

Village of Milan Council Meeting
Tuesday, September 5, 2023 - 5:30 P.M.
Milan Municipal Building

AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Consideration of Council Meeting Minutes of 8/21/2023
4. Consideration of the Administrator's Report
5. Consideration of the Inspector's Report
6. Consideration of the Department Heads' Reports
7. Consideration of the Semi-Monthly and Miscellaneous Bills
8. Discussion relating to replacement of 2 PRVs, Pressure Reducing Valves, at Knoxville Rd & W 4th St
9. Recommendation from the Finance Committee
10. Citizens Opportunity to Address the Village Board
11. Adjourn

Roll Call

Roll call showed Trustees Karen Wilson, Bruce Stickell, Doug Humphrey and Harry Stuart present. Trustee Michelle Hubbard attended electronically and Cassandra Mikaio was absent.

Pledge of Allegiance

Attorney Scott led the Pledge of Allegiance.

Consideration of Council Meeting Minutes of 8/21/2023

Mayor Dawson asked if there were any additions or corrections to the minutes of August 21. There being none he asked for a motion on the question.

Trustee Humphrey moved to approve the minutes as written and Trustee Stickell seconded the motion. All Trustees voted "Aye". Motion carried.

Consideration of the Administrator's Report

Administrator Seiver, stated Assistant Administrator Johnson has been working on the CodeRed Emergency Alert project and he says it is ready to go. Mr. Johnson stated the alert system is ready for residents to sign up for service. He distributed to everyone present, information with a QR Code as one way to easily sign up. Mayor Dawson asked if there would be

a minimal fee for the service and Mr. Johnson stated there would be no fee. Trustee Humphrey would like Mr. Johnson to keep track of how many residents sign up.

Administrator Seiver stated he would like to have the Trustees vote on Trustee Hubbard's attendance by phone, due to illness. Trustee Humphrey moved to allow Trustee Hubbard to attend remotely and be able to vote. Trustee Wilson seconded the motion. All Trustees voted "Aye". Motion carried.

There being no further comments from Administrator Seiver on his report or the Board, Trustee Stickell moved to approve the Administrators report as presented and Trustee Humphrey seconded the motion. All Trustees voted "Aye". Motion carried.

Consideration of the Inspector's Report

Trustee Stickell stated August was a good month for permits. He stated the Community Improvement Report showed good improvements on code violations being corrected. Mr. Schroder is doing a good job.

Inspector Moller stated the work on getting the building codes updated is almost complete. One change being made is to the General Contractor's License. Their fee will go down from \$75 to \$50. In the past codes, there has never been a fee for sub-contractors, but in the new code they will be charged a \$25 dollar fee. The code will go into effect as soon as the Ordinance is approved.

Mr. Moller stated two lots in The Conservancy have been sold and one new house is almost complete.

There being no further comments from the Building Inspector, Trustee Stickell moved to approve his report as presented. Trustee Stuart seconded the motion. All Trustees voted "Aye". Motion carried.

Consideration of the Department Heads' Reports

W/S Superintendent, Kevin Farrell, stated everything is going well at the plant. There were some problems with effluent ammonia violations during the month of August due to blower and aeration basin being down for repairs. He began annual lead and copper sampling. Fixed a water break at 844 West 9th Street. Disconnected the water at 701 W. 11th Street before demolition of house. The north aeration tank was pumped down to allow replacing air diffuser and piping. The aeration blower was pulled and bearings were replaced.

Camden Centre Director, Jeanne Beuseling reported all paperwork is done for the Milan Fall Harvest Festival. She will

report further after she talks to the Festival Committee. She felt the bingo went well, euchre not so well, every event went well. Trustee Wilson asked how the Softball field looks. Ms. Beuseling stated it look fine and Girls Softball covered the base pegs and none were damaged. The park looks to be in good shape, but not all equipment has been removed yet.

Chief Chris Johnson, stated there was a little excitement on Sunday night, but it was taken care of quickly.

Ms. Beuseling stated the air conditioning is fixed and all paperwork has been turned into Danielle for insurance reimbursement.

Chief Johnson stated he has looked at the speed signs around town and stated neighborhood signs are by State Statute are suppose to read 30 MPH unless changed by Village Ordinance. Only 3rd and 4th streets west have MPH set by ordinance.

