

**VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT & BOARD OF TRUSTEES
THURSDAY, MAY 19, 2011
REGULAR MEETING #11-10**

- I. The Regular meeting of the Board was called to order at 7:30 p.m. by Mayor Raymond Muniz

ROLL CALL: Present: Mayor Raymond Muniz
Trustee Ken Miller
Trustee Jared Reilson
Trustee Hank Robards
Trustee Richard Schiefer
Trustee Pattie Beil
Trustee Jeni Zahn
Village Treasurer Tim Thompson
Tim Biggins
Donnie Cuff
Absent: Steve Howe
Clerk Dawn Miller

II. APPROVAL OF AGENDA:

1. Trustee Reilson moved to accept the agenda. Trustee Zahn seconded the motion. Voice vote, 6 ayes, motion carried.
2. Trustee Robards moved to accept minutes with corrections. Trustee Reilson seconded the motion. Voice vote, 6 ayes, motion carried.

III. MAYOR'S REPORT:

1. Mayor Muniz reported the American Legion was going to hold a fishing derby at the Mill Pond on Saturday, May 21st 10:00am until 2:00pm. The light on the flag pole at the Mill Pond needs to be fixed.
2. Mayor Muniz reported that the governor wants to withhold money from the local government distributive fund for a few months in order to pressure the legislature into approving his borrowing plan. The Municipal League is opposed to this action.
3. Jakey in June is June 4th and 5th. There are 25 BBQ teams signed up. Richard Schmidt and his crew have everything lined up for a great event.
4. The Chamber Business after Hours in St. Jacob was very successful about 150 people attended.

IV. REPORTS AND COMMITTEES

A. ECONOMIC GROWTH: ZAHN:

1. The Homecoming is coming along fine. The bands and parade entries are all set up. The floats are going to be done different this year. The Homecoming is July 15th & 16th.

B. WATER & SEWER COMMITTEE – REILSON:

1. Tim Biggins reported that the Lindow sewer line extension is waiting on a manhole that is on back. Easements for extending the line to a few other houses on Marine Road are being worked on. The tap on fee will be discounted to \$2000 from the normal fee of \$3500 if they tap on to the sewer now.

C. POLICE COMMITTEE – ROBARDS :

D. TREASURERS REPORT - THOMPSON:

1. Treasurer Tim Thompson gave the Treasurer's report. Trustee Robards moved to approve the Treasurer's Report. Trustee Zahn seconded the motion. 6 ayes motion carried.

E. ORDINANCE & FINANCE – MILLER:

1. The duties of the Treasure were discussed included in the duties will be: The monthly Treasurer's Report, the budget, appropriations, tax levy, publishing the annual Treasurer's Report and check signing. The Treasure will be bonded like the Mayor and the Village Clerk. The Village Attorney, Ron Motil, will draft an Ordinance outlining the Treasurer's duties for the next meeting to be voted on the second meeting in June. Trustee Schiefer questioned how many times an ordinance had to read before it could be passed. Ron Motil explained that it did not have to read but all Trustees should have adequate time to review an ordinance before it is put to a vote.
2. Trustee Miller reported that a committee meeting was held May 10th to discuss the salary of the Village Treasurer. The committee recommended a salary of \$200.00 per month. Trustee Miller moved to set the Salary of the Village Treasurer at \$200.00 per month. Trustee Robards seconded the motion. Trustee Schiefer questioned adding another employee to the payroll. Trustee Miller said it will help the Ordinance and Finance Committee in completing the budget in a timelier manner. Mayor Muniz stated that when Larry retired from being a full time Chief to part-time and when Mike left the Village saved money in employee salaries of around \$30,000. The one thing that bothered Trustee Miller was the Treasure would be making more money than the Mayor. Mayor Muniz called for a roll call vote on the motion to set the salary of the Treasurer at \$200.00 per month. Roll call vote 6 ayes, motion carried.

F. GRANTS – BEIL

1. Trustee Beil reported that she is doing some research into getting grants for the village. Mayor Muniz said there is some training the Municipal League offers concerning how to file grant applications.

G. STREET & ALLEY – SCHIEFER

1. Trustee Schiefer passed out a report that Donnie Cuff prepared on the things the Street department had been working on. Trustee Schiefer asked who the employees report to. Mayor Muniz said the employees all report to the Mayor. The Trustees and the Committees set policy and it is the Mayor's job to see the policy is carried out.
2. Trustee Schiefer asked when the sidewalk in front of the Zobrist house would be finished. Mayor Muniz stated it would be done when it dries out enough to get in there.
3. The ditch on the south side of Keck Road needs to be dug out before the road deteriorates any more.
4. The ditch by the Park needs to be cut before the Strawberry Festival. The street department will cut it when it gets dry enough so they don't get stuck.

H. PLANNING COMMISSION:

I. ZONING BOARD:

1. Mayor Muniz would like to have a committee meeting sometime soon to review the ordinance for zoning.

V. OLD BUSINESS:

1. Pictures for the web site will be taken before the next meeting June 2nd, 6:00pm a group shot at 7:15pm.
2. Channel 6 has not been working because the computer is old and keeps going down. We have limited resources and the computer needs to be replaced.
3. Minutes are posted on the web site after they are approved.

VI. NEW BUSINESS:

1. Trustee Schiefer reported the Activity Center has been left unlocked on several occasions and the air conditioner was turned down to 60 degrees. The workers try to keep an eye on the building. They will have to check the building more often and stress to those who use it to please make sure to lock it and turn the air conditioning up.

VII. CLAIMS:

Trustee Robards moved to read the claims by total. Trustee Miller seconded the motion. Voice Vote 6 ayes, motion carried

	Water	\$5298.52	
	Sewer	\$ 914.73	
	Trash	\$7699.50	
	Water/Sewer/Trash Total		\$13912.75
	General Funds		
	Ordinance Finance	\$0.00	
	Ordinance & Finance Total		
	Police	\$473.78	
	Street & Alley	\$0.00	
	Public Grounds	\$36.76	
	Community Development	\$1199.38	
	MFT	\$43.75	
	Grand Total		\$15666.42

Roll call vote 6 ayes motion carried.

VIII. OPEN TO PUBLIC:

1. Mayor Muniz introduced Dylan Quam, a boy scout, he is here to observe the meeting. Dylan is working to become an Eagle Scout.

IX. ADJOURNMENT:

1. Trustee Reilson moved to adjourn at 8:42pm. Trustee Robards seconded the motion. Voice vote, 6 ayes, motion carried.
2. The next meeting will be June 2, 2011 at 7:30 pm.

Timothy Thompson, Village Treasurer

Raymond Muniz, Mayor