REGULAR MEETING SEPTEMBER 16, 2025

PRESIDING OFFICER, THOMAS J. GARDNER, MAYOR

ROLL CALL:
PRESENT: Joe Bourne, Brandie Bourne, John Little, Ed Steffek, Nate Penrod, Steve Adams
ABSENT: N/A
OTHER ATTENDEES: Tim Bryant, DJ Meek
VISITORS: Nancy Bourne, John Bourne, Jeff McDonald

MOMENT OF SILENCE/PLEDGE
The meeting was opened with The Pledge of Allegiance led by Mayor Gardner.

PRIOR MEETING MINUTES
Motion was made by Nate Penrod and seconded by Brandie Bourne to dispense with the reading of the minutes and accept the minutes from regular meeting held September 2, 2025 Roll Call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams – abstain – absent from Sept. 2nd meeting.

VISITORS
*No Reporting

PAY BILLS
***Motion made by Brandie Bourne** and seconded by Ed Steffek to pay bills from respective funds. Roll call as follows: Joe Bourne yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Nate Penrod yay, Steve Adams yay.

POLICE
*Mayor Gardner informed council that the police dept. is in need of purchasing taser cartridges for training. Approximate cost is $525.
Motion made by Joe Bourne and seconded by Steve Adams to approve the purchase of taser cartridges at a cost of $525.00. Roll call taken and all council members present were in favor.

STREET
*Heard that the rear plate on the sweeper has been fix.
*Street Supervisor Tim Bryant has been busy painting stop bars on various streets.
*Bryant and Mayor Gardner have been trimming trees throughout the village.
***Motion made by Brandie Bourne and seconded by Nate Penrod** to approve the purchase of Shelving Units for the Street Dept. Garage. Roll call taken and all council members present were in favor.
*Discussed and agreed to make three lanes(two turn lanes) on St. Clair St - on the square side. There will be a right and left hand turn lane as well as a straight lane.

SOLICITOR MARK PERLAKY
*Reported that a discussion for purchasing real estate is needed.
*See Executive Session Section Below.

ZONING/ADMIN ASST.-DJ MEEK
*Heard that one zoning permit request is pending for a shed at the Community Center in the village.

INCOME TAX ADMINISTRATOR
*No Reporting - Absent

MAYOR
*Set Trick or Treat for Oct. 31st from 5:30 – 7:00pm

JOE BOURNE
*No Reporting

NATE PENROD
*No Reporting

BRANDIE BOURNE
*Heard that the finance committee met prior to the council meeting and the following recommendations for raises are as follows:
Tax Administrator Position (Donna Meek) - $25 per hour to $30 per hour. 1st Joe Bourne 2nd Steve Adams. Roll Call – all in favor
Village Cleaning Position (Donna Meek) - $15 per hour to $16 per hour. 1st Joe Bourne 2nd Brandie Bourne. Roll Call – all in favor
Fiscal Officer Position (Darissa Lute) - $1600 per month to $1800 per month. 1st Joe Bourne 2nd Steve Adams. Roll Call – all in favor
Mayor's Assistant/Zoning Inspector (DJ Meek) - $600 per month to $700 per month. 1st Joe Bourne 2nd Steve Adams. Roll Call – Joe Bourne yay, Steve Adams yay, Nate Penrod yay, Brandie Bourne yay, John Little nay, Ed Steffek yay.
Council Position - $60 per meeting to $75 per meeting. 1st Brandie Bourne 2nd Ed Steffek Roll Call – Joe Bourne nay, Steve Adams yay, Nate Penrod yay, Brandie Bourne yay, John Little nay, Ed Steffek yay.
Park Care Taker Position - $750 for the summer season to $800 for the summer season. This position handles all pavilion rentals at the park. 1st Joe Bourne 2nd Nate Penrod.
Roll Call – Joe Bourne yay, Steve Adams – Abstain (wife is Park Care Taker), Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay
All other wages will remain as is.
All raises will be effective as of Jan. 1, 2026. (**RESOLUTION 11-2025)**
*Discussed the maximum number of hours for police patrolling. No action taken until the police chief can be consulted.

STEVE ADAMS
*No Reporting

JOHN LITTLE
*No Reporting

ED STEFFEK
*No Reporting

FISCAL OFFICER
*Discussed and reviewed the proposed Budget for Year 2026.
***Motion made by Brandie Bourne and seconded by Nate Penrod** to approve and submit Budget 2026 to the county auditor. Roll call taken and all council members present were in **favor.**
*Reviewed Resolution 08-2025 accepting amounts and rates and certifying them to the county auditor. See Resolution Section below. This resolution is for real estate tax revenue.

TREASURER'S REPORT
* **Motion made by Brandie Bourne** and seconded by Nate Penrod to accept the August 2025 Treasurer's report with the following: $471,485.05 General Fund, $ 38,457.81 Street Construction, $547.91, State Highway, $235.33 Cemetery Fund, $12,698.66 Permissive Vehicle Tax, $3012.63 Capital Project, $0 Mayor's Court. With a total of all funds $526,437.39. Reports included the Bank Reconciliation Report, bank statements, payment listing, receipt detail report, fund status report, appropriation status report. All council members present were in favor.

EXECUTIVE SESSION:
8:20pm Motion made by Joe Bourne and seconded by Brandie Bourne to enter into executive session to discuss the possibility of purchasing real estate. Roll call taken and all council members present were in favor.

*Solicitor Perlaky and council discussed a possible real estate purchase.

8:42pm Motion made by Joe Bourne and seconded by John Little to exit the executive session and return to the regular council meeting session. Roll call taken and all council members present were in favor.

***Motion made by Joe Bourne and seconded by John Little to** proceed with the transfer of real estate from the Bates family to the Village of Port Washington. The property is located on Main Street. The village will be responsible for the back real estate taxes owed in the amount of $13,000 (approximate). Roll call taken as follows:
Joe Bourne yay, Steve Adams yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay.

Next regular meeting will be October 7, 2025 at 7:00pm.

_____ _____Date
Thomas J. Gardner, Mayor

_____ _____Date
Darissa R. Lute, Fiscal Officer

RESOLUTIONS & ORDINANCES

Motion moved by Brandie Bourne and seconded by Ed Steffek accepting the amounts and rates and authorizing the necessary tax levies and certifying them to the county auditor as stated on an emergency basis. **(RESOLUTION 08-2025)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.
Motion made by Ed Steffek and seconded by Brandie Bourne to pass and enact said **RESOLUTION 08-2025**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

Motion moved by Brandie Bourne and seconded by Ed Steffek adopting a cybersecurity policy on an emergency basis. **(RESOLUTION 10-2025)** Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.
Motion made by Ed Steffek and seconded by Brandie Bourne to pass and enact said **RESOLUTION 10-2025**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay, Steve Adams yay.

RESOLUTION 11-2025 WAGES EFFECTIVE 1-1-26 – SEE ABOVE PASSAGE UNDER BRANDIE BOURNE