

Special Called Board Meeting Minutes

Date: Tuesday, September 9, 2025

Location: Mitchellville Water District Main Office

125 TripleS Rd

Harrisburg, IL 62946

1. Call meeting to order - 5:30 by Jeremy Palmer
2. Roll call - Present: Jeremy Palmer, Julie Dunn, Alex Humm, Brad McCormick, Jim Grimes, Betsy O'Brien, Mickey Wollard

In attendance: Judy Williams & Employees: Brook Harrawood & Tiffany Kielhorn

3. Closed session to discuss personnel - Entered: 5:33pm

Motion to enter: Julie Dunn **Second:**Betsy O'Brien

Motion: Julie Dunn **Second:** Jim Grimes @ 5:52pm

4. Approve agenda with and amendment to include Sept 2nd minutes
Motion:Julie Dunn **Second:** Jim Grimes
5. Public comment: Judy Willams spoke regarding the Jenny Ridge Project and the financial situation of the district. She is hopeful things will improve financially. She also had questions regarding outstanding loans and if the district was facing bankruptcy at some point. No letter was ever stating this to customers but she was told that by employees and the board in the past. Mickey stated the Jenny Ridge Tower / Project was needed to supply water if Millstone can't provide water. Betsy said our end goal is to save money.
6. Consent Agenda

a. Approval of previous open session and closed session meeting minutes from 8/26/25, 8/27/25, 8/29/25 (9/2/25 -amended to included)

8/26/25: **Motion:** Julie **Second:** Betsy with Brad abstaining

8/27/25: **Motion:** Julie **Second:** Mickey with Betsy abstaining

8/29/25: **Motion:** Julie **Second:** Betsy with Alex abstaining

9/2/25: **Motion:**Brad **Second:** Alex **Abstentions:** Julie & Betsy

7. New Business

- a. Approve consultation for office staff training: Kelly Harmon- past employee to help train after hours and assist staff on procedure and issue as they arise. @ hourly rate of \$25 if she agrees to offer
Motion: Betsy **Second:** Alex
- b. Approve consultation services for office staff accounting training: Eagle Eye Accounting for QuickBooks support for \$50 per hour vs \$200 per hour from other Accounting firms (9 am Thurs).
- c. **Motion:** By Brad **Second:** Julie \$50per hour (not to exceed to 8 hours)

Brook Harrawood & Tiffany Kielhorn : Jeremy Nominated both Tiffany & Brook to be co Secretary and Treasurer for the board amending this from Brook alone.

Motion: Jim **second:** Betsy All in Favor, **Motion Carried**

- d. Approve contract services for water line maintenance and repair: (Closed Session)
- e. Approve appointment of co-secretary/co-treasurer position:

Brook Harrawood & Tiffany Kielhorn : Jeremy Nominated both Tiffany & Brook to be co Secretary and Treasurer for the board amending this from Brook alone.

Motion: Jim **second:** Betsy All in Favor, **Motion Carried**

- f. Approve committee to draft budget for FY2025-2026 (May 1st- April 30th)
Brad, Jeremy, Alex & Tiffany

- g. Approve committee to draft board by-laws: Jeremy appointed Tiffany to look in to Bylaws
Motion to Adjourn @ 6:29pm: Jim **Second: Julie**