

**VILLAGE OF ST. JACOB**  
**The Activity Center**  
**108 N. Douglas**  
**PRESIDENT AND BOARD OF TRUSTEES**  
**THURSDAY, MAY 1, 2014**  
**REGULAR MEETING MINUTES #14-09**

**CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**

Present	Mayor Richard Schiefer	Trustee George Gavlick
	Village Clerk Kathy Becker	Trustee Chris Tolbert
	Superintendent Tim Biggins	Trustee Jeni Zahn
	Treasurer Stephanie Rehg	Trustee Pattie Beil
Absent:	Trustee Bobby Ross	
	Trustee Guideon Richeson	

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 #14-08 for April 17, 2014. Trustee Beil seconds the motion. Roll call vote, all in favor, motion carried.
- B. Trustee Zahn moved to approve the agenda #14-09 for May 1, 2014. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

**II. COMMUNICATIONS:**

- A. Mayor Schiefer stated that the Board meeting on June 5, 2014 will be interfering with preparation for Jakey in June. He requested we change the date or the location of the meeting. Trustee Tolbert made a motion to move the June 5, 2014 meeting to the Village Hall. Trustee Zahn seconds. Roll call vote, all in favor, motion passed.
- B. Jamie Henderson with Henderson Associates Architects presented the Professional Services Proposal to the Village Board for the design and execution of the Village Hall addition located at the Activity Center. The Engineer and Architects scope of work and fees approximately \$32,000.00

**III. OPEN TO PUBLIC:** Jeff Alford wanted to know the status of the Zoning hearing on April, 7, 2014 for property on Route 40. Mayor Schiefer said the Zoning Officer, John Barberis will present his recommendations at the May 15<sup>th</sup> board meeting.

**IV. HOMECOMING REPORT:** Dawn Ross reported the American Legion has volunteered to get the license for the Big Wheel and will operate it.

**V. TREASURER REPORT:** Treasurer Stephanie Rehg stated the general ledger is not in balance as far back as 2011. She recommended a cutoff date be decided and to then proceed with the new figures to maintain our accurate accounting systems. She informed the board the bank balances are correct and can be presented in the monthly report.

**IV. COMMITTEES:**

**A. COMMUNITY DEVELOPMENT/HEALTH:**

1. Trustee Gavlick stated that the meeting with Cathy Contarino with IMPACT has been rescheduled for May 7, 2014 at 3pm at the Village hall.

2. Trustee Gavlick to set up a meeting with Charlie Juneau to discuss Development Block Grant.

**B. WATER AND SEWER:**

1. Tim Biggins reported that John Hinde will prepare sewer maintenance schedule.
2. Nothing to report on water maintenance schedule.
3. Discussion and review of the Community testing program for fiscal year 2014-2015. Trustee Beil made a motion to approve the program for the amount of \$1,232.66 plus additional fees for coliform through Teklab. Trustee Gavlick seconds. Roll call vote, all in favor, motion passed.
4. Tim Biggins reviewed the water evaluation report with the board. He stated that the city workers can do all the work other than checking the vent on top of the water tower.

**C. POLICE:**

1. Trustee Beil had to cancel the committee meeting that was schedule. She will schedule one next week.
2. Captain Souders stated that there has been complaints about people speeding on Marine Road and they are working on that. He also reminded citizens to be careful with credit/debit card and take extra precautions to safeguard your credit information.

**D. ORDINANCE AND FINANCE:**

1. Nothing to report
2. Trustee Zahn reported the newly revised Employee Handbook/Policy will be sent Attorney Carruthers for final drafting.
3. Discussion ensued in regards to the Times-Tribune ads for Police week and the 2014 Graduation Class, both posted in 2013, at \$12.00 each, for the total amount of \$24.00.. Trustee Tolbert made a motion to approve the ads in the amount of \$12.00 each. Trustee Zahn seconds. Roll call vote, all in favor, motion passed.

**E. PUBLIC GROUNDS & BUILDINGS:**

1. Trustee Tolbert presented the policy for the Mill Pond Pavilion. Trustee Beil made a motion to approve the policy with the addition of a required 10pm closing time. Trustee Zahn seconds. Roll call vote, all in favor, motion passed.

**F. STREETS AND LANES/MOTOR FUEL TAX:**

1. A letter from Madison County Highway dept. was received stating they anticipate a couple months are needed to complete the street sign grant.
2. Napoleon & 6<sup>th</sup> ST. project has been completed.
3. Nothing to report in regards to the new tractor.
4. Tim Biggins reported that Trustee Richeson is in the process of filling out the application for the 2014 MFT Program.

**V. REPORTS:**

- A. Public Works Superintendent Report-White work truck needs new tires.
- B. Engineer's report-Nothing to report.
- C. Village Attorney-Nothing to report.
- D. FOIA request-Nothing to report.
- E. Planning Commission-
- F. Zoning Board-John Barberis will have a report at the next board meeting regarding the Highway 40 zoning change request.

**VI. OLD BUSINESS:** Trustee Beil wanted to know the status of Tony Miller's insurance. Village Clerk stated it will expire in October 2014.

**VII. NEW BUSINESS:**

**VIII. CLAIMS: \$27,056.42**

- A. Trustee Zahn made a motion to approve the claims in the amount of \$27,056.42. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

- IX. OPEN TO PUBLIC:** Dawn Swift inquired if the board would vote next meeting concerning the rezoning hearing for property on Route 40.
- X. CLOSED SESSION:** Trustee Zahn moved to go from open to closed session for the purpose of discussion the appointment, employment, compensation, discipline, performance or dismissal of specific employees. (5 ILCS 120/2© 1) at 8:42 pm. Trustee Beil seconds. Voice vote, all ayes, motion passed.
- XI. OPEN:**
- A. Trustee Zahn made a motion to go from closed session to open. Trustee Gavlick seconds. Voice vote all ayes, motion passed.
  - B. Trustee Gavlick made a motion to remove the title of Superintendent of Public Works from Tim Biggins at same rate of pay. Trustee Zahn seconds. Roll call vote, all in favor, motion passed.
  - C. Mayor Schiefer appointed Shawn Fohne as the new Superintendent of Public Works with a 60 day probation period at the same rate of pay. Trustee Gavlick made a motion to approve the appointment. Trustee Beil seconds. Roll call vote, all in favor, motion passed.
- XII. ADJOURNMENT:**
- A. Trustee Tolbert made motion to adjourn. Trustee Gavlick seconds. Roll call vote, all in favor, motion passed.

Meeting was adjourned at 9:10 pm  
The next meeting will be May 15, 2014 at 7:30 pm

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Kathy Becker, Village Clerk

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Richard Schiefer, Mayor