Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, January 8, 2020

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT Ken Rueter Karen Grawe

ABSENT Jaime Spittler Tammy Travis

Sharilyn Muench Mitch McClaren

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: None

Bills Presented for Approval – \$11,579.34 monthly bills \$709.62 payroll. Motion to approve the bills made by Trustee Grawe second by Trustee Rueter. No opposition. Motion approved.

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning – 1 extra load of rock was delivered by Beelman's.

Park - None

Streets - Called out Kracht for snow removal. Complaints have been resolved.

Utilities – Trash on North Oak wasn't picked up, also one on 3rd and Oak and South Broadway was left, will be taken care of.

President's Comments – 114 Lyle Drive, Travis Meyers bought it. Will be sending him a letter to get it fixed up.

Marlow building is still owned by them. They need to do something with it.

Trustee McClaren will get the flag pole fixed.

Will hold off on the park renovations until full board is present.

Electrical panel at the concession stand is fixed.

There is a hole in the street in front of the Meier property on North Broadway, will contact the county about getting it repaired.

Clerk's Comments – Out sourcing the bills and payroll or hiring someone to do it. Need to have the website re-done. Current one is outdated.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. None

ADJOURNMENT

Motion to adjourn made by Trustee Muench second by Trustee Grawe. No opposition. Meeting adjourned at 7:24 pm.

Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, February 12, 2020

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

ABSENT Karen Grawe Ken Rueter

Jamie Spittler

Sharilyn Muench

Mitch McClaren

Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: Kayla Parke – Geary & Hoyt

Bills Presented for Approval – \$11,404.98 monthly bills \$713.59 payroll Motion to pay the bills made by Trustee Spittler, second by Trustee Travis. No opposition. Motion approved.

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning - Citizen concerns about houses being torn down and replaced by rocked lots.

Park - None

Streets - Tree on Roberg property is leaning and could possibly fall. Pot hole at Maple and 4th St. contacted Anderson's to fix it. Flag pole will be fixed when it dries up.

Utilities - Called about the street light on Lyle and 4th. St.

President's Comments - Need to move forward on the Park Project 114 Lyle Dr. – talked to the owner about closing up the house.

Clerk's Comments - Sewer fund needs to have a positive balance before the end of the fiscal year. Need to either transfer money or cash in CD

Mr. and Mrs. John Greene bought the Quonset hut and have planes to fix it up and use for storage.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

- **A.** Glass & Shuffet audit Contract Will cost about \$4350. Motion to approve made by Trustee Rueter second by Trustee Muench. No opposition. Motion approved.
- **B.** Proposal from Geary & Hoyt Motion to approve contract with Geary & Hoyt for monthly billing services made by Trustee Travis second by Trustee Rueter. No opposition. Motion approved.
- C. Carlyle Parent Booster Request Motion to donate \$200 made by Trustee Spittler, Second by Trustee Travis No opposition. Motion approved.

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Muench. No opposition. Motion approved.

Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, March 11, 2020 7:00pm

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

ABSENT
Jaime Spittler

Ken Rueter

Karen Grawe

Sharilyn Muench

Mitch McClaren

Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: Kent Schwierjohn – HMG Eric Hathaway Amanda Hathaway

Bills Presented for Approval – \$11, 411.78 monthly bills \$1,319.27 payroll Motion to approve made by Trustee Grawe second by Trustee Muench. No opposition. Motion approved.

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning – Alley between 2nd and 3rd needs some work

Park - None

Streets - None

Utilities - None

President's Comments – Jamie Schulte gave some numbers about the culverts. \$180 labor, we buy rock and culverts – about \$350 per culvert.

The seed House wants a special use permit for the new lots. Special hearing will have to be scheduled.

Robert Risley reports there is grant money available to cover 3 phase motors at the Lagoon or add aerators. Can also be used to replace sewer lines...

Jamie Schulte is looking at the park plans and working up and estimate for materials and labor. Phase one is playground and ramp for sidewalk.

Clerk's Comments – Mosquito spraying New payroll forms

UNFINISHED BUSINESS

A. None

NEW BUSINESS

- **A.** Website Proposal for Technow Cost will be \$1800 for new website. Motion to approve made by Trustee Grawe second by Trustee Rueter. No opposition. Motion approved.
- B. Cashing I CD for Sewer Fund Motion to cash in CD made by Trustee McClaren second by Trustee Muench. No opposition. Motion approved.
- C. Clerk Seminar Will cost approx. \$250-275. Motion to approve made by Trustee Grawe second by Trustee Travis No opposition. Motion approved.