The Labor Day parade did not go quite as smooth as it could have been. It is a big route for the number of Officers we had working. He identified East 2nd Avenue and East 5th Street as one spot which definitely needs a sign or person directing the path of the parade.

Public Works Superintendent, Steve Gibson stated he has only one part-time seasonal employee working. His department has been cleaning up after the festival and parade. They have been cold patching as needed and mowing lots and levees. Each board member has a map of the streets having Heat in Place done. Micro Seal will be done in September on the roads marked in blue on the map. His crew tore down the garage at 701 W. 11th Street and boarded up the windows on the house.

There being no further comments regarding the Department Heads Reports, Trustee Stickell moved to approve the reports as presented and Trustee Humphrey seconded the motion. All Trustees voted "Aye". Motion carried.

Consideration of the Semi-Monthly and Miscellaneous Bills

Trustee Humphrey stated he would like to see the budget there were a total of \$119,817.17 bills to review this evening. The five largest bills are to Taser International for auto tagging and service, \$31,698.00, Mid-American Energy for gas and electric, \$18,391.93, National Wash Authority, LLC for washing the water towers, \$15,000, Martin Equipment Company for maintenance on the John Deere skid steer, \$9,152.24 and Bi-State Metropolitan Planning Commission for our net share of Municipalities, \$6,611.44.

There being no questions on the bills, Trustee Humphrey moved to pay the bills in the amount of \$119,817.17 and Trustee Wilson seconded the motion. Roll call vote showed Trustees Stickell, Hubbard, Humphrey, Stuart and Wilson voted "Aye". Motion carried. The bills will be paid out of the following funds:

General	\$ 84,103.94
Garbage	1,893.99
MFT	2,766.27
Camden Centre	2,236.02
TIF II	27.81
CC Deposit	500.00
Insurance Reserve	494.70
Water/Sewer	<u>27,794.44</u>
<u>TOTAL</u>	<u>\$119,817.17</u>

Discussion Relating to replacement of 2 PRV's, Pressure Reducing Valves, at Knoxville Rd & West 4th Street

Water Superintendent, Kevin Farrell, presented two bids for the replacement of one 12 inch PRV valve on Knoxville Road and one 8 inch PRV valve on West 4th Street.

Crawford Company bid \$5,980.00 for the Knoxville Rd. PRV and \$3,285 for the West 4th St. PRV, a total of \$9,205.00.

Erickson Plumbing & Heating bid will provide labor and material to install owner provided PRV valves at two locations for \$10,585.00.

Mr. Farrell recommends the bid from Crawford Company in the total amount \$9,205.00.

Trustee Humphrey asked if the maintenance was in the budget. Mr. Farrell stated they were not.

Trustee Wilson asked if this is something that would go over our message system and he stated it would.

There being no further questions, Trustee Stickell moved to accept the bid from Crawford Company in the total amount of \$9,205.00. Trustee Wilson seconded the motion. Roll call vote showed Trustees Hubbard, Humphrey, Stuart, Wilson and Stickell voted "Aye". Motion carried.

Recommendation from the Finance Committee

Mayor Dawson stated July 1, the Union Employees raises have been initiated per their contracts, this leaves increases to be decided for employees not covered under the collective bargaining agreements. The Finance Committee met August 30th and their recommendation to the council is as follows.

Trustee Humphrey, Finance Committee Chairman stated the Finance Committee is recommending a 2% increase paid retroactive to July 1, 2023 for all full-time salaried, full-time hourly, part-time salaried and part-time hourly employees. Trustee Humphrey continued, specific areas of part-time salaried and part-time hourly employees have not had the benefit of longevity pay. It is recommended that this benefit will start for them beginning July 1, 2023 and will be considered on a 5 year schedule with a cap. The following employees will get longevity pay, Plumbing Inspector, Randy Dennis and Public Works Seasonal employees, Paul Putnam, Taylor Gunner, Michael Bailey and Matthew Baltz. Dixie Reed, Camden Centre Night Manager, part-time hourly employee, who has been with us a long time, will have her hourly rate of pay increased to \$17 per hour and will receive the longevity pay. Carrie Conger, Camden Centre bartender's part-time hourly rate will be increased to \$15 per hour, as will the part-time Crossing Guards hourly rate.

There being no further discussion on the pay adjustments, Trustee Humphrey moved to approve the recommendation of the Finance Committee concerning pay adjustments as aforementioned. Trustee Stickell seconded the motion. Roll call vote showed Trustees Humphrey, Stuart, Wilson, Stickell and Hubbard voted "Aye". Motion carried.

