REGULAR MEETING DECEMBER 30, 2025

PRESIDING OFFICER, THOMAS J. GARDNER, MAYOR

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

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 December 2, 2025 Roll Call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Steve Adams yay, Ed Steffek yay.

VISITORS
*Visitor/Resident Kevin Meek addressed an issue concerning the replacement of fencing on his property. Meek indicated that he must cross onto the adjacent property in order to replace his fencing panels. The adjacent property is now owned by the Village of Port Washington. The property was recently purchased by the village and it has a tenant residing on the property who has placed "no trespassing" signs on the said property. Meek would like permission from the village to cross onto the property to replace his fencing panels. No action was taken. Mayor Gardner instructed Meek to return to the council meeting which will be held on Jan. 6, 2026 as the village will need guidance from the village solicitor on the matter.

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

POLICE
*No Reporting - Absent

STREET
*Street Supervisor Tim Bryant report: Performed maintenance on the Bobcat, Snow and Ice maintaining and removal.

SOLICITOR MARK PERLAKY
*No Reporting – Absent

ZONING/ADMIN ASST.-DJ MEEK
*Heard that Meek has received additional paperwork from ODOT that needs signatures and a resolution for the sidewalk project which is to be completed in 2026. Mayor Gardner and Fiscal Officer Lute will review and have documents prepared for the next regular meeting (Jan 6, 2026).

INCOME TAX ADMINISTRATOR
*Income Tax Administrator Donna Meek distributed the 2025 year end report for municipal income tax collections. The total received in 2025 was $164,054.63 – an increase of $7875.59 from year 2024 ($156,179.04). Meek reported that the village solicitor has been instrumental in recovering $7407 in 2025 for back taxes owed. A total of $2,975 is still owed to the village for back taxes.

MAYOR
*Mayor Gardner indicated that the village Christmas Lights along Main Street will be taken down in the near future (when weather warms up). The Christmas Decorations on the square will be removed by the Street Supervisor (Tim Bryant). Council Member Brandie Bourne will purchase some totes for organizing and storing the lights/decorations.
*Heard that the village has received a foundation grant of $25,000 to be used for the Fire Well Project. The foundation grant was from the Doris/Floyd Kimble Foundation. The total cost of the Fire Well Project is approximately $50,000. The village will pay the remaining costs of the project. The Fire Well will be installed near the Elementary School/Belden Park Area.
Motion made by Brandie Bourne and seconded by Joe Bourne to accept the $25,000 donation from the Doris/Floyd Foundation to be used for the installation of a Fire Well. Roll call taken as follows: Joe Bourne yay, Steve Adams yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Ed Steffek yay.
*Mayor Gardner expressed gratitude towards the outgoing council members – Nate Penrod and Ed Steffek. Gardner expressed appreciation for Penrod & Steffek serving the community.

JOE BOURNE
*Bourne indicated that 35 children met Santa and received treats at the Dec 21st Event in the Fire Department.
*Bourne expressed gratitude towards Tim Bryant (Street Supervisor) for the excellent job of snow plowing with the recent snow accumulations.
*It was noted that Joe & Nancy Bourne has been serving the village&fire dept since 1975 (50 years). Joe Bourne started with the Fire Department in 1975 and stated that Nancy has been by his side serving & volunteering her time assisting with events ever since.

NATE PENROD
*No Reporting

BRANDIE BOURNE
*Heard that there will be a Fire Dept. Breakfast on Jan 10th from 8-10am (weather permitting).

STEVE ADAMS
*No Reporting

JOHN LITTLE
*No Reporting

ED STEFFEK
*No Reporting

FISCAL OFFICER
*Lute distributed the report for temporary appropriations/Resolution #15-2025. Carry over totals will be used for temporary appropriations until the permanent appropriations are reviewed and approved. The temporary appropriations are as follows:
General Fund $486,064.20, Street Construction Maintenance Fund $43,147.21,
State Highway Fund $272.56, Permissive Motor Vehicle License Tax Fund $14,797.00,
Capital Projects Fund $3,012.63

TREASURER'S REPORT
* **Motion made by Joe Bourne** and seconded by Brandie Bourne to accept the November 2025 Treasurer's report with the following: $470,482.26 General Fund, $ 42,887.10 Street Construction, $329.96 State Highway, $1.60 Cemetery Fund, $13,917.00 Permissive Vehicle Tax, $3012.63 Capital Project. With a total of all funds $530,630.55. 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.

Motion made by Joe Bourne and seconded by Steve Adams to Close the Books for Year 2025. Roll call taken and all council members present were in favor.

Next regular meeting will be January 6, 2026 at 7:00pm.

_____ _____Date
Thomas J. Gardner, Mayor

_____ _____Date
Darissa R. Lute, Fiscal Officer

RESOLUTIONS & ORDINANCES

Motion moved by Brandie Bourne and seconded by Nate Penrod to suspend the three reading rule for the emergency passage of a resolution for approving temporary 2026 appropriations. **(RESOLUTION 15-2025)** Roll call as follows:
Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Steve Adams yay, Ed Steffek yay.

Motion made by Brandie Bourne and seconded by Steve Adams to pass and enact said **RESOLUTION 15-2025**. Roll call as follows: Joe Bourne yay, Nate Penrod yay, Brandie Bourne yay, John Little yay, Steve Adams yay, Ed Steffek yay.