

**VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT AND BOARD OF TRUSTEES
THURSDAY, DECEMBER 19, 2013
REGULAR MEETING MINUTES #13-26**

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Present: Mayor Richard Schiefer
Kathy Becker, Village Clerk
Trustee Bobby Ross
Trustee George Gavlick
Trustee Chris Tolbert
Trustee Pattie Beil
Tim Biggins
Officer Jeff Souders

Absent: Trustee Matt Muzzey
Trustee Jeni Zahn

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 #13-25 for December 5, 2013. Trustee Beil seconds the motion. Roll call vote, all in favor, motion carried.
- B. Trustee Gavlick moved to approve the agenda #13-26 for December 19, 2013. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

II. COMMUNICATIONS:

- A. Kevin Tepen with C.J. Schlosser & Company reported on the March 31, 2013 Annual Audit. Included in the report: 1.The Village did not reconcile the bank statements to their accounting system for the last months of the fiscal year ended March 31, 2013, resulting in misstated financial statements. 2 .Neglected to file the necessary federal payroll tax returns related to all quarters for the same fiscal year. (The Village has subsequently filed the delinquent tax returns and is now waiting for final figures). 3. Did not make the majority of the required state payroll tax deposits for the same fiscal year. (Those amounts have now been paid, based on the federal tax returns. The Village is waiting for the assessment of penalties and interest related to the late filing and late payment. They are working with state agencies to remit the balances owed to them.). 4. The IMRF (Employee Retirement) funds were not made in a timely manner, with only 3 payments made in the entire fiscal year. (All late payments have been made and the monthly payments are now made in the required timely manner).
- B. A letter was received from Tri-Township Water notifying the Village of a 10% increase in cost of water, effective January 15, 2015.

III. OPEN TO PUBLIC:

Stacy Evans wanted to know if the audit showed all the fines and penalties that occurred because of reports and payment of taxes not filed on time. Those detailed figures are not in the audit.

IV. COMMITTEES:

- A. COMMUNITY DEVELOPING/HEALTH:

1. Trustee Gavlick reported that Christmas in the Village turned out well considering the weather. Approximately 120 kids attended along with their parents. There was a lot of positive comments about the photo booth.

2. Trustee Gavlick reported on information he received regarding an ADA Evaluation and Transition Plan. He will present more information after the 1st of the year.

B. WATER AND SEWER:

1. Trustee Ross stated that there is nothing new on water tower. Mayor Schiefer stated that Charlie Juneau would speak during the engineer report.

2. Tim Biggins reported that the air pumps are working well.

C. POLICE:

1. Officer Souders stated in regards to the evidence cabinet that we could add a hasp & lock to the existing cabinet, he also got information on-line for a steel locker that can be attached to wall. He doesn't think we need a safe. His suggestion is the steel locker.

D. ORDINANCE AND FINANCE:

1. Discussion on Forensic audit ensued. Mayor Schiefer suggested that the committee have a meeting to discuss how many years to go back. Trustee Gavlick suggested 2008 through 2012. Mayor Schiefer will get figures on possible cost and present at next meeting.

2. Discussion ensued on the hiring of a treasurer. Mayor Schiefer wants the board to decide the salary and job description for the treasurer.

3. Discussion ensued on the FY 2013 Annual Financial Report. Trustee Gavlick made a motion to approve the FY 2013 Annual Financial Report. 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.

2. Trustee Tolbert reported that the furnace at the Activity Center had to be replaced quickly because it had quit functioning and the weather has been very cold. The building is rented by the public and heat has to be provided for its use. The cost was \$1500.00.

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 & 6th 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 city workers did a good job on the snow removal this week. They patched the step at the Village Hall. Superintendent Biggins wants uniforms for the city workers to be put on the next meeting agenda.

B. Engineer's report-

C. Village Attorney-Facebook accounts have not been resolved.

D. FOIA request-Nothing to report.

E. Homecoming-

F. Planning commission-Nothing to report.

G. Zoning Board-

VI. OLD BUSINESS:

VII. NEW BUSINESS:

VIII. CLAIMS: \$34,034.31

- A. Trustee Ross made a motion to approve the claims in the amount of \$34,034.31. Trustee Gavlick seconds the motion. Roll call vote, all in favor, motion carried.

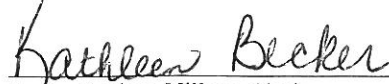
IX. OPEN TO PUBLIC

X. ADJOURNMENT:


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

Meeting was adjourned at 9:11 pm

The next meeting will be January 2, 2014 at 7:30 pm



Kathy Becker, Village Clerk



Richard Schiefer, Mayor