

VILLAGE OF MILAN COUNCIL MEETING  
Monday, October 2nd, 2023 – 5:30 PM  
Milan Municipal Building

AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Recognition of Youths by Police Chief Chris Johnson
4. Consideration of Council Meeting Minutes of 9/18/2023
5. Presentation of the Audit FYE April 30, 2023 by Carpentier, Mitchell, & Goddard Company
6. Consideration of the August 2023 Treasurer's Report
7. Consideration of the Administrator's Report
8. Consideration of the Inspector's Report
9. Consideration of the Department Heads' Reports
10. Consideration of the Semi-Monthly and Miscellaneous Bills
11. Consideration of Purchase of Office Furniture for the Clerk's Office
12. Consideration of an Amendment to the Liquor License
13. Consideration to Set Trick or Treat Hours
14. Citizens Opportunity to Address the Village Board
15. Adjourn

Roll Call

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

Pledge of Allegiance

Mayor Dawson led the Pledge of Allegiance.

Recognition of Youths by Police Chief Chris Johnson

A social media post was shared with Chief Johnson about a non-profit organization called Raising Men Lawn Care. Young men and women aged 8 – 17 can participate by doing the 50-Yard Challenge. They have to mow 50 lawns for the elderly, disabled, single parents, and veterans in their communities for free. Once they complete the challenge, they are awarded with a new lawnmower, weed eater, and blower to continue with their own lawncare business. The social media post shared with Chief Johnson was regarding two such young men who have completed the challenge, and he wanted to recognize them for their hard work for this community. He introduced Bass and Nolan Huber and presented them with Certificates of Recognition on behalf of the Milan Police Department.

Consideration of Council Meeting Minutes of 9/18/2023

Mayor Dawson asked if there were any additions or corrections to the minutes of September 18th, 2023. 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.

Presentation of the Audit FYE April 30, 2023 by Carpentier, Mitchell, & Goddard Company

Mr. Jim Taylor and Mr. Dave Gosse presented the Village Board with the results of the annual audit for fiscal year end April 30th, 2023. Mr. Taylor pointed out that there is a new standard on leases that will be reported on the balance sheet. This includes leases that Milan is getting revenue from and leases that Milan is paying on. He thought it important to mention that Milan had a Total Net Position of \$14,585,963 in Governmental Activities which was up about 4.6 million from last year. He remarked that from an overall standpoint, the numbers were quite a bit better, such as the unrestricted amount. The

general cash position was \$7,887,245 (up about 2.4 million from last year). There were no compliance issues with the TIF (Tax Increment Financing) reporting.

Trustee Stickell asked if the higher-than-normal increases in expenditures could be due to the cost of living that has gone up, such as diesel fuel, gasoline, and energy costs. Mr. Gosse responded that the general budget was fairly in-line with what Milan had expected, such as the police squad car costs that were budgeted. Village Administrator Seiver remarked that it has also been a timing issue, such as the fact that the squad cars were ordered last year, and did not come in until this year due to delays. Mr. Taylor pointed out that there was more information in the back of the audit report in the budget comparison section.

The audit showed that Milan has about 16 months-worth of expenses in reserve in the general fund (based on this year's expenses). Mayor Dawson asked what the current recommendation is. Mr. Taylor responded that the Government Finance Officers Association recommends about 2 to 4 months. Trustee Humphrey asked if the recommendations for the internal control procedures could be feasibly corrected. Mr. Taylor confirmed that generally yes, if Milan has the staff; sometimes the segregation of duties is not achievable if you don't have the number of staff you need. He also acknowledged that the turnaround in financial position that Milan has shown is quite unique and very good. Administrator Seiver commended the Village Board and Village of Milan staff for their successful efforts. Trustee Humphrey made a motion to approve the FYE April 30, 2023 Audit Report as presented, and Trustee Wilson seconded. All Trustees voted "aye;" motion carried.

Trustee Humphrey then made a motion to request a corrective action plan for the internal control process findings and a timeline for the measures that will be made and the date by which they will be corrected, to be initially submitted to the Finance Committee. Trustee Stickell seconded. All Trustees voted "aye;" motion carried.

