

**VILLAGE OF AVISTON
MINUTES OF REGULAR MEETING HELD ON:
MONDAY DECEMBER 4, 2023**

The regular meeting of the President and Board of Trustees was held on Monday December 4, 2023 at 7:00 pm in the Village Hall. In attendance were Village President Mike Kampwerth, Village Treasurer Steve Goestenkors, Village Clerk Jennifer Jansen, Trustees Kevin Eversgerd, Matt Kohnen, Curt Albers, Kim Peek, Matt Netemeyer, and Kyle Markus. Employees present included Gary Rakers, Mike Kuhl, and Village Attorney Chad Leitch. Guests present included Mike Engel with the Zoning Board, Aiden Kluemke, Carter Deien, Gavin Gray and Emily VonderHaar with HMG.

The Pledge of Allegiance was recited by all.

1. GUESTS:

High School students were present to listen in Emily VonderHaar with HMG was present to review the 2024 MFT Resolution with the Board. The Resolution is for \$185K. Mike Kampwerth will sign documents and Jenny will get them back to Emily.

2. MINUTES:

Minutes of the regular meeting as well as closed session were available for review. A motion to approve the regular meeting minutes of November 6th was made by Kyle Markus, second by Matt Kohnen. Motion carried 5-0 with Kevin Eversgerd present. A motion to approve the closed meeting minutes and to open them was made by Matt Netemeyer, second by Kyle Markus. Motion carried 5-0 with Kevin Eversgerd present.

3. FINANCIAL REPORT:

Steve Goestenkors reviewed the monthly financial report. The Village collected \$183K and disbursed \$148K. A little over \$2.5 million in all funds combined.

The monthly financial report notes are as follows:

– General Fund:

- 1) Noted a surplus of \$193K YTD
- 2) Collected \$97K and disbursed \$80K.
- 3) Income and Sales taxes are expected to exceed the budgeted amounts.
- 4) Large expenses noted were 3 payroll periods in the month.

-Water Fund

- 1) Revenue on pace to hit \$600K versus the budget amount of \$550K
- 2) Collected \$51K and disbursed \$33K
- 3) Current YTD showing a surplus be will be drawing negative with the IEPA loan payment due in December
- 4) Noted large expense was 3 payroll periods

-Sewer Fund

- 1) Collected \$25K and disbursed \$20K
- 2) Revenue on pace to hit \$294K versus a budget of \$275K
- 3) Operating expense slightly over budget
- 4) YTD surplus of \$26K

-PARK

- 1) Lease invoice sent

-MFT

- 1) Misc income
- 2) YTD expenses expected to exceed revenue

-TIF Funds

- 1) Property Taxes received and contract payments as expenses

A motion to approve the financial report and to pay all bills, including those normal monthly bills not yet received, was made by Kim Peek, second by Curt Albers. Motion carried 6-0.

Tax Levy (2023-12-1) – A copy of the levy was in everyone’s packet for review. A motion to approve the Levy as presented was made by Kevin Eversgerd, second by Matt Netemeyer.

Motion carried 6-0 by roll call vote as follows:

K. Eversgerd – aye	K. Peek – aye
M. Kohnen – aye	M. Netemeyer – aye
C. Albers – aye	K. Markus – aye.

4. POLICE REPORT:

-RPIP – 4 inspections this month.

-Cameras – Kyle Markus and Mike Kuhl met with Garrick Krebs about location and equipment needed to move forward at the January meeting. Reviewed what cameras the police department does not have access to, specifically related to the Village for chain of custody purposes.

-Eagle Inn – Incident there a few weeks ago. Small issue with not knowing who is in what unit and no roster is being kept by Scott. Kuhl stated a roster will be implemented and inspected once a month. Scott never did meet with Kuhl but did state that he would like to meet with the Zoning Board to see what requirements are needed to move forward in any capacity.

-Police Vehicle – In the process of stripping the old car, take off as much equipment as possible and then sell it. Board asked about possibly having at least one vehicle with a decal for public perception.

-Fine Schedule – Jon has been putting a lot of work into this and is hoping to have a sit down with the committee in January to get finalized.

-CAD – This is a lot of work and a lot of issues with the system not working as advertised. Kyle stated he cannot even pull good reports as of now. Clinton County is the first in the Country to get the new version.

-Renovation – A few minor things to finish and the reno will be complete. Need doors stained and trim completed in the spring

A copy of the monthly report is in everyone’s packet for review.

5. PARK DISTRICT:

Park District minutes are in the packet for all to review. Updated on the removal of 2 trees at the main pavilion.

The PD should be notified if they were selected for the OSLAD grant in December.

6. VILLAGE CLERK:

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

Jenny discussed with the Board the possibility of an incentive for residents to move toward the ACH/email billing as the USPS has not been getting bills out in a timely manner.

A motion to offer a \$10 credit incentive to residents who sign up for ACH and email billing from now until April 1, 2024, was made by Kevin Eversgerd, second by Matt Netemeyer. Motion carried 6-0. Also note in the newsletter that the Village will be looking to phase out paper billing by 2025.

-PLAW Ordinance (2023-12-2) – This ordinance was in everyone’s packet for review. A motion to approve the Ordinance was made by Curt Albers, second by Kim Peek. Motion carried 6-0 by roll call vote as follows:

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|--------------------|--------------------|
| K. Eversgerd – aye | K. Peek – aye |
| M. Kohnen – aye | M. Netemeyer – aye |
| C. Albers – aye | K. Markus – aye. |

-2024 Village Board meeting dates – 2024 meeting dates were available for all to review. A motion to approve the dates, as listed, was made by Matt Netemeyer, second by Kyle Markus. Motion carried 6-0.

