

City of Virginia

July 14th, 2025

Regular Meeting Minutes

Meeting Called to Order: 7pm

Roll Call: Martin, Andrews, Stanbridge, Shaner, Behrends, Werner all answered present.

Agenda Approval: Alderwoman Stanbridge made a motion to approve the agenda and Alderwoman Martin seconded. Motion carried unanimously.

Minutes: Alderwoman Martin states she has some corrections: add tuck pointing, LED lighting (discussed) Alderwoman Martin made a motion to approve the minutes contingent on the corrections and Alderwoman Stanbridge seconded. Motion carried unanimously.

Monthly Bills: Alderwoman Stanbridge made a motion to approve the monthly bills and Alderman Behrends seconded. Motion carried unanimously.

Treasurer's Report

No Report

Guests

Andy Carpenter, Tim Noland, Pat Noltensmeier, Liz Lucas, Terry Ayers, Louis Kink, Eric Whitford

Public comment:

Eric Whitford

Whitford stated he wanted to make a suggestion for the city dump, seem to have a lot of tree companies coming in and they hoard the key, dumping a lot of their tree stuff at the dump. Alderwoman Martin thinks there are something in an ordinance stating they can't do that. Whitford asks if they are a company they should have to report to city hall and they should be charged a fee to use the city dump. Alderwoman Martin states we need to review the ordinance. Public Works Director Force will review. Noltensmeier asks if there are rules. Alderman Andrews states they are in the ordinance and will be added to agenda for August.

Monthly Reports

Police Chief: nothing to report

Fire Chief: pretty quiet, meter sparked on side of the house, 2 car wreck Shiloh/125, fire hydrants are flushed

Public Works Director (Tanner Force): has great hope for the future and development for the city, have a lot of good assets and good help. Several committee meetings this week: street, water, building. Discussed several different projects.

Street: Union is nearing completion. Will repair some sidewalks, rock is down for a base. A few trees will be cut down as they are dead. Street department needs a spreader box for the back of the dump truck, quote provided to the street committee.

Water: Pulled a submersible pump out of the water plant, its about \$22k to replace, need to go ahead and get that ordered, has a 5-7 week wait time. Construction is going around televising, said sewer system is nice and clean, little sediment, not too bad form what they have seen. Alderman Andrews asks have there been any issues with sewer? Public Works Director Force stated there was one issue that it backed into someone's basement drains, was resolved immediately. Noltensmeier asks if that is ongoing? Alderman Andrews said would be until end of August, so we know what we need to do before we proceed with any new water systems. They have not had a lot of issues, but once they get to the older part of town, we may see something different

Park Board: Alderman Andrews stated the board met on 6/18. \$8689 plus labor for new pump. Will get pool inspected further for leak. Sounds system repaired, working on quote for field tile due to fields not holding water well. 3-wheeler has been repaired, looks better, saving time. Tractor has been inspected, will be getting injectors, talking about portable pitching mound estimated cost about \$10k, will do more research. Batting cage net will be installed. Park Director has access to all cameras, will add subscription for online back up. 8 hours a week for helper, new ice machine is in, BBQ committee donated a bunch. Slushies might go to \$2 dollars due to cost, Sam's membership approved for the park, weed eater approved for up to \$200 purchased. T-Mobile grant to purchase additional playground, they are working on that grant as it needs to be replaced. 7/16 7pm park office

TIF: Alderwoman Martin stated someone took an app but has not returned it, woman that owns the building clear creek boutique. She attended a webinar on TIF, IL state comptroller presented it, very informative. We don't have our audit back yet and it is a state wide problem. Working to fix it. IL Comp Office, Municipal League, TIF Association, and CPA Association are working on a list of possible CPA groups that could be used. Put a hold on fines for late audits, will be lifted soon though and fines will be levied quickly. Once get the audit need to act on that fast. Gave examples on what to do if something was denied. Cost city \$50 but very useful information.

Attorneys Report

Attorney Laegeler stated that Item A and B consent agenda, both are mandates that are from General Assembly this past year, insurance provider wants a return to work resolution, asks the council to approve, B will continue the current grocery sales tax that is in town (1%) it is set to sunset at the end of the year. Not really raising taxes just keeping it status quo. Attorney recommends council to pass both.

