

VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT & BOARD OF TRUSTEES
THURSDAY, APRIL 19, 2012
REGULAR MEETING #12-08

- 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 Hank Robards
Trustee Richard Schiefer
Trustee Pattie Beil
Trustee Ken Miller
Trustee Jared Reilson
Trustee Jeni Zahn
Clerk Dawn Miller
Tim Biggins
Treasurer Tim Thompson
Attorney Ron Motil
Donnie Cuff

II. APPROVAL OF AGENDA:

1. Trustee Reilson moved to accept the agenda. Trustee Robards seconded the motion. Voice vote, 6 ayes, motion carried. Mayor Muniz added a closed session to discuss personnel.
2. Trustee Reilson moved to accept minutes. Trustee Miller seconded the motion. Voice vote, 6 ayes, motion carried.

III. MAYOR'S REPORT:

1. Mayor Muniz asked all board members to follow him outside to look at a few things on the building. Mayor Muniz stated that the building is 90 to 100 years old. He had a structural engineer come in and look at the building. He then showed the trustees the front of the building and said that it is twisting. He then showed the bottom of the building is pushing in. Trustee Reilson asked if it is cosmetic or structural. Mayor Muniz said it was structural. He then showed the sidewalk and stated that the road is now higher than the sidewalk so water pours onto the foundation of the building. He then stated that the siding is crumbling on the building. Mayor Muniz then asked that everyone follow him to the back deck where he showed them the side of the building where it is bowing in. Everyone then proceeded inside where Mayor Muniz showed them above the ceiling in the office area where there are loose wires that are causing a fire hazard. He then stated that the wiring violates all the building codes. He then stated that the covers to the light fall when the back door is opened so they had to be bolted down. Mayor Muniz then showed the filing cabinet and how far it leans since the floor is sagging in the middle. Mayor Muniz then took the Trustee's into the cellar area. He stated that there is a beam in the floor collapsing and that there are beams that are rotted. He stated that we don't currently have termites but we have damage from them previously. Once back in the office Mayor Muniz stated that there is a water spot in the ceiling and it is believed to be from the old roof and the new roof separating from each other. Back in the board room Mayor Muniz stated that he wanted to talk to Trustee Miller about the finances because we could be looking at a cost of 120,000 to bring it to code. Mayor Muniz then stated that we own the Activity Center and we are looking at substantial costs there as well since we need to make it handicap accessible and there is open wiring there as well. Mayor Muniz said he would like to form a committee to look at both buildings and the cost to see what the best options would be. Mayor Muniz stated that it would be an extended process.

Mayor Muniz would like to have Trustee Reilson, Trustee Miller, and Treasurer Tim Thompson sit on the committee.

Trustee Reilson made a motion to form the committee. Trustee Miller second the motion. Roll call vote, all in favor, motion carried. Trustee Schiefer stated that this should have been brought to the board sooner. Mayor Muniz stated there is a lot of money out there right now for really low rates, so we need to consider this now. Trustee Beil said she thought there was extensive wiring done at the Activity center already. Mayor Muniz stated that the Activity Center has had some wiring done, but it was mainly in the kitchen. Trustee Beil then asked if the committee would be looking at whether it was feasible to fix or build or combine both buildings. Mayor Muniz stated that is what the committee will do for now.

2. Mayor Muniz stated that he received a letter from Assistant Chief Steve Howe on Tuesday. He then read the letter to the board members. The Letter stated due to personal issues with a sick family member he is asking to step down from Assistant Chief of Police and remain as an officer. Mayor Muniz stated that he is welcome to stay with us as a patrolman if he wished. He then stated that at this time he is going to have Officer Hitt be the Assistant Chief since she is here most of the time.

Trustee Robards made a motion to regretfully accept Steve Howes resignation from Assistant Chief of Police and remain as a patrolman. Trustee Reilson second the motion. Voice vote, 6 ayes, motion carried.

Trustee Robards made a motion to approve Maggie Hitt as Assistant Chief of Police. Trustee Miller second the motion. Roll call vote, all in favor, motion carried.

3. Mayor Muniz reported that the Chamber Auction is Friday April 27, 2012 if anyone is interested in going we have a table of 8. Let Clerk Miller know tonight if you wish to attend.

