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Meeting ID: 929 0927 4722 | Passcode: 123456

Having been duly advertised as required by law, Mayor Teeters called this Regular Council Meeting to order at 6:14pm. Karen Smith gave the invocation, and Mayor Teeters led the Pledge of Allegiance.

Town Council Members Present

Zane Teeters, Jr. – Mayor
Marjorie Boyd – Vice-Mayor
Jeanne Quiros
Ryan Wilbur
Kay MacQueen

Town Staff Present

Jennifer Tucker, Town Clerk
Wally Hoagland, Police Chief
David Langley, Town Attorney

Roll Call was performed, confirmation of the meeting notification was acknowledged, and it was determined that a quorum was present.

A. CITIZENS' QUESTIONS AND COMMENT

None

B. AGENDA REVIEW

None

C. APPROVAL OF MINUTES

None

D. CONSENT AGENDA

None

E. STAFF REPORTS

Police Department – Chief Hoagland

Chief Hoagland reminded everyone about the upcoming Easter Egg Hunt scheduled for April 19th, from noon to 2 PM, at the Community Center near Swaffar Park.

Public Works – Chief Hoagland

The Public Works team has been working hard. They are currently installing new signs and replacing old ones. Further replacements are on hold while waiting for more signs to be delivered. Chief is working on obtaining quotes for tree services and will report at next month's meeting. The department is receiving a good response to job openings, with about 10 to 12 applicants for the supervisory role and approximately 40 for the public works positions. Plans are in place to initiate the interview process the week following the application deadline.

Town Clerk – Jennifer Tucker

Town Clerk Jennifer Tucker confirmed that similar to public works, there has been a substantial number of applicants for the available positions. Consequently, interviews are scheduled to commence next week.

Town Attorney – David Langley

Nothing to report at this time.

F. OLD BUSINESS

Consideration and approval of appointing John Bradley Minger to the Planning & Zoning Board

The motion for his appointment had been previously voted on but was not properly included on the agenda and publicly noticed during the last meeting. The motion was reintroduced for a new vote to be conducted, now with proper public notification.

Motion by Mayor Teeter to appoint Brad Minger to the Planning and Zoning board, seconded by Councilor MacQueen.

Motion approved unanimously by voice vote.

Yea: Teeters, Boyd, Wilbur, Quiros, MacQueen

Nay: None

Discussion and Action to purchase Power DMS software program

Discussion centered on the purchase of the PowerDMS software program, previously tabled and now revisited. Chief pushed that this isn't just a nice-to-have, but a must-have for the town's operations, especially with evolving needs and policies. Funding possibilities such as police impact fees and ARPA funds were explored. The council deliberated on contract durations, considering both budgetary impacts and operational benefits.

Motion by Vice Mayor Boyd to approve the 3-year contract for Power DMS pending proper budget allocation, seconded by Mayor Teeters.

Motion unanimously approved by roll call vote.

Yea: Mayor Teeters, Vice-Mayor Boyd, Councilor Quiros, Councilor Wilbur, Councilor MacQueen

Nay: None

Discussion and action of town-sponsored programs and events

The council discussed the proposal for using the community center for senior programs, initiated by a citizen. The main focus was on managing liability and maintaining flexibility in the town's policies. Options were discussed like forming a club to organize the events, which could help with operations and limit the town's liability by charging a nominal fee or even no fee, while requiring a rental agreement to be signed. This approach was favored as it would treat the event like any other private rental, ensuring the town isn't unduly exposed to risks. Concerns were raised about the need for clear documentation and perhaps a waiver to further protect the town. The council agreed to defer a final decision until a more detailed proposal is presented, ensuring all legal and procedural bases are covered before moving forward.

No action at this time.

Consideration and approval of Resolution 2025-02 Amending Rules of Order

Discussion continued from the previous meeting to amend the rules of order related to the agenda-setting process. The amendment proposed that council members must submit agenda items with supporting documentation to the town clerk eight business days before the council meeting, with the clerk requesting that the deadline be set for 9am. The mayor emphasized the importance of this change to prevent rushed reviews and ensure a more efficient meeting process.

Motion by Mayor Teeters to approve Resolution 2025-02 with changes requested by the clerk, seconded by Vice Mayor Boyd.

Motion approved unanimously by voice vote.

Yea: Teeters, Boyd, Wilbur, Quiros, MacQueen

Nay: None

Discussion of Mayor and Town Clerk job duties

Councilor MacQueen explained her objective to clarify the job duties of the mayor and town clerk, which was prompted by citizen inquiries and her own review of the town's policy manuals and charter. Acknowledging her newness to the board and the complexity of the roles as outlined in the documents, she emphasized her goal was to enhance transparency and knowledge about municipal responsibilities. MacQueen encouraged council members and the public to engage with the compiled information she provided to better understand the designated duties of the mayor and town clerk.

Councilor Wilbur expressed skepticism regarding Councilor MacQueen's presentation on the job duties of the mayor and town clerk. He suggested that the discussion might be a roundabout way to target specific individuals within the town's administration. Wilbur questioned the necessity of the review, implying that it could be an unnecessary and elaborate effort since the responsibilities of the town officials are already well-known and established among the council members and town staff. He pointed out that everyone is aware of their roles, suggesting that the extensive discussion might have ulterior motives rather than just seeking to clarify job responsibilities.

Vice Mayor Boyd inquired to clarify discrepancies in the current organizational chart, specifically missing positions under the Town Clerk and within the Public Works Department. She wanted to ensure that all positions are accounted for, especially given current hiring efforts.

G. NEW BUSINESS

None

H. COUNCIL DEPARTMENT LIAISON & COMMITTEE REPORTS

Land Development Regulation – Councilor Kay MacQueen

Councilor MacQueen reported that she will be engaging more actively in land development issues after discovering that she should coordinate with the town clerk on these matters. She announced an upcoming community meeting scheduled for March 26 at 6pm, related to the Fair Street development. She encouraged community attendance at this meeting, although she noted that her position as a councilor restricts her from expressing personal opinions on the matter.

Sean Donnelly, P&Z Chairman, asked Attorney David Langley if the council should avoid attending the community meeting, would the same advice apply to the planning and zoning board. Attorney Langley advised limiting such attendance as much as possible.

Public Works/Streets – Councilor Ryan Wilbur

Nothing to report at this time.

Finance/Grants – Vice Mayor Marjorie Boyd

Vice Mayor Boyd reported on issues concerning loose and stray animals in the town, noting complaints about both owned and wild animals. She has coordinated with the supervisor for the Animal Enforcement Unit of Lake County, who are under the Sheriff's Department, to patrol the town streets twice a week to address these animal issues. She emphasized that residents should direct their animal complaints to the Sheriff's Department's non-emergency number, not the animal shelter, as the shelter cannot assist with such issues. She also mentioned that enforcement might issue tickets to residents who fail to control their pets, suggesting this as a solution to reduce the problem. The patrols will occur at varying hours to prevent predictability.

Public Safety/Code Enforcement – Councilor Jeanne Quiros

Nothing to report at this time.

Legal/Ordinances/Economic Development – Mayor Zane Teeters, Jr.

Nothing to report at this time.

I. REVIEW

Items for Workshops and possible dates

None

Items for Next Regular Council Meeting

None

Items for Special Meetings and Possible Dates

None

J. COUNCIL MEMBER MISCELLANEOUS COMMENTS

None

K. ADJOURNMENT 8:13pm

Respectfully submitted,

Zane Teeters, Jr., Mayor

ATTEST:

Jennifer Tucker, Town Clerk