

VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT & BOARD OF TRUSTEES
THURSDAY, APRIL 5, 2012
REGULAR MEETING #12-07

- 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 Hank Robards
Trustee Richard Schiefer
Trustee Pattie Beil
Trustee Ken Miller
Trustee Jared Reilson
Trustee Jeni Zahn
Clerk Dawn Miller
Tim Biggins
Treasurer Tim Thompson
Attorney Ron Motil
Absent: Donnie Cuff

II. APPROVAL OF AGENDA:

1. Trustee Reilson moved to accept the agenda. Trustee Robards seconded the motion. Voice vote, 6 ayes, motion carried. Mayor Muniz added a closed session to discuss personnel.
2. Trustee Miller moved to accept minutes. Trustee Zahn seconded the motion. Voice vote, 6 ayes, motion carried.

III. MAYOR'S REPORT:

IV. REPORTS AND COMMITTEES

A. FOIA OFFICER:

B. HOMECOMING:

C. ECONOMIC GROWTH: ZAHN:

1. Mayor Muniz reported that the Easter Egg Hunt was a success. It was hot this year and most of the candy was melted but we had 107 kids. Mayor Muniz said that he appreciates all the help with laying out the eggs and he wanted to thank the Red Hats for stuffing the eggs.

D. WATER & SEWER COMMITTEE – REILSON:

1. Trustee Reilson made a motion to approve the proposal from Payment Network Service for a trial of one year. Trustee Zahn second the motion. Roll call vote, all in favor, motion carried.
2. Trustee Reilson stated we received 2 bids for trash service. The two that bid were Republic Service and Sanders. Republic was less than Sanders and they actually came down in price from the original offer. Trustee Reilson stated two contracts were offered by Republic, a five year and a seven year. Trustee Reilson made a motion to accept the seven year bid for contract from Republic Service. Trustee Miller second the motion. Roll call vote, all in favor, motion carried.
Trustee Miller asked if there is an option to cancel at some point if we choose. Mayor Muniz said that he thinks there is but he isn't sure. He could ask that it be added to the

contract. Trustee Miller said it didn't matter because it could come back and bite us if they could get out of the contract as well. Trustee Beil asked if everything would remain the same with the exception that recycle would get a bigger tote and would be every other week. Mayor Muniz said it will all be the same.

- E. POLICE COMMITTEE – ROBARDS :
 - 1. Trustee Robards asked if Mayor Muniz received anything from IE Communications regarding the radio's. Mayor Muniz stated that he is still waiting. Trustee Robards then asked if the taser has been ordered yet. Mayor Muniz stated that he has told the officers to order it and it hasn't been done yet so he asked Clerk Miller to order one.

 - F. TREASURERS REPORT - THOMPSON:

 - G. ORDINANCE & FINANCE – MILLER:
 - 1. Mayor Muniz passed out a list of rules for the Mill Pond. Trustee Miller asked what we will do if we enforce these rules. Mayor Muniz said that we will have to figure that out because we won't ticket a child but we may ticket a parent. There is already a sign there for fishing with a size limit and restrictions. Attorney Ron Motil said if we have signs posted at the Mill Pond with Rules it will help with liability issues. Mayor Muniz stated that he gets called all the time with people asking if they can put a boat in to check the motor and there are videos of people riding jet skis on the pond and it just isn't big enough for that. Trustee Beil asked if there should be vehicles there at 2 or 3 in the morning. Trustee Miller stated he thinks we should put a sign out there. She also asked if we should run the rules in the newspaper. Trustee Miller thinks we should enforce the rules if we are going to have them. Trustee Miller then asked if we are going to add no alcohol to the list of rules. Trustee Schiefer then asked if we are going to set a time limit for the Mill Pond. Mayor Muniz said that he doesn't want to set a time limit because some people fish really early in the morning and some people fish really late at night. He also said that he doesn't want to say anything about alcohol because if someone has a party there they may bring alcohol with them. We will have to just see how it goes with it.
Trustee Miller made a motion to approve the guidelines and rules for the Mill Pond. Trustee Robards second the motion. Roll call vote, all in favor, motion carried.

 - H. GRANTS – BEIL

 - I. STREET & ALLEY – SCHIEFER
 - 1. Trustee Schiefer reported that the drop boxes at 6th and Jacob have been installed but the project hasn't been completed. Trustee Schiefer also stated that there are people complaining about the pile of dirt at the end of Jacob behind Auto Xtreme

 - J. AD HOC COMMITTEE:
 - 1. Mayor Muniz would like for the Ad Hoc committee to meet so they can go over a few things. The meeting was scheduled for Monday April 9, 2012 at 4:30.

 - K. PLANNING COMMISSION:

 - L. ZONING BOARD:
- V. OLD BUSINESS:
- 1. Mayor Muniz reported that we ran an ad seeking applicants for the street and alley position in the Times Tribune and listed it on the Troy Chambers website. There was about 30 applicants that applied. One never called back and one didn't show up for the interview. We then called 6 of the applicants back for a second interview. There were a lot of good qualified applicants. Tim Biggins and Donnie Cuff handled the interviews. They used a standardized list of questions for both interviews. Their recommendation that they brought to me is to offer the

position to Rich Schiefer. Trustee Schiefer wished to withdraw his name. Mayor Muniz asked how he thinks we handled it. Trustee Schiefer said that he wanted to see how it was being handled. Trustee Schiefer said he thinks it was handled very well. Mayor Muniz said that we don't have another name to offer tonight. Mayor Muniz said that Trustee Schiefer was the most qualified of everyone that applied. Mayor Muniz told Rich that he really disappoints him with this because he seems to do nothing but court conflict. There is a much simpler way to go about this. We are not trying to hide anything from you and I am sure glad he sees that now. Mayor Muniz will call a special meeting next week regarding a new hire. Trustee Schiefer stated that at the last meeting we had a name of someone that we wanted to hire. Mayor Muniz said that we did but he referred to the board and they wanted us to take applications so we brought the name forward that was most qualified. Mayor Muniz said that he is glad Trustee Schiefer likes the circus because he is embarrassing the entire Village.

