

**Minutes of the Meeting of the
DeMotte Town Council
December 27, 2016**

In attendance were Mark Boer, Alana Bauman, Jeff Cambe, Dale Eenigenburg, Terry Schultz, Clerk-Treasurer Peggy Michelin, Attorney Luis Vallejo filling in for Town Attorney Emily Waddle, Town Manager John Dyke, Office Manager Heather Tokarz and Administrative Assistant Donna Shear

The meeting was called to order at 7:01 p.m.

Alana Bauman made a motion to approve the minutes of the November 28, 2016 meeting and was seconded by Jeff Cambe. Motion carried with a 5-0 vote.

Town Manager John Dyke presented plans and requested approval for Phase II of Thornridge Subdivision. John said that the easements and space for town water in the future are all in order. Terry Schultz made a motion to approve Phase II of Thornridge Subdivision. Motion was seconded by Alana Bauman and motion carried with a 5-0 vote.

Mark Boer said there is a need to appoint someone for K-IPRC Representative. This was tabled until next month.

Mark Boer read a letter from County Councilman, Gerritt DeVries regarding the clearing of snow by businesses on the downtown sidewalks. Gerritt stated that people in motorized chairs and wheelchairs cannot use the sidewalks when they are snow covered, and that he witnessed someone in a motorized chair forced into the street because of snow covered sidewalks during the last snow. After discussion of town code regarding the sidewalks, it was decided that letters should be sent to the businesses reminding them of the Town of DeMotte Code 4.14 regarding their responsibility regarding snow removal on their sidewalks. Diva Rish from the DeMotte Chamber of Commerce offered to print something in her monthly newsletter. Mark told her to get with Heather on the wording.

There was no police report due to Police Chief Tom Jarrette missing the meeting due to illness.

Public Works Superintendent Bob Barton gave the wastewater report. Bob said that the valve for the clarifier has been bought and changed out. Bob discussed an issue he is having with the lift station by Oak Grove. Bob explained that the pumps and expellers need to be replaced.

Street Superintendent Jeff Powers was not in attendance due to an injury. Office Manager Heather Tokarz said that Jeff is looking for direction on the amount of salt to purchase for high traffic areas and problem areas. The salt and sand mixture does not work well in these areas. The council approved Jeff purchasing more salt to treat the high traffic areas and problems areas. Jeff Cambe brought up the use of liquid salt and how well it works. Mark Boer said that liquid salt had been investigated previously and is very expensive. The council decided to look into the liquid salt for next year.

Town Manager John Dyke gave the building report. John said that there were 20 building permits for new homes in 2016, which is the same number for the last two years in a row. John brought an issue before the council that the Plan Commission is handling in regards to a violation at the Baumgarte property. John said the owners are deceased and that there are multiple vehicles that are not registered on the property. Plan Commission is taking the estate to court. If it remains in violation, then the town will file lien on the property. John was seeking direction on how to handle the expenses to have the vehicles towed and stored. The council directed John to get more information on the costs.

Mark Boer presented the 2017 Engineering Contract from Abonmarche Consultants. Alana Bauman made a motion to approve Abonmarche Consultants for 2017 engineering services. Dale Eenigenburg seconded the motion and motion carried 5-0.

Luis Vallejo presented Emily Waddle's 2017 Town Attorney Contract. Jeff Cambe made a motion to approve Emily Waddle as Town Attorney for 2017. Dale Eenigenburg seconded the motion and motion carried 5-0.

Luis Vallejo presented Resolution 12272016-1 for the 2017 Office Holiday Schedule. Terry Schultz made a motion to approve Resolution 12272016-1 and was seconded by Jeff Cambe. Motion carried with a 5-0 vote.

Office Manager Heather Tokarz presented a pay request for the Forsythia Street Project. Heather stated that most work is complete and that 5% of the total costs, which is approximately \$20,000, will still be held. The requested payment amount is \$284,018.47. Terry Schultz made a motion to approve the payment request of \$284,018.47 for the Forsythia Street Project and seconded by Jeff Cambe. Motion carried with a 5-0 vote.

Clerk-Treasurer Peggy Michelin said that she has not received notice approving our 2017 budget. Peggy stated that she should have this approval soon. Peggy told everyone they did a good job staying within their budgets.

Luis Vallejo gave an update on the Buchanan Strip Mall. There is an April court date.

Mark Boer said there was no update on the LOMAR Maps. It is currently in the review process.

Luis Vallejo opened the floor for the election of officers.

Alana Bauman nominated Mark Boer as President and seconded by Dale Eenigenburg.

Jeff Cambe nominated Alana Bauman as Vice President and seconded by Terry Schultz.

Terry Schultz nominated Dale Eenigenburg for Street Superintendent and seconded by Mark Boer.

Alana Bauman nominated Jeff Cambe for Police Commissioner and seconded by Terry Schultz.

Jeff Cambe nominated Alana Bauman for Park Commissioner and seconded by Terry Schultz.

Dale Eenigenburg nominated Terry Schultz for Sewer Commissioner and seconded by Mark Boer.

Alana Bauman nominated Gordon Etzler as Attorney for Plan Commission and BZA and seconded by Terry Schultz.

Mark Boer appointed Carolyn Davidson to a four year term to the BZA.

Jeff Cambe nominated Andy Andree to a four year term to NORWEJ Board and seconded by Dale Eenigenburg.

Mark Boer appointed Peggy Michelin to a four year term to the Park Board.

Mark Boer appointed Alana Bauman, Dale Eenigenburg and Peggy Michelin to a one year term to the Planning Commission.

Mark Boer appointed himself, Alana Bauman, Jeff Cambe, Dale Eenigenburg and Terry Schultz to a four year term to the DeMotte Town Hall Building Corporation.

Jeff Cambe nominated Mark Boer, Alana Bauman, Jeff Cambe, Dale Eenigenburg and Terry Schultz to a one year term to Redevelopment commission and seconded by Dale Eenigenburg.

Being no other nominations, nominations were closed. Dale Eenigenburg made a motion to accept the nominations and seconded by Jeff Cambe. Motion carried with a 5-0 vote.

Luis Vallejo presented Salary Resolution 12272016-2. Alana Bauman made a motion to approve Resolution 12272016-2 and seconded by Jeff Cambe. Motion carried with a 5-0 vote.

Terry Schultz made a motion to adjourn the meeting at 8:00 p.m. Jeff Cambe seconded the motion. Motion carried with a 5-0 vote.



Town Council Vice President



Administrative Assistant