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Muench. No opposition. Motion approved. Meeting adjourned at 8: 00 pm

Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, April 8, 2020 7:00 pm

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

ABSENT

Ken Rueter Karen Grawe Jamie Spittler Sharilyn Muench Mitch McClaren Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: James Davis – wanting to know about the seed house expansion

Bills Presented for Approval – \$8,507.37 monthly bills \$3,944.18 payroll Motion to approve the bills made by Trustee Grawe second by Trustee Muench. No opposition, motion approved.

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning - None

Park - None

Streets - Rooters Asphalt contacted about the bike path.

Utilities - Light in front of the school needs to be repaired.

President's Comments – There is someone interested in the property on Lyle Street. Sign Shop made and donated the Thank-you banners on the welcome signs. Need to order new permits for ATV's and Side by Sides.

Clerk's Comments – Thank you note from Trinity School for the donation to the auction. Laptop needs a new battery; Mike will look into replacing it.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. 2020/2021 MFT – Motion to approve the MFT proposal to IDOT made by Trustee McClaren second by Trustee Rueter. Roll Call vote taken .5 Ayes 1 Pass. Motion approved.

B. B. Schedule of Meetings – Motion to approve schedule of meetings for the 2020/2021 Fiscal year made by Trustee Spittler, second by Trustee Tr5avis. No opposition. Motion approved.

ADJOURNMENT

Motion to adjourn made by Trustee Travis, Second by Trustee Spittler. No opposition. Motion approved. Meeting adjourned at 7:30 pm

Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village Of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, May 13, 2020 7:00 pm

Meeting called to order by President Snyder. The following trustees answered roll call:

PRESENT

Ken Rueter Karen Grawe Sharilyn Muench Mitch McClaren Tammy Travis ABSENT Jaime Spittler

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: None

Bills presented for Approval – \$15,603.45 monthly bills \$1,039.65 payroll

Finance/Economic Development - None

Health - None

Ordinance/Zoning – Anderson's did some pothole patching

Park – Are we allowing practice on the ball diamond? Not at this time. Does anyone know about the fiber optic lines – who the carrier is? No one knew.

Streets - Bike paten has been resealed

Utilities - Two lights have been replaced. We can re-start big trash pick-up.

President's Updates & Comments – Culvert project – IDOT will replace the culvert on Maple Street and will deepen the ditches on Rt. 161

Clerk's Updates & Comments – Thank-you note from Kent Schwierjohn for the memorial donation

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. Culvert and Catch Basin in front of Fire Dept. - Metal culvert to replace crumbling culvert across the street form the fire dept. concrete catch basin with metal grating on top. Larry Johnson will pay for the rock. Work to be done by Jamie Schulte. Not to exceed \$3200. Motion to approve made by Trustee Travis second by Trustee Rueter. No opposition. Motion approved.

B. Selling property on Lyle Drive – Offer made by Delores Meyer for \$3500. Motion to accept the offer made by Trustee Muench second by Trustee

Travis No opposition. Motion approved.

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Muench No opposition Motion approved. Meeting adjourned at 7:25 pm

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Clerk

Minutes of the regular meeting of The Board of Trustees of the Village Of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, June 17, 2020 7:00 pm

Meeting called to order by President Snyder. The following trustees answered roll call:

PRESENT

Ken Rueter Karen Grawe Jaime Spittler Sharilyn Muench Mitch McClaren Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: Cory Hassell – Hassell Water Contracting, gave report from EPA about more water testing for nitrification. He will do the testing and there will be an additional charge of \$35.00 per hour, per day. Bob Zimmermann – there is a dead tree on the property behind the Post Office. Lagoon – one side is built up and can't mow it. Trees are growing over the fence.

Bills presented for Approval – \$21,037.38 monthly bills \$1,310.01 payroll Motion to approve bills made by Trustee Grawe second by Trustee Spittler. No opposition. Motion approved.

Finance/Economic Development - None

Health – The house on the corner of Oak and Park has been creating a nuisance with the neighbors with his 4 wheeler.

Ordinance/Zoning - Asking who is responsible for mowing on Creek Road

Park – Asking about use of the ball diamond. There is a fee of \$10 per practice. Had a conversation with a village resident about using the Village dumpster for his personal trash. He doesn't want to carry his trash to the street.

Streets – Bike path is done.

Utilities - None

President's Updates & Comments – Culvert and catch basin across from the Fire Station is done.

Clerk's Updates & Comments – MFT has been approved by Springfield. Found someone who is doing mosquito spraying as soon as the state starts approving licenses.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. Tree Removal at Park – Emerald Ash Boars have invaded the ash trees in the park. Two proposals were presented. Rotten Tree Service for \$10,500 for the removal of 15 trees, stump removal and back fill. Wedekempers \$15,825 for removal of 15 ash trees, stump removal and backfill. Motion to approve Rotten Tree Service made by Trustee McClaren second by Trustee Travis. Roll call vote taken – 6 ayes 0 nays. Motion approved.

