President and Board of Trustees
213 N. Douglas St. St. Jacob, IL 62281
Regular Meeting Minutes #26-20
Wednesday, October 21, 2026, 6:30 pm

ROLL CALL, PLEDGE OF ALLEGIANCE, AND CALL TO ORDER

Present: Mayor Richard Schiefer, Clerk Jennifer Basarich, Trustee George Gavlick, Trustee Derek Ashoff, Trustee Nick Timmons, Trustee Dawn Ross, Trustee Ponce
Others in attendance: Attorney James Craney, Treasurer Joanne Berry, Public Works coordinator Paul Jones, members of the public
Quorum: present; Meeting called to order at 6:30 pm.

1. APPROVAL OF MINUTES AND AGENDA:

a. Approval of Minutes 26-19 for October 7, 2026. Motion by Trustee Ross, second by Trustee Timmons. Roll call vote, all in favor, motion passed.
b. Approval of Agenda 26-20 October 21, 2026. Motion by Trustee Ashoff, second by Trustee Ponce. Roll call vote, all in favor, motion passed.

2. COMMUNICATIONS:

a. Mindy from The Venue had a great turnout for Fall Fest. She donated 10% of the sales back to the village.
b. Update on the audit-sending approval
c. Update on the website revamp-still moving along, pics taken this week. Hoping to switch to the new website by the end of the year.

3. OPEN TO THE PUBLIC:

a. A property owner wanted to address the new short term rental ordinance that has impacted them. At this time, they are unable to comply with the ordinance. They have rentals through the end of the year and asked for a grace period to complete those bookings. Set for future agenda vote.

4. TREASURER REPORT:

a. August minutes
    i. The treasurer reported approximately $1.5 million in cash assets, an increase of roughly $17,000 from the previous month, and a $48,000 grant for public grounds. A decline in video gaming tax revenue was anticipated.

5. COMMITTEES:

a. Community Development/Health

i. Christmas in the Village is set for December 4th. We have a Santa and photography squared away. There will be a parade from 5-6 p.m. and the activity center from 6-8 p.m.
ii. The Lions Club car show had a good turnout. They donated some new barricades to the Public Works department.
iii. Discussion about the demo on 207 Mill St. was brought up and it's moving along.

b. Water And Sewer
   i. A committee meeting was held to discuss The Village water storage. We're considering properties, the needs of The Village, and whether storage should with a water tower or tank storage. More to come as information is gathered.

c. Police
   i. Trustee Ponce said that we aren't currently eligible to apply for the grant.

d. Ordinance And Finance
   i. Discussion ensued on business licenses for residents due to some complaints about equipment being parked on streets as well as local home sales. The equipment in question isn't blocking anything. It was decided that it was not worth enforcing at this time.
   ii. Discussion ensued on moving meetings to Thursdays. It was defeated by majority. No motion considered.
   iii. Discussion on employee health insurance was brought up. We've asked out current broker to give us better options. Jen is also looking into other options available to us. We are looking for options that would be cost effective for both our employees and The Village. It was brought up that the dependent cost should be a higher percentage for The Village.
   iv. We have been underutilizing our LOCiS program. It has a dashboard available to our customers so they can see their water usage. Our system also has the capability to send out text or email notifications to customer. We can choose the categories we'd like to offer which could be community events, boil orders, etc. It has many modules available that we would like to look at using for the future, including payroll, time entry, and direct debit for utility billing. There is an additional work order module but we aren't going to look into that at this time. Consider issues we've been having with our current billing system and possibly switch to a new one that allows us to have a credit card machine in the office. Get quotes ready for discussion and approval on the next agenda.
   v. Discussion was brought up about the public works and mayors phones being out of date by 6 years now. There also isn't anyone currently working for The Village that is on those accounts so Jen and Marianne are trying to navigate that. Replacements will be needed very soon as there are issues with both phones and the table.
   vi. Jen is working on getting interest on our checking accounts with Bradford Bank.

e. Public Grounds & Building
    i. Nothing to report

f. Streets And Lanes/Motor Fuel Tax
    i. Update-the salt bin is just about completed. It looks good. Mettler did a good job.

6. REPORTS:

a. Engineer's report
    a. Nothing to report
b. Village Attorney
    a. Nothing to report
c. FOIA update
    a. Nothing to report
d. Building & Zoning
    a. No questions on the report.
    b. There is 1 variance request turned in and it has been sent to the Zoning Officer.
e. Planning Commission
    i. Nothing to report
f. Public Works
    1. There were issues with the Tri-Township water. Public Works is doing more testing to make sure all is good. Public Works will be buying the first testing station to install soon.
    2. Our water operator and Public Works are trying to find a company that will clean and aerate the insides of our lines for the lagoon.

7. CLAIMS:

a. Claims for approval for October 21, 2026 for $7,081.58. Motion by Trustee Gavlick, second by Trustee Ross. Roll call vote, all in favor, motion passed.

8. OPEN TO THE PUBLIC—NO COMMENTS

9. CLOSED SESSION:

a. Trustee Ponce made a motion to go into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (5 ILCS 120/2© 1) and pending litigation. Second by Trustee Ross. Roll call vote, all in favor, motion passed. Closed session to start at 7:24 p.m.

10. OPEN SESSION:

b. Trustee Ashoff made a motion to go into open session at 7:50 p.m., second by Trustee Ponce. Roll call vote, all in favor, motion passed. The mayor is within his authority to make an offer to Nicholas Duggan for the open Public Works position as well as give a pay raise to the existing Public Works coordinator.

11. OLD BUSINESS: No old business to report.

12. NEW BUSINESS:

a. Discussion on upcoming elections ensued. Trustee positions should be named by seat, not the person or the committee that person works on. The seats are what determines the terms. The clerk pulled information from a lot of different sources to confirm seating because it hasn't been done that way before. This coming election, there will be three (3) four year terms and one (1) two year term for the upcoming elections.

13. DATE OF NEXT MEETING: November 4, 2026

14. CALL FOR ADJOURNMENT:

a. Trustee Ross made a motion to adjourn, second by Trustee Ponce. Roll call vote, all in favor, motion passed.

Meeting adjourned at 7:58 pm.

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Jennifer Basarich, Village Clerk Richard L. Schiefer, Mayor