

November 27, 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
November 27, 2023 at 6:30PM**

President Johnson called the meeting to order at 6:36PM and asked for a roll call.

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

ABSENT: Pete Meister, Trustee

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

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

FINANCIAL REPORTS

Payment of the November 27, 2023 bills in the amount of \$964,447.66 were presented for payment from the various funds. Trustee Kinkade made a motion, with a second from Trustee Johnson, to pay the bills as submitted. Roll call. All voted aye. Motion carries, 5-0.

The October 2023 Treasurer's Report was struck from the meeting agenda.

PUBLIC FORUM

Randy Irvin, on behalf of DEA, shared that the Christmas Tree for Clock Park was delivered, and clean-up and decorating had been rescheduled to Wednesday due to the snowy weather on Sunday. He also stated that Small Business Saturday was a success, and that Christmas in Dwight kicks off this Saturday with Sleigh All Day, starting at 9:00AM with a 3K/5K and lasting through midnight with the Jingle & Mingle at the Country Mansion Garden Room.

PRESIDENT'S REPORT

President Johnson advised that he did not have anything to report.

VILLAGE REPORTS

Village Administrator Livingston said they've received many compliments on the lighted poles throughout downtown and thanked Public Works for all their work!

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Chief Callahan reported that both Brandon and Alyssa are approximately three and half months into the medic program and both are doing well. He confirmed that Ambulance 1815 is on schedule for the remount project in early January. Callahan advised that they've had a busy week, with over forty calls in the past seven days, many repeat callers, and gave a shoutout to the EMS Staff for all their hard work. He also thanked the Firehouse for sharing their kitchen on Thanksgiving! President Johnson inquired about possible programs that might help minimize residents calling 911 for unnecessary reasons. Callahan advised that the State programs are inundated and aren't able to provide any solutions, and there aren't any programs in Livingston County. Callahan also explained that because we don't bill residents for service, that does not help deter excessive calls, and that there has also been a 14.7% increase in mental health/psych calls. President Johnson asked Callahan to work with the EMS Staff internally on suggestions and ideas for resolutions and to bring those to the next Services Committee Meeting.

Chief Nolan shared that Officer McKee's father had unexpectedly passed away Wednesday and that he's been on Bereavement Leave. Nolan stated that the Visitation is scheduled for Thursday November 30th from 4:00 – 7:00PM in Roberts, and the officers all plan on leaving by 2:45PM to walk through the line together. Nolan also stated that the two newest officers have started taking day shift calls and everyone is pitching in to cover McKee's shifts.

Public Works Director Scoles shared a reminder that last week was the last yard waste and leaf pickup and shared a reminder to residents to please avoid raking leaves into the street. He also congratulated Sarah on starting her ninth year! Trustee Irvin inquired about costs to add a vacuum option to the street sweeper to assist with leaf cleanup. Scoles stated that they could range anywhere from \$60,000 to hundreds of thousands of dollars. He also explained that they were really popular a few years ago, but communities have learned they're not as great as originally thought; they create a scheduling nightmare and problems between neighbors.

COMMITTEE MEETINGS

Ordinance Committee, Monday November 20, 2023 at 3:15pm

PRESENT: Trustees Johnson, Kinkade, and Irvin

Also Present: Public Works Director Scoles, Village Administrator Livingston, Village Clerk Scott, and Village Attorney Ehrgott

Committee Chair Irvin called the meeting to order at 3:30PM.

