

Minutes of  
Board of Trustees  
Village of Atkinson

April 6th 2026

The regular meeting of the Board of Trustees, Village of Atkinson, was called to order at 6:00 p.m. by Mayor Taber, who led the Pledge of Allegiance to the Flag.

Members Present

Kenneth Taber, Mayor  
Ryan Rahn, Trustee  
Richard DeSmith, Trustee,  
Bobby Burton, Trustee  
Dawn Stage, Trustee  
Jeana Jagers, Trustee  
Robert Westfall, Trustee

Others Present

Krystle Thomas, Zach Sullivan, Dave Carton  
Scott Krug, Sue Mochel, Adam Pulley  
Andy Carton, Chief Burroughs, Ashley Andon  
Zach Howell, Cindy Clementz

Motioned: Jagers and Stage seconded to approve the March 16th meeting minutes. Burton, Westfall, Rahn-ABSTAIN, Stage, Jagers, DeSmith. Motion carried: 5– AYES; 0 – NAYS; 1- ABSTAIN.

CITIZENS’/GUEST OPPORTUNITY TO ADDRESS THE VILLAGE

Dave Carton

Passed out a letter board

- Rahn, very sad
- Dave, hard decision to make
  - Goal: have 2-3 events 11 years ago
  - Met the 10-year mark last year
  - Raised over \$18,000 for the museum and kids’ programs
  - Very proud of what we have accomplished
  - Appreciate the board and business support
  - Cannot thank everyone enough

The mayor and board thanked Dave for everything he has done over the last 10 years

Scott Bickett- NO Show

Atkinson Community Festival-Community Supper

- Ashley Andon, passed out handout
  - Want to invite the board to serve at the community supper
  - Friday evening of Heritage Days
  - On behalf of the Heritage Days planning team, I would like to formally invite you to participate in one of our most meaningful and well-attended traditions, the Annual Community Supper, held on Friday evening during Heritage Days.
  - This event brings together residents, families, and visitors in a spirit of community pride and connection. We would be honored to have the Village Board serve the meal, as your participation highlights the strong partnership between our local leadership and the community we serve. Your presence not only supports the event's success but also reinforces the sense of unity that makes Heritage Days so special.
  - The Community Supper will take place on Friday evening at Veterans' Park, and we anticipate a wonderful turnout. Volunteers will be available to assist with setup and cleanup, allowing board members to focus on greeting and serving attendees.
  - We truly hope you will consider joining us in this role. Do you need time to discuss this, or are you prepared to give us an answer tonight? Please let us know if you are available, and we would be happy to provide any additional details needed.
- Mayor, Ashley, we have this for action in other items
  - Who is preparing the food?
- Ashley, Jeff-Hometown Catering
- Mayor, want to remind Stage you are a board member, not a festival member at the moment, you need to keep them separate
- Stage, Understood
- Zach Sullivan from Zactus Creative
  - Formerly was with Geneseo Chamber of Commerce
  - Started my own business
  - Promote business, events
  - Entered partnership with Atkinson Community Festival
  - Very familiar with the community
  - It is my passion to shape communities
  - Fundraiser, coronated parades car shows
  - Revive and put events and towns back on the map

#### OLD BUSINESS

- i. Action: Kitchen Ceiling Lights
  - Rahn, need new lights, received price from Marv for \$2,375.00
- ii. Action: Fryer
  - Rahn, Price gas deep fryer Joe had, having a hard time getting hold of him
  - Sue, Large deeper fryer \$475 and smaller for \$375

Motioned: Rahn and Jagers seconded to purchase the same-priced Large for \$475 and Small for \$375 for the deep fryers from Joe, and to replace the ceiling lights with Marv's bid for \$2,375.00. Burton, Westfall, Rahn, Stage, Jagers, DeSmith. Motion carried: 6– AYES; 0 – NAYS.

