

**VILLAGE OF AVISTON
MINUTES OF REGULAR MEETING HELD ON:
MONDAY OCTOBER 4, 2021**

The regular meeting of the President and Board of Trustees was held on Monday October 4, 2021 at 7:00 pm in the Village Hall. In attendance were Village Clerk Jennifer Jansen, Village Treasurer Steve Goesten Kors, Trustees Gary Litteken, Kurt Schmitz, Kevin Eversgerd, Matt Kohnen, Curt Albers and Kim Peek. Employees present included Gary Rakers, Dave Trame, Mike Kuhl, Kyle Markus, Brennan Little and Jon LeCroy and Attorney Duane Clarke. Guests included Mike Engel with the Zoning Board, Tara Whitaker, Lisa Staudenmaier, Dale Holtgrave, Jan Kapp, Danny La Savio, Garrick Krebs and Seth Netemeyer with Netemeyer Engineering.

The Pledge of Allegiance was recited by all.

1. A motion to appoint Gary Litteken as Village President ProTem was made by Matt Kohnen, second by Kim Peek. Motion carried 6-0.

2. GUESTS:

Dale Holtgrave was present to discuss speeding on W Second Street as well as buses on this street. Mike Kuhl stated he would step up patrols on this street to help curb speeding. Dale mentioned that when the school was built that bus routes would be Railroad to Hull and on to Fourth Street and is asking why that is no longer the route of choice.

3. MINUTES:

Minutes of the regular September meeting as well as closed session were present for review. A motion to approve the minutes and to keep the closed session minutes closed was made by Kurt Schmitz, second by Curt Albers. Motion carried 6-0.

4. FINANCIAL REPORT:

Steve Goesten Kors reviewed the financial report. Overall, the Village collected \$305K and disbursed \$156K. The first installment of ARPA funds(\$145K) were received and deposited into the water fund.

GF – Steve noted as of October 31st we are halfway through the fiscal year. There are no large expenses to be noted.

WF – Normal receipts noted in this fund with revenue on pace with budget.

SF – Normal monthly income noted. Operating expenses were a little higher this month. A surplus of \$37K was noted.

PF – Noted a YTD deficit but did just receive the park district rent.

MFT – On pace to hit \$80K on the income side. All expenses to date have been paid.

TIF – Interest income was noted.

DF – Interest incomes was noted in this fund.

Steve reviewed the audit report and will prepare suggests for the November meeting. Steve also reviewed the Treasurer's Report that will be published in the Breese Journal.

A motion to pay all bills and accept the financial report was made by Kevin Eversgerd, second by Matt Kohnen. Motion carried 6-0.

5. POLICE REPORT:

Village Clerk Jennifer Jansen swore in new full-time police officers Jon LeCroy and Brennen Little.

Mike Kuhl and Garrick Krebs gave an overview of a camera quote in the packets. These cameras would include license plate readers. This was tabled until the November meeting.

Kuhl stated that there were complaints about speeding in the Eastbrook subdivision and that patrols will be increased there as well as on W Second Street. Kuhl and Matt Kohnen will be looking into possible grants for the police department to see what is available and what we would qualify for.

Red Ribbon week at Aviston Elementary will be held near the end of October. The police department will supply smarties to all the kids.

Kuhl and Kyle Markus discussed a need for new computers. The newest computer in the Police Department is a 2014.

Kuhl stated that he has someone interested in purchasing the Impala and that the County has a used Explorer for sale as well. He would like to look into the cost difference associated with selling the Impala and purchasing an Explorer.

The monthly report was available in all packets for review.

6. PARK DISTRICT:

The Park District minutes were in everyone's packet for review. Matt Kohnen stated that the Park District has no Halloween activities planned this year. The district is planning to hold another organizational committee meeting, to incorporate all organizations. The district has purchased cameras to be installed at the park. The district also asked if their minutes could be posted on the Village website. Jenny will check into getting this set up.

The Park District approved the purchase of a seeder and asked the Village to pay for half. A motion to approve paying for ½ of the total cost of the seeder was made by Matt Kohnen, second by Curt Albers. Motion carried 5-0.

Gary Rakers has number examples present for the Board to review. They are to number park/Village buildings for insurance purposes.

7. VILLAGE CLERK:

A copy of the report was available in everyone's packet for review.