Ordinance 1505 Demolition Permit: *Livingston presented a draft of Ordinance 1505 to Amend Chapter 23, Article 1, Section 23.102 to add a section pertaining to Demolition Requirements as well as a proposed new Demolition Permit Application. The committee discussed amending the language and associated fees for the permit to differentiate between commercial/industrial and residential demolitions, with permit fees set at \$100.00 and \$30.00 respectively. Livingston and Ehrgott will revise the proposed Ordinance as suggested and present it at the next Ordinance Meeting for final approvals before recommending to the Board.*

Ordinance 1506 Addition of Standards for the Village Right Of-Way: *Livingston explained that there are several fiber companies eager to come into town, and after talking with area communities, there are concerns with the extensive support and assistance they'll be requiring of our Public Works department. She explained that they'll submit hundreds of JULIEs, and our Public Works department will have a very short turn-around time to mark Village utilities, and many of the JULIEs are extended and rescheduled, requiring Public Works to re-mark utilities throughout the duration of the project. Livingston also expressed the need to hold these companies responsible for any damages to Village utilities such as sewer and phone lines, as well as landscape repairs. A draft of Ordinance 1506, outlining guidelines and proposed permit fees, was presented for review. The Committee requested further research regarding*

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permit fees and potentially charging by linear feet of proposed project(s). Livingston confirmed she'd gather data and present that in a quick meeting prior to the November 27th meeting.

Ordinance 1507 Mobile Food Vendor: *Livingston presented a draft of Ordinance 1507 outlining guidelines for Mobile Food Vendors within Village Limits. The committee reviewed and discussed potentially limiting the number of times per year and where food vendors would be allowed. After extensive discussions, it was determined that the Committee unanimously agrees vendors would NOT be allowed within the Downtown and Park Street area, or on Village Property at this time. The Committee decided that they would revisit this topic at a future meeting, asking that everyone bring suggestions of where vendors should be allowed and proposed frequency limitations and fees.*

Ordinance 1508 Business Registration Application: *A proposed Ordinance requiring all new businesses to complete a Business Registration Application and the Application Form were presented for review. The proposed Ordinance would require all new businesses after January 1, 2024 to register with the Village or face penalty fees. The Committee discussed the need for existing businesses to also complete the form so that their information is on file, especially their emergency contact information, but a desire to assist our existing businesses in completing the paperwork without penalty. The Committee also discussed potential conflicts with the current Occupancy Permit Requirements and ultimately decided to also table this topic for further discussion at a future meeting.*

The Committee set a date for January 29th, at a time to be determined, for the next Ordinance Meeting to further discuss the proposed Ordinances.

With no further new business to discuss, Kinkade made a motion, with a second from Johnson, and unanimously agreed to adjourn the meeting at 6:15PM.

Administration & Finance Committee, Monday November 27, 2023 at 5:30pm

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

Also Present: Public Works Director Scoles, Police Chief Nolan, EMS Chief Callahan, Village Administrator Livingston, Village Clerk Scott, and Village Attorney Ehr Gott

President Johnson called the meeting to order at 5:30PM.

Christmas Certificates: *Livingston advised that in years past, all Village Employees were gifted a \$50 DEA Gift Certificate. An alternate option would be to provide a \$50 year-end bonus, with the Village covering the taxes, which would cost approximately \$65 per employee. Irvin made a motion, with a second from Eggenberger, to make a \$1,550.00 donation to the DEA. It was unanimously approved to recommend to the Board for approval.*

Trustee Johnson made a motion, with a second from Trustee Berta, to approve a \$1,550.00 donation to the DEA. Roll call. All voted aye. Motion carries, 5-0.

2024 Building Fee Schedule: *The current Building Fee Schedule, with a \$1,000 incentive, is set to expire December 31, 2023. Livingston provided a breakdown of current fees (permits, tap fees, and inspections) and requested feedback from the Committee. It was unanimously agreed to recommend that the Board extend a \$1,500.00 incentive effective January 1, 2024 through December 31, 2024..*

Trustee Eggenberger made a motion, with a second from Trustee Kinkade, to approve the \$1,500.00 incentive effective January 1, 2024 through December 31, 2024. Roll call. All voted aye. Motion carries, 5-0.