## COMMITTEE CHAIRMEN REPORTS

### FINANCE/PROPERTIES

#### i. Adam Pulley-audit

- Adam, here to present our audit and results
  - Handful of items to discuss and recommendations
  - First year sees some issues with the village
  - Not here to point fingers
  - Want to make sure on the same page
  - Financial audit, what a financial audit is, an independent auditor, not a village bookkeeper
  - Our job provides an opinion on the village financial statements
  - Perform sample testing, not looking at every single transaction
  - When we are done, we want a clean opinion
  - Assist in putting the financial statement together; the responsibility is the management putting everything together
  - Trail balance, year-end with every account number provided in the chart of accounts
  - When going through accounts, the accounts did not roll forward from prior years
  - Did not reconcile from prior years
  - We brought to our attention from management that FAWIN chart of accounts was not accurate
  - Received book of transactions. We had a lot of back and forth with management; this is not typical
  - We should have had a trail balance when getting started
  - Help go through the bank statements, see what's missing that takes time
  - What we did was out of scope, provided the village with numbers found, and management is ok with those numbers
  - Did not start the audit till after Christmas
- Rahn, so instead of starting mid-December, you should of be ready when you actually started
- Mayor, at one point, you were not accounting for our CD's
- Adam, I don't think that was correct
- Thomas, yes, Brittany from your office had us looking, figuring, and racking our heads trying to find a certain amount when she already had it from the bank
- Adam, once that was done, we were able to move forward done in February
  - We found inter-office transfers or balances sitting that just never moved
  - We did find a correction from the prior year on the blvd project
  - Capital project, contacted the previous auditor

- Findings:
    - Financial statement preparation (repeat common)
    - Lack of segregation of duties (repeat common)
    - On a single audit for a federal grant program no written procurement of conflict of interest
  - Recommendations:
    - Use the village credit card, not personal employee credit cards to be reimbursed
    - IT- password, rotations, access rights when someone leaves the village
  - Going forward, suggest considering looking into 3<sup>rd</sup> party, come look at the books to be cleaned up
- 
- Jagers, what are you speaking about that needs to be cleaned up? Need to let the person coming in know exactly what needs to be cleaned up
  - Adam, transaction, bank transaction, going to the correct fund
  - Mayor, we have a new system, and that should make a difference
  - Rahn, we need to have a conversation to have with Thomas about how she feels, if she feels comfortable and doesn't need one then ok, or if she needs training and help, then that's ok too, with board approval
  - Jagers, what makes it easier for Thomas, and what she wants
  - Mayor, questions on itemized bill, marked as training
  - Adam, that was us training the village
  - Jagers, training is not asking for certain items that you need for the audit
    - There is a lot of training marked on the bill, I don't agree that we were being trained
  - Adam, did not bill a good enough amount of our time for what we did do
  - Mayor, you told Thomas you worked nights and weekends
  - Adam, that was frustrating on us with extra hours
  - Jagers, planning charges, cash charges, training charges
  - Adam, planning requirement, risk assessment, more sampling, and cash audit the cash payroll
  - Jagers, Thomas, & Sue had their hands full and did their best
  - Sue, we told you Adam at the meeting in the beginning, the software FAWIN wasn't not correct
    - We had a banker's box full of paper we sent everything that you asked for
    - We had sent a cash disbursement journal for every expense and every deposit
    - We found the 2 million that they couldn't find, and that also was the information that the bank already gave them on the CD's
  - Mayor, if asked to do another audit for us now, knowing us and the previous audit, would we be charged the original amount in the contract
    - Now we will have a less detailed audit
  - Adam, have to have a real sit-down and be on the same page about what we do and what the village does

