

August 28, 2023

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

**Held in the Public Services Complex
209 South Prairie Avenue, Dwight Illinois
August 28, 2023 at 6:30PM**

President Johnson called the meeting to order at 6:30PM and asked for a roll call.

New Police Officers Julia Santiago and Tyler Calhoun were sworn in.

PRESENT: Paul Johnson, Village President; Marla Kinkade, Trustee; Jenny Johnson, Trustee; Brian Berta, Trustee; and Randy Irvin, Trustee

ABSENT: Justin Eggenberger, Trustee and Pete Meister, Trustee

OTHER Village Officials in Attendance: Crissy Livingston, Village Administrator; Cory Scoles, Public Works Director; Mike Nolan, Police Chief; Nick Ehgott, Village Attorney; and Whitney Scott, Village Clerk

The Village Board Minutes from August 14, 2023 were presented for approval. Trustee Kinkade made a motion, with a second from Trustee Irvin, to approve the minutes as submitted. Roll call. All voted aye. Motion carries, 4-0.

FINANCIAL REPORTS

Payment of the August 28, 2023 bills in the amount of \$65,453.36 were presented for payment from the various funds. Trustee Johnson made a motion, with a second from Trustee Berta, to pay the bills as submitted. Roll call. All voted aye. Motion carries, 4-0.

The June 2023 Treasurer's Report was presented for review. Trustee Irvin made a motion, with a second from Trustee Kinkade, to approve the report as submitted. Roll call. All voted aye. Motion carries, 4-0.

Village Administrator Livingston presented a request for a fund transfer of \$8,978.75 from the Referendum Fund (36) to the Referendum Bond Fund (47) for paying interest on bond payment. Trustee Irvin made a motion, with a second from Trustee Kinkade, to approve the fund transfer. Roll Call. All voted aye. Motion carries, 4-0.

Livingston also presented a request for a fund transfer of \$26,586.25 from the Water Fund (51) to the Water Bond Fund (41) for bond payment. Trustee Irvin made a motion, with a second from Trustee Johnson, to approve the fund transfer. Roll Call. All voted aye. Motion carries, 4-0.

Livingston also presented a request for a fund transfer of \$91,666.67 from the General Fund (01) to Capital Expenditures (38) for parks. Trustee Irvin made a motion, with a second from Trustee Berta, to approve the fund transfer. Roll Call. All voted aye. Motion carries, 4-0.

August 28, 2023

Livingston also presented a request for a fund transfer of \$89,523.05 from the General Fund (01) to Capital Expenditures (38) for fund reconciliation. Trustee Irvin made a motion, with a second from Trustee Kinkade, to approve the fund transfer. Roll Call. All voted aye. Motion carries, 4-0.

PUBLIC FORUM

Randy Irvin, on behalf of DEA, shared that new business Prospect Fitness, located on Watters Drive next door to the Weller Agency, opened today and offers personal training, group training, MMA conditioning and kickboxing classes.

Irvin, on behalf of Harvest Days, confirmed that planning and preparations are finishing up and everything is going smoothly.

Paul Ducat, candidate for 53rd Illinois State Senator, was in attendance to introduce himself and share his experience and qualifications for the candidacy and expressed his drive for community involvement.

PRESIDENT'S REPORT

President Johnson confirmed that things are moving forward with a potential new business; just waiting on the final financing and GLCEDC incentives. He stated that he and Livingston had also been in communication with Phoenix Investors regarding TIF III. Johnson also shared that the Fire Department had recently received a \$3,000.00 FEMA Grant to train and retain fire fighters, to help ensure that the fire house is staffed, and that is great for the entire community and something to share with potential new businesses as well.

VILLAGE REPORTS

Village Administrator Livingston stated that the demolition of Arby's is complete and that the timeline for the new Casey's is on target to be complete by end of year or early January. Livingston confirmed that the Casey's on Union Street would be closed at that time, and they will remove the tanks and awning, and then determine if that building would be sold as is or demolished. Livingston also advised that a lady had called regarding hosting a wedding at the old train depot; that this lady had been in contact with McNamara a few times over the last year, planning on hosting a 15-minute ceremony for approximately a dozen guests – but that she's now estimating approximately 120 guests. The Board discussed and advised that she should follow up with the Historical Depot, as they're currently tenants of the property, to ensure there are no scheduling conflicts.

Livingston, on behalf of Chief Callahan, also provided the following EMS updates. Ambulance 1824 is back at Ford for additional service. Danielle and Nicole are all set as part-time EMT-Basics, and Troy will be testing within the week. Brandon & Alyssa will be starting paramedic classes soon. EMS will attend all JV & Varsity home football games, and IDPH Inspections are scheduled for August 31st.

