

February 12, 2024

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

**Held in the Public Services Complex  
209 South Prairie Avenue, Dwight Illinois  
February 12, 2024 at 6:30PM**

President Johnson called the meeting to order at 6:34PM and asked for a roll call.

**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; Michael Callahan, EMS Chief; and Whitney Scott, Village Clerk**

The Village Board Minutes from January 22, 2024 were presented for approval. Trustee Irvin made a motion, with a second from Trustee Kinkade, to approve the minutes as submitted. Roll call. All voted aye. Motion carries, 4-0.

The Ordinance Meeting Minutes from January 29, 2024 were presented for approval. Trustee Kinkade made a motion, with a second from Trustee Johnson, to approve the minutes as submitted. Roll call. All voted aye. Motion carries, 4-0.

**FINANCIAL REPORTS**

Payment of the February 12, 2024 bills in the amount of \$125,318.61 were presented for payment from the various funds. Trustee Irvin made a motion, with a second from Trustee Johnson, to pay the bills as submitted. Roll call. All voted aye. Motion carries, 4-0.

Village Administrator Livingston presented a request for a fund transfer of \$407,125.69 from the General Fund (01) to the Capital Expenditures Fund (38) for paying Capital Outlay purchases, including the purchase of a John Deere 1025R for \$19,000.00. Trustee Kinkade made a motion, with a second from Trustee Berta, to approve the fund transfer. Roll Call. All voted aye. Motion carries, 4-0.

**PUBLIC FORUM**

None

**PRESIDENT'S REPORT**

President Johnson expressed his excitement that the Village is finally getting some money! He explained that when he first ran for President, this was one of his primary goals, and that Livingston has made it a priority to obtain Grant funding for every project. He also explained that the \$2,000 investment to partner with NCICG was instrumental in the OSLAD Grant and shared his appreciation to Livingston and Public Works for their efforts.

## **VILLAGE REPORTS**

Village Administrator Livingston confirmed that the Village had been awarded the OSLAD Grant in the amount of \$600,000.00 to kick off Phase 1 of the Renfrew Park Project. She advised that she estimates a wait of 30-60 days to get the contract agreement back from the state, and then will continue working with Hitchcock Designs on the final plans and getting the project out to bid. Livingston advised that the project would likely begin in late 2024 or early 2025. The OSLAD Grant will re-open again in July and she'll continue working with Hitchcock Designs to submit the application towards Phase 2 of the Project. Livingston also shared that the Village was selected as a recipient of the Heritage Corridor Destinations / Historic Route 66 tourism grant, receiving \$20,000 for the Texaco Station. The Village was also awarded a \$225,000 grant towards EV Parking & Landscaping, which will most likely be used to replace the west parking lot at Renfrew Park. Chamlin has already been out surveying, and this work is expected to begin by May 1<sup>st</sup>. She also confirmed that the three new scoreboards donated by Pattern Energy had been received and will be installed soon. Livingston also shared her thanks to Public Works for all their work this past month for keeping the town running smoothly. Livingston advised that she and Chief Nolan had both fielded several phone calls regarding the new Williams Street Townhomes; she explained that applications are still open, and none of the units will be rented until their occupancy permit has been granted.

Chief Callahan advised that the 2021 Ambulance is burning oil again and they're working with Ford on the necessary warranty repairs. Callahan explained that it is scheduled next week and anticipates that Ford will determine replacing the motor is the best solution. Callahan hopes to delay scheduling the motor replacement until the reserve ambulance is back in service. Callahan also advised that he's working on two grant applications.

Chief Nolan stated that the two newest recruits started week 6 of 16 and are doing well. Nolan advised that he has reached out to his new Motorola rep and hopes to schedule a meeting next week to discuss body cams, and that he's also working on several grants for equipment for the department.

Public Works Director Scoles shared his excitement for being awarded the OSLAD Grant and confirmed that the west restrooms at Renfrew Park are nearing completion, with all new siding, roof, and interior painting. He advised that new flooring and the new fixtures would be installed prior to the April 1<sup>st</sup> opening date. Scoles also stated that he'd like to encourage residents to complete the upcoming service line surveys and to not hesitate to reach if any assistance is needed.

## **ORDINANCES / RESOLUTIONS**

Addressed below as part of committee meetings.

