

Village of Germantown Hills
Village Board Meeting Minutes

November 13, 2025, 6:00 p.m.

- 1. Call to Order/Roll Call/Pledge of Allegiance-** Village President Karl Figg called the meeting to order at 6:00p.m.

Village President/Trustees	Roll Call	1	2	3	4	5	6	7	8	9	10	11
Karl Figg – President	Present											
Elizabeth (Betsy) Cunningham	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Nathan Henricks	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tom Eckstein	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ryan White	Present	A	N	Y	Y	Y	N	N	Y	Y	Y	Y
Heather Armistead	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sarah Diesel	Present	N	N	Y	Y	Y	N	N	Y	Y	Y	Y

Also, in attendance:

Chuck Urban, Village Attorney

Taylor Cascia, Village Attorney

Emily Munday, CMT Engineer

Abbey Buehler, CMT Engineer

Zack Hecht, Superintendent of Public Works

Everyone stood and said the Pledge of Allegiance.

Karl Figg informed the public that the zoom meeting may cut out due to an internet connection issue.

- 2. Approval of the Minutes of the Preceding Meeting and their Amendments October 16, 2025, Village Board Meeting**

Ryan White asked if the meeting was being recorded. He stated he would be voting no because we aren't recording the meetings and he wants verbatim meeting minutes.

Karl Figg noted the zoom is being live streamed but not recorded.

A motion was made by Heather Armistead to approve October 16, 2025, Village Board meeting minutes. The motion was seconded by Tom Eckstein. Motion passed #1.

- 3. Public Comment-**Karl Figg stated for public comments to direct their comments to the Village board and not to people in the audience. All comments should be addressed to the board and there should be no personal attacks, and the board will refrain from responding. Karl noted to restrict remarks to matters relevant to the governance of the village and avoid repetitious statements. This is an opportunity for public comments and not discussion. Each speaker will be able to speak once for up to 5 minutes.

Michael Lantz, 104 Linden stated a concern about people not stopping when they are turning at the Linden/Prairie Avenue intersection.

Damien Cruse made a public comment in regard to a Village trustee.

Patricia Martinez discussed recognizing Veterans that have served and thanked Trustees for serving in the military.

Angie Agatucci asked what the Letter of Commitment for the Germantown Hills to Metamora Trail entails.

4. Current Agenda Items

a. Approval of the Whispering Oaks Sanitary Sewer CIPP Change Order #1 for a Time Extension

Abbey Buehler, CMT Engineer, stated the change order is for a time extension only and there isn't any change in cost. The agreement had 120 days, and Hoerr Construction has asked if it could be changed to the end of the fiscal year, April 30th. The change will add 10 days for final completion. There will be monthly pay application requests with the final payment at the end for the retainage.

A motion was made by Elizabeth Cunningham to approve the Whispering Oaks Sanitary Sewer CIPP Change Order #1 for a Time Extension to the End of the Fiscal Year. The motion was seconded by Nathan Henricks. Motion passed #2.

b. Approval of the Abbreviated Procedure of the Village Code Regarding the Legacy Acres Plat

Caleb Johnson was in attendance. This property is outside the Village limits but within the Village's mile and a half planning area. There are two lots with one lot having a house on it.

Karl Figg noted the Planning Commission had recommended approval of the abbreviated procedure process.

A motion was made by Nathan Henricks to approve the Abbreviated Procedure of the Village Code Regarding the Legacy Acres Plat. The motion was seconded by Tom Eckstein. Motion passed #3.

c. Approval of the Modification of the Thatcher Boundary Map

Dennis Perry was in attendance. Dennis noted this property was platted in 1974 with 20' frontages, so there's not enough property to meet the Village's 30' frontage requirement. The Village's zoning code was adopted in 1978. This property is outside the Village limits but within the Village's planning area. They are asking for an exemption to allow the 20' frontage, along with a flag lot.

Karl Figg noted the Planning Commission had recommended approval of the modifications.

A motion was made by Tom Eckstein to approve the modifications of the Thatcher Boundary Map. The motion was seconded by Heather Armistead. Motion passed #4.

d. Approval of the Employee Christmas Bonus

Elizabeth Cunningham, personnel chairperson, was going to recommend \$350 net for all employees, which is the same Christmas bonus as last year.

Ryan White asked how the amount had been determined and wondered if it should be raised.

Nathan Henricks explained some of the past discussions.

