

**VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT & BOARD OF TRUSTEES
THURSDAY, JULY 11, 2013
REGULAR MEETING MINUTES #13-15**

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Present: Mayor Richard Schiefer
Kathy Becker, Village Clerk
Trustee Bobby Ross
Trustee Pattie Beil
Trustee Chris Tolbert
Trustee Matt Muzzey
Trustee Jeni Zahn
Trustee George Gavlick
Public Works Director Tim Biggins
Captain Paul Cates
Attorney Andrew Carruthers arrived at 7:55

Quorum present.

I. APPROVAL OF MINUTES AND AGENDA:

- A. Trustee Ross moved to approve the minutes #13-13. Trustee Zahn seconds the motion. Voice vote, 5 ayes, motion carried.
- B. The following additions to Agenda were proposed:
 - Police—SILEC information
 - Street and Alley—speed bumps
 - Public Grounds—report on microphonesTrustee Ross moved to approve the corrected agenda #13-15. Trustee Gavlick seconds the motion. Voice Vote, 5 ayes, motion carried.

II. COMMUNICATIONS:

III. OPEN TO PUBLIC:

- A. Stacey Thurnau requested the use of the Homecoming fish fryers by Boy Scout Troop #38. Tim Biggins says we have done this in previous years. The Scouts will transfer the fryers themselves. Trustee Gavlick made a motion to approve the use of the fryers by the Scouts. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion carried.

IV. COMMUNITY DEVELOPMENT/HEALTH:

- A. Landowners have been notified of property with debris and unsafe building.

V. WATER AND SEWER:

- A. The new pumps were used during a recent rainstorm. We received no complaints of any backups. Trustee Beil said Troy and Highland residents turned in the backup claims to the respective cities' insurance companies. They were told that the insurance companies would not cover the claims. Pattie said that we should notify our insurance company and they will make the decision whether to cover the damages.
- B. The EPA Consumer Confidence Report was sent out.

VI. POLICE:

- A. Trustee Beil wants a Committee meeting on August 1 at 6:30 pm.
- B. Captain Cates got bids for the unmarked car: Light bar—\$1,300; reflective lettering \$320.37 from Digital Arts; half cage--\$420. Total \$2,040.37. Other bid was for \$2,483.12. Difference was the light bar. It will be completed by the Homecoming. Trustee Muzzey made a motion to approve the \$2,040.37 for police car update. Trustee Gavlick seconds the motion, Roll call vote, all in favor, motion carried.

C. Trustee Beil questioned the cost of the SILEC officers training. We paid \$700 for our officers. We should not be paying for part time officers. Some of the officers are certified through their other jobs. They will be refunding \$500 to the Village.

VII. ORDINANCE AND FINANCE:

A. Trustee Zahn reported that the Budget/Appropriation Ordinance for 2013-14 was filed June 27 at the Madison County Clerk.

VIII. PUBLIC GROUNDS & BUILDINGS:

A. Trustee Tolbert got bids for the pump house repairs. After discussion, Trustee Beil made motion to accept option 2 of the bid from Blumberg Brick of Marine for \$2,400. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

B. Trustee Tolbert got prices on the microphones on the internet. We have to decide how many we need and how many speakers we need. He will check further with Swing City.

IX. STREETS AND LANES/MOTOR FUEL:

A. Trustee Muzzy met with Stan Giffhorn Engineer from the county highway department regarding the signs. The County needs more paperwork done for the grant. We pay for the labor for installation for the new reflective signs and posts.

B. Trustee Muzzey said that Fabick has a 4' ditch cleaning bucket for \$2,800 which we can get in 2 weeks. After discussion, it was decided to hold off on decision and check used prices for the bucket.

C. Trustee Muzzey asked about speed bumps in the alleys for safety of children. Do we need a special Ordinance? Attorney Carruthers said certain types of speed bumps need to be installed. He needs to look into the liabilities and we may need to consult engineers. Snow removal in the alleys with the speed bumps will need to be addressed. Special signage also needs to be installed. Trustee Beil stated that the Police will check the traffic in the alleys.

X. REPORTS:

A. Public Works Superintendent Report—They are painting curbs, working on Homecoming projects, waters taps and new meters. Greg is doing a lot of grass cutting. Tim left his report left at Public Works office. He will bring in next meeting.

