

**COUNCIL MEETING  
(REGULAR)  
March 20, 2024**

The Council of the Town of Monon met for a regular meeting on **Wednesday, March 20, 2024**, at the Monon Town Hall. Members present were President Ken Hickman, Toni Onken, Chris Franklin, and Jamie Myers. Also present was Town Marshal/Street Commissioner Roger Young, Clerk Treasurer Annette Sipkema and former Clerk Treasurer Stacy Selagy.

Ron Benakovich, member, and Rebecca Trent, attorney, were absent.

-President Hickman started our regular meeting @ 6:00 pm & led everyone in the Pledge of Allegiance followed by a moment-of-silence.

**-MINUTES, PAYROLL, BILLS & CLAIMS:**

-Chris Franklin made a motion to approve the SPECIAL meeting minutes from March 6, 2024.

-Jamie Myers seconded the motion. The motion carried.

-Chris Franklin made a motion to approve the REGULAR meeting minutes from March 6, 2024.

-Jamie Myers seconded the motion. The motion carried.

**Payroll, Bills & Claims:** Jamie Myers, Board Member, inquired where the park portion of the Howe Insurance claim is paid. Stacy Selagy explained that town park claims are paid out of the Park Fund, which includes an appropriation for insurance. Jamie Myers inquired as to why the LED lights that were purchased for the fire station were not bought from Dye Lumber in Monon. Sean Garrett, Fire Chief, stated that Dye Lumber was contacted, but that they did not carry the bulbs they needed.

-Toni Onken made a motion to accept the bills – claims – payroll.

-Chris seconded the motion. The motion carried. \$156,229.40.

**-MONTH END RECONCILIATION REVIEW / SIGN OFF:**

President Ken Hickman signed off on February bank reconciliations. Council Members signed off on February month end balances.

**VISITORS:**

**TERRY SAUNDERS, RESIDENT**, requested that an adjoining property owner be asked to dump the dumpster that has been sitting full for some time.

**UNFINISHED OR DEFERRED BUSINESS:**

**COMMONWEALTH ENGINEERING...**1. Gabrielle presented Resolution # 2024-03 to authorize Ken Hickman, President, as an authorized signer for the SRF Loan Program. 2. Gabrielle presented the application and stated that the app needs to be signed by Ken Hickman and Dustin Standish. Once this is signed and returned to her the application will be submitted to IDEM. 3. Gabrielle stated that they are still working on the final design for the treatment plant and Greenwood St. She went on to say that the MRO's look good, so she is not anticipating any changes at this time. 4.. Gabrielle also reminded the Board that the water loss audit & validation is due August 2024. This report is due every two years. The fee for Commonwealth to complete the audit is \$5,000. Annette Sipkema will check with Dustin Standish to find out if he will be performing the audit or if the Board should consider hiring Commonwealth.

**PROPERTY CLEAN-UPS...**Marshal Young stated that he has identified approximately 75 properties that will receive notification to clean up their property. Jamie Myers questioned if there is a way that responses are tracked. Marshal Young stated that he has a spreadsheet with the properties identified. Marshal Young also stated that he has forwarded information to Area Plan regarding multiple apartments inside a building.

**LEAK PROTECTION POLICY...**The Leak Protection Policy has been revised to include the sprinkler allowance and one pool fill allowance per year.

-Toni Onken made a motion to approve the policy as presented.

-Jamie Myers seconded. Motion carried

**EQUIPMENT NEEDS...**Marshal Young presented bids for the street sweeper, dump truck and mowers. There was discussion on the amount of money that was available to be spent on equipment, but the amount discussed included the \$60,000 in EDIT money. Stacy Selagy explained that there is approximately \$30,000 in the budget for machinery and equipment (MVH Funds) that can be spent now.

Mrs. Selagy went on to explain that while there is also \$60,000 in EDIT, she would discourage spending the money so early in the fiscal year. The money can be used for any purpose and should be reserved in case of an emergency or unexpected expenses. Once this money is gone, it is gone. The Board and Marshal Young prioritized the equipment needs and decided to focus on a new dump truck and mower at this time. Marshal Young presented bids for a 450 ton dump truck.

-Jamie Myers made a motion to purchase the 450 Ford Dump Truck from Gutwein Motor Company for \$71,755.00.

-Chris Franklin seconded the motion. Motion carried.

The amount is to be split into 4 annual purchase lease payments.

