

**Village of Arrowsmith**  
**Board Meeting Minutes**  
**September 14, 2023**

Present: Chad Walden, Brent Beyer, Cheryl West, Taryn Cross, Ray Wilson

Absent: Megan Lopez

Guests:

The meeting was called to order at 7:10 p.m.

The pledge of allegiance was said by all present.

All board members present reviewed the August 2023 meeting minutes and voted to approve the minutes with no changes.

Ray Wilson made a motion to approve the minutes, Taryn Cross seconded the motion.

Ayes: Cheryl West, Taryn Cross, Ray Wilson, Brent Beyer

Nays: None

**Public Comment**

No public was present.

**SAFPD Representative District Report**

Ray Wilson provided the monthly status report: A total of 20 calls in August were responded to: 13 medical calls and 3 fire calls in Saybrook and 3 calls in Arrowsmith: 2 medical and 1 fire along with one mutual aid call with Ellsworth.

Training on fighting propane fires will be held in Arrowsmith again this year at the community center on September 25<sup>th</sup>.

Ray said that the grain bin rescue training class was very interesting that transpired in August 2023.

**Property and Grounds**

Nothing to report this month

**Water/Garbage and Recycling**

Chad finished all the hardware upgrades for the village of Arrowsmith employee computers. All computers are running Windows 11.

Chad provided the monthly revenue report for August 2023 for water and garbage collections.

Water main to tower repairs:

Chad told the board that the tower repairs had been completed and that a cheaper solution was found by placing cement barriers in the ground in front of the riser instead of encasing the fill pipe in concrete. This will allow for easier access in the future should it be necessary. Chad showed the board photos of the work that was done.

A status of the work on North Oak Street to separate and add a new water service to two homes was discussed as well. This project ended up taking longer than expected due to complications created by the discovery of an additional water street valve and having to replace a curb shutoff to one of the homes that had not been planned for.

Chad informed the board that Quality Spot Control will be in at the end of September for our annual road patching and will make repairs on North Oak where the road had to be cut for the new water line. Corners will be spray patched as well to prevent vehicles from driving over the new valve boxes and Chad will install reflective markers at the edge of the road as well.

Chad informed the board that the water department will be sending out a cross connect survey to all water customers by the end of the year. This is required by the IEPA and is reviewed during our audit of the water department.

The vent valve on the chlorine tank in the pump house was installed per an audit finding from the IEPA during the last audit.

Chad explained to the board that he is the sole keeper of the knowledge and maintainer of the computer hardware and village networks and that this is very problematic. He stated that either someone else needs to learn all the things that he does regarding maintaining and keeping up to date with all the village technology needs or the village needs to hire a company to come in and help maintain the technology. Chad is meeting with a vendor named Genesis Network Solutions that helps rural communities stay current with today's technology, data security, network and state compliance issues for a cost estimate.

### **Ordinance processes and enforcement**

There are 4 houses that have cars in the village right of ways and there is a RV that was in the village right of way that has now been moved onto private property but appears it is being dismantled. This will continue to be monitored and violation letters will be sent out

Chad showed the board members a fact sheet from the IML (Illinois Municipal League). Chad discussed two new laws that have been passed and are unfunded mandates that must be addressed without funding and guidance from the state. Chad told the board that the zoning ordinance that was passed in 1974 for the Village of Arrowsmith will need to be updated and we have to adopt a new zoning code by the end of the year. Many towns have adopted the McLean County code that was passed in 2015. More to come on this in the next few months.

## **Finance**

Chad Walden provided the board with all account balances in the CIBM and Illinois Funds accounts for the month of August 2023.

Village employee pay structure and changes per new law 820 ILCS 192/5:

For every 40 hours worked, the village must provide the individual with 1 hour of paid time off. The employee cannot decline this or opt out. This will include all four town employees and will require the village to track the number of hours worked and will require all employees to submit monthly time sheets. Chad stated that it will add to the amount of time putting together the monthly pay sheets and manual tracking of the time off accrued. The flat rate of a monthly amount per paycheck no matter how many hours worked will no longer be lawful after December 31<sup>st</sup>, 2023. The concerns by some board members are that the village clerk and water clerk may now get paid less and the incentive to stay in those positions would diminish immensely due to less pay for the same work done. More to come on this as Chad talks with other rural mayors for possible solutions.

## **Streets/Alleys and Drainage**

Ray Wilson provided The Becker Tree Service quote for trimming as well as a brush pickup for some time in the month of October is \$2,800 to do the trimming plus charging us by the hour for the chipping; nine different areas need to be trimmed.

Taryn Cross made a motion to approve the tree trimming plus hourly rate charge for chipping quote, Cheryl West seconded.

Ayes: Taryn Cross, Cheryl West, Ray Wilson, Brent Beyer

Nays:

## **Community Relations**

Future community center rentals include: September 25 for the propane tank fire training (no charge), October 8<sup>th</sup> for the Kaeb, Thanksgiving of 2023 and December 2023.

The 4<sup>th</sup> grade girls' basketball team from Ridgeview has asked to use the gym once a week and Cheryl is asking if we should charge them for since it would be a more continual use of the facility. Additionally, an individual has asked to use the building for an hour each day and would require being given a key. Chad asked the board what is our policy for individual use of the community center and what is our policy for group use of the community center. Taryn Cross voiced concerns around liability and if something were to happen on the community center property to that individual with no one around to render aid. The board decided to get the building re-keyed and a lock with a key pad will be installed on the kitchen door. Individual use of the community center building has been denied at this time. "Walkers" i.e. individuals that want to walk in the community center and would require a key or some other way to gain access were discussed with the board members. Walkers will have to sign a contract and there must be more than 1 person walking at a time. Those walkers will be given a code that can be monitored daily to determine who is entering the building.

Trick -r-Treat hours were decided to be set at 5:30-8:00 on Tuesday, October 31<sup>st</sup> (Halloween night).

Chad told the board that the October board meeting would need to be changed to October 12<sup>th</sup> instead of October 5<sup>th</sup> due to schedule conflicts for Chad and Megan. The board agreed to the change and it will be posted on the door of the CC with the new date.

#### **Board calendar Items**

#### **Adjournment**

The meeting was adjourned at 8:45 PM.