

MINUTES
Meeting of the Board of Trustees
Village of Steward, Illinois
402 Main Street
Monday, October 13, 2025 at 7:00pm

- 1. Call To Order/Pledge of Allegiance** - 7:00pm
- 2. Roll Call** – Zach (y), Bill (excused), Erik (y), Jamie (y), Rylee (absent)
- 3. Approval of Agenda** – Agenda modified with following additions:
 11. Committee Reports/ Water Department, Item 3. Grant Application
 13. New Business/B. Printer Supplies and C. RMA Insurance for Village @ \$6523.65. Zach motions to approve, Erik seconds. All in favor.
- 4. Minutes of the September 8, 2025 Meeting** – Erik motions to approve as submitted, Zach seconds. All in Favor.
- 5. Visitor Recognition** – Karen Bonnell, Derrick Hecox Jr and Thomas with Newkirk & Associates were present.
- 6. Treasurers Report** – Matt presented Treasurers Report. Noted ARPA Funds account is at \$0, and suggested auditor handle. Thomas (auditor with Newkirk and Assoc) has not dealt with this, but specific paperwork must be completed. Decision to keep as is, auditor will discuss and relay info. Zach motions to approve report, Erk seconds. All in favor.
- 7. Open Trustee Position /Vote to Install /Swear in if Approved** – Derrick was introduced at last month's meeting. Erik makes a motion to approve Derrick as Trustee, Jamie seconds. Roll Call: Zach (y), Erik (y), Jamie (y), Hugh (y). Derrick was sworn in by Laura.
- 8. Steward Investment Policy** – Hugh revised and satisfactory to Trustees. Motion to adopt was made by Zach, Erik seconds. Roll Call: Zach (y), Erik (y), Jamie (y), Derrick (y). All in favor.
- 9. 2024/2025 Audit Presentation** – Thomas with Newkirk and Associates presented. Village has done an excellent job keeping records. Village passed the audit. Audit is available for review at Village Hall. Zach motions to approve the audit, Derrick seconds. Roll Call: Zach (y), Erik (y), Jamie (y), Derrick (y). All in favor.
- 10. Accounts Payable** – Hugh reviewed. Zach motions to approve payment of the bills, Jamie seconds. Roll Call: Zach (y), Erik (y), Jamie (y), Derrick (y). All in favor.
- 11. Committee Reports – A. Water Info**
 - 1. Report on Well 2** – Well 2 has been repaired and is up and running. Brad is pleased with results. Testing must begin again on Well 2.
 - 2. Hydrant Flushing** – Scheduled for Saturday, October 18th at 10:00am. DJ will assist Karen.
 - 3. Grant Application Information** – Hugh received grant paperwork from our engineering firm regarding lead and copper water line. Martin would bore to test gooseneck connection, which will provide information necessary for paperwork required by IEPA.
- B. Park/Village Property**
 - 1. Report of Property Maintenance /Village Hall** – Everyone incredibly pleased with the restoration of Village Hall. It looks very nice!

2. Snow Plowing – Previous person for snow plowing is not available for this season. Bid requests are being sought and are due next month. All those who provide bids must be self-insured. DJ motions to discuss after bids are received next month, Erik seconds. All in favor.

3. Village Mowing Update – Current contractor is interested in continuing next year at the same rate. Jamie motions to renew with current contractor, Erik seconds. Roll Call: Zach (y), Erik (y), Jamie (y), Derrick (y). All in favor.

12. Old Business

A. FOIA/OMA – Laura reminded those who have not completed that this is a state requirement and must be completed. Copies of certificates are to be turned in at next meeting.

B. General Checking Fund Investment – Hugh suggested that we wait until the next fiscal budget is completed due to possible necessary projects. DJ motioned to table until budget is finalized, Jamie second. Zach motions to approve, Jamie seconds. Roll Call: Zach (y), Erik (y), Jamie (y), Derrick (y). All in favor.

13. New Business

A. Decide on Levy Amount – Zach makes a motion to increase by 4%, Erik seconds. All in favor.

B. Printer Supplies – Printer ink cartridges are needed but are expensive. Discussion of possible getting a new printer that does not require cartridges but has ink refill capability. Jamie makes a motion to proceed with what is required for printing up to \$1500, Erik seconds. All in favor.

C. RMA Insurance – Village property policy needs to be renewed. The yearly premium is \$6523.65. This will be split evenly between general fund and water department fund. Zach motions to renew policy, DJ seconds. All in favor.

14. Next Meeting Date - Monday, November 10, 2025 at 7:00pm.

15. Adjournment of Meeting – Erik motions to adjourn, DJ seconds.