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Spittler No opposition. Motion approved. Meeting adjourned at 8:00 pm

Jan Duile

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, July 8, 2020 7:00 pm

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

Ken Rueter
Karen Grawe
Jaime Spittler
Sharilyn Muench A
Mitch Mc Claren
Tammy Travis

ABSENT

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: None

Bills Presented for Approval – \$10,577.08 monthly bills \$1,180.50 payroll Motion to approve the bills made by Trustee Grawe second by Trustee Rueter No opposition Motion approved

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning - Yard on Third Street, where sewer was repaired, needs to smoothed out and grass seed planted

Park - None

Streets – Oil and Chip is completed

Utilities - None

President's Comments – Water leak at the Post Office was fixed. Will let the rock settle for about a week and look at it again

Jason Green is getting cost for a meter and valve at the school where the water line hooks to Hoffman Rural Water.

Have a buyer for the lot on Lyle Drive

Checked with HMG about the water test for nitrification and they verified that the test does have to be done.

Culvert is in for Maple Street. When that is done, we will start on the ditch.

Phase 1 of the park could cost approximately \$35,000.

Clerk's Comments – Called Frontier, got two lines removed, bill will be prorated for the next month. The phone lines at the hall have not been working. Repairman came and checked them out. Didn't find anything wrong.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

- **A.** New Printer/Scanner for the office. Motion to approve buying g anew one, not to exceed \$600, made by Trustee Rueter second by Trustee Travis No opposition. Motion approved.
- **B.** Appropriation Ordinance for 2020/2021 Motion to send the ordinance to the lawyer for final adjustments, made by Trustee Spittler second by Trustee Travis. No opposition Motion approved

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Spittler No opposition Motion approved. Meeting adjourned at 7:39 pm

Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village Of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, August 12, 2020 7:00 pm

Meeting called to order by President Snyder. The following trustees answered roll call:

PRESENT

Ken Rueter Karen Grawe Jaime Spittler Sharilyn Muench Mitch McClaren ABSENT Tammy Travis

No.

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: None

Bills presented for Approval – \$34,834.55 monthly bills \$1,414.48 payroll Motion to approve the bills made by Trustee Grawe second by Trustee Spittler No opposition Motion approved.

Finance/Economic Development - None

Health - None

Ordinance/Zoning - None

Park - None

Streets - None

Utilities – None

President's Updates & Comments – 5 trees in the park have been removed. Tree service will remover the rest when the park dries up.

Clerk's Updates & Comments - None

UNFINISHED BUSINESS

A. None

NEW BUSINESS

- A. By-pass system for water system Will cost approx. \$1200. Motion to approve made by Trustee Spittler second by Trustee Rueter No opposition Motion approved
- B. Phase 1 Park Renovation Tabled
- C. Park Landscaping Trustee Spittler and Trustee Rueter will check with some landscaping companies for quotes.

ADJOURNMENT

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Spittler No opposition. Motion approved. Meeting adjourned at 7:56 pm

Clerk

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, October 14, 2020 September 9,

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

ABSENT

Ken Rueter Karen Grawe Jaime Spittler Sharilyn Muench

Mitch McClaren Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: None

Bills Presented for Approval – \$12,874.86 monthly bills \$1,237 payroll. Motion to approve made by Trustee Grawe second by Trustee Muench

COMMITTEE REPORTS

Finance/Economic Development - None

Health - Still waiting on Bach to look at the landscaping

Ordinance/Zoning – None. Made the announcement that he will be resigning from the board due to moving to Carlyle

Park - Complaints about Roberg's house and grass

Streets – People have been working on the burnt house on Lyle

Utilities - Will call about the dumpsters for the Village clean up

President's Comments – Rotten tree service lift truck is fill broke down. Will get to the trees as soon as he can. Will be out Monday to drop some.

Need an ordinance about trailers being parked on the street

Ditches and culverts are being done on 4th St. Highway Dept says the ditch on S. Broadway needs to be taken care of, it is completely clogged. Schulte says it would be cheaper to the pull the culvert out and replace it.

Clerk's Comments – Village Clean up on October 17. Election packets will be available on September 22, 2020. Sludge report from WTT.

UNFINISHED BUSINESS

A. Phase 1 Park Renovation – will cost approx. \$35,000. Jamie Schulte will do the work. He will order the materials and the bills will come to the Village. Motion to approve made by Trustee Travis second by Trustee McClaren. Roll call vote taken – 6 ayes 0 nays. Motion approved.

