

VILLAGE OF THORNTON

COMMITTEE MEETING MINUTES

November 17, 2025

President Reynolds called the Committee Meeting to order for the Village of Thornton on November 17, 2025 at 6:00 p.m. This meeting is being recorded by Clerk Kitakis and on Village social media. Attendees were asked to refrain from using electronic devices.

ROLL CALL:

President Reynolds – Present
Trustee Cunningham – Present
Trustee Middlebrooks – Present
Trustee Kaye – Present
Trustee Glaser – Present
Trustee Pratscher – Present
Trustee Piszewski – Present

Also present: Public Works Superintendent Roberts, Parks & Recreation Director Dunlop, Police Chief Wesolowski, and Fire Chief Schweitzer.

PUBLIC COMMENT:

No public comment regarding agenda items.

COMMITTEE REPORTS:

- Trustee Piszewski – Building Department

The Building Department completed 370 inspections during October, issued 24 citations, and processed 25 permits totaling \$3,685 in permit fees. Improvements represent over \$714,650.22 invested back into the community. No discussion.

- Trustee Cunningham – Finance

The cash position for the Village is \$10,040,416.36. No discussion.

- Trustee Middlebrooks – No report.

- Trustee Kaye – Public Works

Public Works completed 29 JULIE locates and responded to three sewer complaints. No discussion.

- Trustee Glaser – Police Department

The Thornton Police Department responded to 769 calls in October, including 288 traffic stops, 123 citizen

assists, 31 ordinance violations, 34 suspicious activity calls, 8 theft/burglary/robbery incidents, and 45 assists to other agencies. Residents were reminded that there is no parking on Village streets when snowfall reaches 2 inches or more. No discussion.

- Trustee Pratscher – Fire Department

The Fire Department completed 22 inspections, responded to 19 emergencies, issued no tickets or fines, and logged 250 training hours. Activities included fire prevention walkthroughs and CPR training. No discussion.

TREASURER JACKSON:

The October Treasurer’s Report was submitted for review.

General Fund: Revenues of \$303,707.14; expenses of \$544,599.52; excess expenditures total \$240,829.38.

Water/Sewer Fund: Revenues of \$24,821.11; expenses of \$104,482.97; excess expenditures total \$79,661.06.

Two line-item transfer requests were submitted:

- Fire Department – Transfer \$200 from Training GL to Dues/Fees.
- General Fund – Transfer \$5,600 from Contingency to Miscellaneous.

No discussion.

ADMINISTRATOR PAYNE:

Administrator Payne reviewed the 2026 fireworks agreement, noting an increase from \$12,000 to \$13,500. She recommended locking in pricing early due to the 250th anniversary celebration next year and expected tariff increases.

She then discussed a special use request for an auto repair shop at 583 N. Williams. Planning & Zoning recommended approval with conditions, including a prohibition on outdoor repairs. Trustees expressed differing views on the practicality of banning outside work due to limited indoor space, safety concerns, and consistency with requirements imposed on other auto repair facilities. The applicant, Mr. Cotton, stated he intends to perform all repairs indoors. The Board elected to continue the discussion at the Regular Board Meeting.

Next, she reported on the offer from Washington Memory Gardens to purchase Village-owned property at 601 Ridge Road for \$75,000—an increase from the original \$50,000 discussed previously. This will move forward for Board consideration.

Administrator Payne then provided a detailed explanation of the Village’s codification issues. She reported the following:

- No ordinances from 2023 or 2024 were ever submitted to the online code host for codification.
- Many passed ordinances from those years cannot be located in final, signed form.
- The online code host confirmed they received zero ordinance submissions during those two years.
- As a result, the Village Code is missing multiple adopted laws, causing major difficulty locating or confirming rules, fees, and approvals.

She recommended that any ordinance amended during a Committee Meeting not be placed on the next Regular Board agenda until the corrected version is produced in writing. She also recommended emergency ordinances be followed by a written verification step at the next meeting to prevent confusion.

Attorney Matt Welch confirmed that ordinances remain legally valid even if not codified or bearing signatures, provided the minutes reflect a proper vote and no veto occurred. However, without locating the originals, enforcement becomes extremely difficult. He advised reconstructing files by searching attorney records, administrative files, and digital archives.

The Board acknowledged the seriousness of the codification problem and agreed that additional administrative time will be needed to resolve it.

MAYOR'S REPORT:

Mayor Reynolds thanked attendees for adjusting to new meeting times and shared that the Village of Thornton is celebrating 125 years of incorporation.

She thanked Public Works for exceptional snow removal, recognized veterans who attended the annual breakfast, and highlighted upcoming community programs including Paint Night, Movie Night, and yoga sessions.

Residents were reminded that yard waste pickup concludes November 28, 2025. The Community Center remains available for event rentals.

ADJOURNMENT:

A motion to adjourn was made by Trustee Kaye and seconded by Trustee Cunningham. Roll call vote: All Trustees voted YES. Motion carried.

Nikki Kitakis Village Clerk