Sarah Diesel asked if all the employees receive the same amount.

Elizabeth Cunningham noted the bonus would be for all seven employees.

Todd Rice shared when they looked at this the board checked with other communities.

A motion was made by Ryan White to approve the Employee Christmas Bonus of \$500 net for all employees. The motion was seconded by Heather Armistead. Motion passed #5.

e. Approval to Authorize the Village President to Sign the Standard IDOT Letter of Commitment for the Germantown Hills to Metamora Trail

Emily Munday, CMT Engineer, stated the Germantown Hills to Metamora Trail will be for a 10' wide trail from Woodland Knolls Road in Germantown Hills to Douglas Street in Metamora. IDOT generates this letter as a part of the process for phase 1 engineering. The Village of Germantown Hills and Village of Metamora will host an open house on December 3rd from 4:00-6:00 p.m. at Metamora Fields. This letter of commitment is a part of the phase 1 process and IDOT typically requires this letter along any State Highway. The letter highlights maintenance requirements and obligations. There will be more information in the Joint Agreement on the municipality's responsibilities. This letter initially lays out the participation. The trail will be constructed on the right-of-way along Rt. 116. They have identified some temporary easements that will be needed for construction grading, but the ground will be restored as no permanent easements are needed for the trail.

Heather Armistead questioned why the letter is needed before funding and that the letter indicates the whole trail segment for each community.

Emily Munday noted IDOT anticipates the Village's will go after funding, but this is a typical letter IDOT uses noting IDOT isn't responsible for construction funding, and the State won't maintain a trail in a State right of way.

Ann Doubet noted a question was sent to the State to see if they would include a statement that if the Villages can't get outside funding, then there wouldn't be any obligation to either community.

Chuck Urban stated there are concerns when a standard form is used as you usually want to draft it specific to the circumstances. One concern is the reliant on grants and if the

language is sufficient not to be exposed to any liability. Chuck noted the Village has asked the State for some answers that have come up relative to the question of liability.

Karl Figg noted until we receive the answers that this agenda item will be deferred to the next meeting.

Heather Armistead asked to see if IDOT will put in the agreement the agreed upon boundary between the two communities, so each community is responsible for their section. The two communities have an intergovernmental agreement noting the jurisdictional boundary.

Ryan White asked if Woodford County had been approached to contribute to the cost as a good portion of this trail is in the County.

Woodford County has not been approached but could be asked.

Karl Figg noted both communities have discussed the trail over the years and the desire to connect the communities. The open house will be on December 3rd at Metamora Fields from 4-6:00 p.m.

Ann Doubet will follow up on the questions and to see if the individual community boundaries can be identified in the letter.

f. Approval to Authorize the Submittal of a Bid for the Acquisition of Real Property
Deferred.

5. Ongoing Agenda Items

a. Village Board review of the Journal Entry Report-The journal entries are the revenues and transfers entered each month. The monthly journal report (treasurer's report) was presented to the board for review.

6. Presentation of Bills

a. General/Sewer/Audit/Business District/MFT Bills

Karl asked if there were any questions about the general bills.

Ryan White asked about the accounting reports and questioned some of the bills that were paid ahead of time.

Ann Doubet explained how the reports are generated from the system. Ann noted if there are bills that can be delayed, she will delay payment.

A motion was made by Tom Eckstein to approve the general bills. The motion was seconded by Heather Armistead. Motion passed #6.

Karl Figg asked if there were any questions about the sewer bills.

A motion was made by Tom Eckstein to approve the sewer bills. The motion was seconded by Nathan Henricks. Motion passed #7.

7. Reports of Standing Committees

a. Finance-Tom Eckstein reminded the board to review the journal entry report (treasurer's report). Tom stated we are still waiting for the grant reimbursement of \$670,000 and should receive it once the government opens back up. Tom reported that the general fund balance is currently approximately \$1.8 million, sewer fund is approximately \$1.9 million; sewer reserves are \$391,000 and the MFT is \$255,000. Total approximately \$4.3 million. Tom will be scheduling a finance committee meeting before the next meeting.

b. Streets/Equipment-Nathan Henricks had nothing new to report. Nathan read a statement he had prepared about some recent comments about him that had been made on social media.

c. Personnel- Betsy Cunningham thanked the board for approving the Christmas bonus for the employees.

d. Police-Ryan White stated he has been discussing a radar sign with a company, and they are willing to come demonstrate at a meeting. He doesn't want to waste people's time calling a committee meeting but instead he could have him come to the next board meeting.