4. Mayor Muniz reported the Prayer Breakfast is April 30, 2012 if anyone is interested in going we have a table of 8. Please let Clerk Miller know tonight if you wish to attend. The breakfast is at the Collinsville Convention center.

5. Mayor Muniz said he was approached by the public's work department about Trustee's being on the job site. Mayor Muniz then asked all trustee's to stay away from job sites and let the guys do their jobs. We hired these guys to do the job and we need to have faith in them that they can do it. They don't need Trustee's watching over their shoulders telling them that they are doing it wrong and criticizing what they are doing. Mayor Muniz then said it's not the Trustee's job to manage the employees. He said that he goes out there and looks at things but that is his role. Mayor Muniz then said that it's not the Trustee's role to be on the job site. Donnie Cuff said that if you have questions or concerns he is fine with that but he doesn't appreciate being asked to do things differently. Mayor Muniz said that we have discussed the project with the engineers. Trustee Schiefer asked Donnie what they did that upset him. Donnie said that he didn't appreciate being told that he was a half inch off. Trustee Schiefer asked Mayor Muniz if he wasn't elected by the citizens. Mayor Muniz said he wasn't elected to manage the employees. Trustee Schiefer said that he is chairman of the Streets and Alley department so it is his job to go out and look at job sites. Mayor Muniz said he could look but he needs to keep his opinion to himself. Trustee Schiefer said if he sees something not being done correctly he would say something. Mayor Muniz then instructed the Public works department to strike off a work zone that no one is allowed to cross. There are liabilities issues with having people on jobsites. Trustee Robards then asked about the water line. He wanted to know why the water line wasn't dropped lower. Mayor Muniz said that the guys are following what the engineer told them to do. Mayor Muniz said he isn't qualified to do these things so that is why the engineer told them what to do. Mayor Muniz said we will have to do adjustments but we couldn't move the water line because of the cost and boil orders.

IV. REPORTS AND COMMITTEES

A. FOIA OFFICER:

B. HOMECOMING:

1. Clerk Miller reported on the homecoming meeting. At the meeting we discussed the homecoming parade. We are not going to charge any business in town as long as they have a St Jacob address. Any other business will be charged \$25 per vehicle unless it is a float. We are also doing a float contest. There will be a first, second and third place for the contest. We are going to send out flyers. We discussed possibly adding a snow cone stand but we need to check and see if the other stands currently do them. We also discussed where we could place other vendors so we could get a few more vendors. Trustee Beil asked if Clerk Miller was back on the committee. Clerk Miller stated that she is not but she has been at every meeting except the first one and she was helping Kyle with the beer. Trustee Beil then asked who was on the homecoming committee. Clerk Miller stated Trina Muniz, Mike Hartwig, Jeni Zahn, Kelly Robards, Ashley Klaus. Kyle Ripperda ran the beer stand last year so he was asked to do it again this year so we both have been talking to the beer vendors and working out the electricity issues. Trustee Beil asked if there were any other organizations involved in the homecoming. Clerk Miller said there wasn't any from town, she knows that the Jaycees are forming but she wasn't able to make it to the meeting so im not sure if they are interesting in doing anything or not. The Triad Athletic Boosters run the food stand so we split the money with them from that. Any organization that is interested in having a stand at the homecoming can send in an application and we can see if we can make room for them. Mayor Muniz said he didn't think that the Jaycees have decided on anything yet. Mayor Muniz said that he has stayed away from the homecoming meetings and it looks like the committee is on the right track. Mayor Muniz then stated that there is a lot of organizations that we support thru the homecoming. He knows there was a lot of concern last year because it didn't appear that there was a lot of money made but that isn't really the case, the village's percentage was down but when you look at what the other organizations made, the event was very profitable.

Trustee Beil made a motion to accept the homecoming report. Trustee Zahn second the motion. Voice vote, 6 ayes, motion carried.

C. ECONOMIC GROWTH: ZAHN:

D. WATER & SEWER COMMITTEE – REILSON:

1. Since the proposal for Payment network service has been approved Clerk Miller has called and got everything going for the setup. They are working on integrating the information for the water bills and they are working on designing the link for our website.