Trustee Humphrey stated the Finance Committee also discussed a new procedure for signing the semi-weekly and miscellaneous payables. At present, the bills are signed by all three Finance Committee members. This is a very tedious and time-consuming process, especially for the members who have full time jobs. Finance Director Cox stated the audit determined that the established procedure of all three members of the Finance Committee reviewing/initialing the bills had not been followed on a regular basis. Trustee Humphrey stated, the bills are reviewed by the Department Head, or employee who is making the purchase, Accounts Payable Clerk Myers, Finance Director Cox, Administrator Seiver, the three Finance Committee members before the Mayor and Trustees review them for approval. He stated he is confident that there are enough people reviewing the bills, that if only two of the Finance Committee Members signed them,

enough reviewing has been sufficient to determine they are all legitimate purchases.

It is the recommendation of the Finance Committee to change the number of Finance Committee members that sign the payables to two.

Trustee Humphrey moved to take the recommendation of the Finance Committee to change the number of Finance committee members signatures needed on the payables from three to two. Trustee Wilson seconded the motion. Roll call vote showed Trustees Stuart, Wilson, Stickell, Hubbard and Humphrey voted "Aye". Motion carried.

Trustee Humphrey stated the Finance Committee discussed the need to add a new position of part-time IT Coordinator. Presently, Rich Schipper, employed with the Emergency Management Center has been providing services to the village without compensation. He has let all parties know he cannot continue to provide the extra service to the village without compensation.

Administrator Seiver outlined a position where Rich Schipper would be a part-time IT Coordinator and compensated at \$40,000 per year. He has had fifteen years of IT experience with the village and has worked on all aspects of the IT processes. There will be no conflict of interest with his present job.

Trustee Humphrey moved to make the position of part-time IT Coordinator and hiring Rich Schipper to fill the position at \$40,000 per year. Trustee Stickell seconded the motion. Roll call vote showed Trustees Wilson, Stickell, Hubbard, Humphrey and Stuart voted "Aye". Motion carried.

Committee Reports

Trustee Stuart stated Metro Net has not paid the invoice the village sent to them for village repairs to a sewer line they broke in Scottswood Addition. He would like a follow up on collection of the \$12,000 bill which has already had an adjustment to lower it from the Milan water/sewer Superintendent.

Trustee Karen Wilson introduced Kathy, who is going to be the new manager for a video gaming business owned by BT Cox, if his application is approved later on in the meeting. Kathy has some questions for the Board regarding the liquor license.

Kathy asked if she could get a D Liquor License so she could sell mixed drinks, but no shots. She has had people ask if that were possible.

Mayor Dawson stated at this time only taverns may serve hard liquor and have video gaming. He would like the full Board's opinion of it before he would make a determination.

Trustee Stickell had a resident talk to him about all of the people going door to door asking to give estimates on replacing roofs due to storm damage. Trustee Stickell stated they should have a peddlers permit to go door to door. If they don't, you should call the police.

Trustee Humphrey stated due to all of the problems where Kia and Hundi cars have been stolen due to faulty starters. He has a Kia, so he took his in to the dealer and they fixed it in about 15 minutes. If anyone asks you about what can be done please let them know it is a relatively easy problem for their car dealer to get corrected.

Citizens Opportunity to Address the Village Board

Deb Kunst would like to know when the residents of Milan can sign up for the Code Red emergency calls. Assistant Administrator Johnson stated he is ready for people to sign up now. He distributed information with a QR Code that will allow them to sign up.

She also wanted to know the status of the speed signs being changed so they are all alike in neighborhoods. Chief Johnson stated the State sets the speed at 30 MPH so maybe we should leave them alone. She agreed.

Chief Johnson stated he will be addressing the problem at the corner of east 5th Street and east 2nd Avenue with the parade committee, so we can get a sign or person to direct the parade to follow E onto East 5th Street.g the parade at that corner.

Adjourn

There being no further business to come before the board, Mayor Dawson asked for a motion to adjourn the meeting.

Trustee Wilson moved to adjourn the meeting and Trustee Humphrey seconded the motion. All Trustees voted "Aye". Motion carried. The meeting adjourned at 6:27 p.m.

Barbara L. Lee, Certified Municipal Clerk