Ryan White also noted the recent vehicle burglaries and reminded residents to be vigilant to lock their cars and houses. Flock cameras installed in the Village have been appreciated by law enforcement with the recent burglaries.

Ryan White addressed the public comment about the yield sign on Linden and Prairie and would reach out to Woodford County for an extra patrol.

Sergeant Pyles from the Woodford County Sheriff's Office stated they do extra patrols and would look to address this area.

Ann Doubet noted when a resident notes a concern to the Village about a certain street the Sheriff's office is contacted for extra patrols.

The board discussed having the signage looked at in this area. Nathan will discuss this with Zack Hecht and CMT.

e. Parks-Heather Armistead stated that we found a boulder for a plaque to be mounted to it to be installed at Oak Grove Park noting the grant funding for the trail and park improvements. This is a requirement of the grant. Heather noted the need to discuss a sign for the park with there being a couple of different options. The easement connection will also need to be discussed along with the J.R. White Park improvements plans. She will be scheduling a park committee meeting to discuss.

f. Sewer-Betsy Cunningham noted there would be a sewer committee meeting once we have more information on the sewer projects.

g. Storm Water-Sarah Diesel noted the school is checking on the title of the property and will be discussing the detention pond soon.

Zack Hecht stated the detention pond needs to be cleaned out.

h. Economic Development Council- Ann Doubet stated the Chamber's Trunk or Treat went well. At the EDC meeting it was discussed that there is a lot of vehicle and pedestrian traffic on Woodland Knolls Road. The committee agreed to utilize Tri-County Planning Commission's traffic counting machine on Woodland Knolls Road to get a vehicle and pedestrian count. This was put up on Wednesday and will be removed on Friday. The board recommended having this redone in the spring when the weather is nicer.

8. Reports of Special Committees-Nothing new to report.

9. Reports of Officers

a. Zoning Officer/Village Clerk/Village Administrator-Ann Doubet noted there was a water leak outside between the shut off valve and the Village Hall. The Village received a bill for \$762.85. A leak adjustment request was sent to Cat Trail. There will be one more billing and then they will look at the adjustment amount so this bill will not be paid until Cat Trail gets back to us.

A notice was sent out that the sheriff's office is going to start having meetings with Municipal and Township officials. The first meeting is on December 18th at 6:00 p.m. Only two representatives can attend from each municipality. Karl Figg asked Ryan White and Ann Doubet to attend if they are available.

Ann updated the board that the comprehensive plan committee had two topical experts meet with them as they work through the comprehensive plan process.

b. Public Works-Zack Hecht stated the snow equipment is ready. They completed shoulder work on Somerset Drive. The staff have been doing maintenance on grinder pumps, and they have completed 50 pumps so far for the year. A pump valve failed at German Hills lift station due to a small kid's toy being stuck inside. The employees attended an OSHA training class. Zack will also look at some additional training this winter. The Christmas lights are up. They will be starting to look at potential roadwork for this next year.

c. Village Attorney-Chuck Urban had nothing new to report.

d. Village President-Karl Figg encouraged the residents to look to represent the community well. We want a safe community, as we have good schools and want to continue to have a desirable community for the residents to live in.

10. Communications to the Board-None

11. Executive Session: Approval of Closed Session Pursuant to Section 2(c)(5) of the Open Meetings Act, to discuss the purchase or lease of real property

A motion was made by Heather Armistead to go into executive session at 7:34 p.m. pursuant to Section 2(c)(5) of the Open Meetings Act, to discuss the purchase or lease of real property. The motion was seconded by Elizabeth Cunningham. Motion passed #8.

A motion was made by Tom Eckstein to come out of executive session at 8:04 p.m. The motion was seconded by Elizabeth Cunningham. Motion passed #9.

Approval to Authorize the Submittal of a Bid for the Acquisition of Real Property

A motion was made by Heather Armistead to authorize the submittal of a confidential sealed bid to the Illinois Prairie District Public Library for the acquisition of Real Property of the two lots along Holland Road. The motion was seconded by Tom Eckstein. Motion passed #10.

12. Adjournment-Next regular meeting: December 11, 2025-A motion was made by Elizabeth Cunningham to adjourn the meeting at 8:07 p.m. The motion was seconded by Tom Eckstein. Motion passed #11.

Ann Doubet
Village Clerk