

March 27, 2023

**MINUTES OF THE REGULAR MEETING
OF
THE DWIGHT VILLAGE BOARD OF TRUSTEES**

**Held in the Public Services Complex
209 South Prairie Avenue, Dwight Illinois
March 27, 2023 at 6:30PM**

PRESENT: Paul Johnson, Village President; Jenny Johnson, Trustee Marla Kinkade, Trustee; Randy Irvin, Trustee; Justin Eggenberger, Trustee and Pete Meister, Trustee

ABSENT: Chuck Butterbrodt, Trustee

Other Village Officials in Attendance: Police Chief Nolan, EMS Chief Callahan, Cory Scoles, Public Works Director; Carissa Livingston, Village Administrator; Kevin McNamara, Village Administrator; Nick Ehrgott, Village Attorney; and Whitney Scott, Village Clerk

President Johnson called the meeting to order at 6:30PM and newly appointed Village Administrator Carissa Livingston was sworn in.

The Village Board Minutes from March 13, 2023 were presented for approval. Trustee Kinkade made a motion, with a second from Trustee Meister, to approve the minutes as submitted. Roll call. All voted aye. Motion carries, 5-0.

FINANCIAL REPORTS

Payment of the March 27, 2023 bills in the amount of \$224,318.16, were presented for payment from the various funds. Trustee Johnson made a motion, with a second from Trustee Eggenberger, to pay the bills as submitted. Roll call. Eggenberger (aye), Irvin (aye), Johnson (aye), Kinkade (abstain), Meister (aye). Motion carries, 4-0.

FUND TRANSFERS:

McNamara submitted a request for approval to transfer \$62,000.00 from the General Fund (01) to the Capital Expenditures Fund (38) for the purpose of paying the following Capital Outlay expenses approved in FY23.

- \$17,000.00 Lions Lake Playground Equipment
- \$25,000.00 Village-wide Computer Upgrades
- \$20,000.00 New Police Squad Equipment

Trustee Kinkade made a motion, with a second from Trustee Eggenberger, to approve the transfer as requested. Roll call. All voted aye. Motion carries, 5-0.

McNamara submitted a request for approval to transfer \$120,000.00 from the General Fund (01) to the Capital Expenditures Fund (38) for the purpose of paying the following future Capital Outlay expenses.

- \$30,000.00 Public Service Complex Building Maintenance
- \$5,500.00 Pool Deck Repair
- \$65,000.00 Vermeer Chipper
- \$20,000.00 New Dump Box for 2005 International

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Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the transfer as requested. Roll call. All voted aye. Motion carries, 5-0. It was discovered there was a typo in the original request, and it should have been a request to approve the transfer of \$120,500.00 from the General Fund (01) to the Capital Expenditures Fund (38); once again Trustee Kinkade made a motion, with a second from Trustee Johnson to approve the transfer. Roll Call. All voted aye to the corrections. Motion carries, 5-0.

McNamara also submitted a request for approval to transfer \$160,000.00 from the General Fund (01) ARPA Funds to the Sewer Fund (52) for the purpose of partially funding the WWTP Improvements. Trustee Irvin made a motion, with a second from Trustee Meister, to approve the transfer as requested. Roll call. All voted aye. Motion carries, 5-0.

PUBLIC FORUM

None

PRESIDENT'S REPORT

President Johnson expressed his thanks to Kevin, for his many years of service, but especially these last few months being so short-handed in the office, and these past few weeks working diligently with the Department heads on the budget. Johnson also shared his excitement to have Carissa onboard, stating that he's heard nothing but great things and wished her the best of luck.

VILLAGE REPORTS:

Village Administrator Livingston stated that her first week was a success, and that the most urgent need is to fill the vacant Finance Director position. She explained that she had revamped the job title and description, as well as some of the job duties.

Chief Nolan stated that Police Testing was conducted March 18th; five candidates showed up, losing one during bench and one during the run, and the remaining three passed the written test. They've also added back two that had already successfully tested, so they'll be conducting peer interviews and pass their recommendations to the Board soon.