- Rahn, what are you saying, Adam? With proper management, Thomas, and CPA meet the expectations and work through what needs to be completed
  - Westfall, saying a CPA should be coming in here to see what we need
    - It would be good to have CPA 2-3 years to get everything straightened out
  - Adam, questioning about the outstanding invoice
  - Mayor, we have no more questions
- ii. Zach Howell-Downtown final plans, special provisions. Cost estimate
- Mayor, why were the non-participating funds not included to get this started
  - Zach, personally thinks DOT did not include
    - They had all the information they needed I tried to ask them
    - Right away, still not done, needs to be done before going to out to bid
  - Jordan, title search still in process, have it on urgent attention
    - 7 parcels all in various stages
  - Zach, final plans, specifications, cost estimates
    - Fine grading from Blvd. to tie into downtown
    - Connected with Ameren, met with them, updated in the plans
    - Scope hasn't changed since last time here
    - Cost estimate has changed
    - I did my own cost estimate, and DOT does their own
    - A few items don't agree with the pricing items from DOT
    - Zach- \$85 per sq yard concrete
      - DOT- \$113 per sq yard in concrete
      - 400,000 in difference in cost
      - DOT sanity sewer was more
      - DOT likes to be with 5% of engineered
  - Mayor, Kevan Cooper here with the sanitary sewer report
    - If the report came back that they don't need to replace downtown, then lower the cost
  - Kevan, I would say line all the clay tiles
  - Mayor, if we can line the old sewer
  - Zach, still waiting on tile
    - ROW has to be done by the end of April, which seems unlikely, then be June, letting
    - Hitting letting in November was the first part of the spring to start with pricing in the summer bid
    - Lining the sewer yourself this summer, remove from project total
  - Rahn, what is the difference between replacing and lining?
  - Westfall, what is your option, Kevan?
  - Kevan, I would line them, save a lot of money

- 45% loan forgiveness from EPA
- Epoxy resin smoother inside
- Zach, do the service lines?
- Kevan, don't have those figures with me
- Zach if letting in Nov, then line the sewer, then Jordan has the ROW more time
- Mayor, trainees who are we paying to train at \$80 and \$15,000
- Zach, asked DOT, they said its disadvantage to business when over a million dollar projects have to have that in the project
- Westfall, if we have more time for letting, maybe get more money from the Grant
- Zach, the board will have to talk to Dan about that
- Mayor, Electrical conduit, several line items, is that above what Ameren sent to us
- Zach, extra cost per Ameren requirement
- Mayor, Landscaping and retaining wall, our public works guys could remove that and save some money
  - Scott, what do you think?
- Scott, yes, we could
- Westfall, landscaping improvements included
- Mayor, after the project is done
- Zach, check with DOT about public works doing that
- Mayor, after letting and bidding to approve this, can we go back and save on some other items
- Zach, yes, but I will ask DOT
- Jordan, DOT has signed off and been certified by the April 29<sup>th</sup> review two weeks prior
  - ROW title gets done by my office
  - DOT will not allow anything to be done till title process and paperwork are complete
  - Negotiations will hold us up
  - Talked to people at DOT, they were skeptical about the village doing its own negotiations
  - Going to say very unlikely to get this done by April 15<sup>th</sup>
  - All work of this has to be done by April 2027
- Burton, back off and wait
- Jagers, Rahn, and Westfall all agree

Motioned: Rahn and Westfall seconded to approve plans with contingency with the sanitary sewer. Burton, Westfall, Rahn, Stage, Jagers, DeSmith. Motion carried: 6– AYES; 0 – NAYS.

- Jordan had Thomas put a copy of the draft letter to Larry Zein about hooking up to the sewer
  - Had Thomas send all minutes from all discussions on this
  - Code says when available, it must be hooked up in 60 days

- Start the 60 days when the letter is sent
- Well within village rights
- Rahn, thinks this is fantastic

Motioned: Westfall and Burton seconded to adopt Jordan's draft, letting Lerry Zein have 60 days' notice to hook up to sewer. Burton, Westfall, Rahn, Stage, Jagers, DeSmith. Motion carried: 6–AYES; 0 – NAYS.

iii. Action: Relocate overhead facilities to underground

- Rahn, email from Ameren for \$61,652.31
- Zach, Ameren does not start this project till they have money to proceed
  - All poles are going underground, except one, which is at the post office
- Rahn, main transformers east side closer to the post office, other transformer next to village office green space

Motioned: Rahn and Jagers seconded to move forward with the Ameren Quote for \$61,652.31 to further the downtown project. Burton, Westfall, Rahn, Stage, Jagers, DeSmith. Motion carried: 6–AYES; 0 – NAYS.

