

# VILLAGE OF OAKWOOD

Regular Meeting Minutes – November 21, 2022

## 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	Present	Present	Present	Present

## APPROVAL OF MEETING MINUTES

Connie Young provided copies of the minutes that needed to be approved for October.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
October 1, 2022 Study Session	APPROVED	<i>Made Motion</i> APPROVED	<i>2nd Motion</i> APPROVED	APPROVED	APPROVED
October 10, 2022 Study Session	APPROVED	<i>Made Motion</i> APPROVED	APPROVED	APPROVED	<i>2nd Motion</i> APPROVED
October 17, 2022, Regular	APPROVED	<i>Made Motion</i> APPROVED	APPROVED	APPROVED	<i>2nd Motion</i> APPROVED
October 17, 2022, Executive	APPROVED	APPROVED	<i>Made Motion</i> APPROVED	APPROVED	<i>2nd Motion</i> APPROVED

## APPROVAL OF BILLS

Robert Wright motioned to approve the bills as presented.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

## DEPARTMENT STATUS AND COUNSEL RESPONSE

### VILLAGE HALL

Mayor Wright reported that the new office staff started Wednesday and is currently going through the training process.

Currently, a new form is being created for public events. There will be a process the form will need to go through before approval. This process will help make sure everyone involved is notified, and all details are covered.

C. Fritz stated that she could not come into the office and sign bills, so B. Parr said he would do this for Fritz.

## PUBLIC WORKS

Mayor Wright stated the department is currently working on a winter weather policy regarding snow removal. The recommendation is to implement snow removal on village owned property only. The policy

will be implemented in February to give those who need to find service some time to figure out how they will cover their snow removal.

Dustin Henderson submitted a request to the board to purchase new tires. This was approved earlier in the year, but he didn't buy them and thought it would be better to purchase them now before snow removal time comes. The new quote was for \$1055.28.

Bob Parr motioned to approve the request from the Public Works Department to purchase tires.

Seconded by Doit Roberts.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

## **POLICE**

Chief Soderstrom provided the monthly report. There was nothing to report beyond what was provided in his standard report.

## **EMERGENCY MANAGEMENT SERVICES**

Caroline Darr provided the monthly report. There was nothing to report beyond what was provided in her standard report.

## **LEGAL UPDATE**

Mayor Wright stated they are implementing a new employee hiring policy and processes for any new hire. This process will be more streamlined to ensure everyone is informed and aware. All trustees will have the option to interview new hires or waive the opportunity.

## **GOOD ENERGY**

At the November study session, the board was provided information from Good Energy with a recommendation to utilize Homefield Energy for village owned building energy. The village residents already have Homefield Energy from the decision to adopt that provider several years ago. This would only include village buildings and is the cheaper option. If prices were to go down, if the village would still be locked into this price. Historical data and the recommendation from Good Energy show that rates from Homefield are economical enough that a major reduction in energy prices would have to occur before any significant overpayment would be realized as compared to paying the variable rate charged by Ameren. In the past 5 years, there has been 1 month where Ameren was cheaper. Good Energy also explained that the energy rate shown by Homefield is the full cost, whereas the rate Ameren is required to provide only includes the energy cost minus the fees and extended costs for other services. The rates shown by Good Energy showed the actual costs and savings once all amounts are factored in. C. Fritz asked if there was an option to consider a shorter term.

Bob Parr motioned to go with Home Field for 36 months.

Seconded by Lindsey Light.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

## CONCRETE BIDS

Mayor Wright stated at the November study session that Farnsworth reviewed the bids and has made their recommendation to accept Schaumburg and Schaumburg for the project. This is based on the bidding process sent out for bid for the second time. The first time only one bid was received, and Farnsworth Engineers felt it was too high and didn't answer all the questions they had nor explained in detail the scope of work. This time, through Farnsworth's website, seven bids were received. Farnsworth recommended the board accept the Schaumburg and Schaumburg bid for \$142,120.07 based on the bid meeting all the requirements and was the lowest.

Bob Parr motioned to approve the bid from Schaumburg and Schaumburg.