EMS Chief Callahan stated that they'll be teaching a CPR class next week at the High School and that planning for a Community Blood Drive for June or July is underway.

Public Works Director Scoles stated that he and the Public Works department welcome Carissa to the team and look forward to working with her. He also shared a reminder that leaf and yard waste pickup will begin Monday April 3rd and they've been working on the baseball fields, excited to have those ready for the season.

COMMITTEE MEETING:

Administration & Finance Committee, Monday March 21, 2023 at 5:00PM

PRESENT: Village President Paul Johnson, Trustees Irvin, Kinkade, Johnson, and Meister

ABSENT: Trustees Eggenberger and Butterbrodt

Other Village Officials in Attendance: Police Chief Nolan, EMS Chief Callahan, Public Works Director Cory Scoles, Kevin McNamara, Carissa Livingston, Village Administrators, and Whitney Scott, Village Clerk

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President Johnson called the meeting to order and requested a roll call.

FY2024 Budget: The proposed budget for Fiscal Year 2024 was reviewed in depth. McNamara confirmed that the proposed budget included 3% increases for employee salaries and increased funds for fuel expenses for all departments. McNamara also presented a list of approved projects that are being carried into FY2024 and potential FY24 Capital Outlay Projects. The Department Directors discussed their proposed needs and projects, and the Board determined that several would qualify under our remaining ARPA Funds in order to free up funds for additional needs.

Police Chief Nolan confirmed that he had located a dealership with several squad cars available on their lot, and more coming soon. He advised that the quote for the vehicle came in just under \$40,000 and that the additional equipment, lighting, and striping would be approximately \$15,000 coming in just under the \$57,500 originally approved. The Board discussed and approved moving forward with the purchase of two squads at this time; one budgeted in FY2023 and the second in FY2024.

EMS Chief Callahan reviewed his proposed requests for updated communication devices; the Board approved purchasing 20 of the DuPage County Radios at \$5,000 each. The Board also approved purchasing a Knox Vault for the third ambulance and advised Callahan to look into two ZOLL Medical leases at \$11,000 per year.

Public Works Director Cory Scoles provided updates on several projects in progress and advised the Board of several upgrades and repairs that would be necessary sooner rather than later. The Board approved a purchase of a new chipper and miscellaneous safety equipment.

The Board also discussed the need to focus on the overdue repairs needed at the parks and alleys throughout the Village.

With no further new business to discuss, it was unanimously approved to adjourn the meeting at 6:53PM.

RESOLUTIONS & ORDINANCES:

Resolution 2023-06 Appointment of IMRF Authorized Agent A resolution appointing Carissa Livingston as the authorized agent in IMRF matters for the Village of Dwight effective March 28, 2023 was presented for review. Trustee Eggenberger made a motion, with a second from Trustee Johnson, to approve the Resolution as proposed. Roll call. Johnson (aye), Kinkade (aye), Irvin (aye), Meister (aye), Eggenberger (aye). Motion carries, 5-0.

RESOLUTION 2023-06 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Resolution 2023-07 Appointment of Authorized Signatures for the Village of Dwight A resolution adding Carissa Livingston to the list of employees authorized to sign checks with Peoples National Bank of Kewanee as “Authorized Representative” was presented. Trustee Kinkade made a motion, with a second from Trustee Meister, to approve the Resolution as presented. Roll call. Johnson (aye), Kinkade (aye), Irvin (aye), Meister (aye), Eggenberger (aye). Motion carries, 5-0.

RESOLUTION 2023-07 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Resolution 2023-08 Appointing Authorized Account Inquiry Representatives for the Village of Dwight A resolution adding Carissa Livingston to the list of employees authorized to initiate account inquiries and related requests with Peoples National Bank of Kewanee, Bank of Pontiac, Streator Onized Credit Union, and Midland States Bank as “Authorized Representative” was presented. Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the Resolution as proposed. Roll call. Johnson (aye), Kinkade (aye), Irvin (aye), Meister (aye), Eggenberger (aye). Motion carries, 5-0.

