

Village of Arrowsmith

Board Meeting Minutes

February 6, 2025

Present: Chad Walden, Ray Wilson, Brent Beyer, Nancy Black, Taryn Cross, Cheryl West, Megan Lopez

Absent:

Guests:

The meeting was called to order at 7:01 P.M.

The pledge of allegiance was said by all present.

All board members present reviewed the January 2025 meeting minutes and voted to approve the minutes with one change.

Taryn Cross made a motion to approve the minutes with one change, Cheryl West seconded the motion.

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

Nays: None

Public Comment

No public in attendance

Finance

2023/24 audit completion: Chad stated that Matthew Morgan from Feller and Associates will be at the March 2025 meeting to go over the results. Matthew had informed the village that they were delayed in finishing the villages audit due to a mandatory Peer Review of their office. Matthew did say that all audit documents would be filed with the state within the week.

Brent Beyer provided the board with all account balances in the CIBM and Illinois Funds accounts for the month of January 2025.

The Board decided to transfer \$21,198.64 from the Illinois Funds water account over to CIB and then transfer it into the existing CD at Anchor State Bank which will mature on January 28 2025. The new CD amount is \$62,204.89 and was renewed at 3% for 12 months.

SAFPD Representative District Report

Ray Wilson provided the following information to the board members: The SAFPD had a total of 14 calls for the month of January 2025. Saybrook had 6 EMS; Arrowsmith had 6 EMS, 2 Fire.

Property and Grounds

Nothing to report

Water/Garbage and Recycling

Chad Walden provided the monthly revenue report for January 2025 for water and garbage collections.

Overview of water department roles and responsibilities: Chad suggested to the board that a new separate “water department manager” type of role be created to separate these duties which do not fall under the job duties of the village presidents’ normal responsibilities as are defined within the village code. Chad provided the board with a non-comprehensive list of said job duties for the “water department manager” a job description that consisted of the following sections: staffing, system owner, customer communications, supplies and equipment, backup operator, project management and maintenance oversight, manage system failures, audit and compliance, technical systems, backup clerk duties, garbage, and financial.

Chad suggested to the board that an ordinance be created to address this water department manager role. The village ordinances do not have anything on the books regarding these duties or this job role. Ray suggested that this role be filled by an employee for the village rather than a board trustee. Taryn also stated that this role needs to be paid position.

The board decided to create an ordinance defining this role. Chad will contact our attorney and get an ordinance written up and bring it to next month’s meeting.

Chad reiterated to the board members that he is fine continuing in this role but the water department duties that he has been performing along with the mayoral duties need to be defined as separate roles. More to come on this.

Ordinance Processes and Enforcement

Demolition orders for uninhabitable structures: The board discussed what to do regarding two dilapidated and uninhabitable structures. It was determined that demolition orders would be drawn up for both structures. Those orders once given have a timeframe between date of receipt to 15 days to contact the town on what they are going to do with the property or to make improvements to the structure before the 15 days are up. Chad provided photos of both properties to show the level of structural degradation on the 2 following structures:

207 S. Walnut: The board decided to move forward with drawing up a demolition order; Chad provided a rough estimate of \$13,000 for the village to have this structure demolished. Should the property end up being demolished by the village a lien would be placed against the property for the cost of the demolition.

205 E. Ulmer: This structure is in a major state of disrepair and structural failure. There are concerns with liability should someone be injured while in or around this structure. Due to the condition of this building action will need to be taken quickly. Cheryl suggested we place a lien on this property as well to attempt to recoup some of the villages costs in the future. The board decided to proceed with a demo

order and a lien will be placed on it. Chad provided a rough estimate of \$8,000 that the village would have to pay to have this structure demolished

Streets/Alleys and Drainage

South Street homeowner tree removal from village right of way has already been approved by the board previously. Chad will draft a letter to the homeowners letting them know that all costs associated with the removal of the two trees would be solely at the homeowners' expense. A certificate of insurance coverage along with a release of liability would be required from whoever removes the tree as well as a release of liability from the homeowner. The board agreed that stump removal would also be required of the homeowners to a height level with the ground to prevent any hazards within the right of way.

Community Relations/Website Information

Upcoming community center rental dates: Valentine's Day Parents' Night Out on February 14th at 6-9PM affiliated with Ridgeview School, March 13th rental for a land sale, May 17th, August 30rd- auxiliary garage sale, Veteran's breakfast on November 8th, 23rd, 27th and December 7th.

The beautification committee will be meeting soon to plan for this summer's projects.

Cheryl West has reached out to the school regarding the Erthel Rose Scholarship. The deadline is April 1st, 2025.

Nancy asked about the town signs and no one has heard anything concrete. More to come on this.

Taryn stated that he was approached by a community member about if the village had any intentions of putting in a basketball court at the community center. It was stated that there is not any funding for the concrete needed for a court. The village does have the equipment for the hoop and pole assembly.

Board Calendar Items

The meeting was adjourned at 8:00 PM.