Diane Tribbett, Park Board Representative, inquired if the park could have the existing dump truck instead of the town trading the vehicle in. Mrs. Tribbett is to discuss with the Park Board if they would be interested in purchasing the truck from the Town of Monon, amount was undecided at this time.

Marshal Young presented two zero turn mower bids. After discussion,

-Jamie Myers made a motion to purchase the Toro 35 HP, model # 74020 for \$11,199.20.

-Toni Onken seconded the motion. Motion carried. Marshal Young asked the Board what they would like for him to do with the existing 1998 Grasshopper and Dixie Mowers.

-Chris Franklin made a motion to sale the equipment.

-Jamie Myers seconded. Motion carried.

#### **NEW BUSINESS:**

**ONLINE ORDINANCE PROPOSAL...**President Hickman shared the cost proposal for the Folio and Internet Agreement. This agreement is to hire American Legal Publishing, LLC to make the Town of Monon Ordinances available online. The conversion fee and 1<sup>st</sup> year hosting fee is \$890.00 with a \$495 annual hosting fee thereafter.

-Toni Onken made a motion to proceed with the agreement.

-Jamie Myers seconded. Motion carried. Annette Siphkema will sign and return the agreement to the company.

**MEETING FREQUENCY...**The Board discussed the current meeting schedule of two meetings per month and if meeting once a month would provide enough opportunity to accomplish the needs of the town. Sean Garrett, Fire Chief, inquired if the Board would allow leniency to the current contract requirement that the fire department must attend at least one meeting a month. Ken Hickman stated that if the Board decides to meet once a month and a fire dept representative is not available, the town would not consider that a violation of the contract.

-Jamie Myers made a motion to change the schedule to meet once a month.

-Chris Franklin seconded. Motion carried. Effective May 1<sup>st</sup>, the Board will meet on the 2<sup>nd</sup> Wednesday of each month.

**ORDINANCE 2024-04; REVISED PERSONNEL HANDBOOK...**The Board expressed their approval of the revised personnel handbook prepared by New Focus. The revisions addressed legal language that had not previously been included. Ken Hickman stated that the Clerk-Treasurer would like for the Board to consider suspending the 1<sup>st</sup> reading rule to allow the revised personnel handbook to be effective April 1, 2024.

-Chris Franklin made a motion to suspend the 1<sup>st</sup> reading rule.

-Toni Onken seconded. Motion carried.

-Toni Onken made a motion to approve Ordinance # 2024-04.

-Jamie Myers seconded. Motion passed. The revised handbook will be effective April 1, 2024.

#### **STAFF REPORTS:**

**TOWN MARSHAL/STREET COMMISSIONER ROGER YOUNG...**1. Marshal Young gave a brief overview of the Police Department schedule. 2. Marshal Young introduced a brush pickup schedule to the Board. This schedule would determine set days that the town employees will dedicate to pick up brush throughout the town. 3. Marshal Young stated that the fine screen at the treatment plant has been fixed.

**CLERK-TREASURER...**1. Annete Siphkema shared with the Board that the State Board of Accounts arrived on Tuesday, March 12<sup>th</sup> to audit 2020 through 2023. The SBOA Representative will meet with Ken Hickman, Annette Siphkema and Stacy Selagy tomorrow, March 21<sup>st</sup> for the entrance interview. Once the audit is complete, the SBOA representative will request a meeting with the Board and the Clerk Treasurer for the exit interview. 2. Mrs. Siphkema stated that the principal account holder for the Town of

Monon's Alliance credit card is Stacy Selagy. To change the name, the Council must approve her to be the principal on the account.

Chris Franklin made a motion to make Annette Sipkema the principal on the credit card account.

Jamie Myers seconded. Motion carried.

3. Servline brochures will be sent out with the April billing. 4. Mrs. Sipkema mentioned that the Board needs to be thinking about what they would like to see this year for street paving and sidewalk work. There was a brief discussion on areas that need to be addressed, but it was decided that this should be added to be discussed at the next meeting on April 3<sup>rd</sup>.

**COUNCIL MEMBERS...**There was no other business from the council members at this time.

-Chris Franklin made a motion to adjourn.


-Toni Onken seconded the motion. Motion carried.

The meeting was adjourned @ 7:11 pm.

The next regularly scheduled meeting will be on Wednesday, April 3, 2024 immediately following the Special Meeting.

COUNCIL PRESIDENT: 

COUNCIL VICE PRESIDENT: \_\_\_\_\_

COUNCIL MEMBER: 

COUNCIL MEMBER: 

COUNCIL MEMBER: \_\_\_\_\_

ATTEST: 