Chief Nolan advised that the two newest officers would be starting their field training process; that they'd be assigned to another officer for the next 10-12 weeks and then shadowed for a few weeks. Nolan also confirmed that the new squads should be ready within the next couple of weeks.

Public Works Director Scoles confirmed the Williams Street project is progressing and that the new Lion's Lake equipment was delivered and he's working on getting that scheduled for installation by the end of October.

August 28, 2023

COMMITTEE MEETINGS

Public Properties and Utility Committee, Monday August 28, 2023 at 5:15pm

PRESENT: President Johnson and Trustees Kinkade, Berta, Johnson, and Irvin

Others in Attendance: Public Works Director Scoles, Sewer Operator Tutterow, Village Administrator Livingston, Chief Nolan, Village Clerk Scott, and Village Attorney Ehrgott

Kinkade called the meeting to order at 5:15pm.

Renfrew Park Updates: *The Committee reviewed the estimates to renovate the West Restrooms; replacing the siding, doors, roofing, fixtures (toilets, urinals, sinks, etc.), adding vinyl board wall coverings and epoxy flooring, for \$8,215.86. It was confirmed that the new restrooms would be ADA compliant; though because they're not changing the footprint of the facility, it's not required. Scoles confirmed that the Public Works Department could complete the necessary renovations while the restrooms are closed for the winter. The Committee unanimously approved recommending the Board proceed with the renovations as proposed.*

Trustee Kinkade made a motion, with a second from Trustee Berta, to approve the Renfrew Park West Restroom Renovations as proposed. Roll Call. All voted aye. Motion carries, 4-0.

Utility Billing: *Livingston advised that there are many past due utility accounts; that red tags had not been executed consistently in the past, and the Village is currently owed approximately \$55,000. She explained that they would be doing red tags on Friday September 1st, and that anyone that hadn't brought their account current, or made arrangements to do so by September 6th, would have their water shut off. This will be completed before the next billing cycle to get all accounts up to date. Livingston also provided an updated form for payment arrangement agreements for review. The Committee unanimously approved recommending the Board update the form as presented.*

Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the proposed Payment Arrangement Agreement. Roll Call. All voted aye. Motion carries, 4-0.

With no further business to discuss, it was unanimously approved to adjourn the meeting at 5:30PM.

Ordinance Committee, Monday August 28, 2023 at 5:30pm

PRESENT: President Johnson and Trustees Kinkade, Berta, Johnson, and Irvin

Also Present: Public Works Director Scoles, Sewer Operator Tutterow, Village Administrator Livingston, Chief Nolan, Village Clerk Scott, and Village Attorney Ehrgott

Committee Chair Irvin called the meeting to order at 5:30PM.

Village Administrator Livingston presented several Ordinance updates for review. The Committee reviewed and unanimously approved recommending the Board approve those as submitted:

A proposed Ordinance Amending Chapter 10, Traffic, Article V, Parking Rules by adding entry to 10.501 (Section 5) as follows: "Williams Street from the intersection of Old Route 66 to Lincoln Street" Trustee Johnson made a motion, with a second from Trustee Kinkade, to approve the amendment as proposed. Roll call. All voted aye. Motion carries, 4-0.

A COPY OF ORDINANCE 1500 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

A proposed Ordinance Amending Chapter 10, Traffic, Article V, Parking Rules by adding entry to 10.501(d) as follows: "5. On the east and west side of Lincoln Street, from south of Williams Street to the dead end." Trustee Berta made a motion, with a second from Trustee Kinkade, to approve the amendment as proposed. Roll call. All voted aye. Motion carries, 4-0.

A COPY OF ORDINANCE 1501 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

August 28, 2023

A proposed Ordinance Amending Chapter 22, Streets and Sidewalks, Article II, Driveways, 22.201 Permission Required, adding after the first paragraph as follows: “The curb cut fee for a new residential home that accesses the driveway to the main house will be waived during the building permit application. Any additional curb cuts will be subject to the curb cut fee and approval.” Trustee Johnson made a motion, with a second from Trustee Kinkade, to approve the amendments as proposed. Roll call. All voted aye. Motion carries, 4-0.

A COPY OF ORDINANCE 1502 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

A proposed Ordinance Establishing an Equal Employment, Non-Discrimination, and Sexual Harassment Policy was presented for review. Trustee Kinkade made a motion, with a second from Trustee Berta, to approve the Ordinance as proposed. Roll call. All voted aye. Motion carries, 4-0.

