

Village of Germantown Hills

Village Board Meeting Minutes

September 17, 2026, 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.

2.

Village President/Trustees	Roll Call	1	2	3	4	5	6	7	8	9	10	11	12
Karl Figg – President	Present				Y	Y	Y	Y	Y	Y	Y	Y	
Elizabeth (Betsy) Cunningham	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Nathan Henricks	Present via phone at 6:38 p.m.	-	-	Y	Y	Y	Y	Y	Y	Y	Y	-	
Tom Eckstein	Present	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Ryan White	Absent	-	-	-	-	-	-	-	-	-	-	-	
Heather Armistead	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Sarah Diesel	Absent	-	-	-	-	-	-	-	-	-	-	-	

Also, in attendance:

Chuck Urban, Village Attorney

Taylor Cascia, Village Attorney

Zack Hecht, Superintendent of Public Works

Everyone stood and said the Pledge of Allegiance.

2. Approval of the Minutes of the Preceding Meeting and their Amendments

a. August 20, 2026, Village Board Meeting

A motion was made by Elizabeth Cunningham to approve August 20, 2026, Village Board meeting minutes. The motion was seconded by Heather Armistead. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #1.

3. Public Comment-Karl Figg stated for public comments to please 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.

There were no public comments.

4. Current Agenda Items

a. Presentation of the Annual Audit and Financial Reports for FY 25-26

This was deferred as the representative from CliftonLarsonAllen was not in attendance at this time, but she was on her way.

b. Approval of a Resolution Adopting an Internal Control Policy for the Village of Germantown Hills

Tom Eckstein reported that the Finance Committee met the previous week and reviewed and discussed the proposed Internal Control Policy. He noted that the Village's auditor had provided recommendations regarding the policy but, in order to maintain auditor independence, could only provide recommendations and could not establish or approve policies on behalf of the Village.

Ann Doubet clarified that the additional revisions to the policy included standard language regarding records retention, definitions to further clarify roles and responsibilities, provisions addressing the responsibilities of the Village President, and an acknowledgment page for personnel to sign.

Heather Armistead noted that the Finance Committee discussed the Internal Control Policy in detail at its meeting and that committee members had been provided with the document in advance to review and identify any additional recommended changes.

Tom Eckstein stated that the Village has been discussing and working to formally document its internal control procedures for some time. He reported that the Finance Committee recommended approval of the Internal Control Policy to the Village Board, subject to any changes recommended by the Village Attorney.

Karl Figg thanked Ann Doubet, Tom Eckstein, Chuck Urban, and Taylor Cascia for their work in developing and reviewing the policy.

Ann Doubet noted that Ryan White attended the Finance Committee meeting and commented that a good job had been done in developing the policy.

A motion was made by Heather Armistead to approve Resolution 2026-04 a Resolution Adopting an Internal Control Policy for the Village of Germantown Hills. The motion was seconded by Elizabeth Cunningham. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #2.

c. Approval of a Business Community Improvement Grant

EDC had recommended approval of a Business Community Improvement Grant to Jake and Sarah Adkins for their new business, Sparks Taphouse in the amount of \$4,059.38 for three new signs.

Karl Figg explained that \$5,000 had already been granted to Michael's Italian Feast for a new door.

A motion was made by Tom Eckstein to approve a Business Community Improvement Grant to Jake and Sarah Adkins in the amount of \$4,059.38 for three new signs for Sparks Taphouse. The motion was seconded by Elizabeth Cunningham. Karl Figg asked if there was any discussion. Roll call was taken. The motion was not able to pass without two-thirds of the board voting and three board members were not in attendance.

Chuck Urban explained the requirement that certain votes could not be taken on ordinances or the appropriation of money made, unless by a vote of two-thirds ($\frac{2}{3}$) of the members elected.

d. Approval of An Ordinance Amending the Germantown Hills Code, Village of Germantown Hills, Illinois, Regarding Building and Zoning Permit Fees (to establish consistent fees for common residential improvements including but not limited to fences, decks, accessory structures, and swimming pools)

This agenda item was deferred until Nathan Henricks joined via phone.

e. Approval of An Ordinance Amending the Germantown Hills Village Code, Village of Germantown Hills, Illinois, Regarding Zoning Regulations for Residential (R-1 Single Family) Districts (Front Yard Setbacks) (to provide a front yard setback exception for certain narrower lots in the R-1 Single Family District).

