

The Board of Trustees of the Village of Winnebago met in person at 6:00 P.M. with President Franklin J. Eubank, Jr. presiding. The link for the employees and the public to attend remotely was made available via GoToMeeting.

ROLL CALL

ACKERMAN - GRAHAM - LEFEVRE – O’ROURKE –present
MCKINNON Attended remotely.

Guests in person: Attorney Mary Gaziano, Chief Jeff White, Public Works Director Chad Insko, Treasurer Sally Bennett, Deputy Clerk Kellie Symonds, Jay Pitney, Mihee Pitney, Riley Pitney, Village Engineer Seth Gronewold attended remotely. McKenzie Pitney arrived late.

A quorum was established.

No one stated a conflict of interest.

CONSENT AGENDA

A motion was made by MR. GRAHAM, seconded by MR. LEFEVRE to approve the Consent Agenda as presented.

- a. Approval of Board Trustees Meeting Minutes from August 14, 2023
- b. Approve Public Hearing minutes of August 14, 2023
- c. Approval of Line Items Transfers
- d. Approval of Bills
 - i. \$5,000 and over \$ 35,949.72
 - ii. Under \$5,000 \$ 33,526.85
 - iii. Credit Card Reconciliation – JULY
 - iv. Bank Reconciliation – JULY
 - v. Treasurer’s Report placed on file for audit
- e. Administrative Reports
 - i. President’s Monthly Report
 - ii. Chief of Police Monthly Statistics Report
 - iii. Code Enforcement and Building Official Report
 - iv. Fehr-Graham – Engineering Report
 - v. Treasurer's Report

Motion carried on a unanimous roll call vote of those present.

PUBLIC COMMENT. No one requested the opportunity to address the Board.

COMMITTEE DEPARTMENT REPORTS/REQUEST.

- a. PUBLIC WORKS COMMITTEE
 - i. The Verizon Tower lease was discussed. The phone calls continued with a representative from Verizon. For now, the existing contract will continue as it is the middle of the five-year contract term.
 - ii. A motion was made by MR. GRAHAM seconded by MR. ACKERMAN to approve payment of the \$6,230 invoice from Pitney Construction for sidewalk repairs for 601 & 603 David Drive. from line 01-42-515. Motion was carried on a unanimous vote of those present.

- b. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE/PLANNING & ZONING/4TH OF JULY
- c. POLICE COMMITTEE
- d. FINANCE COMMITTEE
- e. ADMINISTRATION TEAM/CLERK
 - i. The Paid Time Off Policy update will remain open until more information is released from the State in November.
- f. LIQUOR COMMISSION

PRESIDENT

- a. The issue of hiring a Village Administrator was discussed. It was suggested that it would be a good idea to draft an ordinance for the position to include a job description and benefits. It was suggested that the Board and President approve the hiring of the recommended person for the position. It was suggested that Mrs. Symonds, Mrs. Bennett, Mr. Insko, Chief White and Mrs. Huggins should review the applications for reasonableness. It was decided all Board Members will interview the candidates. At another time the candidate will be interviewed by the Supervisors. After all interviews are complete there could be a special meeting to discuss the candidates and make a decision. It was recommended that the starting salary be \$90,000 to \$115,000.

In order for the timing to work, the posting of the position advertisement should be about September 18, 2023, with the closing of the application process to be October 9, 2023, at 6:00pm. This could lead to a final decision being made at the November Board meeting.

A motion was made by MR. GRAHAM seconded by MRS. OROURKE to authorize the Village Attorney to draft an ordinance creating the position of Village Administrator. Motion carried on a unanimous roll call vote of those present.

A motion was made by MRS. OROURKE seconded by MR. GRAHAM to spend up to \$5,000 for the draft of the ordinance by the Attorney and the advertisement for the position of Village Administrator. The cost will be one half from line 01-41-530 and one half from line 51-44-530. Motion was carried on a unanimous roll call vote of those present.

- b. The updating of the Unified Development Ordinance was discussed. It was noted that the present document as received from Fehr Graham cannot be updated. Fehr Graham will provide a document that can be corrected and updated. The Community Development Committee will address corrections as needed.
- c. It was suggested the four supervisors should be at the table with nameplates when and as space can be found.
- d. A motion was made by Mr. Graham Seconded by Mr. Lefevre to adopt resolution 2023-19R RESOLUTION AUTHORIZING SUPPORT AND COMMITMENT OF FUNDS OF THE SAFE ROUTES TO SCHOOL GRANT APPLICATION. Motion was carried by a unanimous roll call vote of those present. It was noted that there may be a need for a public hearing on the matter.

NEW BUSINESS

- a. Riley Pitney was sworn in by the Village Clerk and took his seat at the table.

- b. It was suggested that all committees set standard meeting dates. Mr. Pitney was appointed to the Community Development and Finance Committees.

MR. LEFEVRE, MR. MCKINNON, and MRS. OROURKE will not be available for the October Meeting.

Mediacom is planning to provide access to Willingham.

MR. LEFEVERE said that WINGIS shows no taxes are being paid on the vacant lots in Willingham. The President will look into the matter.

MR. ACKERMAN asked about the previous Bruning Property. It was suggested that interested parties seek legal advice.

A motion was made by MR. GRAHAM, seconded by MR. LEFEVRE to adjourn at 7:30 P.m. Motion carried on a voice vote.

APPROVED 10/09/2023

Sally Jo Huggins, Village Clerk