Amusement Tax: *Livingston advised that as streaming services have been gaining popularity since 2018/2019, and many residents are no longer paying for cable services, municipalities are losing out on telecommunication taxes. These taxes can be recouped under the Amusement Tax. The Committee discussed and determined they wanted to clearly define exclusions for live events, and focus on residential streaming services such as Netflix and Hulu, etc. Livingston and Ehr Gott will work on an Ordinance Amendment and present that at a future meeting for further discussion.*

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Clear Gov: Livingston presented a software proposal from ClearGov, Inc., to provide a budgeting and financial software solution for an annual fee of \$10,000. Livingston explained that the current DOS software is outdated and does not support any type of capital budgeting, forecasting or data mapping. Berta inquired about how to cover these types of un-budgeted expenses. Livingston and President Johnson explained that many of the Village's current expenses could be covered with \$111,000.00 ARPA Fund balance, rather than out of our general fund, freeing up the funds to pay for this expense. The Committee unanimously approved; this will be recommended to the Board for approval at the December 11th meeting.

Lauterbach & Amen: Livingston advised that she has been in discussions with Lauterbach and Amen to come in and review the Village budget, to ensure we maximize every opportunity for the 2024-2025FY Budget. She explained that this will provide the opportunity to add line items to ensure we're allocating expenses cohesively, to show where funds are truly being spent. Livingston will obtain quotes to present for approval at a future meeting.

Historical Appraisal: The Committee discussed the need for a Historic Appraisal for the Depot after recent appraisals indicated it was most likely under-valued and -insured. The Committee discussed the need to also include a historic appraisal for the Windmill and Texaco Station as well. Livingston advised that she had a ballpark estimate of \$4,000 for the Depot and would inquire about additional costs and a time frame for getting all three appraised. Kinkade made a motion, with a second from Irvin, to recommend the Board proceed with Historic Appraisals for all three locations.

Trustee Irvin made a motion, with a second from Trustee Eggenberger, to proceed with the Historical Appraisals for the Depot, Windmill, and Texaco Station as proposed. Roll call. All voted aye. Motion carries, 5-0.

Ordinance 1509 Paid Leave for All Workers Act: Livingston advised that effective January 1, 2024 the Paid Leave for All Workers takes effect and that we would need to pass an Ordinance to comply. The Act requires that all employers must provide employees with one hour of paid leave per 40 hours worked and allow them to carry over up to 40 hours of paid leave annually. Johnson made a motion, with a second from Kinkade, to recommend the Board approve Ordinance 1509.

Trustee Kinkade made a motion, with a second from Trustee Berta, to approve an Ordinance regarding the Illinois Paid Leave for All Workers Act for the Village of Dwight. Roll call. All voted aye. Motion carries, 5-0.

A COPY OF ORDINANCE 1509 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

Tax Levy: Livingston provided the 2023 Tax Levy Summary and advised that based on Livingston County estimated Equalized Assessed Values, there is almost a 6.9% increase. The proposed levy for Tax Year 2023 is \$1,023,500. Kinkade made a motion, with a second from Irvin, to recommend the Board approve the 2023 Levy Request.

Trustee Irvin made a motion, with a second from Trustee Kinkade, to approve the 2023 Tax Levy. Roll call. All voted aye. Motion carries, 5-0.

With no further new business to discuss, Kinkade made a motion, with a second from Johnson, and unanimously agreed to adjourn the meeting at 6:15PM.

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Ordinance Committee, Monday November 27, 2023 at 6:25pm

PRESENT: Trustees Johnson, Kinkade, and Irvin

Also Present: Public Works Director Scoles, Village Administrator Livingston, Village Clerk Scott, and Village Attorney Ehrgott

President Johnson called the meeting to order at 6:25PM.