This agenda item was deferred until Nathan Henricks joined via phone.

f. Approval of An Ordinance Amending the Germantown Hills Village Code, Village of Germantown Hills, Illinois, Regarding Zoning Regulations for Fences (to add special provisions for front yard fences, corner lots, lots having multiple front yards, and lots adjacent to certain streets)

This agenda item was deferred until Nathan Henricks joined via phone.

g. Discussion and Potential Approval of a Donation to the Boys of Fall Event

Karl Figg reported that the Boys of Fall event is organized by the Kiwanis and that each year the organization selects a different cause to benefit from the event. This year, funds raised from the event will be used to support parks within the Metamora Township High School District. Karl Figg asked how the funds raised would be allocated among the area parks.

Paige Patel stated that the allocation would depend on the amount of funds raised. She noted that Riverview Grade School has a park project it is planning and that she had also mentioned J.R. White Park in Germantown Hills as a potential recipient because of the need for updated equipment. Paige Patel stated that the Kiwanis would like to invest in area parks and help make them more inclusive.

Karl Figg noted that municipalities typically fund and maintain their own parks and questioned whether it made sense for the Village to make a donation to the event, although he stated that he was not opposed to doing so.

Heather Armistead stated that improvements to parks throughout the area benefit the community. The other trustees in attendance expressed agreement.

The Board was unable to take action on the proposed donation because the number of Board members in attendance was insufficient to approve the expenditure. The Board discussed the possibility of holding a special meeting the following week in conjunction with a Street Committee meeting Nathan Henricks was planning to hold on Thursday.

h. Approval of the Germantown Hills to Metamora Trail Engineering Agreement (Temporary Easements, Drainage Study and Retaining Wall)

This agenda item was deferred.

i. Approval of the Resolution in Support of an ITEP Grant Application for the Germantown Hills to Metamora Multi-Use Path

Heather Armistead stated that, at the Park Committee meeting, the committee understood the Illinois Transportation Enhancement Program (ITEP) grant application deadline to be at the end of October.

Based on that understanding, the committee anticipated waiting to see how the Village of Metamora planned to proceed before bringing the matter to the Village Board at its October meeting.

Heather Armistead explained that the application deadline was subsequently confirmed to be October 5, requiring the matter to be brought before the Village Board at this meeting. She noted that the Park Committee had previously recommended moving forward with the ITEP grant application for the Germantown Hills to Metamora Multi-Use Path.

5. Ongoing Agenda Items

a. None

6. Presentation of Bills

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

This agenda item was deferred.

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

The board discussed the possibility of calling one of the board members that would be eligible to attend by electronic means. Chuck Urban confirmed that Nathan Henricks could attend the meeting as he was engaged in business on behalf of the Village at the IML Conference.

Heather Armistead asked about the tractor expenses on the bills. Zack Hecht explained the repair.

7. Reports of Standing Committees

a. Finance-Tom Eckstein reviewed the Village's fund balances and reminded the Board to review the Treasurer's Report and Journal Entry Report. He noted that the Board had been provided updated balances for all Village accounts for its review. Tom Eckstein highlighted the Board's adoption of the Internal Control Policy and noted that the FY 25-26 annual audit results would also be presented tonight.

b. Streets/Equipment – Nathan Henricks was not in attendance. Karl Figg reported that the Somerset sidewalk had been repaired as warranty work.

Zack Hecht explained the contractor's assessment of what caused the issue with the sidewalk and the resulting need for the repair.

c. Personnel – Betsy Cunningham commended Village employees for their hard work, particularly in responding to recent heavy rainfall events while also addressing equipment repairs.

d. Police-Ryan White was not in attendance but had previously reported that the attorney had sent a draft ordinance for review. Karl noted there's also another request to discuss the golf cart issue. Karl had asked Ryan to look at that issue as well. Ryan also reported that he had spoken with the Woodford County Sheriff's Deputy, that is the School Resource officer (SRO) for Germantown Hills. The SRO advised they are still working with OSF on scheduling the safety course and that it will be a course directed towards e-bikes only. The SRO hoped they could get it worked out for an October date, but that could change.

Chuck Urban explained some of the new State requirements that go into effect January 1st, 2027.

Taylor Cascia noted there are certain micromobility devices municipalities won't be able to enforce but only the State can.

e. Parks- Heather Armistead stated the board had already discussed the ITEP grant the Village will be submitting.

Heather Armistead asked Zack Hecht to give an update on the Oak Grove Park construction.

f. Sewer-Betsy Cunningham stated there's one more lift station pump to be repaired and some sewer line cleaning to be completed.

Nathan Henricks was available to attend the board meeting by electronic means in order to take action on the board agenda items at 6:38 p.m.

Approval of An Ordinance Amending the Germantown Hills Code, Village of Germantown Hills, Illinois, Regarding Building and Zoning Permit Fees (to establish consistent fees for common residential improvements including but not limited to fences, decks, accessory structures, and swimming pools)

Karl Figg explained that this amendment makes all the permit fees for accessory structures the same so that they are consistent. The Zoning Board of Appeals has recommended approval.

