

Council Minutes  
VILLAGE OF MADISON  
Regular Council Meeting  
July 5, 2016

**RECORD OF PROCEEDINGS**

Mayor Britton called the meeting to order at 7:30PM.

Mayor Britton invited all in attendance to join in the Pledge of Allegiance to the Flag. Mayor Britton requested that everyone observe a moment of silence. Council Members Mr. Frager, Mr. Hamercheck, Mr. Donaldson, Mr. Mabe, Mr. Takacs and Mr. Vest were in attendance. Also in attendance were Administrator Dwayne Bailey, Fiscal Officer Kristie Crockett, Law Director Mr. Szeman and Village Engineer Mr. Haibach. Police Chief Dawn Shannon was on vacation.

**MINUTES**

Mayor Britton announced minutes to be approved for the Council Meeting held on June 20, 2016.

Motion for approval made by Mr. Vest, seconded by Mr. Takacs.

Questions/Discussions – Mr. Hamercheck asked that we amend the minutes. Under the Administrators report he asked that the minutes be amended to reflect the conversation that took place between Mr. Takacs and Administrator Bailey in regards to the expenditures and revenue of the Village. Minutes will be amended.

Motion for approval on amended minutes made by Mr. Vest, seconded by Mr. Takacs.

Roll call on approval, 5 yeas. Mr. Frager abstained. Motion carried.

**PUBLIC HEARING:** None

**FIRST HEARING OF PERSONS BEFORE COUNCIL:** None

**PAY ORDINANCE**

Mayor Britton presented Pay Ordinance No. 2349: \$32,676.42 for payroll and \$171,825.41 for current and upcoming expenses, for a total of \$204,501.83.

Motion for approval made by Mr. Takacs, seconded by Mr. Donaldson.

Questions/Discussions – Mr. Mabe questioned the overtime in the Police Department. Mayor Britton explained that he has met with Chief Shannon and she has several plans laid out in order to prevent the overtime. Mayor Britton did notify Mr. Mabe that there will be overtime on the next pay ordinance as well due to Officer Covert getting called in over the weekend to fill a shift. Mr. Vest asked council if they knew of any other police department in Lake County that has their full time officers only working first shift. Mayor Britton will find out the answer. Mr. Takacs expressed his frustration regarding the overtime as well. He would like a plan to fix the issue of overtime. Mayor Britton replied that Chief Shannon will explain her plan at the next C.O.W. meeting. Mr. Takacs will not approve any expenditures to cover the regular shifts that are filled with full time officers because of the expense of having our full time officers cover shifts that should be filled by part time officers. Council was told in the past that hourly rate may have contributed to the problem, however; as Mr. Vest stated that after contract negotiations this isn't the problem. Mr. Bailey did not want to speak for Officer Shannon but due to her absence he did

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make council aware that the police department has been working on a very sensitive investigation which did consume some of the overtime. When issues like this come up, there will be overtime. Mr. Frager did ask if it would be helpful during the C.O.W. meeting if council was provided a breakdown of the police budget. Mayor Britton agreed, Mr. Bailey did state that we are at the end of the quarter and preparing a summary of the budget which will be provided at the C.O.W.

Roll call on approval, 5 yeas, 1 nay. Motion carried.

#### **OLD LEGISLATION:**

**Resolution 11-2016: A resolution approving and adopting the tax budget of the Village of Madison for the fiscal year commencing January 1, 2017, submitting the same to the county auditor, and declaring an emergency.**

Motion for suspension made by Mr. Vest, seconded by Mr. Takacs.

Questions/Discussion – Underline None.

Roll call on approval of suspension, 6 yeas. Motion carried.

Motion for passage made by Mr. Donaldson, seconded by Mr. Frager.  
6 yeas. Motion carried.

#### **NEW LEGISLATION:**

**Resolution No. 15-2016: A resolution recognizing and honoring Patrick Davis of Boy Scout Troop 55 upon earning and receiving the rank of Eagle Scout.**

Motion made by Mr. Vest, seconded by Mr. Takacs.

Discussion/Questions: None

Roll call on the motion: 6 yeas. Motion carried.

**Resolution No. 16-2016: A resolution recognizing and honoring Zachary Thomas Kuntz of Boy Scout Troop 55 upon earning and receiving the rank of Eagle Scout.**

Motion made by Mr. Vest, seconded by Mr. Frager.

Discussions/Questions: None

Roll call on the motion: 6 yeas. Motion carried.

#### **PURCHASE ORDERS AND OTHER APPROVAL PERMITTED BY MOTION:**

A purchase order request in the amount of \$8,797.02 to Waste Management for junk day expenses.

Motion made by Mr. Vest, seconded by Mr. Frager.

Discussion/Questions: None

Roll call on the motion: 6 yeas. Motion carried.

A purchase order request in the amount of \$11,228.00 to H.D. Waterworks for water meters for the water meter replacement program. Mr. Bailey did explain that these are the same meters that Lake County Department of Utilities uses and we were able to purchase them at a lower cost than the last batch of meters we bought, thus saving money. Mr. Vest asked if these meters are

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compatible with the software for the meter reading equipment and billing software, Mr. Bailey did confirm.

Motion made by Mr. Vest, seconded by Mr. Frager.

Discussion/Questions: None

Roll call on the motion: 6 yeas. Motion carried.

A purchase order request in the amount of \$2,986.510 to H.D. Waterworks for water meters for the Ryan Homes Development. Mr. Vest wanted to make sure that this is just a pass through. Mr. Bailey confirmed, the only part the Village has is delivering the meter to the contractor.

