

**VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT AND BOARD OF TRUSTEES
THURSDAY, OCTOBER 17, 2013
REGULAR MEETING MINUTES #13-22**

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Present: Mayor Richard Schiefer
Kathy Becker, Village Clerk
Trustee Bobby Ross
Trustee Pattie Beil
Trustee Matt Muzzey
Trustee Jeni Zahn
Trustee George Gavlick
Tim Biggins, Public works

Absent: Trustee Chris Tolbert

Quorum present.

Meeting called to order at 7:30 pm.

I. APPROVAL OF MINUTES AND AGENDA:

- A. Trustee Zahn moved to approve the minute's #13-21 for October 3, 2013. Trustee Ross seconds the motion. Voice vote, all in favor, motion carried.
- B. Trustee Zahn moved to approve the agenda #13-22 for October 17, 2013. Trustee Beil seconds the motion. Voice vote, all in favor, motion carried.

II. COMMUNICATIONS:

III. OPEN TO PUBLIC:

IV. COMMITTEES:

A. COMMUNITY DEVELOPING/HEALTH:

1. Trustee Gavlick reported that everything is on schedule for Christmas in the Village. The St Jacob Lions club donated a check for \$300.00 to Christmas in the Village

B. WATER AND SEWER:

1. Tim is waiting for 2 bids for sensor valve for water tower.
2. Replacement/repair of water tower was tabled.
3. Tim Biggins stated that the parts for the Aeration System have been ordered and should be about 2 weeks to arrive. They are still doing treatments on the lagoon. Mayor Schiefer stated that The Bank of Edwardsville wants a copy of the approval of the minutes from agenda #13-21 and they will be meeting on Tuesday, October 22, 2013 for the Mayor and the Clerk to sign the finance papers.
4. Discussion for replacement of air pump tabled to next meeting.

C. POLICE:

1. Trustee Beil made a motion to hire part-time police officer Gary Kukla @ \$14.50 per hour and start immediately. Trustee Ross seconds the motion. Roll call vote, all in favor, motion passed.

D. ORDINANCE AND FINANCE:

1. Committee meeting was cancelled. Subject tabled to next meeting.
2. Outsourcing payroll was discussed, received a bid from Gateway Business and Paycheck. Gateway Business was lowest bid and they are local. Trustee Ross made motion to outsource payroll to Gateway Business. Trustee Zahn seconds. Roll call vote, all in favor, motion passed.
3. Discussion on forensic audit ensued and will have to wait until the regular audit is finished.
4. Acropolis updated the computers. Tim Biggins would like to have an email address and a spreadsheet on his computer to do water reports.
5. Discussion on backup service ensued and need to get pricing. Subject tabled to next meeting.
6. Employee yearly raises to be discussed in closed session.
7. Renewal of CD discussion and tabled.

E. PUBLIC GROUNDS & BUILDINGS:

1. No updates on fire alarm system. Additional bids needed. Subject tabled to next meeting.
2. No update on microphones. Trustee Tolbert absent. Trustee Zahn to get bid.
3. Tom Kaminiski and Russell Loomis was given a check for the down payment for the pavilion at the mill pond. Trustee Gavlick made motion for \$4,420.00 of the AT&T grant to be used for the pavilion. Trustee Zahn seconds. Roll call vote, all in favor, motion passed. The concrete portion is tabled until bill is received from Todd Lindow.

F. STREETS AND LANES/MOTOR FUEL TAX:

1. Nothing new on street signage.
2. Tim stated that we are waiting for bid from Mike Maedge for rip rap on Napoleon & 6th.
3. Oil and Chipping is completed for this year. For 2014 if we go over \$20,000.00 for oil and chipping it will have to go out for bids. Trustee Beil questioned the status of the drop box on Jacob St. Tim stated that he is going to get that drop box in and do the repair there.
4. Street signs discussed and Tim is going to check on which street signs that may be faded. New street signs cost is approximately \$50.00 to \$60.00 per sign. Zobrist Signs painted the street signs in the past.

V. REPORTS:

- A. Public Works Superintendent Report-Ditch work is being done and cleaning up the outside of the shed property for the winter. Discussion on clothing allowance for new hire Greg Koberna. There is nothing in the handbook, subject tabled to next meeting. Discussion on activating cell phone that the village has for Greg Koberna, the board says they have no problem in doing so.
- B. Engineer's report-Nothing to report.
- C. Village Attorney-Nothing to report.
- D. FOIA request—Nothing to report.
- E. Homecoming-
- F. Planning commission-
- G. Zoning Board-Nothing to report.

VI. OLD BUSINESS:

VII. NEW BUSINESS:

VIII. CLAIMS: \$17,066.00

- A. Trustee Zahn made a motion to approve the claims in the amount of \$17,066.00. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

IX. OPEN TO PUBLIC:

- A. Todd MacZura stated he was not happy with smell of lagoon and something needs to be done soon. He also states that he is willing to do any computer work that the Village may need.

- B. Don Argus wanted to know if the Village has a definite start date of the new aeration system. Trustee Ross and Mayor Schiefer will call to get updated information and will call Don and Todd tomorrow.

X. CLOSED SESSION:

- A. Trustee Ross moved to go from open to closed session to discuss personnel (5ILCS 120/2(c) (1) at 8:45 pm. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion carried.

XI. OPEN SESSION:

- A. 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.
- B. Trustee Zahn made motion to hire Greg Koberna as full time employee at the rate of \$14.00 per hour. Trustee Muzzey stated also the 90 day probation is waived. Trustee Beil seconds the motion. Roll call vote, all in favor, motion passed.
- C. Trustee Ross made motion for Greg Koberna to purchase 5 pair of jeans, 5 shirts and a pair of boots. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion passed.

XI. ADJOURNMENT:

- A. Trustee Beil made motion to adjourn. Trustee Muzzey seconds. Roll call vote, all in favor, motion passed.

Meeting was adjourned at 9:50 pm

The next meeting will be November 7, 2013 at 7:30 pm

Kathy Becker, Village Clerk

Richard Schiefer, Mayor