

**VILLAGE OF ST. JACOB**  
**213 N DOUGLAS**  
**PRESIDENT & BOARD OF TRUSTEES**  
**THURSDAY, SEPTEMBER 01, 2011**  
**REGULAR MEETING #11-16**

I. The Regular meeting of the Board was called to order at 7:30 p.m. by Mayor Raymond Muniz

ROLL CALL: Present: Mayor Raymond Muniz  
Trustee Ken Miller here at 7:32 p.m.  
Trustee Jared Reilson  
Trustee Hank Robards  
Trustee Richard Schiefer  
Trustee Pattie Beil  
Trustee Jeni Zahn  
Clerk Dawn Miller  
Donnie Cuff  
Tim Biggins  
Officer Maggie Hitt  
Officer Justin Rosenberg  
Absent: Attorney Ron Motil  
Treasurer Tim Thompson

II. APPROVAL OF AGENDA:

1. Trustee Robards moved to accept the agenda. Trustee Reilson seconded the motion. Voice vote, 5 ayes, motion carried. Trustee Beil asked why new business didn't have an explanation by it.
2. Trustee Reilson moved to accept minutes. Trustee Zahn seconded the motion. Voice vote, 6 ayes, motion carried.

III. MAYOR'S REPORT:

1. Mayor Muniz reported that he wants to do a 911 remembrance. The National League of Cities is asking communities to join in as a remembrance and sound our sirens. Mayor Muniz wants it to be a celebration for freedom. He spoke with Fire Chief Scott Prange so he can get the fire department involved. Mayor Muniz hopes to have it at the grade school. All the fire trucks and police cars will be lined up in the circle. Mayor Muniz reported that he asked the firemen to come dressed in their uniforms.

IV. REPORTS AND COMMITTEES

A. ECONOMIC GROWTH: ZAHN:

B. WATER & SEWER COMMITTEE – REILSON:

1. Mayor Muniz handed out a letter regarding the sewer line extension on Marine Road. He will send it out to the residents if the board thinks it ok. Trustee Reilson stated that he thinks the time frame of April 1, 2012 is fine. It needs to include the amount of \$2000.
2. A committee meeting was scheduled for September 13, 2011 at 7:30 to discuss tap on fees.

C. POLICE COMMITTEE – ROBARDS :

1. Trustee Robards read a report from Steve Howe.
2. Trustee Robards stated that the board needs to take a look at updating the police radios. It's a safety problem for our officers. When they are out of the car they don't have

any communication with dispatch. Trustee Miller stated that this should have been brought up before we passed the budget.

D. TREASURERS REPORT - THOMPSON:

1. Treasurer Thompson stated that some of the fund balances have changed due to the completion of the audit and the final adjustments. He read thru the treasurer's report for July. Trustee Miller made a motion to accept the treasurer's report. Trustee Reilson second the motion. Voice vote, 6 ayes, motion carried

E. ORDINANCE & FINANCE – MILLER:

1. Trustee Miller stated that he hasn't seen anything yet regarding the zoning officer. Attorney Motil has some things to review regarding the zoning. He stated that nothing can be changed without a hearing. He thinks that we can set a cheaper rate if we appoint for a 4 year term. He stated that the ordinance is similar to what we have now but the language was cleaned up. We can discuss this at the committee meeting on the 13<sup>th</sup>.
2. We will have the water committee meeting on the 13<sup>th</sup> of September at 7:00 p.m. and we can have an Ordinance and Finance meeting immediately after. Attorney Motil stated that he needs more information on Business Licenses. We can discuss the business licenses at the committee meeting as well. We will also discuss employee raises on the 13<sup>th</sup>.

F. GRANTS – BEIL

1. Trustee Beil stated that she has a meeting next week with Leah Depner. She hopes to find some grants soon.

G. STREET & ALLEY – SCHIEFER

1. Attorney Motil stated that he would do an ordinance regarding Hayes Lane but no one has given him any information yet. Mayor Muniz asked if we need to do anything if we don't own it. How can we vacate it if we don't own it. Attorney Motil initial thoughts are to stop maintaining it and remove the signs. Trustee Miller asked if we can google it or something to figure out who actually owns it. Attorney Motil stated that he is trying to keep legal fees down but he can do it if we want to pay him to do it. Tim Biggins asked if we are liable if somebody gets hurt since we have been maintaining it for this long. Clerk Miller will try and get some information and then we can get an idea of what we need to do. Mayor Muniz stated that Brett Cygan should have all the information on the lane.
2. Attorney Motil had another hand out regarding the street signs. He then stated that the Department of Transportation has stated that there is no longer a deadline for municipalities to replace their signs but if we replace any then they should be at the new standards. Attorney Motil stated that in the future this type of work may not be something that the board wants to pay him to do.
3. Trustee Schiefer asked Mayor Muniz about Keck Road. Mayor Muniz stated that he talked to Mike Maedge and he stated that his crew would be here the first or second week of September to start the work.
4. Trustee Schiefer asked about Carpenters ditch. Mayor Muniz stated that he talked to Tim Biggins about it and that they are going to work on Jacob St next week and they are going to look at it then.

H. PLANNING COMMISSION:

I. ZONING BOARD:

V. OLD BUSINESS:

VI. NEW BUSINESS:

1. Historically when the second meeting falls on the Municipal League conference we push the meeting back a week. Trustee Reilson made a motion to move the September 15 meeting to September 23, 2011. Trustee Schiefer second the motion. Voice vote, 6 ayes, motion carried.

VII. CLAIMS:

Trustee Miller moved to read the claims by total. Trustee Zahn seconded the motion. Voice Vote 6 ayes, motion carried

	Water	\$11076.49	
	Sewer	\$1187.07	
	Trash		
<b>Water/Sewer/Trash Total</b>			<b>\$12263.56</b>
	General Funds	\$739.45	
Ordinance Finance		\$138.00	
<b>Ordinance &amp; Finance Total</b>			<b>\$877.45</b>
Police		\$1578.79	
Street & Alley		\$3888.15	
Public Grounds		\$509.50	
Community Development			
Audit			
MFT			
<b>Grand Total</b>			<b>\$19117.45</b>

Roll call vote 6 ayes motion carried.

VIII. OPEN TO PUBLIC:

1. Tom Kaminski asked about the Zoning board. He wanted to know where the Planning commission fits it. There are times when something that goes before the zoning board will need to go before the planning commission to make sure it fits in with the overall plan. He then asked if the new ordinance would mean Rick Ritter wouldn't be the zoning officer. Rick Ritter would no longer handle the zoning meetings. It would be done by an attorney. All the meetings will still be open to the public and the board would still make the final decision. Tom stated that he thinks Rick has done a good job.

IX. ADJOURNMENT:

1. Trustee Robards moved to adjourn at 8:20pm. Trustee Reilsons seconded the motion. Voice vote, 6 ayes, motion carried.
2. The next meeting will be September 23, 2011 at 7:30 pm.

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Dawn Miller, Village Clerk

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Raymond Muniz, Mayor