

# VILLAGE OF OAKWOOD

Regular Meeting Minutes – January 16, 2023

## CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Wright called the meeting to order at 6:30 pm.

CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
Present	Absent	Present	Present	Present

## APPROVAL OF MINUTES

Bob Parr motioned to approve the December 12 and December 16, 2022 minutes.

Cathi Fritz seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

## APPROVAL OF BILLS

Bob Parr motioned to approve the bills as presented.

Cathi Fritz seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

## DEPARTMENT STATUS AND COUNSEL RESPONSE

### FINANCES/TREASURER

Mayor Wright reported they are still working on computerized payroll and employee profiles. However, getting closer to being finished. Janet Hambright is still working on combining bank accounts.

### VILLAGE HALL

No update

### PUBLIC WORKS

No update

### POLICE

No update

### EMERGENCY MANAGEMENT SERVICES

No update

### LEGAL UPDATE

No update

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**VILLAGE AUDIT**

Auditors Feller & Kuester presented to the board the completed audit for the year ending April 30, 2022. There were no findings.

- Due to the size of the office staff, they wanted to ensure the board continued oversight and continued to review reports and pay bills at the monthly meetings to help mitigate the lack of segregation of duties.
- The Village keeps its books on a cash basis, but declared years ago to report on an accrual basis. During the audit, they must convert the results to the accrual basis and account for unreceived funds and expenses for reporting to the state. Mayor Wright asked if there is any reason to not operate on an accrual basis to avoid this extra step. The auditors in turn recommended the village hire them to help convert our reporting to a Modified Cash reporting to the state. Very few small municipalities operate and report on an accrual basis because the accounting rules are more complicated and requires extra work. They stated it would have been much better for the village to have stayed on a cash basis for reporting, but that was done before they became the auditors.
- Outstanding checks should be looked into. The village has several outstanding checks written to others that have never been cashed in which requires a carry over amount each year.
- The Home Rule Unit Question needs to be answered correctly. For this to be changed, the AFR will need to be reopened to make this adjustment.  
After the board has had time to review the entire audit, the Mayor must submit his signature, which must be filed with the Vermilion County Clerk's office.
- The auditors also pointed out that the village has not completed GATA requirements for 4 years and that could affect grant eligibility if the village applies for grants.
- The auditors also recommended all bank accounts be consolidated into one account and the General Ledger be reduced to track only the required accounts. They offered to assist with this and help on the GATA, Home Rule, Modified Cash, and a few minor things to reduce the cost of the audit. Roughly, the village pays 30% more than necessary each year to leave it as is.
- Mayor Wright stated he would discuss further with Janet and the village would contact Feller & Kuester about providing assistance with the changes.
- Mayor Wright also informed the auditors that the prior budget was approved last summer with the understanding that an amendment would be needed. Due to changes immediately after, that amendment was not prepared and the village board decided to start new with the 2023 budget.

**PARK SEWER LINE**

Bob Parr motioned to approve the PO to correct the park sewer line from Ribbe not to exceed \$7,500.

Doit Roberts seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**COMMUNITY MAPPING PROJECT**

C. Fritz reported at the study session the opportunity to partner with the Illinois Institute of Rural Affairs. She feels this is the fiscal way for the Village to move forward with mapping the future. She checked with the Champaign county office, and their fees were significantly higher. This project must be led by citizens of the Village that would map out what is good and what needs to be done and help prioritize projects. This is not a village board lead project and can only do with community involvement. Mayor Wright asked if C. Fritz would be the one to lead this and get community involvement, and she agreed she would. The timeframe of this project would be late summer to early fall. Voting to approve the partnership will get the Village of Oakwood on the list. Based on the median income, there is a \$1,500 discount.

Cathi Fritz motioned to approve the partnership with the Illinois Institute of Rural Affairs to start a community-mapping project not to exceed \$3,500.

Bob Parr seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**CLEAN-UP GRANT PROGRAM**

Mayor Wright is recommending to the board the creation of a clean-up grant program that senior citizens, disabled residents, and veterans can utilize. There would be an application process for these (10) \$1,000 grants. This grant program is to help resolve problems under certain criteria and conditions to mediate before it gets moved into the court system and would allow more enforcement of ordinances because the village has tried to help clean up the property and not just punish those who cannot do it themselves.

Robert Wright motioned to approve the development of a clean-up grant program consisting of (10) \$1,000 grants to help clean up.

