

**VILLAGE OF ST. JACOB  
213 N DOUGLAS  
PRESIDENT & BOARD OF TRUSTEES  
THURSDAY, JUNE 20, 2013  
REGULAR MEETING MINUTES #13-13**

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

Present: Mayor Richard Schiefer  
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

**I. APPROVAL OF MINUTES AND AGENDA:**

1. Trustee Beil read the minutes since they were not sent out before the meeting. Trustee Beil moved to approve the minutes 13-12. Trustee Gavlick seconds the motion. Voice vote, 5 ayes, motion carried.
2. Trustee Ross moved to approve the agenda 13-13. Trustee Gavlick seconds the motion. Voice Vote, 5 ayes, motion carried.

**II. COMMUNICATIONS:**

**III. OPEN TO PUBLIC:**

**IV. COMMUNITY DEVELOPMENT/HEALTH:**

1. Trustee Gavlick discussed the options for the water/sewer after-hours contact information from Hometel. Option 1 – Voicemail and call forwarding for \$2.25/month. Option 2 – Voicemail with call forwarding and there would be an option to leave a message for the water dept, village clerk or mayor. In an emergency situation they can set up people to receive notification via cell phone or email. The question was asked if the Police could be incorporate in this system but it was recommended that the Police stay on a separate number. This option is \$14.50 a month. Trustee Beil made a motion to go with option for the water/sewer after-hours contact. Trustee Tolbert seconds the motion. Roll call vote, all in favor, motion carried.

**V. WATER AND SEWER:**

1. Public Works Director, Tim Biggins, talked about the pumps that he obtained pricing on for the village to purchase to help when people have water back up at their house. The cost of two pumps plus two sets of hoses should be \$6000 or under. Trustee Ross made a motion to let Tim Biggins purchase the two pumps and hoses, not to exceed \$6000. Trustee Gavlick second the motion. Roll call vote, all in favor, motion carried.
2. Discussion was held regarding the flushing of the sewer system. It is usually done twice a year; once in the spring and once in the fall. In the past we have used R&M Sewer out of Caseyville, IL. Tim Biggins thought the price last year was around \$4000 - \$5000. Trustee Ross recommended getting the exact cost and possibly some other bids.
3. Discussion was held regarding having a company or companies come in to camera Bloomer Ln to see what is going on there. CDI Engineering can do markings for sewer lines, cameras, etc and can tell us how the line look and are willing to come in and talk with us.

4. Discussion was held regarding the EPA Report. Tim Biggins is working on that with Marlin. The report is going to be posted online, at the bank and the post office instead of sending out a mailing to all the residents.

#### VI. POLICE:

1. Trustee Beil discussed the budget changes that her and Paul Cates recommended be made to the appropriation budget. If there are any emergency changes that need to be made Trustee Beil will ask to make an amendment to the budget. Trustee Beil would like to set up a committee meeting with the trustees that are on the Police committee. She asked to please check calendars and get back to her before the next meeting.

#### VII. ORDINANCE AND FINANCE:

1. Discussion was held regarding the appropriations budget. Trustee Ross mentioned that we need to make sure we have enough money budgeted for emergencies, just in case something would happen. Mayer Schiefer said the budget could always be amended. Trustee Muzzey made a motion to accept the appropriations budget as presented. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

#### VIII. PUBLIC GROUNDS & BUILDINGS:

1. Discussion was held regarding the bike rack grant.
2. Discussion was held regarding possibly power washing/painting the roof and exterior of the Village Hall. Trustee Tolbert had prices some prices for this. Nothing further was discussed.
3. Discussion was held regarding the addition of a concrete pad at the Activity Center that had been mentioned at previous meetings. The Lions Club is looking into something regarding this; this discussion is tabled until further information is received from them.

#### IX. STREETS AND LANES/MOTOR FUEL:

1. Discussion was held regarding the street sign grant that the Village obtained. Trustee Muzzey is going to call and find out the status of the grant. Trustee Beil mentioned perhaps getting more handicap signs/spots in front of the Activity Center. Currently there are only three. Public Works Director, Tim Biggins, gave a report on things he and the other employees are currently working on.
2. Discussion was held regarding the meeting between Mayor Schiefer and Todd and Susan from TWM in reference to 6<sup>th</sup> and Napoleon. The situation was surveyed and recommendations were given; possibly a head wall needs to be installed. There were also suggestions regarding Bloomer Ln to find out what is going on with the drainage problems. A notice needs to be sent to accept bids on the work for both of these items. The committee needs to start getting bids on this. Trustee Beil made a motion to start obtaining bids regarding the additional work that needs to be done at 6<sup>th</sup> & Napoleon and Bloomer Ln. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

#### X. ZONING BOARD:

1. Something might be coming up for rezoning on Ellis.

#### XI. REPORTS:

1. FOIA – nothing new
2. Homecoming – nothing new
3. Planning – nothing new

#### XII. OLD BUSINESS:

1. Discussion was held regarding computer upgrades. Two companies came in to evaluation the Village's current systems. One computer needs to be replaced, others just needs to be cleaned up. Capacity is in good shape. Need a computer and server for the public access channel to get it up and running. Both companies were going to submit a

report of their findings. Also talked about possibly getting a smaller copier that fits the Village's needs better.

2. Discussion was held regarding the Utility Billing Clerk position. The position will be part-time, pay as discussed with a 90-day probation period.

Trustee Tolbert motioned to hire Carla Zobrist for the Utility Billing Clerk position.

Trustee Gavlick second the motion. Roll call vote, all in favor, motion carried.

3. Village Clerk position – discussion to be held in closed session.

4. Discussion was held regarding the authorized signatures on the safety deposit box and checking account. Currently the Mayor and Village Clerk are the only people authorized. Trustee Muzzey made a motion to keep only the Mayor and Village Clerk as the authorized signatures for the safety deposit box and checking account. Trustee Beil second the motion. Roll call vote, all in favor, motion carried.

XIII. NEW BUSINESS:

1. Public Works Director, Tim Biggins, asked if the village has a policy for replacing jeans/shirts for the village employees. Trustee Gavlick is going to look into this and get a policy set up.

XIV. CLAIMS:

1. Trustee Beil made a motion to approve the claims in the amount of \$. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

VII. OPEN TO PUBLIC:

1. Robert Evans asked about the ditches on Napoleon and was told that after the village employees were done with the Washington St, Napoleon St would be next.

2. Todd MacZura spoke with once regarding the shrubs we lost. There are a total of 69 shrubs that need to be replaced. He also asked a question regarding the water/sewer after-hours number; perhaps the header can be changed if there is a power outage or flooding, etc. Also said that he would be willing to look at the village's computer systems.

VIII. CLOSED SESSION:

1. Trustee Muzzey moved to go from open to closed session to discuss personnel (5ILCS 120/2(c) 1) at 9:01 pm. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

IX. OPEN SESSION:

1. Trustee Ross made a motion to go from closed to open session to discuss the meeting dates for the meeting in July since one fell on July 4<sup>th</sup> and the other fell during the week of set up for the homecoming. Trustee Beil second the motion. Roll call vote, all in favor, motion carried.

2. Discussion was held regarding the meeting dates for the July meetings. Trustee Muzzey made a motion to move the meeting dates from July 4 and July 18 to July 11 and July 25. Trustee Ross seconds the motion. Roll call, 5 ayes, 1 nay, motion carried.

X. ADJOURNMENT:

1. Meeting was adjourned at 10:08 pm.  
2. The next meeting will be July 11, 2013 at 7:30 pm.