#### Consideration of the August 2023 Treasurer's Report

Finance Director Cox stated that the final budget was updated in the system that day, so she submitted the actual budget reports for May, June, and July to the Board along with August. There were no ARPA funds spent in August, so the balance was the same at \$373,498.49. The Camden Center's August net activity was down \$12,350.38. The general fund had a \$407,585.97 surplus, the insurance reserve fund had a surplus of \$85,400.35, and water & sewer fund had a surplus of \$101,955.42. The sales tax revenue was \$204,574.11, and we had a property tax distribution of \$188,778.72. The local cannabis tax revenue was still doing tremendously well at \$94,177.23 for August. She pointed out that the investment income and the local cannabis tax revenue have both been significantly higher and continues to assist in improving the finances.

In the top expense activity for August, the Street Maintenance Supplies expense of \$32,722.98 was mostly non-MFT (Motor Fuel Tax) expenditures for the 4th Street and Heat-in-Place projects, and Flock Safety made up \$22,500 of the \$24,532.10 expense for Other Professional Services for the Police department. The Improvements/Except Buildings expense of \$17,907.04 was comprised of the second part of the Andalusia Road re-surfacing project from the previous year. Milan just received the invoice from IDOT (Illinois Department of Transportation), and it was paid out of the TIF I fund. Trustee Stickell made a motion to approve the August Treasurer's report, and Trustee Humphrey seconded. All Trustees voted "aye;" motion carried.

#### Consideration of the Administrator's Report

Administrator Seiver wanted to point out that he, the Finance department, and department heads will be working to complete the paperwork for a \$250,000 state grant. Trustee Wilson stated that she wanted to make sure that money was allocated to public safety with there being mention of rehabbing the gun range so that it doesn't have to be relocated. Mayor Dawson confirmed that it was going to go to public safety. Administrator Seiver stated that the general fund includes a budget for \$300,000 for parks improvements and also costs for consultants to develop a long-range parks program. Trustee Wilson specified that \$50,000 from the Build Illinois bond fund to the Department of Commerce and Economic

Opportunity is for a grant to the Village of Milan for “costs associated for building an accessible playground at Dixon Park.”

Administrator Seiver added that a plan for building a new sewer treatment plant was reviewed, and the cost will be very large, so Milan will most likely have to issue bonds for funding. The improvements in financial position for Milan will allow for savings in this process due to the higher bond rating Milan recently achieved, which is based on financial performance factors. Trustee Wilson made a motion to approve the Administrator’s report, and Trustee Stickell seconded. All Trustees voted “aye;” motion carried.

#### Consideration of the Inspector’s Report

Inspector Moller stated that there’s been about \$10,879 received for permits for the month. He commended Police Chief Johnson and Captain Radosevich for obtaining a court order so Milan could have junk and debris cleared from a property. He and the Community Improvement Officer Rob Schroeder gave the property owner every opportunity to get it done, but in the end, there needed to be a resolution. Trustee Stickell remarked that the biggest neighborhood issues Milan has had is long grass, trash, and debris, and Inspector Moller and Mr. Schroeder have tackled an issue that has been bad for years. Trustee Stickell made a motion to approve the Inspector’s report, and Trustee Hubbard seconded. All Trustees voted “aye;” motion carried.

#### Consideration of Department Head Reports

Police Chief Johnson stated that he had interviews last week; they expected five candidates but had only four show up, even after delaying the interviews for two months. He confirmed that this will allow the Police department to have an updated hire list.

Water & Sewer Superintendent Farrell revealed that his department had some ammonia violations at the beginning of the month, but they resolved it by replacing a blower. After receiving a letter from the EPA (Environmental Protection Administration), Milan will have to publish a public notice of the new sewer treatment plan in the local newspaper, and after ten days he can send the certificate of publication to the EPA.

Public Works Superintendent Gibson commented that it’s been a very busy month for his department. They have been working on patching all the roads that are getting microsurfaced and hoping to finish by the end of the week. Once they are completely done, he plans to complete the lines on 4th Street. An outside company will be hired to do the lines on 10th Avenue with it being so busy.

