

**Minutes of the Meeting of the  
DeMotte Town Council  
November 26, 2018**

In attendance were Jeff Cambe, Alana Bauman, Mark Boer, Terry Schultz, Town Attorney Emily Waddle, Clerk-Treasurer Peggy Michelin, Office Manager Heather Tokarz, and Administrative Assistant Donna Shear

The meeting was called to order at 7:00 p.m.

Mark Boer made a motion to approve the October 22, 2018 minutes as corrected and was seconded by Alana Bauman. Motion carried with a 4-0 vote.

Attorney Bob Gabrielse presented a request to resubdivide Lot 1 in Southpoint Terrace, Unit 1. Currently there is a duplex on this lot. They would like to remove the garage connecting both sides of the duplex and make it into 2 lots. They received a favorable recommendation from Plan Commission and have received the first and secondary approvals from Plan Commission. Alana Bauman made a motion to approve resubdividing Lot 1 in Southpoint Terrace, Unit 1 and seconded by Terry Schultz. Motion carried 4-0.

Police Chief Tom Jarrette gave the police report. Tom reported that he has received approval from Mark Boer and will be purchasing new training equipment in the amount of \$800.

Police Chief Tom Jarrette stated that the salvage title checks will be suspended except for local residents and businesses. The police department is getting a large amount of salvage title checks from out of the area due to our low fees, and it is taking up too much of the officers time.

Police Chief Tom Jarrette requested permission to meet with Attorney Emily Waddle to draft an ordinance to sort out the police department's fees. Tom also requested permission to get bids for a new car. Council granted Tom permission to meet with Emily Waddle to draft a new fee ordinance and for Tom to get bids for a new car.

Public Works Superintendent Bob Barton gave the wastewater report. Bob said that the bio solids are done for the year. They ended up with 169 tons of bio solids this year. Bob reported that the north ditch and repair of the baffles in the north ditch will be completed in the spring. There is maintenance currently being done at the wastewater plant. Bob stated that a maintenance issue at the main lift station will be addressed tomorrow.

Street Superintendent Jeff Powers gave the street report. Jeff reported that the leaf program will end on Friday.

Street Superintendent Jeff Powers presented two bids for a Woods DBH 5.31 ditch mower. The first bid was from Claussen Equipment Company for \$10,700 and the second bid from John Deere for \$13,500. Mark Boer made a motion to approve the bid from Claussen Equipment Company in the amount of \$10,700 to purchase the Woods ditch mower. Alana Bauman seconded the motion and motion carried 4-0.

Street Superintendent Jeff Powers presented an estimate from Krooswyk Plumbing, Heating and Cooling with two options for replacement of the furnace at the street department building. Terry Schultz made a motion to approve Option 2 from the Krooswyk Plumbing, Heating and Cooling estimate for furnace replacement at the street department building for the amount of \$1,915.61 and Mark Boer seconded the motion. Motion carried with a vote of 4-0.

Street Superintendent Jeff Powers presented a request for a stop sign at Division St. and Carnation St. SE. It was agreed upon to be reviewed and discussed at a later date.

Office Manager Heather Tokarz gave the Parks report. Heather stated that there will be Christmas in the Park on Friday at 5:30 p.m. at Spencer Park.

Office Manager Heather Tokarz reported that the DeMotte Little League has a new board. The Little League Board has submitted three requests. The first request is to be allowed to use signs to advertise for their sign ups. Heather said that they will have to meet with John Dyke regarding this. The second request is to upgrade the dugouts. Heather said that they will also have to meet with John Dyke regarding this. The third request is for

permission to have signs on the fields for their sponsors. After discussion with the council, it was agreed the first two requests will be fine but the third request is against the covenants of the park. It was recommended that the Little League Board seek sponsorship for signs to be placed on the dugouts.

Office Manager Heather Tokarz gave the town hall office report. Heather presented Resolution 11262018-01 regarding sewer and trash bad debt. Mark Boer made a motion to approve Resolution 11262018-01 and was seconded by Terry Schultz. Motion carried 4-0.

Office Manager Heather Tokarz presented Resolution 11262018-03 regarding the 2019 office holiday schedule. Mark Boer made a motion to approve Resolution 11262018-03 and Alana Bauman seconded the motion. Motion carried 4-0.

Office Manager Heather Tokarz presented Resolution 11262018-04 regarding rate increases for sewer and trash fees. Terry Schultz made a motion to approve Resolution 11262018-04 and seconded by Alana Bauman. Motion carried 4-0.

Office Manager Heather Tokarz suggested the December council meeting date be moved to December 17<sup>th</sup> due to the fact that the fourth Monday will be on Christmas Eve. The council agreed to move the December meeting date to December 17<sup>th</sup>.

Office Manager Heather Tokarz presented two bids for a new website. It is necessary to update the town website as part of ADA compliance. Mark Boer made a motion to approve the bid from Municode in the amount of \$4,000 for the set up fee and an annual hosting fee of \$1,500 to be paid from CEDIT. Alana Bauman seconded the motion. Motion carried 4-0.

Clerk-Treasurer Peggy Woods reported that the 2019 budget has been approved and she should have the final numbers next month.

Office Manager Heather Tokarz reported that her and Town Engineer Daryl Knip are researching possible means of financing for the community center.

Town Attorney Emily Waddle presented Resolution 11262018-02 amending the Flood Plain. The reason for this resolution is that it is required by FEMA and the DNR. By adopting this resolution, it allows the citizens that are in the flood plain to obtain flood insurance if required by their mortgage company or if desired by the property owner. Mark Boer made a motion to approve Resolution 11262018-02 and seconded by Terry Schultz. Motion carried 4-0.

Mark Boer made a motion to adjourn the meeting at 7:55 p.m. Terry Schultz seconded the motion. Motion carried with a 4-0 vote.

  
Town Council President

  
Administrative Assistant