

**VILLAGE OF AVISTON
MINUTES OF REGULAR MEETING HELD ON:
MONDAY OCTOBER 3, 2016**

The regular meeting of the President and Board of Trustee was held on Monday October 3, 2016 at 7:30pm in the Village Hall. In attendance were Village President Dale Haukap, Village Administrator Mike Buscher, Village Treasurer Steve Goestenkers, Village Clerk Jennifer Jansen, Trustees Larry Harper, Mike Kampwerth, Randy Peek, Chuck Schrage, Gary Litteken and Kurt Schmitz. Employees present included Gary Rakers, Mark Taylor, Kyle Markus, Jim Hegger, Village Engineer Pat Netemeyer and Village Attorney Henry Bergmann. Guests included Dale Buscher, Linda Nulsen, Susan Toennies, Glenn Toennies, and Larry Rakers.

1. GUESTS:

Larry Rakers was present to discuss the ground he owns between Old Route 50 and New Route 50. Larry mentioned he would like to possibly get this ground into the TIF II and said he currently has no intentions of developing this area in the near future.

Susan and Glenn Toennies were present to discuss her plans to remove her current mobile home and replace it with either a new trailer or a manufactured home. At the present time she is leaning more towards a manufactured home. The Board informed her that a building permit application will be needed and all zoning specification should be followed.

Linda Nulsen was present to discuss the trees in the alley near her home. She would like them removed as they drop too many leaves and attract squirrels. The Street committee will review this.

2. MINUTES:

The minutes of the previous meetings were present for review. A motion to approve the minutes as presented was made by Chuck Schrage, second by Kurt Schmitz. Motion carried 6-0.

3. FINANCIAL REPORT:

Steve Goestenkers reviewed the September financial report. Collected \$258K and disbursed a little under \$167K and most of the receipts are due to collecting property taxes and two Income Tax checks.

GF – The State is only 1 month behind in Income Taxes being disbursed. Salaries look high this month due to an extra payroll period in the month. Jeff Woltering made his final payment on the Page Street Extension. The other large expense is for CodeRED.

WF – The revenue is on target with the budget. Chemicals were a bit high this month but still on pace to be under budget.

SF – Normal monthly receipts noted. Expenses are a little high.

MFT – We collected \$4200 this month and are currently on pace with the budget.

RLF - All loans current and there is \$49K available to loan out.

TIF I – The Village received \$71K in the 1st installment of property taxes. Jenny will try to get information from the County as far as what we can expect in total receipts.

TIF II – There was only a small receipt in this account this month.

Steve presented and reviewed the Annual Treasurer’s Report with the Village Board. A motion to approve the financial report and Treasurer’s Report was made by Kurt Schmitz, second by Gary Litteken. Motion carried 6-0.

All bills will be reviewed and discussed in executive session.

4. PARK DISTRICT:

Larry Harper stated he attended the last Park District meeting as a Board member and a concerned citizen and asked about the engineering invoice that was paid. He said the Park District explained the bill to his satisfaction. Larry stated that the Park District wants to start on the ditch project and he advised them to wait on this until later to see how drainage works with the new industrial area getting started. Larry said the Park District would like a Village Board member to attend their monthly meetings to help keep open communication between the two. In return a Park District member would also attend the Village Board meetings. Gary Litteken volunteered to attend the Park District meetings. Larry said the Park District would also like to take over more bills at Kopff Field and asked that Jenny get the lighting bills to them. Mike Kampwerth asked if the sidewalk project is still moving. Larry stated he was informed they are waiting on the contractor, the bid was awarded.

5. WATER PROJECT:

Jim Hegger stated the IEPA loan rate is 1.64%. Jim asked for authorization for Dale to sign the loan documents when they are received. A motion to authorize Dale to sign the loan documents was made by Gary Litteken, second by Kurt Schmitz. Motion carried 6-0 by roll call vote as follows:

L. Harper – aye	C. Schrage – aye
M. Kampwerth – aye	G. Litteken – aye
R. Peek – aye	K. Schmitz – aye.

Jim stated the next step is to send out the official notice of award and will send out the agreements to the contractors. By the end of the month Jim would like to see us issue a notice to proceed for the contracts so contractors can start preparing and a preconstruction meeting can be scheduled. A motion to authorize Dale to sign all agreements for construction permits was made by Mike Kampwerth, second by Chuck Schrage. Motion carried 6-0 by roll call vote as follows:

L. Harper – aye	C. Schrage – aye
M. Kampwerth – aye	G. Litteken – aye
R. Peek – aye	K. Schmitz – aye.

Jim then discussed the next step would be advertising in all public forums.

The Board then reviewed tank designs and picked out 2 choices for Jim to have a mock design made for further review.

Jim discussed pay requests and how the process works once it starts.

Jim discussed with the Board that Tri-Township issue we currently have. Currently it doesn’t seem our project has any impact on this and we will proceed as intended. Henry researched the issue and drafted a letter to send to Tri-Township. The Village Board reviewed the letter as drafted.