B. Engineer's report—Trustee Ross has been in contact with the Engineer and working on cameras.

C. Village Attorney-Attorney Carruthers is giving trustees copies of the ordinances up to 2004.

D. FOIA – A FOIA request was received.

E. Homecoming – Meeting held on July 3, 2013. Someone will be going to Springfield to obtain the liquor license.

F. Planning – Nothing to report.

G. Zoning Board—We are working on a zoning issue.

XI. OLD BUSINESS:

A. Trustee Beil thought the IML workshop in O'Fallon, Illinois, was interesting and informative. Mayor Schiefer thought it was well worth it.

B. Work still needs to be done for sidewalk and header on 6th and Napoleon. Engineer was contacted regarding the header issue.

XII. NEW BUSINESS:

A. Mikeiel Muniz offered to pay \$76.00 for the water bill which is the amount he calculated was owed without the penalties. Outstanding bill has been for several years. He never made any arrangements to pay off the balance. Trustee Beil asked if it set precedence if we accept a lower amount. Attorney Carruthers stated it does not set a binding precedence. Trustee Gavlick states we need to follow the ordinance. Trustee Muzzey makes motion to disconnect water in 7 days. Trustee Beil seconds the motion. Roll call, 4 ayes, 2 nays from Trustee Tolbert and Trustee Ross, motion carried.

B. Discussion was held for the training of the Civic System software for office staff at a cost of \$800 per day for 3 days. Trustee Beil made a motion to bring training help to

village office. Trustee Muzzey seconds the motion. Roll call vote, all in favor, motion carried.

C. The schedule of meetings for the remainder of 2013 was presented. Trustee Muzzey made a motion to approve the schedule. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion carried.

D. Appointment of Kathy Becker as Authorized Agent for IMRF was presented. **Be it and it is hereby resolved** that Village Clerk Kathy Becker be appointed as IMRF Authorized Agent. Trustee Tolbert makes motion for approval. Trustee Zahn seconds motion. Roll call vote, all in favor, motion carried.

E. Discussion of renewal of employee's health insurance and dental insurance. Trustee Beil made motion to get quotes. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

F. Trustee Beil informed all chairman that an updated inventory is required for our insurance coverage. All Committees are required to complete the inventory except the Community Development and Ordinance & Finance. Deadline for the inventory is August 1.

G. There was a discussion about providing waterproofing supplies for the Gazebos at Mill Pond park. Volunteers will do the work. Trustee Gavlick makes motion to approve \$300.00 for supplies. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion carried.

H. There was a discussion for employee starting time and lunch breaks. Attorney Carruthers states that the handbook says they have to take lunch break. Trustee Gavlick said we should follow the handbook. The working hours for the employees will be 7:00 am to 3:30 pm with a 30 minute lunch break and this policy will be enforced. Mayor Schiefer wants a time clock for the shed.

I. Trustee Beil had a concern about the Police Officers parking their personal vehicles at Village Hall and the shed. She proposed installing cameras at both places.

XIII. CLAIMS:

A. Trustee Zahn made a motion to approve the claims in the amount of \$48,123.54. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

XIV. OPEN TO PUBLIC:

A. Richard Schmidt report on 6th Annual Jakey in June was successful. The profit for 2013 was about \$4,000.00. Jakey in June will give the money to the St. Jacob Park to pay off the cost of the Kiddie Park fence. Jakey in June has given \$19,000 back to the Village for area projects since it started 6 years ago.

B. Robert Evans gave his thought on speed bump in the alleys.

C. Mikeiel Muniz stated he was never granted a hearing from the prior board on his outstanding water bill.

D. Mayor Schiefer proposed that Jacob Sedlacek be Grand Marshall for the homecoming. Trustee Beil makes motion that Jacob Sedlacek be Grand Marshall. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

XV. CLOSED SESSION:

A. Trustee Muzzey moved to go from open to closed session to discuss personnel (5ILCS 120/2(c) 1) at 10:05 pm. Trustee Beil seconds the motion. Roll call vote, all in favor, motion carried.

B. OPEN SESSION:

1. Trustee Ross made a motion to go from closed to open session. Trustee Zahn second the motion. Roll call vote, all in favor, motion carried.

C. ADJOURNMENT:

1. Meeting was adjourned at 10:45 pm.

2. The next meeting will be July 25, 2013 at 7:30 pm.