## **COMMITTEE MEETINGS**

*Ordinance Meeting, Monday January 29, 2024 at 2:00pm*

*PRESENT: Trustees Johnson, Kinkade, and Irvin*

*Others in Attendance: Public Works Director Scoles, Village Administrator Livingston, and Village Attorney Ehrigott*

*Committee chair Irvin called the meeting to order at 2:00pm. .*

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**Ordinance 1505 Demolition Permit:** *Livingston presented Ordinance 1505 to amend Chapter 23, Article 1, Section 23.102 to add a section about Demolition Requirements and a proposed new Demolition Permit Application with updated language for commercial vs. residential. A request was made to add the verbiage “other” to the permit. Johnson made a motion, with a second from Kinkade, to recommend to the Board for approval.*

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

**A COPY OF ORDINANCE 1505 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK**

**Ordinance 1507 Mobile Food Vendor:** *A discussion took place regarding the location of food trucks. It was deemed that no food trucks would be allowed to operate in the DT-1 unless for a public special event. Mobile food vendors shall only operate in B-1 or B-3 districts if the mobile food vendor is sponsored by a brick-and-mortar business located within the same districts. Mobile Food Vendors on Village-owned property Mobile Food trucks are only allowed at Lions Lake and must contact the Village to reserve the location. Sign-ups will be on a first-come-first-served basis with limited usage restrictions. The fee schedule was discussed, and it was decided that an annual license fee of \$500 per fiscal year, a single license of \$50 per day, or as a single event license for 1-3 days shall be \$125.00. In addition to those fees, a 450 per day fee shall apply to any mobile food vendor for village-owned property (currently only Lions Lake **but as may be amended by the Village from time to time**). Any mobile food vendors are subject to the sales and use tax and must identify the Village as the point of sale. Johnson made a motion, with a second by Kinkade, to recommend to the Board for approval.*

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

**A COPY OF ORDINANCE 1507 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK**

**Ordinance 1508 Business Registration:** *A proposed Ordinance requiring all businesses to complete a Business Registration Application Form was presented for a follow-up review. The proposed Ordinance is a \$25.00 fee for new businesses opened on/after April 1, 2024. Existing business fees would be waived as long as they were completed by March 31, 2024. Any business that does not register will be subject to penalty fees. Livingston recommended adding zoning to the application and how this registration will assist the Village in conversations before businesses open. She also made known that the Business Registration does not replace the Occupancy Permit **and that approval of the business registration does not mean the property will be approved for occupancy**. Johnson made a motion, with a second by Kinkade, to recommend to the Board for approval.*

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

**A COPY OF ORDINANCE 1508 IS ON FILE IN THE OFFICE OF THE VILLAGE CLERK**

*With no further business to discuss, Kinkade made a motion, with a second from Johnson, and unanimously agreed adjourn the meeting at 3:23pm.*

**Public Property/Utility Meeting, Monday February 12 at 5:30pm**

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

**Also Present: Public Works Director Scoles, Village Administrator Livingston, Chief Nolan, Chief Callahan, Public Works Director Scoles, and Village Clerk Scott**

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

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**WTP Additions:** Livingston advised that clearing the village of the arsenic violation and updating our Water Treatment Plant (WTP) will need to be completed; the estimated cost will be approximately \$31,400.00. Scoles and Fritch advised that this is a necessity per IEPA, and that they're working with Farnsworth on the permitting process, which could take up to 45 days. The Committee unanimously agreed to recommend the Board approve the necessary repairs.

**Service Inventory:** Livingston presented a proposed letter and survey to send to all residents, asking for assistance identifying the material of the service line entering their homes. The Committee reviewed and suggested a few changes to make the survey more user-friendly to the homeowner and a few grammatical corrections. The Committee also discussed and unanimously agreed to maintain current guidelines as homeowner's responsibility from the buffalo box to the service line entering their home. Scoles and Fritch also advised that grant money may become available in the future, allowing the Village to contribute a percentage for the necessary repairs. They advised that they're working on the necessary plans for replacing the lead/galvanized lines.

**Repair/Maintenance – water/sewer/streets/alleys:** Livingston advised that Opperman Construction was awarded the bid for the Water Main Loop Project at Watters Drive; however, the Village wasn't able to obtain the easement. Revising this project scope would increase the budget dramatically. Because Opperman had already purchased materials for the project, Livingston recommended using these materials on higher needs projects. The Committee unanimously agreed, approving Livingston to work with Farnsworth to draw up the necessary plans and enter directly into contract with Opperman for the revised project.

