

**VILLAGE OF ST. JACOB  
213 N DOUGLAS  
PRESIDENT AND BOARD OF TRUSTEES  
THURSDAY, OCTOBER 3, 2013  
REGULAR MEETING MINUTES #13-21**

**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  
Attorney Andy Carruthers

Absent: Trustee Chris Tolbert  
Public works director Tim Biggins

Quorum present.

Meeting called to order at 7:31 pm.

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

- A. Trustee Ross moved to approve the minute's #13-20 for September 19, 2013. Trustee Zahn seconds the motion. Voice vote, all in favor, motion carried.
- B. Trustee Ross moved to approve the agenda #13-21 for October 3, 2013. Trustee Zahn seconds the motion. Voice vote, all in favor, motion carried.

**II. COMMUNICATIONS:**

- A. Tom Kaminski and Russell Loomis presented the bids they received for a pavilion at the Mill Pond. All bids were way in excess of \$5,000. Troy Towing & Marine has best bid for a 24' X 36' steel structure for \$4,575.00. They would like to know if the Village is willing to pay for concrete. Todd Lindow would consider doing the concrete work. Public Grounds committee will meet to review.

**III. OPEN TO PUBLIC:**

**IV. COMMITTEES:**

**A. COMMUNITY DEVELOPING/HEALTH:**

- 1. Trustee Gavlick reported that the Christmas Kickoff would now be called Christmas in the Village. JC's will hold a food drive. State Bank of St. Jacob & Home Telephone Company made donations to the Christmas in the Village. St. Jacob Fire department will bring Santa in town.
- 2. Trick or Treat hours will be 5:00pm to 9:00pm on October 31 only.
- 3. Discussion on promotion of Scott Air Force Base promotion. Trustee Gavlick made motion to approve the Promotion of St. Jacob in Scott Air Force Base 2014 Newcomer's Guide and Telephone Book at no charge. Trustee Beil seconds. Roll call vote, all in favor, motion passed.

**B. WATER AND SEWER:**

- 1. No update on cost of the sensor valve for water tower.

2. Attorney Carruthers stated the contract for new aeration system looks good. He will send letter to the Bank of Edwardsville on financing the aeration system. Trustee Ross made motion for approval of the Mayor and Village Clerk to sign contract and use The Bank of Edwardsville for the financing at 2%. Trustee Zahn seconds. Roll call vote, all in favor. Motion passed.
3. First treatment on lagoon has been done. Still pushing to get the air pump in.
4. Discussion ensued for purchase of john boat and safety devices. Trustee Gavlick made motion to purchase a john boat and safety devices not to exceed \$1,500.00. Trustee Beil seconds. Roll call, all in favor. Motion passed.
5. Discussion on sewer problem on South Douglas. Attorney Carruthers to send letter to homeowner stating the Village is not responsible for the repairs.

C. POLICE:

1. Trustee Beil gave the police report. Hiring of a part time officer will be discussed in closed session.

D. ORDINANCE AND FINANCE:

1. Discussion on golf cart ensued. Subject tabled to next meeting.
2. Outsourcing payroll was discussed. Trustee Zahn received one bid from ADP for \$94.60 bi-weekly which includes all tax filings. Still waiting for additional bids. Subject tabled to next meeting.
3. Discussion on forensic audit. Letters was sent to a few companies and an ad ran in the newspaper. Responding firms want the regular yearly audit and bank reconciliations completed first. Subject tabled to next meeting.
4. Employee annual raises to be discussed in closed session.
5. Review schedule of regular board meetings for 2014. Trustee Zahn made motion for approval of the schedule for 2014 board meetings. Trustee Beil seconds. Roll call, all in favor. Motion passed.

E. PUBLIC GROUNDS & BUILDINGS:

1. Review and discussion of the quote received from Midwest Electronic Systems for \$1200.00 for replacing fire alarm control panel. Trustee Beil made motion to approve quote. Motion died. Subject tabled to next meeting.
2. No update on microphones. Trustee Tolbert absent.

F. STREETS AND LANES/MOTOR FUEL TAX:

1. Nothing new on street signage.
2. Maedge has started to oil and chip the streets. Maedge has done the overlay. Oil & chip was rained out on 10/3/13, it is rescheduled for Monday October 7, 2013.
3. Final report was sent on Napoleon & 6<sup>th</sup> grant. Project about done still waiting on rock and rip rap.
4. Received bid for 6 new tires for dump truck from Bridgestone in St. Louis, MO for \$2,000.00. Trustee Muzzey made motion to purchase 6 new tires for \$2,000.00. Trustee Beil seconds. Roll call vote, all in favor. Motion passed.

V. REPORTS:

- A. Public Works Superintendent Report-No report.
- B. Engineer's report-Nothing to report.
- C. Village Attorney-Attorney Carruthers is revising employee handbook.
- D. FOIA request—received 2 more FOIA request from Right Illinois.
- E. Homecoming-2013 Homecoming financial report reviewed showing loss of \$2,888.27 for 2013. Report attached to these minutes. Ordinance 11-535 was discussed. Motion made by Trustee Ross to change the number of members from 5 to 9 for homecoming committee. Trustee Zahn seconds. Roll call vote, all in favor. Motion passed. Attorney will revise the ordinance and remove Jakey in June.

- F. Planning commission—Mayor Schiefer stated we need to form a planning commission with 4 outside village residents and 3 inside Village residents. Attorney Carruthers will research the planning commission laws.
- G. Zoning Board-John Barberis recommendation discussed. Trustee Gavlick made a motion to accept the zoning officer John Barberis recommendation to rezone the 4 parcels on Ellis Road from B1 to MR2. Trustee Zahn seconds. Roll call vote 4 ayes, 1 nay from Trustee Beil. Motion passed.

**VI. OLD BUSINESS:**

**VII. NEW BUSINESS:**

**VIII. CLAIMS: \$26,844.10**

- A. Trustee Beil made a motion to approve the claims in the amount of \$26,844.10. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

**IX. OPEN TO PUBLIC:**

- A. Russell Loomis stated he is in favor of the golf carts.
- B. Robert Evans commented on the homecoming loss and the Jakey in June profit.
- C. Dawn Ross stated she was on the Homecoming Committee and she was not proud of how it was handled and the outcome. She also stated that she would like to be chairman of the homecoming for 2014. She also has concerns about 9 members on the homecoming committee. She thinks that is too many.
- D. Stacy Evans state she is not in favor of the golf carts.
- E. Eric Staub stated because the approval of the apartments he would like the Village to contact IDOT in regards to the drainage on Ellis Road.

**X. CLOSED SESSION:**

- A. Trustee Ross moved to go from open to closed session to discuss personnel (5ILCS 120/2(c) (1) at 9:15 pm. Trustee Zahn seconds the motion. 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 second the motion. Roll call vote, all in favor, motion carried.

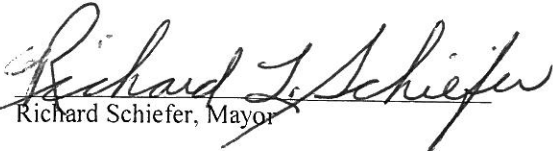
**XI. ADJOURNMENT:**

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

Meeting was adjourned at 10:34 pm

The next meeting will be October 17, 2013 at 7:30 pm

  
Kathy Becker Village Clerk

  
Richard Schiefer, Mayor