

**VILLAGE OF AVISTON  
MINUTES OF REGULAR MEETING HELD ON:  
MONDAY MARCH 2, 2020**

The regular meeting of the President and Board of Trustees was held on Monday March 2, 2020 at 7:30pm in the Village Hall. In attendance were Village President Dale Haukap, Village Administrator Mike Buscher, Village Clerk Jennifer Jansen, Trustees Larry Harper, Randy Peek, Gary Litteken, Kurt Schmitz and Kevin Eversgerd. Employees present included Gary Rakers, Dave Trame, Mark Taylor, Kyle Markus and Village Attorney Henry Bergmann. Guests included Lisa & Tony Staudenmaier, Kurt & Julie Huelsmann, Scott & Karen Gebke, Mike Engel with the Zoning Board, Ken & Rhonda Leach, Tara Hamilton with Aviston Countryside Manor, Randy Voss and Mike Toebe with the Park District, Justin Vonder Haar with HMG, and ACIC members Lucas Haukap, Katelyn Lampe and Andrew Kampwerth.

**1. GUESTS:**

All guests present were on the agenda.

**2. MINUTES:**

Minutes of the previous meetings were available for all to review. A motion to approve the minutes was made by Randy Peek, second by Kevin Eversgerd. Motion carried 5-0.

**3. FINANCIAL REPORT:**

Steve Goestenkors was not present at the meeting but did leave notes regarding all accounts along with the financial report.

A motion to pay all bills was made by Kurt Schmitz, second by Gary Litteken. Motion carried 5-0.

**4. POLICE REPORT:**

Mark Taylor stated a copy of the monthly police report is in everyone's packet for review. Mark stated the new radar unit has been ordered. The new radar unit has been installed and working as advertised.

Kyle Markus stated that all vests have been ordered with a total of \$5,316. Kyle said that half of this would be reimbursed to the Village through a grant that opens on April 1<sup>st</sup>. Kyle also asked for the Village to purchase pouches for each officer at the cost of \$100 each. A motion to approve this purchase was made by Kevin Eversgerd, second by Gary Litteken. Motion carried 5-0.

**5. PARK DISTRICT:**

A copy of the Park District minutes is in everyone's packet for review. Mike Toebe and Randy Voss were present to discuss an estimate to relieve drainage issues at the park baseball diamond. The Park District is requesting TIF Funds to help complete this project. Mike Buscher will get a TIF application to Mike Toebe to complete.

Mike Toebe also said that the Park District does not have an auditor and asked if it would be possible to use the Village auditor and have the audit completed at the same time. The Village will forward the auditor's information to Mike.

## **6. CURRENT PROJECTS:**

Vintage Hall – Dale Haukap informed the Board that there are 2 new people cleaning the Vintage Hall. Jenny said the Vintage Hall is being rented by the Fire Department and they have asked if they are required to pay the rental fee. The Board decided that as a separate taxing body that paying the rental fee would be appropriate. Jenny discussed Vintage Hall rent and deposits being made from non-residents and asked how to handle this. It was stated that the rental fee and deposit must come from the Aviston resident. ACIC members were present to discuss the use of the concession stand at the Vintage Hall and introduce their new executive board.

Infiltration/Inflow – Kurt Schmitz gave a brief overview of the information he and Randy Peek received at the IRWA Conference in Effingham. Kurt stated the amount of information was enormous as it encompassed smoking sewers, locating infiltrating issues in our mains, etc. Kurt state he will have a full report ready for the Board at the next regular meeting.

Kalmer Drive Sewer – Mike Buscher presented paperwork to Gebke & Staudenmaier for review before this meeting. Lisa Staudenmaier requested more time to review the proposal. After much discussion the Board decided to give the Gebkes and Staudenmaiers until 4pm on the 16<sup>th</sup> of March to review the proposal. The Board will then have a special meeting at 6:30pm to make a final decision on this. Both Gebkes and Staudenmaiers also questioned the wording in Henry's letter and asked that it be changed. Henry advised to keep said language to protect the Village. Both parties also showed concern about January issue and asked what is being done. Jenny is working on the list of items the residents requested at the last meeting and will send them weekly updates on the information as it is available.

-Village Hall Repairs – Randy Peek got an updated estimate of \$3500 on doors and windows, including labor. Randy and Larry will get together to review and update the Board at the April meeting.

-Eastside Drainage – Seth Netemeyer presented an option with a cost estimate for the Board to review for Aviston Lumber. Seth would like to meet with a committee to further review.

