

VILLAGE OF MALTA
Board of Trustees Meeting
December 14, 2016
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PRESENT

Tom Folowell, Don Haeffner, Brenda Jergens, Chrissie Manis, and Steve Meisch, Trustees; Debra Lang, Comptroller; and Mary Johansen, Clerk. Also present were Kevin Buick, Village Attorney, and Doug Breunlin, Village Engineer.

CALL TO ORDER

Trustee Don Haeffner called the meeting to order at 7:00 p.m.

CITIZENS/GUESTS - none

ACCEPT MINUTES

The board reviewed the minutes. Motion Trustee Manis to accept the regular board minutes of November 9, 2016, second Trustee Jergens, all present voting aye.

Motion carried. Motion Trustee Jergens to accept the board minutes of November 16, 2016, second Trustee Manis, all present voting aye. **Motion carried.**

POLICE REPORT - none

LEGAL REPORT

Attorney Buick updated the board on the 210 N. Second St. property.

COMPTROLLER'S REPORT

- a. **Monthly Financial Report/Board Report** – Motion Trustee Meisch to accept the financial report for November 2016 and pay the list of claims in the amount of \$52,725.36, second Trustee Manis, roll call vote: Folowell – aye, Haeffner – aye, Heins – absent, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- b. **Fiscal Year 2016 Audits – Tax Increment/Annual** – Motion Trustee Jergens to accept presentation of audit, second Trustee Manis, roll call vote: Folowell – aye, Haeffner – aye, Heins – absent, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**

UNFINISHED BUSINESS

- a. **Maintenance Equipment Purchases Streets and Drainage** – and
- b. **North Drainage Project Review – Engineering**
Trustee Manis and the board discussed an excavation plan with Engineer Breunlin. Also discussed was the need to resurvey and the need for soil samples.

NEW BUSINESS

- a. **Ordinance Draft – HB 4329 Travel Expenses** – Attorney Buick discussed with the board the new law concerning travel expenses approval and ordinance requirements.

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b. Other correspondences:


- i. **Mediacom Equal Employment Opportunity** – informational
- ii. **Mediacom Rate Increase** – informational
- iii. **Family Service Agency** – informational
- iv. **Girl Scouts of Northern Illinois** - informational

ADJOURNMENT

Motion Trustee Jergens to adjourn the meeting at 7:30 p.m., second Trustee Folowell, all present voting aye. **Motion carried.**

APPROVED THIS 11th DAY OF JANUARY

Robert Iversen – Acting Village President


Mary Johansen – Village Clerk

**Village of Malta
Board of Trustees Committee Meeting
Streets and Drainage
December 14, 2016**

PRESENT

Chrissie Manis, Trustee/Chairman; Brenda Jergens, and Steve Meisch, Trustees;
Debra Lang, Comptroller; and Mary Johansen, Clerk.

STREETS AND DRAINAGE COMMITTEE

- a. **ENGINEERING – FILL PLANS**
- b. **EQUIPMENT PURCHASES**
- c. **FENCE REMOVAL AND TEMPORARY FENCE INSTALLATION**
- d. **OTHER STREETS/DRAINAGE BUSINESS**

The board discussed excavation plans, the need for a water drainage path and naming the pond. Included in the discussion was Settlers' Landing, a preliminary subdivision design from the 1960s that included a road.

ADJOURNMENT



Chrissie Manis, Committee Chair Date 1/11/17



Mary Johansen, Village Clerk Date 1/11/17

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November 16, 2016
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PRESENT

Robert Iversen, Acting Village President; Tom Folowell, Don Haeffner, Dennis Heins, Brenda Jergens, and Chrissie Manis, Trustees; Debra Lang, Comptroller; and Mary Johansen, Clerk.

CALL TO ORDER

President Iversen called the meeting to order at 6:01 p.m.

CITIZENS/GUESTS

UNFINISHED BUSINESS

- a. **Ordinance No. 2016-06 Amending Chapter 26, Fire Prevention and Protection, Article II, Burning, Section 26-31, Prohibited Acts of the Malta Municipal Code of the Village of Malta, Illinois** – The board discussed the ordinance and made these two changes: 1) add to (a) that recreational fires are permitted until midnight, and 2) remove “public easement” from (j). Motion Trustee Folowell to adopt Ordinance No. 2016-06 (effective immediately with two-thirds approval) with the above changes, second Trustee Jergens, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – absent. **Motion carried.**

NEW BUSINESS

ADJOURNMENT

Motion Trustee Manis to adjourn the meeting at 6:18 p.m., second Trustee Jergens, all present voting aye. **Motion carried.**

APPROVED THIS _____ DAY OF DECEMBER

Robert Iversen – Acting Village President

Mary Johansen – Village Clerk

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November 9, 2016
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PRESENT

Robert Iversen, Acting Village President; Tom Folowell, Don Haeffner, Dennis Heins, Brenda Jergens, Chrissie Manis, and Steve Meisch, Trustees; Debra Lang, Comptroller; and Mary Johansen, Clerk. Also present were Kevin Buick, Village Attorney, and Doug Breunlin, Village Engineer.