6. POLICE REPORT:

Mark Taylor gave the monthly police report. The one theft listed was an identity theft.

-Property Maintenance – Mark stated Paul Fuehne did pay his fine. Mark mentioned he spoke with Leonard Hilmes regarding the Helen Hilmes property. Leonard assured Mark that the property will be cleaned up. There were two citations for illegal dumping at the maintenance building and one has already been paid. The other one stated he would be in attendance tonight and at this time, is not present.

-Cannabis Ordinance – The cannabis ordinance was present for all to review. Henry will review and put into ordinance form for next meeting.

-General Orders Update – The firearms update for the police general orders manual was present for all to review. The Village Board tabled this until further discussion.

-Uniforms – A quote for new uniforms was present from Ray O’Herron. A motion to approve the purchase of uniforms was made by Mike Kampwerth, second by Randy Peek. Motion carried 6-0.

-CodeRED – Kyle reported that he and Jenny had training on this last week. The sign up is in progress.

-AERA – Kyle said that he ordered ID badges and they will be here next Wednesday. Kyle purchased folding chairs for the office in the back. Between the badges and the chairs the total cost was not over \$400.

-Police Presence in Public – Mike Kampwerth again stated he would like officers out in the public more. Mike stated he does know about the issues with radios but would still like to see them out and about occasionally. Kurt asked if walking patrol could be added to the police report for the month. Randy recommended Mark and Dale meet with Tami to further discuss police officer presence at the school.

7. CURRENT PROJECTS:

-Rt 50 Coalition – Mike stated they will be meeting with IDOT but there is no money at this time.

-Industrial Park – No plat as of yet on the Woltering property.

-Vintage Hall Update – Kurt stated they are currently waiting on Ben to do the drawings.

-Page Street Stop Sign Ordinance – This ordinance was present for review. A motion to approve the ordinance was made by Kurt Schmitz, second by Randy Peek. Motion carried 6-0. Amendment to spelling will need to be made before this ordinance can be signed.

-Southern Approach to North Page Street – Mike Kampwerth reviewed a map that was presented for review. Pat stated they would like to get Right of Ways before submitting to IDOT.

8. VILLAGE ADMINISTRATOR’S REPORT:

-Brochure – Mike mentioned there isn’t much to report at this time. This brochure, when finished, will be changeable.

-Business Retention – Mike Buscher mentioned that the interest rate for the RLF is drawing more business prospects. Mike will be meeting with all applicants. Mike met with Bryan Marsh from 1st National Bank of Carlyle and they are willing to offer lower

rates to new businesses in town. Mike stated he has been meeting with people and has been giving contact information to potential businesses regarding property owners.

Mike stated there are now 68 banners up and would like to keep in touch with the businesses going forward.

-Insurance Bid – Mike stated he did speak with Dan Imming regarding the park buildings and there was an agreement one building is listed incorrectly. This adjustment can be made after the bid is awarded.

-Comprehensive Plan – Mike said that a Comprehensive Plan is much needed. It doesn't need to be costly, but needs to be beneficial and utilized. Mike believes he and Kurt could work on this. A motion to proceed with a Comprehensive Plan was made by Randy Peek, second by Mike Kampwerth. Motion carried 6-0.

-TIF – Kurt Schmitz mentioned that there are 3 TIF applications, Shine Bright Daycare, GrassMasters and Citadel Saloon. Kurt will review these more and Mike will talk with Grassmasters regarding their application. Citadel's application is being processed and Kurt will get this to Sharon as soon as possible.

9. ZONING ADMINISTRATOR'S REPORT:

Gary Rakers reported 4 miscellaneous permits and 3 new home permits were issued in September. Dale Buscher reported that Jared Kues was present to discuss moving a modular building to the corner of Old Rt. 50 and Aviston/Albers Road for a possible business.

-LED Street Lighting – No report as of this time.

10. PUBLIC WORKS DIRECTOR'S REPORT:

Gary informed the Board that the laptop for reading water meters had issues this past month. This laptop is 9 years old and it was suggested to look into getting a new one.

-JUS – Jenny updated the Board that the new program will be up and moving by the end of the year. The training will begin in October.

Gary asked about the tires on the big truck. The Board stated to get them at Faust but to hold off until November if possible.

11. NEW BUSINESS:

-Drainage – Chuck stated there is an issue with drainage behind his house that started when the ditch was graded last year. The Board stated to take the grate off and see if it will drain better. If it clogs, Gary will come out and clean it out.

-BoyScout Building – Randy said he spoke with Arrow Group regarding getting a small building for the BoyScouts. Randy said he will have a report for next month.

Dale read a couple of Thank –You notes to the Board.

-Gentz Property – Henry drafted a letter in regards to the Gentz Property. A motion to send this letter, certified, was made by Chuck Schrage, second by Larry Harper. Motion carried 6-0.

-Golf Outing – The golf outing has been cancelled.

A motion to enter into executive session was made by Larry Harper, second by Randy Peek. Motion carried 6-0. Time was 9:42pm.

All executive minutes were taken by a Village Board member.

Jennifer Jansen, Village Clerk