Livingston also provided a list of potential capital items to be included in the FY2024-2025 Budget from both the Sewer and Water Departments for review.

**Amend Ordinance 1468 Section 4 – 9.306 Bills:** Livingston explained that the current Ordinance allows a 5-day grace period; however, the water bills show the late payment due effective the day after the due date. Livingston recommends amending the Ordinance to read "a penalty of ten (10) percent shall be added to all bills not paid by the due date", and adding a section to read, "a \$25.00 fee shall be added to any water statement that remains unpaid for a period of 14 days after the due date and a red tag is issued or default of payment arrangement that incurs red tag." The Committee unanimously agreed to recommend the changes to the Board for approval.

**Snowbirds:** Livingston advised that several residents who move south for the winter request that Public Works shut their water off while they're gone. These residents do not incur a shut-off or reconnection fee and have not incurred a water/utility invoice in years past while they're gone. Livingston explained that the Village then becomes responsible for their garbage services fees because Republic does not allow a pause in service for snowbirds. The Committee discussed and unanimously agreed that a \$25 shut-off fee and a \$25 reconnection fee should be assessed, as well as the homeowner should continue receiving their regularly scheduled water/utility invoices to continue contributing to the Sewer Replacement debt and paying their garbage fees. There are no necessary changes to the current Ordinance, just enforcing what is in place.

With no further new business to discuss, Berta made a motion, with a second from Johnson, and it was unanimously agreed to adjourn the meeting at 6:32pm.

## **OLD BUSINESS**

Livingston presented Tobey's Const. and Cartage, Inc. pay request #3 for the Williams Street Roadway Reconstruction project, in the amount of \$202,427.81, for review. Trustee Kinkade made a motion, with a second from Trustee Irvin, to approve processing payment for the invoice. Roll call. All voted aye. Motion carries, 4-0.

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## NEW BUSINESS

Livingston presented an invoice from Sistek Sales, Inc. in the amount of \$6,000.00 for a 2017 PRO Z 972L. Trustee Kinkade made a motion, with a second from Trustee Berta, to approve the purchase and processing payment. Roll call. All voted aye. Motion carries, 4-0.

Livingston also presented an invoice from Prairie State Tractor, in the amount of \$19,000.00, for the John Deere 1025R. Trustee Kinkade made a motion, with a second from Trustee Berta, to approve the purchase and processing payment. Roll call. All voted aye. Motion carries, 4-0.

Randy Irvin, on behalf of the Harvest Days Committee, submitted their annual request for street/parking closures for Harvest Days 2024. Irvin advised the only major changes for the street/parking closures would be to move the time frame up from Wednesday morning, as it has been done the past several years, to Tuesday evening at 5:00pm to allow more time for the carnival rides and large tent to be set up. The Board discussed in depth the pros of allowing additional set up time and the cons of closing our downtown streets, potentially restricting access to our downtown businesses. Irvin also advised that the parade route this year has been altered; removing the second half on Waupansie Street, the parade would head east on Mazon Avenue from the Dairy Queen and then turn North on Franklin, ending at Renfrew Park. Trustee Johnson made a motion, with a second from Kinkade, to approve the proposed closures. Roll call. Johnson (aye), Kinkade (no), Berta (aye), Irvin (abstain), President Johnson (aye). With only three votes approving the request, this will be tabled until the February 26<sup>th</sup> meeting.

The Dwight Youth Soccer Committee was in attendance to present their request to use the same area they had used last year for the upcoming soccer season. The season lasts approximately eight weeks with two weeks of practice starting in late May/early June, with six games starting in mid-June and ending prior to the Youth Football practice season begins. Trustee Johnson made a motion, with a second from Trustee Kinkade, to approve the use of the same area. Roll call. All voted aye. Motion carries, 5-0.

Finding no further business, President Johnson asked for a motion to enter into Executive Session to discuss Section 2 (c) 2, Collective Bargaining. Trustee Berta made a motion, with a second from Trustee Johnson, to enter executive session at 7:40pm.

The Board returned to regular session at 8:08pm with no action items from executive session.

Finding no further business, President Johnson asked for a motion to adjourn. A motion to adjourn was made by Trustee Irvin with a second by Trustee Berta. All voted aye by voice vote. The meeting adjourned at 8:08pm.

APPROVED:

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Paul Q. Johnson, Village President

ATTEST:

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Whitney M. Scott, Village Clerk