

**Meeting Minutes**  
**MEETING**  
**OF THE BOARD OF TRUSTEES**  
**VILAGE OF STEWARD, ILLINOIS**  
**402 Main Street**

**Monday, June 9, 2025 at 7:00pm**

- 1. Call to Order/Pledge** – 7:02pm
- 2. Roll Call** – Zach(y) Bill W (y) Erik (y) Rylee (y) Chris B (absent)
- 3. Approval of the Agenda** – Revisions noted - Item 11 New Business, C : Resignation of Chris Barber, trustee. Zach motions for approval of agenda with revisions, Rylee seconds.
- 4. Minutes of the First Meeting , May 12, 2025** – Zach motions to approve as presented, Rylee seconds. All in Favor.
- 5. Minutes of the Second Meeting, May 12, 2025** – Zach motions to approve as presented, Rylee seconds. All in Favor.
- 6. Treasurer’s Report** – Matt gave report. Revisions noted – Matt correcting Budget figures versus what is shown in report. Discussion regarding investment from General Checking Fund as previously done. Matt will check on this with Central Bank. Bill motions to approve, Rylee seconds.

Roll Call: Zach (y), Bill (y), Erik (y), Rylee (y). All in Favor.

- 7. Accounts Payable** - Bill motions to pay bills as presented, Rylee seconds.

Roll Call: Zach (y), Bill (y), Erik (y), Rylee (y). All in Favor. Discussion on eliminating phone land line due to expense. Cell phone was suggested. Hugh and Laura to check on legality and logistics of eliminating land line.

- 8. Visitor Recognition** – No visitors present.

**9. Committee Reports** –

A. Water Department:

1. Report on Well 2 – Received proposal from Willett Hoffmann regarding repairs. Brad and Hugh will meet with engineer to discuss. Issues were not fully addressed. If needs are not met, we may seek another engineering firm. Hugh will update next month.
2. Hydrant Flushing - tabled until next month. May’s flushing was extensive.
3. Bulk Water Sale – Hugh negotiated a bulk water sale with Dunn Construction, who was working on Perry Road resurfacing. Income will be forwarded to the Water Department.

4. Grant Approval #5 – Final Disbursement of IEPA for Watermain replacement. Amount is \$76328.72, with \$194.61 disbursed to Willett Hoffmann. Bill motions to approve request for funds, Zach seconds. Roll Call: Zach (y), Bill (y), Erik (y), Rylee (y). All in Favor.

B. Park/Village Property:

1. Report of Property Maintenance

- A. Village Hall - Hugh asked status of Village Hall Project. Laura reported that the contractor, Matt Tourdot, has been very busy and current projects have taken longer than anticipated. Board of Trustees would like project to be started no later than July 1, 2025. Laura to contact Matt.

- B. Village Signs – Laura stated the amount for replacement of the Welcome signs is still a large expense. With upcoming repairs to Well 2, it was advised we table until future meeting once those repairs are completed.

- C. Gravel for Driveways – Hugh reported that the Village needs to purchase two semi loads of road rock for village use from Macklin Materials. Zach motions to approve, Rylee seconds.

Roll Call: Zach (y), Bill (y), Erik (y), Rylee (y). All in Favor.

- D. Park Mowing – information only: an outside contractor is interested in providing a bid for mowing/weed trimming village properties. This has been done through a volunteer program for several years. Benefit – it saves the village thousands per year. Disadvantage - The village is insured to handle any damages that occur, and would have to file a claim for any damages to personal property. Bill and Zach will check on bids and present next month.

2. Tree Report

Request for \$650.00 , which is the cost for inoculation of 4 Ash trees for Emerald Ash Borer. This will be provided by Advanced Tree Service. Rylee makes a motion to approve, Bill seconds.

Roll Call: Zach (y), Bill (y), Erik (y), Rylee (y). All in Favor.

3. Publicity/Items for Newsletter/Technology/Website/Facebook

Nothing at this time.

## **10. Old Business**

- A. Celebration Garden – Hugh will purchase mulch for garden as approved previously. Laura, Sal and other volunteers will put the mulch down after weeding is complete. Laura reported the weeding is going to be difficult to maintain and hopes for volunteers to help.

- B. Girl Scout Bench – Laura stated the bench was delivered and is sitting next to Depot. Hugh discussed installation. Volunteers are needed to help with installation and concrete pad it will be placed on.

- C. Shirts and Cards for Village – Zach will be in contact with the company he requested information from. Item tabled until next month.
- D. FOIA and OMA - Laura reminded everyone that all elected officials are required to complete the FOIA and OMA certification each year by state law. Certificates are to be given to Laura upon completion. To date only two have completed. Laura will check on status again next month.
- E. Return to Work Policy – Required by the State of Illinois. Hugh will modify one sent by IML.

#### **11. New Business**

- A. Purchase Laptop for Village Clerk - Discussion to purchase a laptop for Village Clerk for Village work. Laura expressed concerns over the legality of using personal laptop for village business. Laura and Erik will check into the best options. Zach motions to allow up to \$500 to be spent, Rylee seconds. All in Favor.
- B. Yearly Dumpster for Village (Dumpster Days) – Hugh questioned whether or not trustees wanted to do this. Erik made a motion to not provide it this year, Bill seconds. All in Favor.
- C. Resignation of Chris Barber – Hugh received the resignation letter from trustee Chris Barber. This leaves two trustee position open. Hugh will appoint two members of the village who are registered voters.

**12. Next Meeting Date:** July 14, 2025

**13. Adjournment of Regular Meeting** Bill motions to adjourn, Rylee seconds at 8:13pm.