



**Village Board Meeting Minutes  
November 14, 2022**

Village Vice President Susan Larson called meeting to order 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

Present: Rhonda Cardot, David Chapman, Chuck Ellis, Martha Holder, Susan Larson

Absent: Tim Henert, Denise Coffman

**Approval of the Minutes**

- *Motion to approve the October 10, 2022 Village Board Meeting Minutes as presented* – Holder. Second - Cardot. Voice Vote to approve. 5 Ayes, 0 Nays. 1 Absent. Motion passed.
- *Motion to approve the November 8, 2022 Park Committee Meeting Minutes as presented* - Holder. Second - Chapman. Voice Vote to approve. 5 Ayes, 0 Nays. 1 Absent. Motion passed

**Approval of the Monthly Bills**

- *Motion to approve the monthly bills payable & expenditures in the amount of \$57,185.90 and additional bills presented* - Cardot. Second - Ellis.

Roll Call Vote to approve. 5 Yes, 0 No, 1 Absent. Motion passed.

R. Cardot	Y – 1st
D. Chapman	Y
D. Coffman	A
C. Ellis	Y
M. Holder	Y
S. Larson	Y
T. Henert	A

**New Business:**

- *Motion to accept a quote for insurance coverage and worker’s compensation coverage from IML RMA for 2023* - Cardot. Second - Holder. Trustee Larson opened the discussion about the two quotes presented, the coverage they provide, and the overall price. The board members decided to accept the quote from IML RMA for insurance coverage and worker’s compensation coverage for 2023.

Roll Call Vote to approve. 5 Yes, 0 No, 1 Absent. Motion passed.

R. Cardot	Y
D. Chapman	Y – 1st
D. Coffman	A
C. Ellis	Y
M. Holder	Y
S. Larson	Y
T. Henert	A

- *Motion to approve a paid Holiday Schedule for full-time Village Employees for 2023* – Cardot. Second-Ellis  
Trustee Larson presented the proposed list of paid holidays for full-time employees. 6 regular holidays and 7 optional holidays were listed. The board decided to approve the 6 regular holidays and one floating holiday (to be used within the calendar year and limited to one of the listed optional holidays) for the full-time employees. Employees would need to give at least 2 weeks’ notice before taking their floating holiday for planning and coverage purposes.

Roll Call Vote to approve. 5 Yes, 0 No, 1 Absent. Motion passed.

R. Cardot	Y
D. Chapman	Y
D. Coffman	A
C. Ellis	Y– 1st
M. Holder	Y



**Village Board Meeting Minutes**  
**November 14, 2022**

S. Larson	Y
T. Henert	A

- *Motion to approve farming the 40 acres of land from the Blum Foundation in 2023- Holder. Second-Cardot. The Trustees asked when the final piece of the acreage would be deeded the Village. Attorney Crull clarified that the final deed should be given over at the end of this year and then the Village will then own the acreage in its entirety. Any lease on the land would have needed to be terminated by Oct. 1<sup>st</sup>. Trustee Holder started a discussion about a timeline for development, which will more than likely not happen in the next year.*

Roll Call vote to approve. 5 Yes, 0 No, 1 Absent. Motion passed.

R. Cardot	Y
D. Chapman	Y
D. Coffman	A
C. Ellis	Y
M. Holder	Y- 1st
S. Larson	Y
T. Henert	A

**Zoning** (*Casper Manheim*) - Nothing to report

**Community Economic Development** (*Rhonda Cardot*) - Nothing to report.

**Streets and Alleys** (*Chuck Ellis*)

- The board reviewed the report from Steve Garrison about completed projects. S. Garrison also mentioned that the Streets crews would be assisting the parks committee with decorating the downtown for the Christmas Walk. Trustee Ellis asked, on behalf the vendor that plows snow at the school, that the Village Street Department not plow snow up onto the school side of Western Ave.

**Water and Sewer** (*David Chapman*)

- *Motion to approve purchase Sewer Testing Equipment from ThermoFisher Scientific in the amount of \$2,715.00 and annual supplies- Ellis. Second - Chapman. S. Garrison explained that the company (Test Inc.) that had been completing the testing went through some staffing changes and would not be continuing that service for free as they had in the past. The Village had the option to pay them a fee for them to continue the testing, or the Village could take over the testing and still leave the reporting to the Test Inc. Trustee Chapman asked Clerk Koks to look back at records to see how long the Village has used Test Inc. Trustee Chapman asked S. Garrison about the functions of the equipment and what was being measured, and Trustee Ellis and Trustee Chapman also asked Garrison about his preference of what equipment would work best. After some discussion, the consensus was to approve purchase the ThermoFisher Scientific equipment for the quoted amount and annual supplies as needed.*

Roll Call Vote to approve. 5 Yes, 0 No. 1 Absent. Motion passed.