Cathi Fritz seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**JULY 4<sup>TH</sup> CELEBRATION COMMITTEE**

Mayor Wright provided a history of the July 4<sup>th</sup> celebration. For years, a committee fundraised and planned the Oakwood celebration. Over the years, fewer have taken the lead, and the village employees picked it up. This is a significant undertaking and takes around \$36,000 to do with the fireworks show and the additional police presence that is required. He wants to return to a citizen lead committee that would plan, organize, fundraise, and partner with the Village for resources. Wright

stated he is working with the office staff to develop a Facebook page for the Village that provides updates to residents to help get involvement.

Robert Wright motioned to approve the development of a community lead committee to plan, organize and fundraise for the 4<sup>th</sup> of July celebrations.

Doit Roberts seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**ELECTRONIC SPEED SIGNS**

Concerns regarding the speeding on Rt. 150 were brought to the board by a concerned citizen since school kids crossed a portion of the road where a deadly crash occurred. Mayor Wright sent information to the police and public works departments. To reduce the speed in that area, it must go through IDOT, and a speed survey is currently being conducted. IDOT has approved the installation of electronic speed signs to be installed.

Cathi Fritz motioned to approve purchasing four electronic signs to be installed. Two on 150 coming into town, and two on Oakwood St. coming into town not to exceed \$20,000 for all four.

Doit Roberts seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**INTERGOVERNMENTAL AGREEMENT**

At the last study session, Mayor Wright presented a proposed intergovernmental agreement with Muncie, IL, to the board. Chief Soderstrom has been involved in the agreement's details and favors this proposal.

Robert Wright motioned to approve the proposed intergovernmental agreement with the town of Muncie, IL, to provide police coverage not to exceed 10 hours per month.

Bob Parr seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**SRO PROPOSAL FOR UNIT 76**

At the last study session, Mayor presented to the board an agreement that Chief Soderstrom developed for the Village to provide support for a part time school resource officer. This position has

not been replaced, and it has been hard to fill. The proposal provides 15 hours per week for officer coverage within the two buildings and provides the required training that must be given to staff.

Robert Wright motioned to approve the submitted proposal for the Village to provide coverage to Unit 76 school district as a school resource officer.

Doit Roberts seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

### NORTH MAIN STREET SPEED REDUCTION

Looking at current signage throughout the Village, the inconsistency of what is posted on North Main Street from the west and east ends of the town was brought to the board. All village roads within the Village are 20mph, except for N. Main Street, which is marked at 30mph. On North Main, it is posted as 30mph with the resident's property that meets up to the road while all other streets and S. Main which is nearly identical is marked at 20mph.

Bob Parr motioned to approve the reduction on North Main Street to reflect 20mph.

Cathi Fritz seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

### DUZAN PARK DRAWINGS

Duzan Architecture has provided the board with drawings on the proposed changes to the park bathrooms.

Robert Wright motioned to approve the first payment to Duzan for the drawings received for the park bathroom renovations.

Bob Parr seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

### SOUTHERN TIRE MART PROJECT

Robert Wright motioned to approve Fehr Gramh to provide the Village with the oversight and inspections of the Southern Tire Mart project not to exceed \$7,000.

Doit Roberts seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**WATCHFIRE ADVERTISING PLAN**

Mayor Wright asked the board if they wanted a conceptual plan developed and a formal policy written for interest for the opportunity for others to advertise on the new Watchfire sign. He has researched several procedures that have been written and would develop something for the Village to adopt. The village would develop a policy where businesses could advertise on the sign for a fee. This would allow some revenue to be generated by the Watchfire sign, but not overwhelm office staff to create content. A similar policy from similar municipalities would be drafted for the board's approval. The draft will be available in March.

Robert Wright motioned to approve developing a policy for using the WatchFire sign for advertisement.

Bob Parr seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

**AGENDA REQUEST AND RECOGNITION OF VILLAGE CITIZENS**

There was no agenda request from any citizens or board members.

Robert Wright motioned at 7:42 pm to go into Executive Session.

Bob Parr seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

At 8:19 pm, the board moved back into open session.

Robert Wright motioned to pay out comp time owed to Ron Soderstrom.

Bob Parr seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

Bob Parr motioned at 8:20 pm to adjourn.

Cathi Fritz seconded.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
YES	X		X	X	X
NAYS					
ABSENT		X			

Motion Carried

Submitted by,

*Connie Young*  
Connie Young, Clerk  
3/20/23