Trustee Hubbard asked about the frontage road between Lucky Ducky’s and the Adrian Carriers trucking building off of Airport Road. There is no stop sign at the point both sides merge together. Superintendent Gibson replied that it’s an Illinois State road, but he will look to see if he can get one put up. Trustee Hubbard made a motion to approve the Department Head reports, and Trustee Stickell seconded. All Trustees voted “aye;” motion carried.

#### Consideration of the Semi-Monthly and Miscellaneous Bills

Trustee Humphrey presented the regular payables amount of \$155,244.78 and the eye and dental amount of \$1,516.35. He went over the top five payables, including the City of Rock Island payable of \$11,623.88, which was confirmed to be for the purchase of water at the Andalusia Road meter. There being no other questions on the bills, Trustee Humphrey made a motion to approve the semi-monthly bills in the amount of \$156,761.13, and Trustee Wilson seconded. Mayor Dawson asked for a roll call, and the motion passed by a unanimous vote. The bills will be paid from the following accounts:

|                   |                  |
|-------------------|------------------|
| General           | \$48,159.27      |
| Garbage           | 4,404.90         |
| Camden Centre     | 690.95           |
| Insurance Reserve | 43,551.17        |
| Water/Sewer       | <u>59,954.84</u> |
| Total             | \$156,761.13     |

#### Consideration of Purchase of Office Furniture for the Clerk's Office

Administrator Seiver advised that he has not received the final estimate for this agenda item and asked to table it. He did explain that with the addition of a third full-time staff member in the Finance Office, re-configuring the office furniture will allow for less interruptions and congestion. They are planning to do this by reusing all of the existing furniture and adding some partitioning, which will better utilize the unused space. Trustee Stuart made a motion to table the item, and Trustee Hubbard seconded. All Trustees voted "aye;" motion carried.

#### Consideration of an Amendment to the Liquor License

Mayor Dawson, as the local Liquor Control Commissioner, explained that the gaming establishments in Milan are able to obtain a D1 Liquor License to sell draft beer and wine to consume on premises, but cannot sell mixed drinks. He would like to recommend the creation of a Class D3 License, which would allow to serve mixed drinks along with beer or wine, to be consumed on-premises only. The effective hours would stay at 6:00 am to midnight, and the fee would stay the same at \$1,000. Trustee Wilson moved to pass Ordinance #1775 amending the Liquor Control Ordinance by adding a Class D3 Liquor License Classification to Section 8 of Chapter 2, Title 4 of the Milan Code, and Trustee Humphrey seconded. Roll call vote showed Trustees Stickell, Wilson, Stuart, and Humphrey voted "aye." Trustee Hubbard abstained. Motion carried.

#### Consideration to Set Trick or Treat Hours

Mayor Dawson confirmed that the hours are normally 5:00 pm to 8:00 pm, and Police Chief Johnson advised that the other neighboring cities are setting their hours as the same. Trustee Hubbard made a motion to accept the Trick or Treat hours of 5:00 pm to 8:00 pm Central Standard Time on Tuesday, October 31st, 2023. Trustee Stuart seconded, and all the trustees voted "aye." Motion carried.

#### Citizens Opportunity to Address the Village Board

Mr. Chuck Henson stated that he receives a lot of requests regarding how an average citizen can become nominated as a Village Trustee. Mayor Dawson advised that they can go to the Village Clerk's office when the nominating papers are available, and then they'll have to have citizens sign the petition. There will be a date set when those petitions will need to be received by the Clerk's office, and that will get them on the ballot. There will be a primary held if there are more nominees than seats or if a different political party is nominated. The next election will be in Spring of 2025. Notification will be publicized in the newspaper, per state law. Milan will plan to post it on the website as well.

Ms. Deb Kunst asked when the notice of the new sewer treatment plans will be put in the newspaper. Water & Sewer Superintendent Farrell and Administrator Seiver confirmed it will be about a week to ten days typically from the time that Milan submits it to when it is published in the newspaper. Administrator Seiver confirmed that it will be posted on the website as well.

#### Adjourn

There being no further business to come before the Board, Trustee Wilson made a motion to adjourn the meeting, and Trustee Hubbard seconded. All Trustees voted "aye;" motion carried. The meeting adjourned at 7:01 pm.

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Barbara L. Lee, Certified Municipal Clerk  
by Danielle DeWaele