

**VILLAGE OF ST. JACOB  
213 N. DOUGLAS  
PRESIDENT AND BOARD OF TRUSTEES**

**REGULAR MEETING  
AGENDA #13-18  
THURSDAY, AUGUST 15, 2013 7:30 PM**

- I. CALL TO ORDER**
  - PLEDGE OF ALLEGIANCE**
  - ROLL CALL**
  - DETERMINATION IF QUORUM IS PRESENT**
  
- II. APPROVAL OF MINUTES AND AGENDA:**
  - A. Approval of Minutes #13-17 for August 1, 2013
  - B. Approval of Agenda #13-18 for August 15, 2013
  
- III. COMMUNICATIONS: Plaque awarded to Village from St. Jacob TBSA**
  
- IV. OPEN TO THE PUBLIC:**

Anyone wishing to address the President and Village Board on any subject may do so at this time. Please come forward and give your name. Time Limit: 4 minutes.

- V. COMMITTEES:**
  - A. COMMUNITY DEVELOPMENT/HEALTH--George Gavlick (CHAIR), Christopher Tolbert, Jeni Zahn
    - Christmas Kickoff December 6 and involvement of organizations in this celebration.
    - Report of Tim Biggins regarding status of new Christmas tree approved early in 2013 and manufactured by Thole Fabricating in Highland.
  - B. WATER AND SEWER--Bobby Ross (CHAIR), Jeni Zahn, Christopher Tolbert
    - Report of Tim Biggins as to cost of the sensor value for water tower to detect decrease in water pressure. Discussion and final action.
    - Jetting the sewers and camera the sewer lines. Discussion and final action.
    - Drainage damage claims. Discussion and final action.
  - C. POLICE--Pattie Beil (CHAIR), Matthew Muzzey, Bobby Ross
    - Committee meeting report. Discussion.
  - D. ORDINANCE AND FINANCE--Jeni Zahn (CHAIR), Matthew Muzzey, George Gavlick
    - 2013 Municipal Clerks of Illinois Institute & Academy Sept. 22-27 in Springfield, IL. Discussion and final action.
    - Additional bills for Donnie Cuff for Radiology \$33 and Anderson Express \$311 billings for May 2013 worker's compensation.
    - Report of Da-Com and Copying Concepts regarding change in our copier contract.
    - IML Conference October 17-19 Chicago. Discussion and final action.
    - Approval for Tim & Shawn to attend the Illinois Rural Water Association training at Maryville, IL on September 19. Discussion and final action.
  - E. PUBLIC GROUNDS & BUILDINGS--Christopher Tolbert (CHAIR), George Gavlick, Bobby Ross
    - Microphones for meeting room. Discussion and final action.
    - Status of shed grant. Additional documents to be submitted.
    - Sewer Plant Pump house update. Discussion.
    - Risk Management inventory update.
    - Chairs and window shades for office. Discussion and final action.

- F. STREETS AND LANES/MOTOR FUEL TAX--Matthew Muzzey (CHAIR), Pattie Beil, Christopher Tolbert
- Report on street sign grant update. Discussion.
  - Purchase of ditch bucket. Discussion and final action.
  - Oil and chip streets. Discussion and final action.
  - Status of Napoleon & 6<sup>th</sup> Street grant. All funds received. Completion of area work. Discussion.

**VI. REPORTS:**

- A. Public Works Superintendent Report
- B. Engineer's report
- C. Village Attorney
- D. FOIA
- E. Homecoming
- F. Planning Commission
- G. Zoning Board

**VII. OLD BUSINESS:**

- A. IRS request for payroll documents from previous years. Hiring of Accountant to prepare additional documents to be submitted. Discussion and final action.
- B. Confirmation of hiring Civic Systems to proceed with working on accounting issues and further training of our staff. Project will take at least 1-1/2 days and will be handled remotely as it appears now. Discussion and final action.
- C. Trustees website pictures. Discussion and final action.

**VIII. NEW BUSINESS:**

- A. Request of Anderson Cemetery Association for donations. See description of this cemetery and its purpose with your file. Discussion and final action.

**IX. CLAIMS:**

- A. Claims Grand Total \$ \_\_\_\_\_
  - 1. Approval and payment of bills

**X. OPEN TO THE PUBLIC:**

Anyone wishing to address the President and Village Board on any subject may do so at this time. Please come forward and give your name. Time Limit: 4 minutes.

**XI. DATE OF NEXT MEETING—SEPTEMBER 5, 2013  
CALL FOR ADJOURNMENT**

Posted: \_\_\_\_\_ am pm August \_\_\_\_\_, 2013

By \_\_\_\_\_