

**VILLAGE OF ST. JACOB**  
**The Activity Center**  
**108 N. Douglas**  
**PRESIDENT AND BOARD OF TRUSTEES**  
**THURSDAY, SEPTEMBER 18, 2014**  
**REGULAR MEETING MINUTES #14-18**

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

Present	Mayor Richard Schiefer	Trustee George Gavlick
	Village Clerk Kathy Becker	Trustee Bobby Ross
	Superintendent Shawn Fohne	Trustee Guideon Richeson
	Captain Jeff Souders	Trustee Jeni Zahn
		Trustee Chris Tolbert –Arrived at 7:35 pm

Absent: Trustee Pattie Beil  
Treasurer Stephanie Rehg

Quorum present.

Meeting called to order at 7:00 pm.

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

- A. Trustee Richeson moved to approve the minute's #14-17 for September, 2014. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.
- B. Trustee Ross made motion to approve agenda #14-18 for September 18, 2014. Trustee Zahn seconds. Roll call vote, all in favor, motion passed.

**II. COMMUNICATIONS:** Village Clerk stated that there was 3 refund check received from the IRS in the amounts of \$3,618.67, \$389.55 and \$19.52 for penalties and fines that were previously charged for failure to report quarterly reports from 2011, 2012 and first 2 quarters of 2013.

**III. OPEN TO PUBLIC:**

**IV. HOMECOMING REPORT:** Mayor Schiefer appointed Carla Zobrist, Dawn Ross, Jim Zahn, Kurt Kinnick, Chris McCulley, Ashley Brendel, Dawn Zobrist, Mike Nungesser and Marlin Fohne as the 2015 homecoming committee. The homecoming committee is to vote on a chairman, vice president and secretary.

**V. TREASURER REPORT:** Mayor Schiefer reported the financial statement for period ending August 31, 2014.

**Assets**

General fund	228,279.62	105,244.54	76,811.11	256,713.05
HI-FI Account	146,329.64	5,502.75		151,382.39
Homecoming Assoc.	31,705.86	2,679.10	10,553.02	23,831.94

**VI. COMMITTEES:**

**A. COMMUNITY DEVELOPMENT/HEALTH:**

- 1. Nothing new to report on the block grant.
- 2. Trustee Gavlick stated that Bob Massa/Juneau & Assoc. should have a draft ready in October regarding the ADA.
- 3. Discussion ensued regarding the fryers for Village events and Shawn will check them before next homecoming.

**B. WATER AND SEWER:**

- 1. Nothing to report.

**C. POLICE:**

1. Trustee Gavlick made a motion to approve the purchase of Police stickers of 5,000 @ \$550.00. Trustee Richeson second. Roll call vote, Trustee Tolbert abstained, all in favor, motion passed.
2. Al Duke is taking a firearms training qualification at his own expense and will be qualified to do the qualification of the village police officers. Trustee Ross made a motion to approve 1 day pay for the compensation of Officer Duke agreeing to have 2 session to qualify the village officers. Trustee Tolbert second. Roll call vote, all in favor, motion passed.
3. Captain Souders reported have had a slow month. He informed that there is an email scam regarding the IRS and to be cautious. He also reported that we received calls of suspicious people in the neighborhood.

**D. ORDINANCE AND FINANCE:**

1. Trustee Zahn reported the employee handbook has been sent to Attorney Carruthers to revise.
2. Trustee Gavlick made a motion to approve Ordinance 14-555 water rate increase of 4%. Trustee Zahn second. Roll call vote, 2 nays Trustee Richeson and Trustee Ross, motion passed.
3. Discussion ensued and Trustee Ross made a motion to approve to cash in CD 8516 for \$30,305.97, CD #8377 for \$3,000.00 and deposited in the general fund. Trustee Zahn second. Roll call vote, all in favor, motion passed.
4. Da-Com document management tabled to next meeting.
5. Trustee Gavlick made motion to approve the village clerk to attend the 2014 Municipal Clerks Institute and Academy, lodging and travel. Trustee Zahn second. Roll call vote, all in favor, motion passed.

**E. PUBLIC GROUNDS & BUILDINGS:**

1. Pavilion at the Mill Pond reinforcement tabled to next meeting.
2. Updating lighting at the activity center tabled to the next meeting.
3. Trustee Tolbert made the suggestion after a fire call to the Village Hall last week, not to repair the fire alarm at the Village Hall as to it is not monitored and smoke and carbon monoxide detectors where installed last year.
4. Discussion ensued regarding the Mill Pond fountain. Tabled to next meeting.

**F. STREETS AND LANES/MOTOR FUEL TAX:**

1. Trustee Richeson says the oil & chipping of the streets is scheduled for September 24<sup>th</sup>, 2014 weather permitting.

**IV. REPORTS:**

- A. Public Works Superintendent Report-They are working on the streets to be ready for the oil & chipping. They had to work on the mill pond after the pond was turning over. The mini excavator was delivered this week.
- B. Village Attorney-Nothing to report.
- C. FOIA request-Nothing to report.
- D. Planning Commission- Mayor Schiefer appointed
- E. Engineer Report-Nothing to report
- F. Zoning Board-Nothing to report

**VII. OLD BUSINESS:**

- VIII. NEW BUSINESS:** Village Clerk stated that we need to schedule a meeting for the renewal of the health insurance policy to inform the board so if they would like to attend.

**IX. CLAIMS:**

- A. Trustee Zahn made a motion to approve the claims in the amount of \$20,491.58. Trustee Richeson seconds the motion. Roll call vote, all in favor, motion carried.

**X. OPEN TO THE PUBLIC:**

**XI. ADJOURNMENT:**

- A. Trustee Tolbert made motion to adjourn. Trustee Gavlick seconds. Voice call vote, all in favor, motion passed.

Meeting was adjourned at 7:57 pm  
The next meeting will be October 2, 2014 at 7:00 pm

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Kathy Becker, Village Clerk

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Richard Schiefer, Mayor