Motion made by Mr. Vest, seconded by Mr. Frager.

Discussion/Questions: None

Roll call on the motion: 6 yeas. Motion carried.

### **ADMINISTRATOR'S REPORT:**

- **Engineer's report** – Mr. Haibach reported that just today he was notified that the funding became available for the Parkway & Hyder Drive projects. He will need approximately 5 days to complete the spec. books for the Hyder Drive project and it will be put out to bid within the next 2 weeks. Mr. Haibach also received notice from the environmental department in regards to the Parkway culvert, they too are in the process of completing the spec. book. Mr. Haibach expects this project to be out to bid by the end of the month. An update on the 319 grant was given as well. A progress meeting was held, project is expected to go out to bid by the end of the month with construction starting in October. This is a quick project expected to take approximately three weeks. The SWIF grant project is substantially complete on Main Street. We do have two business owners that expressed concern due to the moisture in their basements that was not there before the project started. Mr. Haibach has 3 different options to try to remedy the issue. First is to remove or reduce the height of the stand pipe that is currently in place in order to store less water underneath the pavement. Mr. Haibach will keep in contact with the business owners in order to assure that we are remediating the situation. The second solution is to restrict the amount of water that goes into the bio retention cells. Lastly, the third option is to slowly decrease the permeability of the pavement near the businesses. We will be reaching out to all of the business owners to make sure they are not having any issues. Mayor Britton asked who is responsible to the plants near the Huntington Woods side of the elementary school? Mr. Britton is concerned because several of the plants are dying. Mr. Haibach said that this is private property and falls under property maintenance. Mr. Bailey will do some follow up on this issue. Mr. Vest asked for an update on the Hyder Drive detention basin. Mr. Haibach said that the next step on the project is to perform a wetland delineation. He will keep us up to date as more information becomes available. Mr. Mabe asked how many plots have been developed and/or sold at the Ryan Homes Development. We currently have 19 permits issued out of the 42 available.

➤ **Fiscal Officer's report –**

Mrs. Crockett did review the minutes from the last meeting due to her absence. She has reached out to the Lake County Auditor's office to inquire if the Village will be receiving any funds due to the 3<sup>rd</sup> party debt collectors collecting old debt. Unfortunately, the representative she needs to speak with is on vacation until July 11<sup>th</sup>. She will follow up at that time. The final audit report has been completed. The final report will be forwarded to Mayor Britton, Administrator Bailey as well as the finance committee. Mrs. Crockett will schedule the exit interview. Overall, the audit was successful, there are a few procedural changes that will be made, there were no recovery findings. Mrs. Crockett followed up with Mr. Takacs on his concerns with the tax budget in regards to the revenues and expenditures. The same question was brought up during last year's tax budget discussion and Mrs. Crockett reviewed emails from the Lake County Auditor's Office from 2015. Since we have sufficient carryover it is not an issue for the auditors nor the UAN System. The system will not allow checks to be written when resources are not available. Mrs. Crockett is keeping a very close eye on the budget. She will have a detailed report per department for council at the next C.O.W. meeting. Mr. Takacs explained his concerns of over spending in years past and does not want to see this happen again. Mr. Takacs asked that council receive an updated debt services chart as well.

Administrator Bailey reported that at the next C.O.W. meeting Maureen Orndorf from Lake County Department of Soil and Water would like to give a presentation and tour pertaining to the SWIF grant project. Mr. Bailey feels that it would be appropriate to have the tour during the C.O.W. meeting and the presentation at the regular council meeting. Mr. Bailey expressed his gratitude to all that helped with the Community Social. It was a huge success this year with over 300 people in attendance. Reminder that we moved the Outdoor Market over to the park in Village Square. The time will remain the same from 2:00 – 6:00 pm followed up with open mic night from 6:00 – 8:00 pm every Wednesday. Mr. Bailey attended a training class on harmful algal blooms (HAB). Although we purchase our water from Lake County we still need to have a contingency plan in place in the event of an outbreak of HAB's. He provided a quick synopsis of what would happen should there be an outbreak. We are planning on putting some public information on the website as well as facebook to help educate the public.

**COMMISSION AND COMMITTEE REPORTS:**

Mr. Vest reported that there will be a special meeting for the Fire Board to be held on July 6, 2016 at 7:00 pm at Station 3.

**FINAL HEARING OF PERSONS BEFORE COUNCIL:**

Matt Gasber 950 W. Main Street inquired about an expenditure for training from June 2014.

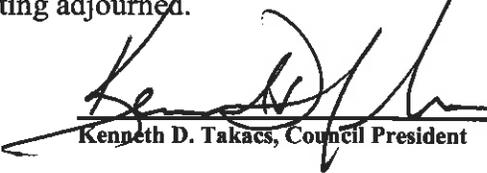
**NEW BUSINESS – None**

**Mayor's Report:** - Made council aware of the upcoming dates.

**ADJOURNMENT**

Motion to adjourn at 8:24 pm made by Mr. Takacs, seconded by Mr. Mabe.  
Roll call on adjournment, 6 yeas. Meeting adjourned.

  
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Sam Britton Jr., Mayor

  
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Kenneth D. Takacs, Council President

7/18/16  
\_\_\_\_\_  
DATE

Attested:

  
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Kristie M. Crockett, Fiscal Officer

7-18-16  
\_\_\_\_\_  
DATE