R. Cardot	Y
D. Chapman	Y
D. Coffman	A
C. Ellis	Y
M. Holder	Y
S. Larson	Y- 1st
T. Henert	A

- *Motion to approve the purchase Water Meter Conversion Boxes for 18 commercial meters from Ferguson Waterworks in the amount of \$2,622.06 using a portion of the ARPA funds- Larson. Second-Ellis. S. Garrison reviewed the two quotes presented to the board for either commercial meter replacement or commercial meter conversion and explained the difference. After some discussion, the board decided to purchase the conversion boxes in favor of total replacement of the meters until absolutely necessary.*



**Village Board Meeting Minutes**  
**November 14, 2022**

Roll Call Vote to approve. 5 Yes, 0 No. 1 Absent. Motion passed.

R. Cardot	Y – 1st
D. Chapman	Y
D. Coffman	A
C. Ellis	Y
M. Holder	Y
S. Larson	Y
T. Henert	A

**Parks & Recreation** (*Martha Holder*)

- Trustee Holder updated the board on the plans for the Ashton Christmas Walk and her efforts to encourage more people to join the lighted parade. Trustee Holder also mentioned that Crest Foods had sent a donation to cover the cost of the carriage rides and some of the downtown decorations. She was also expecting a donation from Central Bank to arrive soon.

**Liquor Commissioner** (*Tim Henert*)

- Motion to approve open alcohol containers and bottles on Main Street for the Ashton Christmas Walk (December 3<sup>rd</sup>.)*- Holder. Second- Larson. Trustee Holder requested the board approve allowing open alcohol containers and bottled alcohol on Main Street only for the Ashton Christmas Walk as it had been done at previous events.

Roll Call Vote to approve. 4 Ayes, 1 Nay, 1 Absent. Motion passed.

R. Cardot	Y
D. Chapman	Y – 1st
D. Coffman	A
C. Ellis	N
M. Holder	Y
S. Larson	Y
T. Henert	A

**Police Report** (*Tim Henert*)

- Ordinance Violation Tickets. There were no open violation tickets to report for this meeting.

**Clerk’s Report**

- K. Koks introduced the 23-24 Levy Ordinance for consideration at the December meeting. There is no need for a Truth in Taxation hearing, as she did not levy for more than the standard 5%.
- Motion to approve online payment set up for Comcast and other major utilities* – Cardot. Second-Holder. K. Koks reported that although a check is cut and sent to reach the utility before the due date (to avoid late fees), the checks are still being lost in the mail and not applied on time. Recently this has happened for the second time this year with Comcast. The board discussed the pros and cons of auto-pay versus online payment for major utilities like Comcast as well as ComEd, Nicor, and AEP Energy. They decided that online payment (not auto-payment) would be approved for Koks to process these bills on time.

Roll Call vote to approve. 5 Ayes, 0 Nays, 1 Absent. Motion passed.

R. Cardot	Y
D. Chapman	Y
D. Coffman	A
C. Ellis	Y– 1st
M. Holder	Y
S. Larson	Y
T. Henert	A



**Village Board Meeting Minutes**  
**November 14, 2022**

- K. Koks also reported the results of an online survey sent out via website and social media about Ashton resident's preferences for utility bill payment. She will deliver more information about ACH payment processing for the December meeting.

**Cemetery Board** (*Tim Henert*)

- K. Koks briefly updated the board that a cemetery committee meeting to discuss cemetery rates would be scheduled in the next month.

**Mills and Petrie Board** (*Martha Holder*)

- M. Holder reported that the Mills & Petrie board had voted to install security cameras in the building after some security concerns in the last year. They are also considering having the building re-keyed and instituting a new Key Policy to control the amount of keys in circulation. S. Garrison mentioned that he contacted Eric Grover to remove the stump in front of the Mills & Petrie in the easement along Douglas Ave.

**Village Attorney** (*Russ Crull*) –Nothing to report

**Other Topics**

- Proclamation- Small Business Saturday  
The Proclamation establishes November 26, 2022 as Small Business Saturday in Ashton.

*Motion to adjourn*-Ellis. Second-Cardot. Voice Vote to approve 5 Ayes, 0 Nays, 1 Absent. Motion Passed.

Meeting adjourned at 8:17p.m.

Submitted by Katie Koks, Village Clerk