

**VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT AND BOARD OF TRUSTEES
THURSDAY, AUGUST 1, 2013
REGULAR MEETING MINUTES #13-17**

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
Trustee Chris Tolbert
Public Works Director Tim Biggins
Captain Paul Cates
Attorney Andrew Carruthers

Quorum present.

I. APPROVAL OF MINUTES AND AGENDA:

- A. Trustee Ross moved to approve the minute's #13-16. Trustee Zahn seconds the motion. Voice vote, 6 ayes, motion carried.
- B. Trustee Zahn moved to approve the agenda #13-17. Trustee Beil seconds the motion. Voice vote, 6 ayes, motion carried.

II. COMMUNICATIONS:

III. OPEN TO PUBLIC:

- A. Steve Pate complimented the village workers on a great job getting the water main repaired quickly despite the 4 hour delay waiting for the utilities.

IV. COMMITTEES:

A. COMMUNITY DEVELOPING/HEALTH:

- 1. Discussed Troy Newspaper Back to School ad for \$24.00. Trustee Ross motioned to approve ad. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.
- 2. Trustee Gavlick said letters were being sent out on yard debris and the residents are complying.

B. WATER AND SEWER:

- 1. Trustee Ross stated that the Jetting and Camera company was coming next Tuesday.
- 2. Tim Biggins reported that 440,000 gallons were lost during the water main break.

C. POLICE:

- 1. Trustee Beil reported that she will give the report on the Police Committee meeting at the next meeting.

D. ORDINANCE AND FINANCE:

- 1. Trustee Zahn stated that the Water and Sewer Bank Certificate for \$5,000 is for renewal. Trustee Zahn motioned to renew Water and Sewer Certificate. Trustee Beil seconds. Roll call vote, all in favor, motioned carried.

E. PUBLIC GROUNDS :

- 1. The pump house repairs will be started soon.
- 2. Trustee Tolbert reported he has not had a chance to check with Swing City on the microphones yet. Tabled till next meeting.

F. STREETS AND LANES/MOTOR FUEL TAX:

- 1. Street sign paperwork was turned in to the County. County will pay for the signs. The Village will cover the cost of labor to install.

2. Trustee Ross stated that the ditch bucket was ordered Monday and should arrive Thursday or Friday of next week. The ditch bucket will cost under \$2,000.00.
3. Tim reported that Mike Maedge was out last week and stated only certain streets need oil and chip. Tim and Mike choose certain street to build up and then oil and chipped sometime in August. Lake Road needs another coat. Maedge said most of our streets are in good shape.

V. REPORTS:

- A. Public Works Superintendent Report-Erb Equipment said that the John Deere motor was locked up and that the estimate would be no more than \$6,500 as the worst case scenario. Tim states they said it is worth fixing.
- B. Engineer's report-Mayor Schiefer said Blumer Lane stated we still have to figure out what we need to do.
- C. Village Attorney-Attorney Carruthers explained that his office staff copied all bank statements and blacked out account numbers for the period of 2000 to present. He stated that we have to comply with all FOIA requests and if we can not then we have to respond with a reason in detail why we can't comply. All of these FOIA requests from Right Illinois is costing the attorney's fees and the Village staff a great deal of time. We received 3 more FOIA's since last meeting.
- D. Homecoming-Tim reported that the Homecoming banner will be taken down soon. Mayor Schiefer thanked D & D for handling this for the village.
- 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. The hearing notice was in the Troy newspaper today.