## **7. VILLAGE ADMINISTRATOR'S REPORT:**

Nursing Home Drainage – Mike Buscher stated that Aviston Countryside Manor has been sold. Tara Hamilton, Administrator for Countryside Manor, was present to get some information for the new owner. Mike said that the drainage project is set for June of this year. Dave Trame stated that the new property owner is requesting a letter from the Village stating that they would be allowed to rebuilding in case of a major catastrophe. A draft letter was prepared by Dave and Mike Buscher and was presented to the Board and Henry for review. Henry suggested no letter be given and instead refer them to our attorney. Jenny will get this information to Tara tomorrow.

## **8. ZONING ADMINISTRATOR'S REPORT:**

The minutes of the Zoning Board were present for all to review. Pat Netemeyer was present to address the street standards in the ordinance book and address 3-acre lot street requirements within our 1.5-mile radius. The main street requirements were amended in the ordinance book in December. All information regarding a draft ordinance on the streets with in our 1.5-mile radius was present and an ordinance will be drafted for review at the next Village Board meeting.

The Zoning Board reviewed information presented to them regarding the alley between Markus Cabinet and Netemeyer residence on the north. A recommendation will be made after research is conducted.

## **9. DIRECTOR OF PUBLIC WORKS REPORT:**

WW#4 – Henry Bergmann has the contract and will be working with this. Randy stated he spoke with Broddke when we are ready to get started on this.

Tractor Replacement – Estimates were presented for the Board to review for future planning. There were 5 quotes presented for review.

2<sup>nd</sup> Street Lift Station – This has been tabled until the special meeting. Randy also asked about grease and if the school was checked. No grease coming from the school. Jenny asked if it would be possible if she could finish the landscape around the lift station and submit the bill for the materials. The Village Board approved her to follow through with the work.

Tar pot – Larry asked Dave and Gary about a price on a tar pot. Gary stated that the City of Breese has one we can try to see if we need one.

Report on Water Convention – Kurt Schmitz gave a brief description of information he and Randy received at the conference. Kurt stated he will have a full report and will get with the committee before the next meeting for comparisons, cost estimates, etc.

Culvert Collapse – Ken Leach of 821 E Fourth Street was present to discuss his culvert collapsing and asked what the Village will do for him. The Village Board stated it is not Village responsibility and that it is the homeowner's responsibility to pay for, and install culverts.

Sewer Plan Flow Meter – Gary stated this item is needed, per EPA. The cost of the meter is \$3,180.00. A motion to purchase the meter was made by Larry Harper, second by Kurt Schmitz. Motion carried 5-0.

## **10. OLD BUSINESS:**

Leave schedules – Kevin Eversgerd presented current leave status and prorated leave schedules for employees and reviewed this with the Board and employees. The Village Board reviewed and a motion to approve this was made by Kurt Schmitz, second by Larry Harper. Motion carried 5-0.

## **11. NEW BUSINESS:**

Randy stated he would like to address the training emails that have been sent out for Jenny. Randy suggested that all trainings should be continued and pursued as he and Kurt said it was all very good information and very important to keep the Village up to date on current standings.

Dale asked when we will be advertising summer help. Jenny stated it is going out in the March newsletter. The Board also discussed getting a lot of Village information out in the newsletters. Jenny will be working with Dawn on these ads.

Gary and Dave provided pictures of the roof at the water plant that needs to be replaced. Gary stated the roof has been leaking and that it is the original roof.

Justin Vonder Haar was present and discussed fine tuning the flushing cycle. Justin did state that for \$1500 HMG could give a better idea of a more directional flushing plan. It was stated to add this to the next agenda. Justin also mentioned the taste testing that was done at the conference and that Aviston was 4 out of 23 contestants.

Justin also reviewed sewer flow and growth and that HMG is available to study this for the Village if need be. Justin will get back with the Village on a cost estimate and scope of work to be done.

A motion to enter into executive session to discuss employee matters was made by Randy Peek, second by Gary Litteken. Motion carried 5-0. Time was 10pm.

Police Chief Mark Taylor provided Village President Dale Haukap with his notice of retirement effective April 3, 2020. The Board discussed the need to advertise for a new Police Chief immediately. Employee Committee will take action of this item.

A motion to exit executive session was made by Larry Harper, second by Randy Peek. Motion carried 5-0. Time was 10:14pm

The Board re-entered regular session. A motion to make changes to the Employee Handbook to update the leave accrual from January 1- December 31 to May 1 to April 30, was made by Kevin Eversgerd, second by Randy Peek. Motion carried 5-0

A motion to adjourn was made by Larry Harper, second by Kurt Schmitz. Motion carried 6-0. Time was 10:15pm

Jennifer Jansen, Village Clerk