Karl Figg confirmed that the board didn't have any objection to Nathan Henricks attending the meeting by electronic means, as he was at the IML conference for Village business.

A motion was made by Elizabeth Cunningham to Approve Ordinance #889 An Ordinance Amending the Germantown Hills Code, Village of Germantown Hills, Illinois, Regarding Building and Zoning Permit Fees. The motion was seconded by Heather Armistead. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #3.

Approval of An Ordinance Amending the Germantown Hills Village Code, Village of Germantown Hills, Illinois, Regarding Zoning Regulations for Residential (R-1 Single Family) Districts (Front Yard Setbacks) (to provide a front yard setback exception for certain narrower lots in the R-1 Single Family District.

Karl Figg explained that the proposed amendment would address older, narrower residential lots where the existing front yard setback requirement can be more restrictive. He noted that the Zoning Board of Appeals had recommended approval of the amendment.

Ann Doubet explained that the amendment would provide an exception for qualifying lots that are 80 feet wide or less, allowing a minimum front yard setback of 25 feet instead of the current 30-foot requirement. Ann noted that a similar accommodation had previously been adopted for side yard setbacks on older, narrower lots. The need to address front yard setbacks had also been discussed at that time but was not included in the earlier amendment

A motion was made by Tom Eckstein to Approve Ordinance #890 An Ordinance Amending the Germantown Hills Village Code, Village of Germantown Hills, Illinois, Regarding Zoning Regulations for Residential (R-1 Single Family) Districts (Front Yard Setbacks) (to provide a front yard setback exception for certain narrower lots in the R-1 Single Family District. The motion was seconded by Heather Armistead. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #4.

Approval of An Ordinance Amending the Germantown Hills Village Code, Village of Germantown Hills, Illinois, Regarding Zoning Regulations for Fences (to add special provisions for front yard fences, corner lots, lots having multiple front yards, and lots adjacent to certain streets)

Karl Figg noted this is for certain situations to allow for a front yard fence. The Zoning Board of Appeals has recommended approval. Elizabeth Cunningham had asked if this would help a resident's situation that needed a higher front yard fence. Ann Doubet stated it would.

A motion was made by Heather Armistead to Approve Ordinance #891 An Ordinance Amending the Germantown Hills Village Code, Village of Germantown Hills, Illinois, Regarding Zoning Regulations for Fences (to add special provisions for front yard fences, corner lots, lots having multiple front yards, and lots adjacent to certain streets. The motion was seconded by Elizabeth Cunningham. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #5.

Approval of a Business Community Improvement Grant

Karl Figg noted that \$5,000 remained available in the Business Community Improvement Grant fund and that the requested grant would use \$4,059.38 of the remaining funds.

A motion was made by Elizabeth Cunningham to approve a Business Community Improvement Grant to Jake and Sarah Adkins in the amount of \$4,059.38 for three new signs for Sparks Taphouse. The motion was seconded by Tom Eckstein. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #6.

Heather Armistead asked whether additional funds could be budgeted for the program if the Board determined there, was a need.

Tom Eckstein stated that the Economic Development Committee had discussed the possibility of adding additional funds if needed. He noted that the committee had also discussed the possibility of carrying over unused funds for future Business Community Improvement Grants.

Discussion and Potential Approval of a Donation to the Boys of Fall Event

A motion was made by Heather Armistead to Approve a \$250 Donation to the Boys of Fall Event. The motion was seconded by Tom Eckstein. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #7.

Approval of the Germantown Hills to Metamora Trail Engineering Agreement (Temporary Easements, Drainage Study and Retaining Wall)

Ann Doubet noted this is for the next phase which includes temporary easements, a drainage study and the retaining wall.

A motion was made by Tom Eckstein to Approve the Germantown Hills to Metamora Trail Engineering Agreement for the Temporary Easements, Drainage Study and Retaining Wall. The motion was seconded by Elizabeth Cunningham. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #8.

Approval of the Resolution in Support of an ITEP Grant Application for the Germantown Hills to Metamora Multi-Use Path

Heather Armistead noted Metamora is meeting next week on the approval of submitting an ITEP grant application, so the vote would be contingent on Metamora's approval.

A motion was made by Elizabeth Cunningham to Approve Resolution 2026-05 A Resolution in Support of an ITEP Grant Application for the Germantown Hills to Metamora Multi-Use Path contingent on Metamora's approval. The motion was seconded by Heather Armistead. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #9.