RESOLUTION 2023-08 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

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Resolution 2023-09 Approval of a Wind Energy Conversion System Within One and a Half Miles of the Village Corporate Limits A resolution approving development, construction and operation of a wind energy conversion system project within one and a half miles of the corporate limits of the Village of Dwight was presented for review. Trustee Irvin made a motion, with a second from Trustee Meister, to approve the Resolution as proposed. Roll call. Johnson (aye), Kinkade (aye), Irvin (aye), Meister (aye), Eggenberger (aye). Motion carries, 5-0.

RESOLUTION 2023-09 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Resolution 2023-10 Community Benefit Agreement A resolution approving the Community Benefit Agreement between the Village of Dwight and Illinois Generation LLC (IG) was presented for review. Trustee Johnson made a motion, with a second from Trustee Irvin, to approve the Resolution as proposed. Roll call. Johnson (aye), Kinkade (aye), Irvin (aye), Meister (aye), Eggenberger (aye). Motion carries, 5-0.

RESOLUTION 2023-10 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

ORD 1494 An Ordinance Amending the Fiscal Year 2022/2023 Budget was presented for review. Trustee Irvin made a motion, with a second from Trustee Meister, to approve the Ordinance. Roll call. Johnson (aye), Kinkade (aye), Meister (aye), Eggenberger (aye), Irvin (aye). Motion carries, 5-0.

ORDINANCE 1494 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

ORD 1495 An Ordinance Adopting the Fiscal Year 2023/2024 Budget was presented for review. Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the Ordinance. Roll call. Johnson (aye), Kinkade (aye), Meister (aye), Eggenberger (aye), Irvin (aye). Motion carries, 6-0.

ORDINANCE 1495 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

OLD BUSINESS:

Trustee Irvin stated that the new railings at Franklin Corner are looking fantastic and congratulated Trustee Kinkade on the progress of the project. Public Works Director Scoles and Village Administrator McNamara confirmed that the RFP for the Water Meter Project should be completed and ready to be submitted by end of week.

NEW BUSINESS

Bids for the Williams Street Roadway Reconstruction were reviewed. Based on the proposals received, Chamlin & Associates recommended the project be awarded to the low, responsive, responsible bidder Tobey's Const. & Cartage, Inc. in the amount of \$712,974.15. Trustee Johnson made a motion, with a second from Trustee Kinkade, to award the bid for repairs to Tobey's. Roll call. All voted aye. Motion carries, 5-0.

Finding no further new business, President Johnson asked for a motion to enter into executive session to discuss Section 2 (C) 1 Personnel. Trustee Meister made a motion, with a second from Trustee Kinkade, to enter into Executive Session at 6:45pm. (There was an approximate fifteen-minute delay before

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entering into executive session due to signing Resolutions 2023-09 and 2023-10 with representatives from IG onsite.)

The Board returned to Regular Session at 8:10pm with one action item. Trustee Irvin made a motion, with a second from Trustee Kinkade, to hire Zachary Zimmerman as a full-time EMS-Intermediate at a Step I of the EMS EMT-Basic Scale on a 12-month probationary period. Roll call. Johnson (aye), Kinkade (aye), Meister (aye), Eggenberger (no), Irvin (aye). Motion carries, 4-1.

Before closing the meeting, Village Administrator Livingston advised that there are a few urgent items of note that she hopes to resolve as soon as possible; first is the open Finance Director position. She explained that she had reviewed the current job description and shared a draft of proposed changes, including changing the title to Financial Services Coordinator, the salary range from \$59,000 - \$65,000, and revising the qualifications and responsibilities. She asked the Board to please review and provide feedback via email as soon as possible so that the job could be posted by week's end. Livingston also advised that computer and software, upgrades are her top priority, as some PCs are still running Windows 7.

Finding no further business, Trustee Kinkade made a motion, with a second from Trustee Johnson, to adjourn the meeting at 8:30 PM, all voted aye.

Paul Q. Johnson, President

ATTEST:

Whitney M. Scott, Village Clerk