Mayors Report

Mayor Clark not present. Deputy Mayor Andrews appreciates the fire dept, flushing has helped us identify key problems and now we can address them. Thanked all departments as they have been

working with Public Works Director Force's leadership, in the past few weeks' things haven't been done for a few years but they are getting done now. Fireworks, as we get a police chief back, we want all to have fun time but to be safe as well and not ruin neighbors' good time

Aldermanic Reports

Werner police committee met 6/27, reviewed expectations and hours of chief, FT vs PT was discussed, determined FT is what is needed, nights and evenings is what is needed, hiring other officers could help with night coverage. Salary discussed. Raise to \$65k pending credentials, PT officer rates, took info from surrounding communities, \$30/hr was discussed. Reviewed current applicants. Louis Kink was present and spoke briefly. He is very interested in the position should Virginia find him qualified. Kink was made aware that evening/weekend, he was receptive and understanding. Job posting was created; post had a cutoff date of June 9th. Louis Kink, Thomas Clark would be pending background check and approval, then recommended to council

Behrends nursing home put up new flag pole, Dave Handy invited Behrends, boy scouts were there, flag they got was flown of the US capital, certificate will be framed and hung. Job St that it is going up for tax option, weeds are very tall so not sure what we could do if it goes through tax options. Attorney states could do a lien. Alderman Andrews said in past with police they would issue a citation and give 24-48 hours to comply.

Shaner appreciate Gary Hish for backhoe, Frank Long for concrete help, had street meeting to discuss maintenance plan

Stanbridge water/sewer meeting on Friday. Public Works Director Force spent a lot of time putting out fires so we are still trying to get our ducks in a row

Andrews wanted to make sure that we appreciated Gary Hish, had broken equipment the other day and he stopped and helped and saved the city. Frank Long also has helped and would like to appreciate him as well.

Martin see attached notes

City Clerk

Nothing to report

Consent Agenda

- A. **Pass and Adopt Return to Work Resolution**
- B. **Approve first reading of AN ORDINANCE IMPLEMENTING A MUNICIPAL GROCERY RETAILER'S OCCUPATION TAX AND A MUNICIPAL GROCERY SERVICE OCCUPATION TAX**

With nothing further to discuss, Alderwoman Stanbridge made a motion to approve the consent agenda and Alderman Shaner seconded. Motion carried unanimously.

Old Business

- A. **Discuss and take action damage to Prairie Rows Quilting and Crafting**

Whitford still waiting on third option from another mason. \$12-15k on one, \$7k on the other one, so still waiting on third. Will give to council for review and direction. If don't get 3rd by

next meeting will go ahead and turn in what he has. Alderwoman Stanbridge asks if Littleton's have been spoken to? Alderman Andrews states this needs to be tabled. Attorney suggests to start with Littleton's. No action taken at this time.

B. Discuss and take action rights of way along creek (Beardstown to Main)

Alderwoman Stanbridge states its all-generic wording on most of the deeds. Alderwoman Martin doesn't think poverty line goes to the creek. Alderwoman Stanbridge just doesn't understand why it is an issue. Attorney states arguable there is an easement by possession, it would likely be granted. When city goes in and puts in whatever they are putting in, they do a handshake agreement with owner and nothing is put in the land records. If we start running into issues, think what is best is to try and get it in writing so no questions going forward for a clear right of passage. Attorney will get form going. Alderwoman Stanbridge willing to go door to door to distribute. Lucas states they live there, wants to know what is right of way what does that mean? Alderman Andrews states it means that at some point we will have to come through there and make repairs, at one time it went 500 ft and it has been cut down a few times due to issues. If they run into anything they are going to repair it. Sewer lines are in that but they are different and sealed, not part of the same system. That's why we need this to be able to get through that and see what is going on. Lucas states she bought the property across from her house, but wondering it had water at one point in time and since the guy across the street has issues, how do I know if there will be problems there? Alderman Andrews states not sure if any of us every know anything, all fairly new to this, but within the history there is no for sure answer to that. Information has been lost along the way. If there is an issue call city hall, they will make a notation and give to public works director. Attorney states they are talking about an easement so that current utilities can be maintained. Attorney will connect with Alderwoman Stanbridge and Public Works Director Force to see where the lines are and work on a form easement that property owners can be approached with. No action taken at this time.

New Business

A. Discuss and take action on open Police Chief Position

With nothing further to discuss, Alderwoman Martin made a motion to open the Police Chief Position, and Alderwoman Stanbridge seconded. Motion carried unanimously.

B. Discuss and take action on quotes for a vehicle for Public Works Director

Alderman Andrews is working on moving vehicles around to make use of what we have right now without spending more money. Want to look for grants first before we spend anymore. Priced out a ¾ ton truck was about \$51k through state bid. Possibly keeping the fleet new rather than running it down until it doesn't run anymore. No action taken at this time.