8. CURRENT PROJECTS:

-AMI – Kurt Schmitz stated that Irby's portion of this is complete. The only things we will be ordering from Irby now is for stock. The remaining Orion meters out in the system are all problematic ones that Gary and Dave will be replacing.

-Drainage Permit Ordinance – This is currently on hold.

-Committee Reports – Seth Netemeyer was present to review drainage issues at Aviston Lumber. Seth gave rough estimates on pipe and cost but stated that it needs to be further reviewed in detail. Curt Albers will call a committee meeting on this. Seth will get the depth of the culverts and the holes will be fixed temporarily until a decision is made on what the best approach is to properly fix the issues.

-1st Reading of Property Inspection Ordinance – A draft of the property inspection ordinance was available for all to review and comment on. A few changes were discussed as well as

adding a checklist into the packet. This will be presented at the November meeting for full review. A public hearing will need to be scheduled as well for public review.

-Property Maintenance – No report.

9. VILLAGE ADMINISTRATOR REPORT:

-Administrator Position – Jenny reviewed previous discussions on filling the administrator position. It was suggested that Kurt fill this position, however holding an elected position and a paid position is a conflict of interest. Jenny reviewed the legal option to go about helping out with this position. Jenny reviewed a proposed contract between the Village and Kurt Schmitz regarding the unoccupied administrator position and the legal way to go about addressing the current issues. The contract details were discussed for all to have input as well as any questions. A motion to approve this contract was made by Kim Peek, second by Kevin Eversgerd. Motion carried by roll call vote 5-0, as follows:

G.Litteken – aye	M. Kohnen – aye
K. Schmitz – abstain	C. Albers – aye
K. Eversgerd – aye	K. Peek – aye.

-TIF – Kurt Schmitz informed the Board that all TIF Extension letters have been received.

-Potential Business – No report.

9. ZONING ADMINISTRATORS REPORT:

Minutes of the previous meeting were in everyone’s packet for review. Jan Kapp and Danny LaSavio were present to be appointed as new members of the zoning board. A motion to appoint both Jan and Danny was made by Kurt Schmitz, second by Curt Albers. Motion carried 6-0.

A public hearing for Tara Whitaker was held to consider a request for a variance to put a new fence 30” closer to the front of the house. A motion to accept the recommendation of the Zoning Board to approve the variance was made by Kurt Schmitz, second by Kim Peek. Motion carried 6-0.

Mike Engel suggested some changes to the zoning application. Dave will get the information to Jenny to make the suggested changes to the “foundation” section of the application.

Mike Engel reviewed with the Board a request for approval for a property split that falls within our 1 ½ mile jurisdiction. Mike stated that the zoning board suggested Mike Kampwerth to sign the plat.

10. DIRECTOR OF PUBLIC WORKS REPORT:

-WW#4 – Brodtke Well & Pump is working on the EPA permit to begin the project.

-Credit Cards – No report.

-Park Lift Station – Gary said all bills have been received except Barton.

Dave said the blower at the sewer plant went out and a quote to fix that is \$8,200 to include shipping and installation. An electric motor at the sewer plant also went out. The cost to fix that is \$2-3K. A motion to replace the items, not to exceed \$15K total, was made by Kurt Schmitz, second by Matt Kohnen. Motion carried 6-0.

11. OLD BUSINESS:

-Staudenmaier Claim – Lisa Staudenmaier was present to ask if there was any change in the insurance status and if the Village expenses have been submitted to Clinton County Electric. Staudenmaier was informed that the Village is still holding on some invoices.

-Hot water heater – A hot water heater quote (\$1,800) for the Village Hall was in everyone's packet for review. A motion to approve this quote was made by Kurt Schmitz, second by Kevin Eversgerd. Motion carried 6-0.

12. NEW BUSINESS:

-Rental Property Deposits – Matt Kohnen discussed some recent issues with rental property deposits. Matt has requested a possible flow chart, etc to follow. Jenny passed out a printout of just how quickly a renter can exceed said deposit with a leak. Jenny will work with Kurt and Matt to get a checklist and the start of a flow chart.

A motion to adjourn was made by Curt Albers, second by Kim Peek. Motion carried 6-0. Time was 9:09pm.

Jennifer Jansen, Village Clerk