VI. OLD BUSINESS:

- A. We have the documents for the IRS and they will be sent shortly. There was more than \$60,000 paid by 6 different quarterly electronic transfer payments to the IRS on May 2, 2013 for payroll taxes, etc., the day Mayor Schiefer was sworn in. Trustee Gavlick stated this is a red flag. Trustee Gavlick and Trustee Beil both stated that we need to have the books audited and bring someone in to help straighten up the accounting. It was discussed to bring in Civic Systems again to correct this problem. According to Civic it will take 2 to 3 days. There will probably be penalties and interest issued by the IRS. A forensic audit was brought up by Trustee Beil. Trustee Beil motioned for a forensic audit as soon as possible. Attorney Carruthers stated we can not vote on it since it was not on the agenda. He stated we have to put notice in the newspaper advertising the job and hiring a special auditor. We need a certified fraud examiner. Our regular auditors will be in next week.
- B. After discussion 2013 Municipal Clerks for Illinois training September 22-27 in Springfield, IL was tabled by Trustee Gavlick to next meeting. Deadline to register is September 3 to register.
- C. Napoleon & 6th Street brush is being cleaned up before we can form sidewalks near the Nagel residence.
- D. Paperwork has been submitted July 29, 2013 for the shed grant.
- E. Acropolis and Dacom proposals discussed for computer upgrades. Trustee Gavlick motioned to approve Acropolis proposal. Trustee Zahn seconds. Roll call vote, all in favor, motion carried.
- F. No update on Mikeiel Muniz outstanding water bill.
- G. Civic is training our staff now and found some accounting practices that need to be corrected.
- H. Baugher Financial was here on July 26, 2013 to explain insurance coverages. Trustee Beil wants to keep Coventry Alternative plan as our health insurance company starting 9-1-13 and then 12-1-13. Village pays deductibles (changing from \$2,000 to \$2,500) for employees, to try to keep premium cost low. Trustee Beil motioned for Coventry Alternative plan. Trustee Gavlick seconds. Roll call vote, all in favor, motion carried. Trustee Gavlick motioned to keep Dental, Life, and Vision Insurance with the current carriers. Trustee Zahn seconds. Roll call vote, all in favor, motion carried.
- I. Tim stated that he would bring the Inventory of equipment for Risk Management Insurance to the Village Office tomorrow.

VII. NEW BUSINESS:

- A. Water Main break report for 7-31-13 was given to all Trustees and the public. Tim reported that 440,000 gallons of water was lost, and they had to wait 4 hours for all utilities to be marked. We are working on plans to improve the notification process.
- B. Trustee Beil brought up Poster Compliance information which was tabled to next meeting.
- C. Laptops and all other office items and equipment belonging to the Village Hall need to be returned back to the Village Hall according to ILCS. Andy will write a letter to previous officials to return the items.

VIII. CLAIMS:

- A. Trustee Zahn made a motion to approve the claims in the amount of \$7,375.77. Trustee Beil seconds the motion. Roll call vote, all in favor, motion carried.

IX. OPEN TO PUBLIC:

- A. Robert Evans asked if the money was approved to pay the 6 electronic transfers back in May by the board to be paid. Any said these amounts should have been brought before the board and approved. He also asked if we need an audit in addition to a forensic audit. Attorney Carruthers explained yes we do need an annual audit which is required. A more detailed forensic audit has to be approved by the board at their discretion.
- B. Mikeiel Muniz stated he is the one with the \$8,000 water bill. He stated he approached Mayor Schiefer back in May about a settlement. He stated that he is not the one doing all of the FOIA requests. He also thanked the Village workers for a great job on the water main break. Mikeiel questioned if our insurance would cover others using the Village equipment.

X. CLOSED SESSION:

- A. Trustee Ross moved to go from open to closed session to discuss personnel (SILCS 120/2© 1) at 8:57 p.m. Trustee Zahn seconds. Roll call vote, all in favor, motion carried.

XI. OPEN SESSION:

- A. Trustee Ross made a motion to go from closed to open session. Trustee Zahn seconds. Roll call vote, all in favor, motion carried.

XII. ADJOURNMENT:

- A. Meeting was adjourned at 9:25 p.m.
- B. The next meeting will be August 15, 2013 at 7:30 p.m.

Kathy Becker, Village Clerk

Richard Schiefer, Mayor