Action: Maintenance for landscaping around the sign at the commons

- Rahn received a quote for time, spray mulch starts at \$270.00
  - Spray and weed-eat monthly \$29.00
- Burton, think our public works guys could do that?
- Jagers & DeSmith both agree

iv. Action: Sealed bids-8.5acre track

- Mayor, Received two seal bids
- 1<sup>st</sup> bid was Todd Pritchard for \$200 per year for 3 years
- 2<sup>nd</sup> bid was Grayson Burke for \$1,360 per year for 3 years

Motioned: Rahn and Jagers seconded to accept bid from Grayson Burke for \$1,360 per year for 3 years. Burton, Westfall, Rahn, Stage, Jagers, DeSmith. Motion carried: 6–AYES; 0 – NAYS.

v. Action: Chair Dolly

- Rahn, currently have 50 chairs at the cafeteria leaning up on the wall
  - Think the 2-tier would be good
- Mayor, if no one has a problem, go ahead and tell Thomas to order them
- Rahn, Thomas, please order

vi. Action: Interest Rates on accounts

- Thomas, I have noticed that on some of our bank accounts, we do not receive interest on them
  - Some accounts have good amounts in them, for example: Motor Fuel has on \$79,000 and no interest.
  - I contacted the bank to see why not receiving any interest and our money sits in accounts we should get something back
  - Met with our banker, Lisa, and she brought one of the hire-ups to meet with Sue and myself and get an idea of what I was asking
  - Lisa has sent over an email with everyone's board books about the percentage rates
  - No minimum balance has to be in there, no penalties
  - Just have to move over to savings accounts to get interest
  - I have also asked why we were being charged \$10 a transaction when I upload payroll. Again, we have a lot of funds in our bank, and maybe they would not charge that fee
  - I investigated it, and their cost is \$5.00, and they charge the customer \$10; they compromised and will only charge us their cost. Not great, but better than that 10.
- Mayor, I think this is something that has been overlooked, and Thomas looked into it and thinks we should leave it up to her to work on with the bank

## PUBLIC WORKS

### i. Action: Part-time Position

- DeSmith, do we need someone?
- Mayor, call Brody back since it was seasonal
  - Thomas, can you also reach out to the softball league and see if they are going to do a league this year?
- Thomas, I sure can
- Rahn, I will contact Brody

### ii. Action: Commercial/Sewer

- Thomas, everyone has an Excel sheet in the book. Sue is here. I will let her explain this to you
- Sue, we had guys from Utility Pipes Sales come and update and train the public works guys and us on the system
  - On loves went back to 2019 and has been residential
  - Never been billed for sewer; they have two accounts
  - Back to 2019, they would owe \$23,000 in back sewer, and \$300 water, and \$300 sewer
  - Can only go back two years for the statute of limitations
  - One account uses 30-40 gallons, and the other account uses 10 gallons
- Westfall, did the board make any agreements?
- Mayor, not that I know

- Cannot go back, just change and move forward
- Jagers, how do you decide if commercial and residential
  - I think businesses should be commercial need to get all changed
- Mayor, they need to be notified of the change
- Sue, say, due to the auditing of our books, we had to change
- Westfall questioned Sue to make sure everyone is hooked up to the sewer
- Sue, yes, everyone is, but Larry is not

#### PARKS & RECREATION

- Jagers, all estimates, talked to Jim Allen, talked to Gus next door
  - Have all the numbers for the landfill
  - Fountain prices, waiting on Rahn, with paint

#### PUBLIC HEALTH & SAFETY

- Stage, Chief handed April schedule and month report
- Chief, Busy month
  - Officer Paulsen started, great addition so far
  - I feel that I currently have one of the strongest teams in the police department in a long time
  - Richard Hart from the state stopped in and spoke with Thomas today
  - He is the head of the mandated trainings in the state
  - He told Thomas our department is at 100% up to date
  - Very hard to be at 100%
  - I am very pleased with this, and due to this, we have upped our activities and patrols
  - Scheduling touch truck event, police department, and public works in mid-May
  - During the meeting, I reached out to the head of the softball league, they are planning on doing the league this summer

#### TIF

- i. Second Amendment Ordinance No. 840
  - Burton, this is for Andy's work on downtown, outside of the building, doors and windows

Motioned: Burton and DeSmith seconded to accept Ordinance No. 840 reimbursement for \$24,038.02. Burton, Rahn-NO, Stage, DeSmith. Motion carried: 3– AYES; 1 – NAYS.