E. POLICE COMMITTEE – ROBARDS :

1. Trustee Robards asked about the status of the taser and the communications. Mayor Muniz responded that he had told Clerk Miller to order the taser but she wasn't authorized to order one. So he had Officer Paul Cates get a quote. Officer Cates stepped into the meeting to show everyone what the taser will look like and report that the quote is for \$1037. Officer Cates stated that he knows a trainer who is willing to come in and train the officers for free. Mayor Muniz told Officer Cates to order the taser. Mayor Muniz then reported that he had received the quote for the communications. Trustee Robards then asked Tim Biggins if the Fire Department was going to transfer over to the new communications system. Tim reported that they were he just didn't know when.

F. TREASURERS REPORT - THOMPSON:

1. Tim Thompson said this report is the final report for the fiscal year and it looks good. He then read thru the report. We came in 12% under budget overall.

Trustee Miller made a motion to approve the treasurer's report. Trustee Robards second the motion. Roll call vote, all in favor, motion carried. Trustee Beil asked why there was so much in outstanding checks. Clerk Miller stated there is about \$16000 that need to be voided since they are so old. She asked why they weren't voided. Clerk Miller said she

has to wait for approval from the auditor to void them. The auditor said that we could void them this year. Trustee Beil then asked if the other checks were in transits. Clerk Miller reported that they have all been sent out but haven't cleared the bank. Trustee Beil asked who holds them. Clerk Miller stated there were a lot of them, one from the trash company that hasn't cleared, one for the EPA and its 10000. I can't make them cash them.

G. ORDINANCE & FINANCE – MILLER:

1. Tim Thompsons reported that he is working on the budget and he hopes to have something at the second meeting in May.

H. GRANTS – BEIL

1. Mayor Muniz reported on the status of Tiger grants. Trustee Beil asked about the bike trail from Troy to Highland. Mayor Muniz said there isn't any funding set aside for that project that he knows of.

I. STREET & ALLEY – SCHIEFER

1. Trustee Schiefer said he had nothing to report because he wasn't allowed to get involved with anything.

J. AD HOC COMMITTEE:

1. Mayor Muniz reported that we have a proposal from Oats and Associates. There was a committee meeting last week to look at the proposal. Mayor Muniz then stated that the committee agreed to get bids for different size buildings since we only have \$100,000 and \$10,000 goes to engineering. Mayor Muniz asked for a motion to approve the proposal from Oats and Associates. Trustee Reilson made a motion to approve the Oats and Associated architectural contract for \$10275. Trustee Miller second the motion. Roll call vote, all in favor, motion carried.

K. PLANNING COMMISSION:

L. ZONING BOARD:

V. OLD BUSINESS:

1. Mayor Muniz reported that Officer Hitt, Chief Morietta, Trustee Robards and himself had meet with a potential police officer the other day. His name is Ned Miller. He is currently a fully commissioned officer for Glen Carbon. He was recommended by Paul Cates. Mayor Muniz would like to make the appointment to have Ned be a part time officer for the Village. Trustee Robards made a motion to appoint Ned Miller as a part time officer. Trustee Miller second the motion. Roll call vote, all in favor, motion carried.

2. Mayor Muniz asked if anyone would like to go into closed session to discuss the public works new hire. No one responded.

3. Mayor Muniz reported that there were 24 applicants that applied for the public works position and after being turned down by the first applicant who was offered the job he has come back with a new name. Mayor Muniz requested a motion to hire Mike Hartwig for the public works position. Trustee Miller made a motion to hire Mike Hartwig for the public works position. Trustee Reilson second the motion. Roll call vote, Trustee Robards no, Trustee Miller yes. Trustee Reilson yes, Trustee Beil no, Trustee Schiefer no, Trustee Zahn no. Motion failed 4 to 2.

