
- 3 speed adjustable airflow producing 3600 CFM on Low, 4200 CFM on Medium, 4600 CFM on High
- Industrial-grade deep-pitch aluminum fan blade
- Adjustable tilt
- 3-year warranty
- OSHA compliant

AeroSpeed® 20" Air Circulator Fan

Model Number: AC100 | Menards® SKU: 6211670

EVERYDAY LOW PRICE

\$29.99

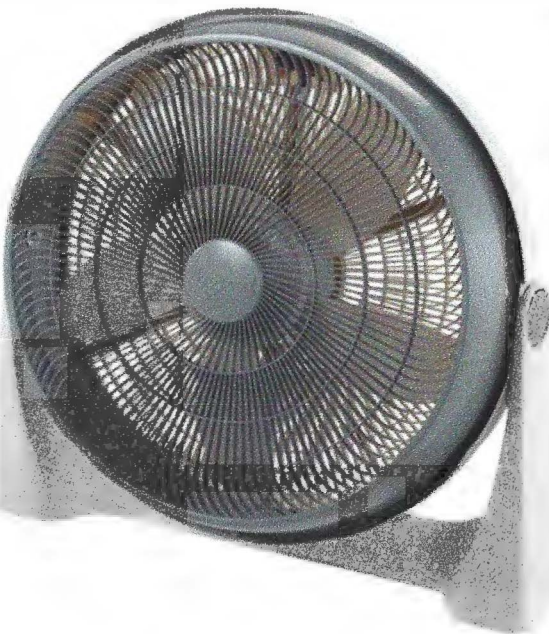
CLEARANCE PRICE

Limited Time Offer

\$ **24⁹⁹**
each

Features

- Has 3 speeds
- Circulates air flow
- Its portable
- 180 degree pivot
- Convenient Handle
- Removable Grille Makes Cleaning Easy



Ladders for Community Center



Keller® KPro™ 12' Type IA Fiberglass Step Ladder -
300 lb. Max

Model Number: 972 | Menards® SKU: 5600955

Menards® Low Price!

\$ 299⁰⁰
each

Features

- Multi-functional top secures tools to increase productivity
- Double riveted slip-resistant steps
- 4 rivets attach top to each front rail
- Heavy duty internal spreaders
- Back-up plates reinforce all top connectors
- Full set of rear horizontals spaced one per foot
- All steps and two rear horizontals are knee-braced
- Slip-resistant foot pads attached to the rugged bracing structure



Keller® KPro™ 6' Type IA Fiberglass Step Ladder -
300 lb. Max

Model Number: 976 | Menards® SKU: 5600860

EVERYDAY LOW PRICE

SALE PRICE

Good Through 12/4/24

~~\$119.00~~

\$ 59⁸⁸
each

**CREDIT CARD USAGE
EXISTING POLICIES – 11/2024**

Resolution R2022-07 excerpt:

5. That everyone receiving a credit card shall, by signature, acknowledge receipt of the card issued on the following conditions:
- a. Credit card usage shall be restricted to official purchases on behalf of the Village of Bellflower.
 - b. Credit card usage shall not be permitted for any personal purchases.
 - c. Advance notice of planned usage shall be emailed to the village president. The village president shall report on usage at the monthly board meeting.
 - d. Original receipts for purchases or returns shall be submitted to the village clerk, no later than the end of each month, for reconciliation to the monthly credit card billing statement.
 - e. The cardholder shall cooperate fully in resolving any billing issues.
 - f. Card usage shall be immediately revoked if a cardholder violates any usage policy established now or in the future by either Heartland Bank and Trust Company or the Village of Bellflower.
 - g. Cards shall immediately be surrendered and returned to the village clerk if the card is revoked for any reason, or if the cardholder is no longer associated with the village.

Receipt for issuance of credit card:

I hereby acknowledge that I have received a VISA Business credit card (the "card") issued to the Village of Bellflower (the "village") in my name by Heartland Bank and Trust Company (the "bank"). By my signature below, I further accept the credit card issued on the following conditions:

- a. The credit card is subject to the Heartland Bank & Trust Card Regulations, a copy of which I have received.
- b. Credit card usage shall be restricted to official purchases on behalf of the Village of Bellflower.
- c. Credit card usage shall not be permitted for any personal purchases.
- d. Advance notice of planned usage shall be emailed to the village president. The village president shall report on usage at the monthly board meeting.
- e. Original receipts for purchases and returns shall be submitted to the village president, no later than the end of each month, for reconciliation to the monthly credit card billing statement.
- f. I will cooperate fully in resolving any billing disputes.
- g. I will protect the card, card number, and card validation code from disclosure.
- h. I will immediately notify both the card's Customer Service Center and the village president if the card is lost, stolen, or destroyed.
- i. Card usage shall immediately be revoked if I violate any usage policy established now or in the future by either Heartland Bank and Trust Company or the Village of Bellflower.
- j. I will immediately surrender and return the card to the village president 1) if the card is revoked for any reason by either the bank or the village, 2) if I am no longer associated with the village; or 3) if otherwise requested by the village president.