

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

**REGULAR MEETING
AGENDA #13-16
THURSDAY, July 25, 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 #13-15 for July 11, 2013
B. Approval of Agenda #13-16 for July 25, 2013

III. COMMUNICATIONS

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
Notification to property owners regarding debris and unsafe building
- B. WATER AND SEWER--Bobby Ross (CHAIR), Jeni Zahn, Christopher Tolbert
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 scheduled for Aug. 1, 2013
Police car updated and marked report.
- D. ORDINANCE AND FINANCE--Jeni Zahn (CHAIR), Matthew Muzzey, George Gavlick
- E. PUBLIC GROUNDS & BUILDINGS--Christopher Tolbert (CHAIR), George Gavlick, Bobby Ross
- 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.

VI. REPORTS:

- A. Public Works Superintendent Report
- B. Engineer's report – Mayor's report on engineer's request. Discussion and final action.
- C. Village Attorney
- D. FOIA
- E. Homecoming
- F. Planning Commission
- G. Zoning Board

VII. OLD BUSINESS:

- A. Status of Napoleon & 6th Street grant. All funds received. Completion of area work. Discussion and final action.
- B. Status of shed grant. Paperwork to be submitted.
- C. Computer upgrades. Proposals of 2 companies presented. Discussion and final action.
- D. Sewer Plant pump house building. Discussion.
- E. Report on Mikeiel Muniz outstanding water bill. Discussion and final action.
- F. Report on office staff training on Civic Systems software for the week of Aug. 29, 2013. Discussion and final action.
- G. Renewal of employee's health insurance coverage due August 15, 2013. Renewal of employees Dental insurance due by August 15, 2013. Meeting with Insurance broker on July 26, 2013 at 9:30 am
- H. Inventory of equipment by each department for Risk Management Insurance. Discussion.
- I. Purchase of time clock for Public Works Employees pending. Discussion and final action.

VIII. NEW BUSINESS:

- A. Appointment of Kathy Becker as FOIA and OMA officer. Appointment of Carla Zobrist as FOIA and OMA additional officer. Discussion and final action.
- B. IRS request for payroll documents from previous years. Discussion and final action.
- C. 2013 Municipal Clerks of Illinois Institute & Academy Sept. 22-27 in Springfield, IL. Discussion and final action.
- D. Movies in the park donation. Discussion and final action.
- E. Change in recording of regular meetings. Closed meetings recorded. Discussion and final action.
- F. Bill of Anderson Hospital for \$652.80 for workers comp. Date of service 5/3/13. Discussion and final action.
- G. Subscription to Poster Compliance Center for Employers Mandatory Labor Law Posters. Discussion and final action.

IX. CLAIMS:

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

X. OPEN TO THE PUBLIC:

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**XI. DATE OF NEXT MEETING—July 25, 2013
 CALL FOR ADJOURNMENT**

Posted: _____ am pm July ____, 2013

By _____