C. Discuss and take action on quotes for a pump for Water Plant

Alderwoman Stanbridge asks if all bids in? Public Works Director Force states \$20725.00, got all in, moves the water from the clear well to water holding. Alderman Andrews states normally there is two but one has failed us. Force feels like we need to buy this to shelf. The one failed was shipped off for repair. Alderman Andrews states there is no replenishing for supplies, there are no rebuild kit, if we aren't careful, we are going to leave ourselves with no water supply. Using this to buy some time if one were to fail again while to is getting repaired. Alderman Andrews states there is money that can be spent on this, we can do this for a safeguard for the future. Alderman Shaner asks what was the cost? Force states about \$5k. Alderman Andrews

states we can hold off but don't think at this point it is always back to the same ole thing. Alderman Shaner asks the warranty on it? Force is not for sure. Quote from General Pump and Machinery, this is the manufacturer who installed when the plant was built. Alderwoman Martin will follow whatever the committee recommends. Alderwoman Stanbridge makes a motion to go forward with pursuing quotes for the water plant, Alderwoman Martin seconded. Motion carried unanimously.

D. Discuss and take action on bids for repair or replacement of HVAC and or AC system at City Hall

Alderman Andrews states it has been repaired. No action taken.

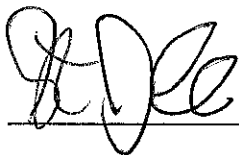
E. Discuss and take action on selling large dump truck and its accessories

Alderman Andrews states there is a large dump truck, Ford Dump truck, engine is special and it is hardwired so it is impossible to be repaired, bed is detrimental, had issues with it and others had to spread the salt and other things. No one has the ability to work on it and this is a reason why we were stuck last winter. A company was supposed to come and take it back for repair and they didn't show. We don't have any love for this truck, would like to dispose. Alderwoman Martin states might as well get rid of it. Alderwoman Stanbridge makes a motion to approve the selling of the large dump truck and its accessories, Alderman Shaner seconds. Motion carries unanimously.

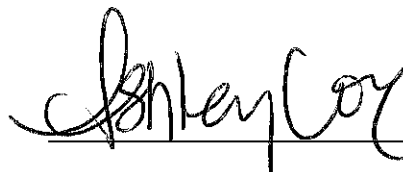
At 754pm, Alderwoman Stanbridge made a motion to go into Executive Session and Alderwoman Martin seconded. Motion carried unanimously.

At 914pm, the council returned to open session. No action taken at this time.

At 914pm, Alderman Shaner made a motion to adjourn the council meeting and Alderwoman Stanbridge seconded. Motion carried unanimously.



Steve Clark, Mayor



Ashley Cox, City Clerk

MEETING NOTICE & AGENDA

Monthly meeting of the Building Committee

Monday, July 14, 2025 • 6 pm

- Approve minutes of June 9, 2025 meeting
- Caulking of cupola has fixed the problem. Advisable not to wait 21 years to do maintenance again.
- Tanner Force pointed out that the windows in the building all are very much in need of caulking also, as well as sections of the gutters being in bad shape. Consider estimate obtained for that work.
- Discuss and update the maintenance list of repairs for our janitor and establish someone to do larger jobs.
- Discuss replacement of ceiling tiles in council room.
- Discuss Consultation with Ameren Energy Advisor Terry Tebbe.
- Discuss volunteer offers to paint firehouse following repairs & timeline for tucking.
- Discuss replacing troublesome 21-year-old A/C compressor (if that is an option) vs replacing complete unit. HVAC unit on both sides are original, compressor on south was replaced in 2017. We have attempted to obtain some estimates to review.
- Start a checklist schedule for regular building maintenance items and a list of authorized vendors the city uses for specific services.
- Extermination services

BUILDING COMMITTEE MEETING MINUTES 7/14/2025 • 6 pm

Opened meeting at 6:05 with members Janet Martin, John Shaner, Tanner Force and Kent Andrews present. Crista Stanbridge absent.

Minutes of June 9, 2025 meeting were approved with no corrections.

Tuck-Pointing: Curtis Jone will be ready to tuckpoint the firehouse in early August. It should take 5 days, and they will work from 6 am to about 1:30 pm. Upon completion and curing, fireman Tommy Knous has volunteered to get the building painted with help from the department and CassComm volunteers. They may even bring in the school's mentor program with FFA students, as an example of community volunteerism. The approval for the tuckpointing failed to be put on the agenda so apparently, if the \$9,100 expense requires a council vote, MUST get on the August 11th meeting agenda.

A/C: Issues on the north side of building continued. Walbaum's had installed the new A/C unit on the south side in 2007. He did not think the capacitor was bad but that the unit was going out. He turned it back on and it was cooling. Said he no longer installed the new type freon systems. He recommended Henson Robinson. Later that week Tanner turned it off because he thought the fan had frozen-up.