CALL TO ORDER

President Iversen called the meeting to order at 7:00 p.m.

CITIZENS/GUESTS

- a. **Economic Development Grant guests Kevin McArtor (NIU Center for Governmental Studies), Melissa Henriksen, and Tim Funtsinn** – Available funds and the DeKalb County grant process in conjunction with the Center for Governmental Studies was presented to and discussed by the board. Motion Trustee Jergens to move forward with the process, second Trustee Manis, all present voting aye. **Motion carried.**
- b. Also present were Pat Pelkowski and Marilyn Pelkowski to discuss the burning ordinance in Malta. See New Business below.

ACCEPT MINUTES

The board reviewed the minutes. Motion Trustee Folowell to accept the regular board minutes of October 12, 2016, second Trustee Heins, all present voting aye. **Motion carried.** Motion Trustee Folowell to accept the streets/drainage committee minutes of October 25, 2016, second Trustee Jergens, all present voting aye. **Motion carried.**

POLICE REPORT

President Iversen read the October police report (attached).

LEGAL REPORT

See Attorney Buick's comments below in New Business.

COMPTROLLER'S REPORT

- a. **Monthly Financial Report/Board Report** – Motion Trustee Heins to accept the financial report for October 2016 and pay the list of claims in the amount of \$69,290.73, second Trustee Folowell, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- b. **Continuing Disclosure Statement P.S. Bond 2006** – informational

UNFINISHED BUSINESS

- a. **Maintenance Equipment Purchases Streets and Drainage** – The snow plow approved for purchase last month does not work; motion Trustee Meisch to approve purchase of a new plow for \$5500.00, second Trustee Folowell, roll call

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vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**

- b. In order to continue discussing specifics, the board scheduled another committee meeting for December 14, 2016, at 6 p.m.

NEW BUSINESS

- a. **Burning Ordinance Review/Proposed Amendments** – After hearing comments from citizens Pat and Marilyn Pelkowski, the board discussed the burning ordinance and possible amendments. Attorney Buick will draft new restrictions that will be incorporated into the existing ordinance. A meeting to finalize the amendments was scheduled for November 16, 2016.
- b. **Tax Levy Ordinance 2016-05 Adoption** – Motion Trustee Folowell to adopt Tax Levy Ordinance 2016-05, second Trustee Haeffner, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- c. **FCC Notification for Spectrum Manage Lease Owner Disclosure Information and Spectrum Lease Agreement: Authorize Lease/Signature** – Motion Trustee Folowell to have Comptroller Lang execute the Spectrum Lease Agreement, second Trustee Haeffner, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- d. **US Environmental Protection Agency Nutrient Removal Study** – informational
- e. **Other correspondences:**
- i. **Family Service Benefit Donation** – The board discussed several members attending the event. Motion Trustee Manis to donate \$500.00, second Trustee Jergens, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- ii. **Pipeline Safety** – informational
- f. **Further discussion:** Village President Iversen priced a wireless alarm for the Sprague St. lift station: \$1800 – \$3500. He also thanked Gary Olson and Trustee Heins for the many hours of work they performed around the village.

ADJOURNMENT

Motion Trustee Meisch to adjourn the meeting at 8:20 p.m., second Trustee Jergens, all present voting aye. **Motion carried.**

APPROVED THIS _____ DAY OF DECEMBER

Robert Iversen – Acting Village President

Mary Johansen – Village Clerk

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October 12, 2016
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PRESENT

Robert Iversen, Acting Village President; Tom Folowell, Don Haeffner, Dennis Heins, Brenda Jergens, and Chrissie Manis, Trustees; Debra Lang, Comptroller; and Mary Johansen, Clerk. Also present was Kevin Buick, Village Attorney.

CALL TO ORDER

President Iversen called the meeting to order at 7:02 p.m.

CITIZENS/GUESTS

Larry West, Tom Jergens, and Scott Kaelin were present.

ACCEPT MINUTES

The board reviewed the minutes. Motion Trustee Heins to accept the regular board minutes of September 14, 2016, second Trustee Haeffner, all present voting aye.
Motion carried.

POLICE REPORT

President Iversen read the September police report (attached).

LEGAL REPORT

Attorney Buick submitted a memo to the board regarding the status of the 210 N. Second St. property (attached). He will keep the board updated.

