

**VILLAGE OF ST. JACOB  
213 N DOUGLAS  
PRESIDENT AND BOARD OF TRUSTEES  
THURSDAY, DECEMBER 5, 2013  
REGULAR MEETING MINUTES #13-25**

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

Present: Mayor Richard Schiefer  
Kathy Becker, Village Clerk  
Trustee Bobby Ross  
Trustee Matt Muzzey  
Trustee George Gavlick  
Trustee Chris Tolbert  
Trustee Pattie Beil  
Trustee Jeni Zahn  
Attorney Carruthers

Quorum present.

Meeting called to order at 7:30 pm.

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

- A. Trustee Ross moved to approve the minute's #13-24 for November 21, 2013. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion carried.
- B. Trustee Beil moved to approve the agenda #13-25 for December 5, 2013. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

**II. COMMUNICATIONS:**

- A. The completed Audit report for year ending March 31, 2013 was presented to the Trustees by Mayor Richard Schiefer. A representative from C.J. Schlosser was unavailable but will be present at the December 19<sup>th</sup> meeting.

**III. OPEN TO PUBLIC:**

**IV. COMMITTEES:**

**A. COMMUNITY DEVELOPING/HEALTH:**

- 1. Trustee Gavlick reported that Christmas in the Village is Friday, December 6, 2013, in case inclement weather occurs the date will be December 13, 2013.
- 2. Mayor Schiefer reported that he has a meeting scheduled with Charlie Juneau Tuesday, December 10, 2013 in regards to ADA Evaluation and Transition Plan/Illinois Accessibility Code.

**B. WATER AND SEWER:**

- 1. Tim Biggins reported the new water pressure valve has been installed on the water tower.
- 2. Trustee Ross stated that the new aeration system has been completed.
- 3. Tim Biggins reported he is still waiting on a few more parts in order to install the new air pump.

**C. POLICE:**

1. Trustee Beil reported that the new police officer, Michael Radosevich, has been hired and will start working in a few weeks, bringing the number of officers employed by the village to seven.
2. Trustee Beil also reported that officer Hubbard has moved away and will no longer be working for the Village.
3. Discussion ensued on a secure evidence cabinet. Officer Souders will get the necessary information regarding a purchase and will present it at the next meeting.

**D. ORDINANCE AND FINANCE:**

1. Discussion on the forensic audit ensued. Trustee Zahn will schedule a committee meeting for further discussion. Tabled to next meeting.
2. Discussion ensued on employee yearly raises. Trustee Muzzey made a motion to postpone the employee yearly raises. Trustee Gavlick seconds. Roll call vote, all in favor, motion passed.
3. Discussion ensued as to the employees Christmas bonuses. Trustee Beil made a motion to approve employee Christmas bonuses of \$100.00 after taxes for the 6 full time employees and \$50.00 after taxes for one part time employee. Trustee Gavlick seconds. Roll call vote, all in favor, motion passed.
4. Discussion ensued on the Gaming Video Ordinance 2013-543, passed 11/21/13, amending the Code Ordinance and permitting Video Gaming for the Village of St. Jacob. Trustee Zahn then made a motion to approve Ordinance 2013-544, an Ordinance repealing 21-3-16 of the Revised Code of Ordinances for the Village of St. Jacob. Trustee Ross seconds. Roll call vote, all in favor, motion passed.
5. Discussion ensued on updating the employee handbook policies. Trustee Ross made a motion to approve handbook, Social Network Policy, Computer & Internet Policy, Identity Protection Policy, Policy Prohibiting Harassment & Discrimination and Drug & Alcohol Policy. Trustee Zahn seconds. Roll call vote, all in favor, motion passed. Attorney Carruthers will have a draft to present in the near future. Trustee Beil made a motion to approve an Ordinance 2013-545 Regulating the Political Activities of, and Solicitation and Acceptance of Gifts by, the Officers and Employees of the Village of St. Jacob, IL. Trustee Gavlick seconds. Roll call vote, all in favor, motion passed.
6. Discussion ensued on the Tax Levy for 2013. Trustee Ross made a motion to approve Tax Levy Ordinance 2013-545. Trustee Beil seconds. Roll call vote, all in favor, motion passed.
7. The 2013 Annual Financial Report will be filed with the State Comptroller by Attorney Carruthers.
8. Discussion ensued on rain suits for the city workers. Trustee Ross made a motion to approve rain suits. Trustee Beil seconds. Roll call vote, all in favor, motion passed.
9. Discussion ensued on the required training at the Water Conference in Effingham for Tim and Shawn. Trustee Beil made a motion to approve the water training conference. Trustee Ross seconds. Roll call vote, all in favor, motion passed.

**E. PUBLIC GROUNDS & BUILDINGS:**

1. Trustee Tolbert will talk to our building inspector regarding what is required for a fire alarm in the village hall and report at next meeting.

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

1. Nothing new on street sign grant. Tabled to next meeting.
2. Mayor Schiefer said Maedge will finish Napoleon & 6<sup>th</sup> Street ground work soon.
3. Tim Biggins said a list is being made up of which signs need replacement and will be working on cost. Tabled to next meeting.
4. Discussion ensued on old tractor. Tabled to second meeting in February, 2014.

**V. REPORTS:**

- A. Public Works Superintendent Report- The Christmas tree is up and all the lights have been put on it. All equipment is ready for the winter weather.

- B. Engineer's report-Mayor Schiefer has a meeting scheduled with Charlie Juneau on Tuesday, December 10, 2013 at 10AM at the village hall.
- C. Village Attorney-Attorney Carruthers reported that he has drafted a letter in regards to the Facebook accounts, not sanctioned by the present village administration, requesting the village contact information be removed.
- D. FOIA request—Nothing to report.
- E. Homecoming-Mayor Schiefer appointed Michael Nungesser to the Homecoming Committee as the ninth person. Trustee Ross made a motion to accept the new Homecoming Committee. Trustee Zahn seconds. Roll call vote, all in favor, motion passed.  
Mayor Schiefer appointed Dawn Ross as chairman for the Homecoming Committee. Trustee Tolbert made a motion to approve. Trustee Zahn seconds. Roll call vote 5 ayes and 1 abstain, motion passed.
- F. Planning commission-Nothing to report.
- G. Zoning Board- Cathy Gilomen's zoning hearing for it's a Piece of Cake Bakery is set December 16, 2013.

**VI. OLD BUSINESS:**

**VII. NEW BUSINESS:**

**VIII. CLAIMS: \$32,492.77**

- A. Trustee Zahn made a motion to approve the claims in the amount of \$32,492.77. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

**IX. OPEN TO PUBLIC**

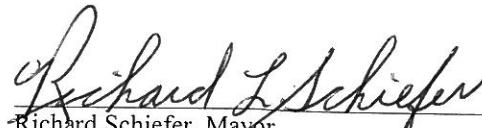
**X. ADJOURNMENT:**

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

Meeting was adjourned at 8:45 pm

The next meeting will be December 19, 2013 at 7:30 pm

  
Kathy Becker, Village Clerk

  
Richard Schiefer, Mayor