Henson Robinson came on Tuesday July 8th to look at our system. They said it wasn't very likely that they could find the old type of AC we would need but would look for one and give us a price if they find one. They later gave us a price on a new Tempstar brand complete HVAC unit.

Marc Giovannini recommended a company called Scranton Heating and Cooling in Mt. Serling. They have 2 employees who live in Beardstown, and they just installed a new system in his home in Virginia. They were able to come on Wednesday, July 9th and were successful in not only repairing the AC at city hall but also the one at the water plant... all at a very modest price. They recommend high quality Trane products and later sent us a bid on 3 options we could choose from. Since there is only about 6 weeks of summer heat left, we might see if we can get thru this season with the old one. This would allow us to put the new system in next year's budget and get it replaced before the cooling season starts. Obviously if the "fix" is short-lived, we will revisit the bids.

Ceiling: The caulking of the copula on June 9th seemed to fix the problem with wet ceiling tiles, at least for more than a month. Even thru the strong storms and heavy rains on June 18 they remained dry.

As it began: Our roofer last year was Everett Sunley. When I called him, he was adamant that it was not his roof and insisted it was the plumbing. After hiring a plumber, who did come while it was raining, but believed it was not coming from plumbing, rather higher up and likely the roofing. Sunley was then willing to come check it out but still insisted it could not be his roofing. Upon going up there, his opinion was that it was the copula because the caulking had worn away over time and elements. He announced he hated those things and said if it were his he'd tear it off. But it would take a heavy-duty crane, a place to dispose of it and to patch the roof.

After speaking with William's Roofing in Athens, who work on a lot of church steeples, they said it was a small fix to caulk and seal the joints and they did that for us. All seemed well from June 9th to July 12th. After speaking with them again this week, they stated they saw nothing wrong with the copula that would account for the leaking and saw no reason to remove it, unless we just did not want it.

In speaking with Tanner, he noted that all the windows caulking throughout the building was in bad shape and likely had not ever been maintained. He also pointed out the poor shape of the guttering. There was a deep cut in one section and several vertical drains were laying on the ground. It seem like a very poor job by the roofer to leave that in such a mess and not even mention it, and probably should have been included in his contract.

On Saturday, July 12th our janitor noticed two new wet spots on the ceiling near the public restrooms. There had only been light rain the night before. Marc Giovanni, who is a certified home inspector, was able to go up and do some inspecting. He and the janitor removed a few tiles, and he did an inspection. He also felt it was coming from the roof, but not the copula area. To do a thorough inspection, he would need to do it while raining and remove a bigger area of tiles. He recommended that we hold the roofer to his warranty. But, because of his attitude, It seems the most efficient way to get to the bottom of the exact problem is if we get a diagnosis and if it is a warranted roofing problem, then we can hold his to his contract and pay for us having to hire the plumber and inspector.

Marc will also be looking into the possibility of excess condensation from an undersized or inefficient AC unit during periods of extreme humidity (dew points of 70%+), which might explain no leaks during the weeks the AC unit was off.

At this time, we will take no action on replacing ceiling tiles. The janitor replaced the most stained ones with a box of new tiles in the storage area, even though they do not match they do look better.

- **LED Lighting:** Discussed consultation with our Ameren Energy Advisor Terry Tebbe on June 24th. He reported that we are eligible for free LED bulbs from Ameren. We can put the bulbs in ourselves, perhaps our janitor, or pay someone for the project. Steve Hill, the Virginia electrical contractor who has already done the front office for us, purchased and provides a high-quality bulb and installed for \$40 a fixture. We also received a bid from Green Edison from Jacksonville. They are strictly an installation group who would do our project for \$45 per fixture using Ameren's free bulbs.

- **MISC:** Will work with Tanner on making up a checklist that can be filled out annually to make sure there is a maintenance routine in place and those projects are completed. Also, a list of approved service companies/persons will be made and updated annually as a quick reference available for issues that arise. No new projects were added to the maintenance list at this time.

Discussed extermination services. Paula reported that there seemed to be an increased number of bugs in the building and wasn't sure our company was doing an adequate job. She wondered if we might switch and use Terminex who already does the firestation. As office manager she can make that call.

Discussed time clocks for employees. Paula is exploring using the Locis program timeclock for the office, however a video camera would be useful in the lobby area.

Janitor is filling in the wood where lobby doors were removed and will be repainting the trim soon. Flooring is expected to be repaired soon as well.

Adjourned meeting at 6:35

JM