VII. NEW BUSINESS:

VIII. CLAIMS:

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

	Water	\$10403.81	
	Sewer	\$3608.08	
	Trash		
	Water/Sewer/Trash Total		\$14011.89
	General Funds	\$3525.44	
	Ordinance Finance	\$960.00	
	Ordinance & Finance Total		\$4485.44
	Police	\$60.41	
	Street & Alley	\$5252.22	
	Public Grounds	\$2324.79	
	Economic Development	\$616.36	
	MFT	\$43.75	
	Grand Total		\$26794.86

Trustee Beil asked about the bills. She asked why on Rural Kings bills it just lists everything as supplies and why we are getting behind on the bills when they have been being approved. Clerk Miller said that Rural King is different from the rest of the vendors because the person that handles their billing has been out so she is behind on sending bills. She stated that she had to call and ask for the bills that were included in these claims. She then stated on the rest of the bills they are sometimes late because of the way we pay the bills. If she doesn't have the bill by the Tuesday before the meeting it has to go to the next meeting since she has to provide copies of all of the bills. Most of the time all penalties are waved but there is nothing she can do unless she gets them in time to include them to get paid. Trustee Beil said what about the invoice receipts. Mayor Muniz stated that if Trustee Beil wants to see all the receipts then she can come in and look at them because it would take hours to scan in every receipt and enter every item into the system. Mayor Muniz said we don't have time for that. Trustee Beil asked how it works when we get the bill, doesn't it get scanned in when you get it. Clerk Miller stated that she has to enter everything in separately. Trustee Beil then asked why the receipts weren't listed on the claims. Clerk Miller said generally she lists each invoice but for Rural King there were so many receipts that the items went to the same line item that she listed them as supplies. Trustee Miller said that if Trustee Beil wants to see the details then they are here to look at and anyone of us could come in. But for Clerk Miller to spend hours copying isn't going to happen. Trustee Beil said she isn't asking for Clerk Miller to spend hours copying she wants to know why they aren't already copied and she wants to know how they are applying the specific bills to the statements. Trustee Beil

tried to explain what she meant. She said that when she gets a bill it is itemized otherwise she wouldn't pay it. So she wants to know when Clerk Miller pays a bill and she gets a copy of the statement what the items are on the statement. Clerk Miller stated that she gets the statement from a company and she matches them up with the invoices so that way she knows where to apply the bill to and if she doesn't know what something is then she asks the guys what it is. Clerk Miller asked if she could get a bill to show Trustee Beil how she does them. Trustee Miller stated that Trustee Beil and Clerk Miller could over that after the meeting. Trustee Miller said that he works in a place where they see hundreds of bills paid each month so he knows how some of it works, so he thinks that maybe it will make more sense if she sees how Dawn has to enter it into the system. He does know how difficult it would be to enter everything individually. Trustee Beil then said that she noticed on the AT&T bill that there were calls on the weekends. Mayor Muniz stated that the guys carry the phones 24 hours a day and they do wells on weekends and that they have to be available if he calls or anyone else calls. Mayor Muniz asked Trustee Beil if she is saying we need to take the cell phones away from the guys. No she is just asking because the guys don't work on the weekends. Mayor Muniz stated that they do work on Saturday and Sunday for wells and anything else that is needed. Mayor Muniz stated that he calls the guys all the time on the weekends when things are needed. Mayor Muniz stated that he doesn't have an objection to letting the guys take the phone as long as they don't go over the minutes. Tim Biggins said that he has residents call him if there are any problems and the company that handles the lift station calls him if there is a problem. Trustee Miller stated that the most recent ruling from the IRS is that business phones that are provided the incidental calls on the phone are not taxable. Trustee Miller said it doesn't add any cost to us unless we use more than our allotted minutes. Mayor Muniz stated that some of the phones are also police phones who do work on weekends. Trustee Beil then asked about the bill for Bond-Madison Water. She wanted to know why it showed past due. Clerk Miller said that we don't get billed a penalty for that one and Mayor Muniz stated that we have to wait a couple of weeks to get bills approved. It was made very clear that they didn't want any bills paid unless it was approved first. Trustee Miller asked how we are paying the health insurance. Clerk Miller said that we had to pay one month in advance so we don't have any issues with late payments. We used to have it automatically deducted on the due date. Trustee Schiefer asked about the Ace hardware bill because it says it 90 days past due. Clerk Miller stated that there was an invoice on the statement that was missed because she didn't have a receipt for it and Ace Hardware called and asked why everything else was paid besides that one invoice so they sent the receipt over and it has been included in the claims for tonight. Mayor Muniz stated that it goes to show there are checks and balances in place to make sure everything gets paid that should.

Roll call vote, Trustee Reilson ayes, Trustee Miller ayes, Trustee Zahn ayes, Trustee Beil no, Trustee Robards ayes, Trustee Schiefer no, motion carried 4 to 2.

IX. OPEN TO PUBLIC:

X. ADJOURNMENT:

1. Trustee Robards moved to adjourn at 8:21 pm. Trustee Reilson seconded the motion. Voice vote, 6 ayes, motion carried.
2. The next meeting will be April 19, 2012 at 7:30 pm.

Dawn Miller, Village Clerk

Raymond Muniz, Mayor