Seconded by Lindsey Light.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes		X	X		X
Nays	X			X	
Abstained					

Motion Carried

## TULIES TIF APPLICATION

Mayor Wright stated the proposed contract for the Tulies TIF application had been received. The terms included are the following: first right of refusal, right to offset the outstanding money, required inspections by 3<sup>rd</sup> party throughout the project, and a 5-year forgivable loan for 20%. The request is for \$365,000. D. Roberts stated he was not supportive of the amount of funds requested but agreed to the terms of the agreement. Since TIF 1 is closing, there will be no return in property tax increases to TIF. This money will be used to rehab the existing building and the village will get some return through sales and gaming taxes. The owners of the Tulies property also own the El Toro chain of restaurants, but the operator of the business will be the same as owns the TaCarbon restaurant in Tuscola, IL. Both entities will be listed on the agreement. The operator is in the process of completing the LLC formation and all documents will be signed once the corporation is formed. The property owner and business operator are ready to begin the project at the start of 2023 and hope to be open by spring.

Lindsey Light motioned to approve the Tulies TIFF request for \$250,000 with the terms that were requested to be added.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

## THE BOX TIF APPLICATION

Mayor Wright stated the proposed contract for the Central Spirits TIF application had been received. The requested terms included the following: first right of refusal, right to offset the outstanding money, required inspections by 3<sup>rd</sup> party throughout the project, and a 5-year forgivable loan for 20% each year. It does state that money received from the TIF has to be primarily spent on expanding the beer garden, moving the stage, replacing the fence, and "beer and wine" must be put on the current signage. The request is for \$160,000. Analysis by The Economic Development group the village hired in August to assist with TIF matters shows that the improvements to the THE BOX are anticipated to return \$90,000 to TIF 2 between 2023 and 2036. The business operator, Brett Harrison, intends to take steps to purchase

the properties immediately to the north from Mary Kay Cannon per their purchase agreement and begin the expansion when weather conditions allow in the spring.

Lindsey Light motioned to approve Central Spirits TIFF request for \$100,000 with the terms that were requested to be added.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes		X	X	X	X
Nays					
Abstained	X				
Motion Carried					

#### BUDGET AND PLANNING

L. Light doesn't feel a budget manager needs to be hired. With the new hire in the office and her background, it's very likely the village staff can complete the budget work that Lindsey is developing. Some of the work has been done by managers already and Lindsey is finishing the format they can use for day-to-day financial planning in-line with their overall budget. Several GL codes are being removed and renamed to make more sense of the intended purpose of the budgeted money and a standardization of the GL codes is being implemented so all managers are doing budgets and managing finances the same way. Since this was a discussion point over the summer that was not voted on before former Mayor McCarty resigned, Mayor Wright stated he would like to have a vote on this decision, so it is included in the minutes. A decision to not do something is equally as important as a decision to do something. If the board feels we do not need this service at this time, it should be recorded, and the reason why not written in the minutes.

Bob Parr motioned not to hire a budget administrator.

Seconded by Robert Wright.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					
Motion Carried					

#### IT HARDWARE IMPROVEMENTS

Mayor Wright told the board he is recommending the request for \$5,000 that would improve the current network, increase Wi-Fi accessibility, and a computer for each trustee to help access Teams more safely than personal computers requiring 2-factor authentication. This also includes a better system for recording board meetings and would allow for a more enhanced camera system for the village. He stated that he felt this was needed for security purposes and that this request was below what he thought the cost would be.

Lindsey Light motioned to approve the request for \$5,000 to go towards the IT improvements that Mayor Wright recommends.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

#### **PURCHASING POLICY**

L. Light provided the board with the purchasing policy she worked on. This would allow department heads more leeway on spending if already approved in the budget. If a purchase were not included in the budget, it would need to be requested and approved by the board. Each department head would have a credit card to give the flexibility required for last-minute things. Each card provided would have contractual abilities and protocols to be followed. She is also working on setting up Amazon accounts where items could be purchased down the road and billed on one invoice vs. for each order. Mayor Wright stated that would nice since we have several bills now that take time from office staff. Some of the bills are less than \$10 and it requires the staff to enter the bill, print papers for approval, and the treasurer to pay the bills for each transaction. A corporate type summary and monthly billing would be ideal and possibly eliminate 50% of the invoices and a significant amount of time the staff has to spend processing invoices. Mayor Wright has already given new guidance on creating lists for items needed and recusing trips to vendors. The intention is that combined trips and buying at once would save time and reduce invoices also. All managers are already looking into better efficiencies on purchases by determining purchasing schedules for known items that will be needed and ordering those items to be delivered when local vendors or carriers can more economically bring them on regular routes.