7. VILLAGE ADMINISTRATOR REPORT:

Admin report was reviewed in the earlier meeting.

-Bank TIF – Kevin reported on this TIF application and will get in touch with Terry with BB &L for a correct recommendation for a reimbursement on this. Kevin will also have a discussion with Dax Garrison regarding the contract.

-TIF I Extension – Kevin reviewed the TIF I Extension and the need for a new TIF map and redevelopment plan.

-Aviston Gym TIF – Kevin reviewed this and made minor changes on the payment schedule. Jenny will change this contract and get to Peter Ratermann for review.

8. CURRENT PROJECTS:

-Clearwave – Jenny will cc Mike Kampwerth in on any communications with Clearwave going forward.

-Committee Reports – Matt Kohnen stated the employee committee has been meeting to do employee reviews and will complete these this week. Street committee will meet after the new year to start on the easement/drainage approach.

9. ZONING ADMINISTRATORS REPORT:

Minutes of the Zoning Board meeting were in everyone’s packet for review.

There will be a public hearing at the end of December which will be forwarded to the Village Board at their January meeting regarding the preliminary plat for Frontier Park.

10. DIRECTOR OF PUBLIC WORKS REPORT:

- WW#4 – Well is now operational.
- Report is present for review.
- Subdivision Streets – This is in process but will be working more on this in the spring.
- Water/Sewer Rates – Kim Peek reported on the proposed ordinances for water rate increase, sewer rate increase, as well as water and sewer tap in fees. These increases are as follows:

In-town rates:

Minimum monthly fee for 0-1,999 gallons of water used	\$28.00
Fee per thousand gallons of water used for 2,000-5,999 gallons	\$ 9.00
Fee per thousand gallons of water used for 6,000-9,999 gallons	\$10.25
Fee per thousand gallons of water used for 10,000 gallons and above	\$11.50

Out-of-town rates:

Minimum monthly fee for 0-1,999 gallons of water used	\$39.00
Fee per thousand gallons of water used for 2,000-5,999 gallons	\$ 9.25
Fee per thousand gallons of water used for 6,000-9,999 gallons	\$10.50
Fee per thousand gallons of water used for 10,000 gallons and above	\$11.75

Sewer Rates:

Minimum monthly fee for 0-1,999 gallons of water used	\$20.70
Fee per thousand gallons of water used over the minimum	\$ 5.50

All water hookup fees will be \$3,500 and all sewer hookups will be \$1,000, except for TIF II which has a sewer hookup fee of \$1,800.

A motion to prepare all ordinances for the January meeting was made by Curt Albers, second by Kevin Eversgerd. Motion carried 6-0.

11. OLD BUSINESS:

No report.

12. NEW BUSINESS:

-SYS Renewal & Support – Matt Kohnen presented a renewal quote for support for the \$5760. A motion to approve the quote, with clarification that the hours can carry over from year to year, was made by Curt Albers, second by Kim Peek. Motion carried 6-0.

-Email Hosting – Matt also reviewed the invoice in the bills to be paid for email hosting from SYS in the amount of \$4,500. This hosting has already been done as the previous email host was no longer supporting the system. We will also be charged monthly for email hosting.

-Employee Reviews – Will be completed this week. All seems to be going well.

-Employee Handbook Ordinance (2023-12-3) – A motion to approve the ordinance was made by Kein Eversgerd, second by Matt Netemeyer. Motion carried 6-0 by roll call vote as follows:

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| K. Eversgerd – aye | K. Peek – aye |
| M. Kohnen – aye | M. Netemeyer – aye |
| C. Albers – aye | K. Markus – aye. |

-Insurance Renewal – Matt Kohnen has been in contact with Kris Oster regarding insurance renewal for January 1. Matt will get with Kris again to clarify what needs to be done.

-Village Christmas Party – Aviston Legion is the location for this year. Jenny will get some dates and email those out for review.

Jon LeCroy's father passed away. Funeral arrangements are pending.

Matt Netemeyer asked about the Koerkenmeier property and if locks need to be added to the building. This needs to be added to our property insurance list as well.

A motion to enter closed session to discuss employee wages was made by Kevin Eversgerd, second by Kim Peek. Motion carried 6-0. Time was 9:20pm.

Discussed employee wages.

A motion to exit closed session was made by Matt Netemeyer, second by Kim Peek. Motion carried 6-0. Time was 9:51pm.

A motion to re enter open meeting was made by Matt Netemeyer, second by Kim Peek. Motion carried 6-0. Time was 9:52pm.

A motion to submit an offer to Dave Trame as the Supervisor of Utilities for \$35/hour, effective January 1, 2024 was made by Kevin Eversgerd, second by Kim Peek. Motion carried 6-0.

A motion to approve the proposed wage increases for all remaining employees, effective January 1, 2024, was made by Kevin Eversgerd, second by Matt Kohlen. Motion carried 6-0.

The Board called Kris Oster regarding health insurance coverage for full-time employees. Discussed reimbursements and Kris will get all documents to the Village for renewal notice signature.

A motion to adjourn was made by Matt Netemeyer, second by Kevin Eversgerd. Motion carried 6-0. Time was 10:05pm.

Jennifer Jansen, Village Clerk