Ordinance 1506 Addition of Standards for the Village Right Of-Way: *The Committee continued discussions regarding proposed charges per linear foot plus a \$100 permit fee. Livingston provided examples based on fees ranging from \$0.25 to \$3.00 per linear foot. The Committee discussed potentially charging a \$2.00 per linear foot for 2" conduit and \$3.00 per linear foot for up to 4" conduit, but unanimously agreed that further research was needed to ensure that they weren't just arbitrarily assigning a fee. Livingston will research to find area examples if possible and will provide updates at the December 11th meeting.*

With no further new business to discuss, it was unanimously agreed to adjourn the meeting at 6:35PM.

ORDINANCES / RESOLUTIONS:

A proposed Ordinance Amending Chapter 18, by adding Article VII, "Authorization to accept ACH Payments at the request of utility customer in the conduct of monetary transactions" was reviewed. Trustee Eggenberger made a motion, with a second from Trustee Johnson, to approve the amendment as proposed. Roll call. All voted aye. Motion carries, 5-0.

A COPY OF ORDINANCE 1510 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK

OLD BUSINESS

None

NEW BUSINESS

Carson Woods, on behalf of Rural Ventures LLC, submitted a Liquor License Application for the property at 101 W. South Street, Dwight (previously the Country Mansion Garden Room). Trustee Irvin made a motion, with a second from Trustee Kinkade, to approve the Application. Roll call. All voted aye. Motion carries, 5-0.

EMS Chief Callahan submitted a Letter of full-time Resignation from paramedic Zach Zimmerman, with an offer to remain on staff part-time, effective December 12, 2023. Trustee Irvin made a motion, with a second from Trustee Eggenberger, to approve the status change as requested. Roll call. All voted aye. Motion carries, 5-0.

EMS Chief Callahan recommended hiring current part-time paramedic Nicole Martinez as a full-time medic, effective January 1, 2024. Trustee Irvin made a motion, with a second from Trustee Eggenberger, to approve the status change as requested. 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, Section 2 (c) 2 Collective Bargaining, and Section 2 (c) 21 Review of Closed Session Minutes. Trustee Irvin made a motion, with a second from Trustee Eggenberger, to enter into Executive Session at 7:08PM.

The Board returned to Regular Session at 8:00PM with the following action items:

Trustee Irvin made a motion, with a second from Trustee Kinkade, to modify the Village Administrator's contract as proposed. Roll call. All voted aye. Motion carries, 5-0.

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Trustee Kinkade made a motion, with a second from Trustee Irvin, to hire Henson and Vargas as Police Officers. Roll call. All voted aye. Motion carries, 5-0.

Trustee Irvin made a motion, with a second from Trustee Johnson, to approve and sign the ratified EMS Contract. Roll call. All voted aye. Motion carries, 5-0.

Trustee Kinkade made a motion, with a second from Trustee Irvin, to Release the following Closed Session Meeting Minutes. Roll call. All voted aye. Motion carries, 5-0.

- December 13, 2021
- January 4, 2022
- April 11, 2022
- June 13, 2022
- September 12, 2022
- September 26, 2022
- January 23, 2023
- February 27, 2023
- April 24, 2023
- May 8, 2023
- June 12, 2023
- July 10, 2023
- September 11, 2023

Trustee Johson made a motion, with a second from Trustee Berta, to delete the following Closed Session Meeting Recordings. Roll call. All voted aye. Motion carries, 5-0.

- December 13, 2021
- January 4, 2022
- April 11, 2022

Trustee Irvin made a motion, with a second from Trustee Johnson, to keep the following Closed Session Meeting Minutes sealed. Roll call. All voted aye. Motion carries, 5-0.

- March 27, 2023
- June 26, 2023
- July 24, 2023
- August 14, 2023
- October 2, 2023

Finding no further business, President Johnson requested a motion to adjourn. A motion to adjourn was made by Trustee Irvin with a second by Trustee Johnson. All voted aye by voice vote. The meeting adjourned at 8:04PM.

APPROVED:

Paul Q. Johnson, Village President

ATTEST:

Whitney M. Scott, Village Clerk