COMPTROLLER'S REPORT

Monthly Financial Report/List of Claims – Motion Trustee Manis to accept the financial report for September 2016 and pay the list of claims in the amount of \$167,434.38, second Trustee Jergens, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – absent. **Motion carried.**

UNFINISHED BUSINESS

NEW BUSINESS

a. Maintenance – Equipment Purchases

- i. **Snow Plow 10' International** – Motion Trustee Jergens to purchase plow for approximately \$1000.00 including welding cost, second Trustee Manis, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – absent. **Motion carried.**
- ii. **Replacement Leaf Blower** – Motion Trustee Haeffner to purchase leaf blower for approximately \$250.00, second Trustee Folowell, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – absent. **Motion carried.**

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- iii. **Water Main Tap Replacement** – Motion Trustee Manis to replace tap for approximately \$700.00, second Trustee Folowell, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – absent. **Motion carried.**

- b. General discussion included the retention pond design and the Sprague St. lift station.

ADJOURNMENT

Motion Trustee Folowell to adjourn the meeting at 7:37 p.m., second Trustee Haeffner, all present voting aye. **Motion carried.**

APPROVED THIS _____ DAY OF NOVEMBER

Robert Iversen – Acting Village President

Mary Johansen – Village Clerk

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PRESENT

Robert Iversen, Acting Village President; Tom Folowell, Don Haeffner, Dennis Heins, Chrissie Manis, and Steve Meisch Trustees; Debra Lang, Comptroller; and Mary Johansen, Clerk. Also present were Kevin Buick, Village Attorney, and Doug Breunlin, Village Engineer.

CALL TO ORDER

President Iversen called the meeting to order at 6:57 p.m.

OATH OF OFFICE TRUSTEE APPOINTMENT – BRENDA JERGENS

Motion Trustee Haeffner to confirm President Iversen's appointment of Brenda Jergens as trustee, second Trustee Heins, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Manis – aye, Meisch – aye. **Motion carried.**

CITIZENS/GUESTS

- a. **Progressive Energy/Village of Malta Aggregation Utilities** – The board reviewed the report (attached) presented by Mr. Jozzi. Attorney Buick state FOIA language needs to be added. Motion Trustee Folowell to approve the contract, with FOIA language included, second Trustee Manis, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Manis – aye, Meisch – aye. **Motion carried.**
- b. Tom Jergens and Scott Kaelin were also present.

ACCEPT MINUTES

The board reviewed July and August minutes. Motion Trustee Manis to accept the committee minutes of July 20, 2016, second Trustee Meisch, all present voting aye. **Motion carried.** Motion Trustee Manis to accept the executive committee minutes of July 20, 2016, second Trustee Heins, all present voting aye. **Motion carried.** Motions Trustee Folowell to accept the regular board minutes of August 10, 2016, second Trustee Haeffner, all present voting aye. **Motion carried.**

POLICE REPORT

President Iversen read the August police report (attached).

LEGAL REPORT

Attorney Buick reported the memo on the status of the 210 N. Second St. property is still in process and should be ready next month.

COMPTROLLER'S REPORT

Monthly Financial Report/List of Claims – Motion Trustee Meisch to accept the financial report for August 2016 and pay the list of claims in the amount of

\$47,682.50, second Trustee Manis, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**

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COMMITTEE REPORTS: None

UNFINISHED BUSINESS

- a. **Affirm Purchase of Lot6/Block 3 parcel 07-23-309-005** – Motion Trustee Folowell to ratify the purchase, second Trustee Meisch, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- b. **Bob Kyler Excavating: Proposal Sewer Main Replacement, alley between 5th and 6th Streets south of Madison** – Motion Trustee Heins to accept the proposal, second Trustee Folowell, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**

NEW BUSINESS

- a. **Water Storage Tank: Repair/Replacement/J.C. Roach, Operator** – Tabled until next month.
- b. **Massie Jet-Vac Proposal** – Motion Trustee Manis to accept the proposal, second Trustee Jergens, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- c. **IMLRMA Loss Control Parks/Recreation** – Informational
- d. **Maintenance: Purchase Equipment** – Motion Trustee Folowell to approve the purchase, second Trustee Heins, roll call vote: Folowell – aye, Haeffner – aye, Heins – aye, Jergens – aye, Manis – aye, Meisch – aye. **Motion carried.**
- e. General discussion included blacktop of streets, retention pond design, Sprague St. lift station, DeKalb City Community Foundation economic grant, Remington's opening, and thanks to Trustee Folowell for helping with village maintenance.

ADJOURNMENT

Motion Trustee Jergens to adjourn the meeting at 7:56 p.m., second Trustee Heins, all present voting aye. **Motion carried.**

APPROVED THIS _____ DAY OF OCTOBER

Robert Iversen – Acting Village President

Mary Johansen – Village Clerk