

**Village of Arrowsmith**

**Board Meeting Minutes**

**December 7, 2023**

Present: Chad Walden, Brent Beyer, Cheryl West, Ray Wilson, Megan Lopez

Absent: Taryn Cross

Guests: Matthew Morgan and Vernon Myers

The meeting was called to order at 7:11 P.M.

The pledge of allegiance was said by all present.

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

Ray Wilson made a motion to approve the minutes, Brent Beyer seconded the motion.

Ayes: Cheryl West, Ray Wilson, Brent Beyer

Nays: None

**Public Comment**

N/A

**Finance**

Feller and Associates (Matthew Morgan) Audit summary and report:

Matthew went over each page of the audit summary and report. He said that the village audit for this year had no issues and was very "clean". He went over each individual page of the audit report and explained in detail the ins and outs of the village's financial standing.

Matthew also let the board know that a discussion will need to be had soon regarding the current relationship the village has with Feller & Kuester doing both the village payroll/accounting as well as performing the yearly village audit. Even though separate functions are being managed by Lori and Matt, the same firm can longer perform both functions as it does today. Matt stated there were some options that would provide for additional oversight of the audit process by another CPA.

Brent Beyer provided the board with all account balances in the CIBM and Illinois Funds accounts for the month of November 2023.

Tax Levy 2024: Megan presented to the board a recommendation to increase the tax levy for next year by 5% which does not mandate any public notice and meeting. A 5% increase over last year's levy amount amounts to \$1600 increase that would be divided evenly between the insurance and audit fund.

Cheryl West made a motion to approve Ordinance number 203 for Tax Levy 2023/2024, Ray Wilson seconded.

Ayes: Cheryl West, Ray Wilson, Brent Beyer

Nays:

### **SAFPD Representative District Report**

Ray Wilson provided the monthly status report for the district: there were no fire calls for the month of November in Saybrook. Saybrook had a total of 10 EMS calls, Arrowsmith had 1 EMS and 1 fire call for a total of 12 calls for the district.

The department has requested 8 classes from Cornerstone for 2024. Additional details for those classes will be provided when it is available.

### **Property and Grounds**

Nothing to report.

### **Water/Garbage and Recycling**

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

### **Ordinance processes and enforcement**

Nothing to report.

### **Streets/Alleys and Drainage**

Removal of speed signs on Main Street: Chad informed the board that the speed signs need to be removed for the winter and he will need help with the removal. Ray asked if the data from the speed signs has been reviewed. Chad stated that it had not been collected but that he would capture it when the signs are taken down. Chad stated that this had been a learning period with the signs and that next season additional features would be enabled to collect more data in the future.

### **Community Relations**

Website update: The arrowsmithil.gov domain was obtained and will be the domain name for our village website address. Taryn Lopshire will present the new website to the board at the January 2024 meeting and once the board approves it, the website address will be communicated to the public.

Future community center rentals include: two separate parties for December 10, 2023.

Community center rental rate review: Chad informed the board members present that the rental rates for the community center need to be reviewed and potentially raised for cost increases for supplies and materials. Cheryl went over the current rates that the village charges to rent the community center gym, gym and kitchen or classroom. Chad asked the board what Bellflower's rental costs are and Megan looked up their rental costs on their website. Megan then made copies of Bellflower's policies and passed out a copy to each board member for their consideration and review. The Village then used the Village of Bellflower community center rental rates and policies form online to review our rental rates and policies. Chad stated that he would update and create a Village of Arrowsmith rental rates and policies document and that document would be put on the new website. Megan also reminded the board members that the community center building is more tech friendly and those costs need to be recouped as well. The board agreed to look at the Village's rental rates every fiscal year.

New rates:

Gym rental fee for 4 hours: \$60 for in town, \$85 for out of town

Gym/Classroom/Kitchen fee for 4 hours: \$100 for in town, \$125 for out of town

Meeting room (20 people or less) rental fee for 4 hours: \$40 for in town, \$50 for out of town

Entire Building (not overnight): 1 day, \$165 per day in town or out of town

Chad asked the board if classroom 6 (meeting room) should be used for adult only events due to Arrowsmith history displays on walls and TV mounted on the wall. The capacity for the meeting room is 20 people. Vernon Myers also suggested that we charge a "supply fee" for large groups over 50 people. The board liked this idea but opted to not use it at this time. The rental deposit for any rental is \$100.00 currently and Chad asked the board if we should increase that deposit amount. The board decided to increase the deposit fee for rentals from \$100.00 to \$150.00. Community Center rental rates will be added to the yearly board calendar as an item to review annually.

### **Board calendar Items**

Nothing to report.

### **Adjournment**

The meeting was adjourned at 9:06 PM.