Trustee Beil doesn't understand why we are doing this under old business instead of closed session. Mayor Muniz said he asked if anyone wanted to go into closed session and no one answered. Trustee Beil stated she doesn't know how this works so she is just asking. Attorney Motil said that it doesn't have to be done in closed session because you can't take a vote in closed session you can only discuss it. Trustee Beil then asked if we are going to go into closed session. Trustee Miller said that we still could go into closed session except there is a motion on the table at this point. Trustee Schiefer asked who the other applicants were. Mayor

Muniz said that he knows who they are because he looked at all the applications. Trustee Miller said that no one else's names have been brought forward to hire so he doesn't think that we need to discuss failed applicants names in an open session. That could have been discussed in closed session but at this point it would be an embarrassment for the person and could affect job employment for them. Mayor Muniz said we are back to square one. Mayor Muniz said the he has been chastised for his hiring practices. He went out of his way to stay out of this process. He doesn't know all the applicants. We have the biggest year ahead of us this year because we have the money and the resources to get things done. It absolutely ridiculous that we can't hire someone that is fully qualified, that is a member of this community, and who is the best qualified person for the job. We need to move forward.

VII. NEW BUSINESS:

VIII. CLAIMS:

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

	Water	\$10403.81	
	Sewer	\$3608.08	
	Trash		
	Water/Sewer/Trash Total		\$14011.89
	General Funds	\$3525.44	
	Ordinance Finance	\$960.00	
	Ordinance & Finance Total		\$4485.44
	Police	\$60.41	
	Street & Alley	\$5252.22	
	Public Grounds	\$2324.79	
	Economic Development	\$616.36	
	MFT	\$43.75	
	Grand Total		\$26794.86

Trustee Schiefer asked about the bill from Attorney Motil. He would like to know about the call to the State's Attorney's office. Attorney Motil stated that there was some questions regarding a person doing community service for the Village and the American Legion. He then stated he had told Trustee Robards he would look into it so he called the State's Attorney to get a definite answer. Trustee Schiefer then asked about the call regarding zoning because no issues have been brought before the board. Clerk Miller said a resident called and asked about zoning for Todd Lindow's duplex on Olyvia so she called Attorney Motil to ask some questions to verify the information she gave was correct.

Roll call vote, Trustee Reilson ayes, Trustee Miller ayes, Trustee Zahn ayes, Trustee Beil no, Trustee Robards ayes, Trustee Schiefer no, motion carried 4 to 2.

IX. OPEN TO PUBLIC:

1. Joe Galaez asked about the job descriptions of the Trustee's. Mayor Muniz said there is but they are open to interpretation. He thinks if there is a job description including duties then it should say if they jurisdiction or not so we could put this to bed. Mayor Muniz said the general working of a governmental unit is you have executive level, legislative level, the legislative level is to set policy and the executive level is to manage. But Mayor Muniz said they are open to interpretation. Joe Galaez said it should be simple you either can do or can't do something.
2. Joe Galaez then said that Richard and Susan Schmidt should be applauded for everything they have given back with the Jakey in June.

X. CLOSED SESSION:

1. Trustee Reilson made a motion to go from open session to closed session to discuss names and qualifications for the public works position at 9:10. Trustee Beil second. Roll call vote, Miller no, Schiefer no, Beil ayes, Reilson ayes, Zahn ayes, Robards ayes. Motion carried 4 to 2.

XI. OPEN SESSION:

1. Trustee Reilson made a motion to go from closed session to open session at 10:07. Trustee Beil second the motion, Voice vote, 6 ayes, motion carried.
2. Trustee Robards made a motion to reconsider the original question of hiring Mike Hartwig. Trustee Beil second the motion, Roll call vote, Robards ayes, Beil, ayes, Reilson ayes, Miller ayes, Zahn ayes, Schiefer no. Motion carried 5 to 1.
3. Trustee Miller made a motion to accept the recommendation to hire Mike Hartwig for the public works position. Trustee Beil second the motion, Roll call vote, Robards abstain, Schiefer no, Zahn no, Miller ayes, Beil ayes, Reilson ayes. Motion tied. Mayor Muniz vote ayes. Motion carried.

XII. ADJOURNMENT:

1. Trustee Reilson moved to adjourn at 10:25 pm. Trustee Robards seconded the motion. Voice vote, 6 ayes, motion carried.
2. The next meeting will be May 03, 2012 at 7:30 pm.

Dawn Miller, Village Clerk

Raymond Muniz, Mayor