

**VILLAGE OF ST. JACOB**  
**213 N DOUGLAS**  
**PRESIDENT AND BOARD OF TRUSTEES**  
**THURSDAY, AUGUST 15, 2013**  
**REGULAR MEETING MINUTES #13-18**

**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  
Public Works Director Tim Biggins  
Captain Paul Cates

Absent: Trustee Chris Tolbert

Quorum present.

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

- A. Trustee Zahn moved to approve the minute's #13-17. Trustee Ross seconds the motion. Voice vote, 5 ayes, motion carried.
- B. Trustee Ross moved to approve the agenda #13-18. Trustee Beil seconds the motion. Voice vote, 5 ayes, motion carried.

**II. COMMUNICATIONS:**

- A. Mayor Schiefer informed the board that the St. Jacob TBSA presented the Village Hall with a plaque for sponsorship of the baseball team.

**III. OPEN TO PUBLIC:**

- A. Donald Argus expressed his concern of the overwhelming bad smell from the sewer plant lagoon and asked what can be done about it. Village needs to find the money for any repairs that are needed.
- B. Joe Meyer asks what has changed in the last few years to cause the problem with the smell of the sewer plant.
- C. Robert Evans wanted to know if there is money in the budget to fix the sewer problem.
- D. Tim Biggins said we need new aerating system. He also stated that he is repairing it constantly. We need rain to help with smell. Estimated \$50,000 to replace. Mayor Schiefer stated that Tim is treating it every day. This issue has just come up and we have not been discussed with committee.

**IV. COMMITTEES:**

- A. COMMUNITY DEVELOPING/HEALTH:
  1. Trustee Galvick stated the Christmas kickoff is scheduled for December 6, 2013.
  2. Mayor Schiefer called John Thole regarding the new Christmas tree. They said they have scheduled to start in September and the cost does not include lights.
- B. WATER AND SEWER:
  1. Tim Biggins reported that the cost of the sensor for the water tower to detect decrease in water pressure is not ready. A couple of companies are working on it.
  2. Trustee Ross reported the Jetting and Camera Company cancelled and rescheduled for next Tuesday.
  3. Trustee Ross stated Attorney Carruthers still working on the drainage damage claims. Mayor Schiefer reported that there are 2 residents that are putting pressure on the Village.

- C. POLICE:
  - 1. Trustee Beil reported that the Committee had a meeting on August 1, 2013. Trustee Beil read the Police Committee report. A copy is attached to these minutes.
  - 2. Officer Cates reported that the new cage was installed in 8-14-13.
- D. ORDINANCE AND FINANCE:
  - 1. Discussion was held in regarding the 2013 Municipal Clerks of Illinois Institute & Academy Sept. 22-27 in Springfield. The cost of the Institute is \$500 plus the lodging and travel approximately \$1,200 to \$1,500. Trustee Muzzey makes motion to send clerk to the Institute. Trustee Beil seconds. Trustee Zahn stated she thinks the total cost would be around \$2,000. Trustees discussed the cost and the concern the Clerk would be gone for a week. Trustee Muzzey amends motion to send clerk to the 2013 Institute & Academy not to exceed \$2,000. Trustee Beil seconds. Roll call vote 3 ayes, Trustee Ross and Trustee Gavlick voted nay. Motion passed.
  - 2. Additional bills submitted for Donnie Cuff for \$344 workers' comp. Trustee Beil made motion to pay. Trustee Muzzey seconds. Roll call vote, all in favor, motion passed.
  - 3. Discussion regarding copier contract. Tabled to next meeting.
  - 4. The IML Conference in October at Chicago was discussed. Trustee Beil wanted the cost to attend. Mayor Schiefer stated the approximate cost last year was \$7,000. No one wanted to attend.
  - 5. Discussion regarding Tim and Shawn attending the Illinois Rural Water Association training September 19, 2013 in Maryville, IL. They will receive 5 hours credit for their certificate. Trustee Ross makes motion to send Tim and Shawn to training. Trustee Gavlick seconds. Roll call vote, all in favor, motion passed.
- E. PUBLIC GROUNDS: Chairman Trustee Tolbert not present.
  - 1. Trustee Zahn got a bid for the microphones from Guitar Center. The approximate cost would be \$1,200 to \$1,500. Tabled to next meeting.
  - 2. Revised documents submitted for shed grant. The revisions were accepted.
  - 3. Sewer Plant Pump House was completed. The roof was also repaired. Mayor Schiefer stated that in the future we need to keep an eye on the header.
  - 4. The deadline on the Risk Management inventory was extended. Tim Biggins has turned in his inventory. All inventories need to be turned in.
  - 5. Discussion for office chairs and window blinds. Trustee Gavlick makes motion to approve purchasing chairs not to exceed \$600. Trustee Zahn seconds. Roll call vote, 4 ayes, Matt Muzzey voted nay. Motion passed.
- F. STREETS AND LANES/MOTOR FUEL TAX:
  - 1. Trustee Muzzey stated nothing new to report on street signs. It is in the hands of the County.
  - 2. Trustee Ross stated that the ditch bucket was received, but still waiting on the blade.
  - 3. Tim reported that he hasn't got a definite quote from Mike Maedge yet. Estimated \$35,000 to \$40,000 with overlay. Mayor Schiefer left message for Maedge to call him.

**V. REPORTS:**

- A. Public Works Superintendent Report-Sidewalks were poured on Washington & Napoleon. Starter on mower went out. There will be no grass cutting this week. Still treating the sewer plant smell.
- B. Engineer's report-Nothing to report.
- C. Village Attorney-Nothing to report. Attorney not present.
- D. Homecoming-Still working on information for report. Mayor Schiefer contacted the person who has the Homecoming book and they are to bring the 2013 records to the Village Hall. Bobby Ross said they want to have a Committee Meeting in September.
- E. Planning commission—nothing to report
- F. Zoning Board-Hearing to be held August 22, 2013 at 6:00 p.m. at the Village Hall regarding property on Ellis Road.

**VI. OLD BUSINESS:**

- A. Discussion for hiring a CPA to prepare reports needed for the IRS recent claim. Trustee Beil makes motion to hire CPA. Trustee Muzzey seconds. Roll call vote, all in favor, motion passed.
- B. Discussion on contracting Civic System to work on cleaning up the issues in the accounting and finish training. Trustee Muzzey made motion to approve. Trustee Gavlick seconds. Roll call vote, all in favor, motion passed.
- C. Discussion for website pictures of trustees. TK Photography quoted flat rate of \$100.00. Trustee Muzzey stated he would do it for free.

**VII. NEW BUSINESS:**

- A. Discussion on donation for Anderson Cemetery Association. Mayor Schiefer recommended to table for next meeting after trustees read the material.
- B. Pattie Beil stated that when video and recording meetings, the equipment should be removed prior to the closed session.

**VIII. CLAIMS:**

- A. Trustee Ross made a motion to approve the claims in the amount of \$24,222.51. Trustee Beil seconds the motion. Roll call vote, all in favor, motion carried.

**IX. OPEN TO PUBLIC:**

- A. Donald Argus stated the money was wasted on the Conference in Chicago last year that could have been used toward the sewer problem. We have to find the money somewhere. He wants the sewer updates on the agenda until the problem is corrected.

**X. ADJOURNMENT:**

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

Meeting was adjourned at 8:40 pm

The next meeting will be September 5, 2013 at 7:30 pm

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Kathy Becker, Village Clerk

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Richard Schiefer, Mayor