Presentation of Bills

General/Sewer/Audit/Business District/MFT Bills

A motion was made by Tom Eckstein to pay the general and sewer monthly bills. The motion was seconded by Elizabeth Cunningham. Karl Figg asked if there was any discussion. Roll call was taken. Motion passed #10.

Nathan Henricks stated he highly recommends that Village board members attend the IML Conference in Chicago at least once during their term, as the information is very beneficial and you are able to get a lot of information through the collaboration of the experts that attend the conference.

Presentation of the Annual Audit and Financial Reports for FY 25-26

Sandy Cook with CliftonLarsonAllen (CLA) was in attendance to present the Village's Annual Audit and Financial Reports for FY 25-26. Sandy thanked the Board and distributed a summary of the audit results. She reviewed the scope of the audit, the independent auditor's opinions, required communications, internal control findings, and financial statement highlights.

Sandy Cook stated that the scope of the audit was consistent with prior years. She explained that the audit includes issuing an opinion on the Village's financial statements, obtaining an understanding of the Village's internal controls, performing required testing, and communicating any internal control findings identified during the audit.

Sandy reviewed the results of the Independent Auditor's Report and the required communications to those charged with governance. She discussed the Village's internal controls over financial reporting in accordance with Government Auditing Standards and reviewed two findings related to the lack of segregation of duties and financial statement preparation and audit adjustments. Sandy noted that these findings are similar to those reported in prior years.

Sandy Cook acknowledged that the Village is in the process of revising its Internal Control Policy and stated that strengthening the Village's internal controls will help mitigate the risk of errors in financial reporting.

Sandy Cook explained that findings related to segregation of duties and financial statement preparation are common among smaller governmental entities because of limited staffing and resources. Achieving complete segregation of duties and maintaining the resources necessary to independently prepare financial statements can be difficult for smaller entities.

Sandy also reviewed the required governance communication letter, including audit adjustments, and discussed new Governmental Accounting Standards Board (GASB) requirements that will apply in the next fiscal year.

g. Storm Water-Sarah Diesel was not in attendance.

Karl Figg noted he hadn't received any specific update from Sarah Diesel.

Zack Hecht noted that he had some culverts that were getting lined and he found two more that are in need of lining, so he is getting an estimated cost.

h. Economic Development Council-Ann Doubet reported that a potential tobacco and vape shop is being considered for a location near Pizza Hut.

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

9. Reports of Officers

a. Zoning Officer-

Ann reported that the Village is working with its website provider regarding the April 26, 2028, ADA website compliance deadline. She noted that a website accessibility plug-in is available at a cost of approximately \$499. The school has a consultant that works with them on their requirements.

Ann noted that the Tri-County Planning Commission planned to install a traffic counter on Woodland Knolls the following week. The counter will provide the Village with information regarding the different modes of transportation using the roadway.

Ann provided an update regarding the ongoing issues with the delivery of Village sewer bills. Julia Miller has contacted a customer relations coordinator who is working with the Village to address the delivery problems. In response to the ongoing issues, Julia is also researching additional payment options and encouraging residents to enroll in paperless billing and utilize the online billing system to view their account balances.

Ann reported that a public hearing regarding the proposed expansion of the Northern Tazewell County Enterprise Zone will be held October 22, 2026, at 4:00 p.m. at East Peoria City Hall.

Ann stated that the Village Attorney has prepared a draft micromobility ordinance addressing e-bikes and related devices. A Police Committee meeting will be scheduled to review and discuss the proposed ordinance.

Ann reported that the tornado siren at J.R. White Park was damaged by lightning. The Village received \$27,300 from insurance, while the estimated cost to replace the siren is approximately \$60,000. The Fire Chief is investigating whether other options are available.

Ann provided the Board with an update regarding upcoming Chamber events.

b. Village Clerk/Village Administrator- Ann Doubet reported

c. Superintendent of Public Works-Zack Hecht provided the following report:

- Checking on doing some annual lining.
- Repaired blower at plant 1.
- Scheduled some sewer line cleaning
- Streets have been swept two times from the chip and seal roadwork.
- Will restripe streets if weather permits
- Worked through some equipment issues on the F550.
- Oak Grove Park has started construction. CMT is checking the placement of the trail, as we are not sure it is correct.
- Asked the Board if it was ok to attend the Trunk or Treat again this year. The board agreed.

d. Village Attorney-Chuck Urban stated he had nothing new to report.

e. Village President- Karl Figg stated he had nothing new to report.

10. Communications to the Board-None

11. Adjournment-Next regular meeting: October 15, 2026.-A motion was made by Elizabeth Cunningham to adjourn the meeting at 7:30 p.m. The motion was seconded by Tom Eckstein. Roll call was taken. Motion passed #11.

Ann Doubet, Village Clerk