NEW BUSINESS

- **A.** Audit report No findings. Motion to approve the audit made by Trustee Rueter second by Trustee Grawe. No opposition. Motion approved.
- **B.** Electrical Aggregate New contract with AEP Electric good for 36 months. Motion to approve made by Trustee Spittler second by Trustee Rueter No opposition. Motion approved.
- **C.** Appropriation Ordinance Motion to approve made by Trustee Rueter second by Trustee Muench No opposition Motion approved.
- **D.** Trick or Treat October 30, 2020 6 pm 8 pm. Motion to approve made by Trustee Travis second by Trustee Spittler No opposition Motion approved.
- **E.** Park Landscaping Tabled.

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Spittler No opposition. Motion approved. Meeting adjourned t 8:01 pm

Shw Duile Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, October 14, 2020

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

ABSENT

Karen Grawe

Mitch McClaren

Jaime Spittler Sharilyn Muench

Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: Rita Carpenter – HPHP Kent Schwierjohn - HMG

Bills Presented for Approval – \$33,645.73 monthly bills \$4,427.14 payroll Motion to approve made by Trustee Grawe second by Trustee Muench No opposition. Motion approved.

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning - None

Park - None

Streets - None

Utilities – Dumpsters will be here on Friday for the Village clean-up

President's Comments – Rotten tree services says they will be back on Wed or Thursday next week.

Ditch work is going good. Have heard good things from the residents.

Maple Street was finished today

Clerk's Comments – Election packets

New padlocks are on the outside bathrooms and the water spout.

UNFINISHED BUSINESS

A. Park Landscaping – received a quote from Richter Lawn Care and Landscaping for \$8,349.00. After discussion, motion to accept Richter quote made by Trustee Travis second by Trustee Spittler. No opposition. Motion approved.

NEW BUSINESS

- **A.** Trustee Appointment Motion to appoint Lee Spittler as Trustee to replace Trustee Rueter, who resigned, made by Trustee Muench second by Trustee Travis. No opposition. Motion approved.
- **B.** HPHP Donation asking for a donation of \$500. Motion to approve made by Trustee Grawe second by Trustee Spittler No opposition. Motion approved.
- C. Snow Removal Contract Motion to approve snow removal contract with Kracht Land Services made by Trustee Travis second by Trustee L. Spittler No opposition. Motion approved.
- **D.** IML Insurance Motion to approved the new contract with IML Insurance with option #1 made by Trustee Spittler second by Trustee Muench No opposition. Motion approved.

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee J. Spittler No opposition. Motion approved. Meeting adjourned at 7:58 pm

Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, November 11, 2020 7:00 pm

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

ABSENT

Lee Spittler Karen Grawe

Kaleli Glawe

Jaime Spittler

Sharilyn Muench

Mitch McClaren

Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: None

Bills Presented for Approval – \$28,983.14 monthly bills \$514.16 payroll

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning - None

Park – Met with Richter Landscaping. He brought a drawing and samples of paver colors. He can start the middle of December. There will be a 1 year guarantee on the plants. He will replace any that die.

Streets – Culverts are good. Cleaning out ditches. People have been working on the burnt house on Lyle. Second Street will be the next street for culverts.

Utilities - None

President's Comments - Positive feedback after rain on Maple Street.

Rotten tree service will be back on Tuesday

Zoning map, business permits date back to the 60's. Did a new business permit, need to update the building permits.

Clerk's Comments - Election packets. Village clean-up went well.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. None

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee J. Spittler, No opposition. Motion approved. Meeting adjourned at 7:20 pm

Village Clerk

Minutes of the regular meeting of The Board of Trustees of the Village of Hoffman, 110 E. Park Avenue, County of Clinton, and State of Illinois, held on Wednesday, December 9, 2020 7:00 pm

Meeting called to order by President Snyder. The following Trustees answered Roll Call:

PRESENT

ABSENT

Lee Spittler

Karen Grawe

Jaime Spittler

Sharilyn Muench

Mitch McClaren

Tammy Travis

The minutes of the previous meeting were read by the Village Clerk and approved as read.

Visitors recognized: None

Bills Presented for Approval – \$12,126.47 monthly bills \$814.72 payroll Motion to accept made by Trustee Grawe second by Trustee Muench. No opposition. Motion approved.

COMMITTEE REPORTS

Finance/Economic Development - None

Health - None

Ordinance/Zoning - None

Park - Notified Landscapers of paver color.

Streets – Sewer repairs on Maple and 2nd St. being done. Centralia approved a contractor for the new water line. House on Lyle is getting done.

Utilities - None

President's Comments – Rotten tree service says he will be done by the end of the year. HMG is watching for grants for us.

Clerk's Comments - Election packets

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. 2020/2021 tax Levy – Received the Levy Ordinance from the attorney. Motion to approve made by Trustee Grawe second by Trustee Spittler Roll call vote taken – 6 ayes 0 nays. Motion approved.

ADJOURNMENT

Motion to adjourn made by Trustee Travis second by Trustee Spittler No opposition. Motion approved. Meeting adjourned at 7:19 pm

Village Clerk