#### FARM REFUSE & RECYCLING

i. Kevan Cooper-Sewer Report

- Kevan, the EPA loan process and planning report, I'm going to leave you with a large copy
  - Background, detailed cost estimate, leaving a copy of sewer videos
  - Map of what I am recommending
  - Clay pipe 2/3 needs to be lined
  - 1/3 not that bad
  - Recommend lining all the clay
  - Cost \$3 million
  - EPA 45% forgiveness
  - Low interest rate
  - Raise everyone's sewer bill by \$11.00
  - If you go the other way, only raise is \$7.00
- Mayor, \$11.00 increase to line all the clay titles
- Kevan, yes
- Mayor, did you find all the cross connections? Would this eliminate the flow
- Kevan, yes, found, and this would eliminate or reduce it

Rahn & Kevan are going over the map with locations and color-coded

- Kevan, the lower price is \$1.9 million
  - 45% loan forgiveness
  - 30-year loan @ 1.5%
  - Look over and let me know by June or July for an estimate
- Rahn, do we have to make the residents pay it, previous EPA loan made us for the meters
- Kevan, that is not a requirement
  
- Westfall, I have nothing
- Mayor Mark and Jim came to do a social visit, talked about Jagers project and moving forward, and asked if they had any complaints or issues. Said the common one's smell, see the garbage on the interstate. Jim said he has guys picking that up on Saturdays.

## BILLS

Motioned: Westfall and Jagers seconded that all bills be paid as presented, \$102,724.99. Burton, Westfall, Rahn, DeSmith, Stage, Jagers. Motion carried: 6 – AYES; NAYS;

## OTHER ITEMS

i. Action: Atkinson Community Festival- Community Supper

- Rahn, I think we should help serve food
- Mayor, would love to do it

- When do you want to know by?
  - Ashley look at the schedule for the next meeting
    - Serving from 4:30-6:30
  - Mayor, I will commit
  - Jagers, I will be I will be late
  - Rahn, yes, I will commit
  - Mayor, if you commit and can't do it, you have to find your own replacement
  - Burton, I will do it
- ii. Town-wide Garage Sale Dates
- Thomas, I have had some phone calls and emails about the garage sale date for Atkinson
    - I have not found anywhere in writing that the Village must put this together
  - Rahn, I agree with that.
    - If you want to have a garage sale, put one on together with your neighbors
  - Thomas, I have taken it upon myself to contact Joe Swan at LRS and reviewed the following city-wide spring pick-up dates till 2030.
    - In your book, I have included the garage sale dates the weekend before city-wide pick-ups until 2030.
  - Jagers, thank you, Thomas, for getting that organized and put together

Motioned: Rahn and Burton seconded to go into Executive Session at 8:30 p.m., Burton, Westfall, Rahn, DeSmith, Jagers, Stage. Motion carried: 6 – AYES; 0 – NAYS.

### EXECUTIVE SESSION

#### i. Employee Review

Motioned: Rahn and Burton seconded to go into Open Session at 8:48 p.m., Burton, Westfall Rahn, DeSmith. Jagers, Stage Motion carried: 6 – AYES; 0 – NAYS

### FINAL ACTION

#### i. Employee Review

Motioned: Rahn and Jagers seconded to promote Scott Krug to supervisor of public works of streets and water with a raise to \$31.50 an hour, with a 6-month review.

- DeSmith, I think we dropped the ball by not giving him a raise at 6 months

Motioned: DeSmith and Burton seconded to amend the previous motion to give Scott Krug a \$3.00 an hour raise from the 6-month review date to April 6<sup>th</sup>, to back date on the next payroll. Burton, Westfall, Rahn, DeSmith. Jagers, Stage Motion carried: 6 – AYES; 0 – NAYS

Motioned: Rahn and Jagers seconded to promote Scott Krug to supervisor of public works of streets and water with a raise to \$31.50 an hour to start on April 7th, with a 6-month review. Burton, Westfall, Rahn, DeSmith. Jagers, Stage Motion carried: 6 – AYES; 0 – NAYS

Motion made by Rahn, seconded by Jagers, to adjourn the meeting at 8:55 p.m. Motion carried 6-AYES, 0-NAY

Respectfully submitted, Krystle Thomas, Village Clerk