A COPY OF ORDINANCE 1503 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

A proposed Ordinance Prohibiting and Making Unlawful Discrimination in Housing and/or Real Property because of Race, Color, Religion, Creed, National Origin, Ancestry, Sex, or Physical or Mental Handicap in the Village of Dwight was presented for review. Trustee Johnson made a motion, with a second from Trustee Kinkade, to approve the Ordinance as proposed. Roll call. All voted aye. Motion carries, 4-0.

A COPY OF ORDINANCE 1504 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Livingston also presented proposed updates to the following Village Forms: Building Permit, Curb Cut Application, Sound Amplification Permit, Street Closure Permit, and Building Fee Schedule. The Committee reviewed and unanimously approved recommending the Board approve those as submitted.

Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the forms as proposed. Roll Call. All voted aye. Motion carries, 4-0.

Livingston also presented drafts for an Application for a Business License and an updated Sidewalk Ordinance; both were tabled and will be updated/revised before being recommended to the Board. With no further new business to discuss, it was unanimously agreed to adjourn the meeting at 6:11PM.

ORDINANCES / RESOLUTIONS

Resolution 2023-16 Dwight Harvest Days sponsoring a PARADE, requiring the temporary closure of both lanes of IL Rt. 17 (Mazon Ave) from Old Rt. 66 to Franklin Street was presented for consideration. Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the Resolution as proposed. Roll call: Johnson (aye), Kinkade (aye), Meister (absent), Berta (aye), Eggenberger (absent), Irvin (aye). Motion carries, 4-0.

A COPY OF RESOLUTION 2023-16 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Resolution 2023-17 to Enter into an Agreement for Application Service for an Illinois Open Space Land Acquisition and Development (OSLAD) Grant was presented for consideration. Trustee Berta made a motion, with a second from Trustee Kinkade, to approve the Resolution as proposed. Roll call: Johnson (aye), Kinkade (aye), Meister (absent), Berta (aye), Eggenberger (absent), Irvin (aye). Motion carries, 4-0.

A COPY OF RESOLUTION 2023-176 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Resolution 2023-18 a Resolution for Appointment of Banking Authority, naming Village President Paul Johnson, Village Administrator Carissa Livingston, President Pro-tem Randy Irvin, and Trustee Marla Kinkade as authorized to sign checks on behalf of the Village of Dwight on all accounts with Bank of Pontiac was presented for consideration. Trustee Kinkade made a motion, with a second from Trustee

August 28, 2023

Johnson, to approve the Resolution as proposed. Roll call: Johnson (aye), Kinkade (aye), Meister (absent), Berta (aye), Eggenberger (absent), Irvin (aye). Motion carries, 4-0.

A COPY OF RESOLUTION 2023-18 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Resolution 2023-19 a Resolution Adopting Residential Anti-Displacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974 was presented for consideration. Trustee Kinkade made a motion, with a second from Trustee Berta, to approve the Resolution as proposed. Roll call: Johnson (aye), Kinkade (aye), Meister (absent), Berta (aye), Eggenberger (absent), Irvin (aye). Motion carries, 4-0.

A COPY OF RESOLUTION 2023-19 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

OLD BUSINESS

Livingston advised that the Board would need to officially approve the 2023 Financial Audit. Trustee Kinkade made a motion, with a second from Trustee Berta, to approve Mac & Associates 2023 Financial Audit. Roll call. All voted aye. Motion carries, 4-0.

The Board reviewed the two Sidewalk Pay Requests received at the August 14th Regular Meeting. Scoles confirmed that he verified the measurements of the sidewalks replaced, and he an\$1,032.00. Trustee Irvin made a motion, with a second from Trustee Kinkade, to approve the sidewalk reimbursement requests. Roll call. All voted aye. Motion carries, 4-0.

NEW BUSINESS

Livingston presented a proposal from Mack and Associates for auditing services and recommended approving a two-year contract, at the cost of \$12,500 for 2024 and \$12,875 in 2025. Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the proposed agreement for the 2024 and 2025 Audits. Roll call. All voted aye. Motion carries, 4-0.

Livingston also presented the 2023 Dwight Comprehensive Plan for review. Trustee Kinkade made a motion, with a second from Trustee Johnson, to adopt the Comprehensive Plan as submitted. Roll call. All voted aye. Motion carries, 4-0.

Finding no further business, President Johnson asked for a motion to adjourn. A motion to adjourn was made by Trustee Johnson with a second by Trustee Berta. All voted aye by voice vote. The meeting adjourned at 7:28PM.

APPROVED:

Paul Q. Johnson, Village President

ATTEST:

Whitney M. Scott, Village Clerk