Robert Wright motioned to accept the purchasing policy as presented.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

#### **INTER-GOVERNMENTAL AGREEMENT OPPORTUNITY**

Mayor Wright stated at the November study session that an inter-governmental agreement was provided to the board to extend police coverage to the Village of Muncie. B. Parr said he talked to Chief Soderstrom and was not for this agreement. Currently, he is having a hard time covering shifts, and plans need to move forward with school resource officers that still need to be filled. Mayor Wright is having the chief come up with an immediate plan along with a 3-year plan with coverage. He also feels there is a lot of vehicle maintenance and would also want him to devise a plan for the older equipment. Blake Wells from Muncie was in attendance and wanted the board to know that the police already respond to their calls when the county is unavailable. This could be extra hours for an officer to take on. Mayor Wright stated he would talk with the chief once he gets back, and the item will be tabled until further discussions occur.

#### CHARITABLE DONATION TO THE VILLAGE

Mayor Wright stated the village received a check from the water company for \$500. It was sent directly from the company and would be used for the Santa event that the village hall is planning. Mayor Wright asked the trustees if they had any issues with accepting this donation for the Santa event on December 10<sup>th</sup>.

Bob Parr motioned to accept the donation from the water company to go towards the event the village hall will be putting on.

Seconded by Lindsey Light.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

#### REVIEW OF PROJECT STATUS

Budget reporting: L. Light hopes to have something for the board to review next month. She doesn't feel there needs to be an amendment and will start this new process in 2023. B. Parr told L. Light he appreciated all the time she has spent on this and all that she has taken on.

Park improvements: D. Roberts did not have any updates. Emily and Dustin will be meeting soon to discuss the options for the sidewalk going to the park.

Southern Tire Mart: No new updates.

Village generator: This will be presented next month, and a request to go out for bid.

Sidewalk Project: Mayor Wright has the public works department develop a timeframe project plan to determine what sidewalks will be replaced. Lisa Lashuway has agreed to help with the plan, and Dustin will be the project manager coordinating the work.

Planning Meeting: Mayor Wright stated he planned only one meeting in December and would like to plan a Saturday in January for another planning session, just as the board did back in October.

Olmstead Sewer: It was asked why the park sewer project had yet to be completed once the youth football season was over. D. Roberts was not sure and stated right now was not the time of the year to do this project.

#### AGENDA REQUESTS

Sondra Hess submitted an agenda request for the speed limit to be lowered on 150 coming into town. She would also like to have a deer crossing sign installed. Kids from the junior high are walking along that portion of 150, and if there had been any children around when the wreck occurred that had a fatality, it would have included the kids as well. The board explained that they were told in October that little could be done since it's a state road. Mayor Wright stated he

would talk to the police department and seek further advice and instruct OPD to watch this section closer, especially when school lets out. It was also suggested that the flashing speed signs purchased before would work well in this area. Mayor Wright asked trustee Fritz to re-evaluate the speed signs she recommended before and were returned for accuracy issues. Trustee Fritz will check into the signs used in Sidney, IL and others in the area to find the manufacturer, model number, and reviews by the users on how well they work. Mayor Wright said he would speak with Ron Soderstrom about the status of the mobile signs.

Mayor Wright asked for a motion to go into executive session.

Bob Parr made a motion at 7:43 pm to go into executive session.

Seconded by Lindsey Light.					
	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					
Motion Carried					

With no action from the executive session, Bob Parr motioned at 8:01 pm to adjourn.

Seconded by Lindsey Light.					
Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright	
X	X	X	X	X	
Motion Carried					

Submitted by,

*Connie M. Young*

Connie Young, Village Clerk

Approved 12/12/22