

**VILLAGE OF ST. JACOB
213 N DOUGLAS
PRESIDENT AND BOARD OF TRUSTEES
THURSDAY, JANUARY 2, 2014
REGULAR MEETING MINUTES #14-01**

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
Trustee Matt Muzzey
Trustee Jeni Zahn
Tim Biggins
Officer Jeff Souders
Attorney Andrew Carruthers

Quorum present.

Meeting called to order at 7:30 pm.

I. APPROVAL OF MINUTES AND AGENDA:

- A. Trustee Gavlick moved to approve the minute's #13-26 for December 19, 2013. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.
- B. Trustee Ross moved to approve the agenda #14-01 for January 2, 2014. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion carried.

II. COMMUNICATIONS:

- A. Mayor Schiefer announced that he has promoted Officer Jeff Souders as the Captain of the Police Department for the Village of St. Jacob. Trustee Tolbert made a motion to approve the appointment of Officer Souders as Captain. Trustee Ross seconds. Roll call vote, all in favor, motion passed.
- B. Trustee Beil made a motion to increase Captain Souders hourly pay rate by \$2.00 per hour. Trustee Ross Seconds. Roll call vote, all in favor, motion passed

III. OPEN TO PUBLIC:

- A. Tom Kaminski stated that he was going to have a plaque made for the Mill Pond Pavilion acknowledging all the citizens that donated time and labor for the Pavilion.
- B. Larry Fehmel wanted to thank the city workers for doing a good job plowing the streets.

IV. COMMITTEES:

- A. COMMUNITY DEVELOPING/HEALTH:
Trustee Gavlick stated he should receive information form Impact in regards to the ADA Transitions Plan. He stated a special committee would need to be formed in regards to the ADA
- B. WATER AND SEWER:
 - 1. Trustee Ross stated that there is nothing new on water tower.
 - 2. Engineer Charlie Juneau
- C. POLICE:
 - 1. Trustee Beil congratulated Captain Souders for his promotion.
 - 2. Trustee Beil reported that there was a home invasion on 12/22/13 at 5:37 a.m. on Jessica St. The Madison County Sheriff Dept. handled the call and will continue with the investigation.

3. Trustee Beil reported that the Village has 7 part-time Police Officers as of this date.
4. Discussion ensued for the purchasing of a secure evidence cabinet. Trustee made a motion to for Captain Souders to purchase a secure evidence cabinet not to exceed \$250.00. Trustee Ross second the motion. Roll call vote, all in favor, motion passed.

D. ORDINANCE AND FINANCE:

1. Discussion on Forensic audit ensued. Attorney Carruthers stated that there are two firms interested, Hughes & Associates out of Godfrey, IL and Kenneth Loy & Company out of Alton, IL. Attorney Carruthers will set up a meeting with the firms and Mayor Schiefer to discuss more details.
2. Discussion ensued on the hiring of a treasurer. Mayor Schiefer has contacted a person in regards to the treasurer position, the individual would like to know what the responsibilities of the position. Mayor Schiefer stated he will have an answer by next meeting.
3. Discussion ensued in regards to uniforms for maintenance workers. The Village had budgeted \$2,000 for clothing allowance this year. Trustee Gavlick made a motion to approve a \$250.00 per year every January for clothing allowance per maintenance worker and if not used they lose it. Trustee Zahn seconds the motion. Roll call vote, all in favor, motion passed.
4. Discussion ensued in regards to Juneau & Associates schedule of hourly rates. Charlie Juneau stated that they work directly with the Mayor. For big jobs there would be separate agreements. He stated that Juneau & Associates rates are 8 to 9% cheaper than other firms. Trustee Gavlick made a motion to accept the schedule of hourly rates. Trustee seconds. Roll call vote, all in favor, motion passed.

E. PUBLIC GROUNDS & BUILDINGS:

1. Trustee Tolbert talked with the Fire Marshall and we don't need monitor or hard wired fire alarm system. Trustee Tolbert made a motion to purchase 5 smoke detector (one for each room at Village Hall) and 1 carbon monoxide detector. Trustee Ross second the motion. Roll call vote, all in favor, motion passed.
2. Discussion ensued in regards to final payment of Mill Pond Pavilion. Trustee Tolbert made motion to approve the final payment. Trustee Ross second. Roll call vote, all in favor, motion passed.
3. Discussion ensued in regards to Mill Pond Pavilion rules and policy. Trustee Tolbert stated he will have a committee meeting for the policy.

F. STREETS AND LANES/MOTOR FUEL TAX:

1. Nothing new on street sign grant. Tabled to next meeting.
2. Nothing new on Napoleon & 6th Street ground work.
3. Discussion ensued for replacement of street signs. Tim Biggins stated that the signs on Douglas need replaced, and can get by with 10 signs at approximately \$22.00 per sign which includes hardware. Trustee Muzzey made motion to approve \$300.00 to start replacement of the signs on Douglas. Trustee Ross seconds. Roll call vote, all in favor, motion passed.

REPORTS:

- A. Public Works Superintendent Report-Tim would like to cancel class in Effingham for Shawn Fohne and himself and attend and class in Caseyville on January 29th, 2014. Tim reported the city workers will be taking the Christmas lights will be taken down next week.
- B. Engineer's report-
- C. Village Attorney-Attorney Carruthers has a personnel policy that includes an employee acknowledgement to be signed that will replace the existing handbook.
- D. FOIA request-Nothing to report.
- E. Homecoming-The next meeting will be January 15, 2014.
- F. Planning commission-Nothing to report.
- G. Zoning Board- Nothing to report

VI. OLD BUSINESS:

VII. NEW BUSINESS:

VIII. CLAIMS: \$34,544.59

- A. Trustee Zahn made a motion to approve the claims in the amount of \$34,544.59. Trustee Ross seconds the motion. Roll call vote, all in favor, motion carried.

IX. OPEN TO PUBLIC

- A. Tom Kaminski inquired about the sewer lines that would be lined, if it would include on residents property.

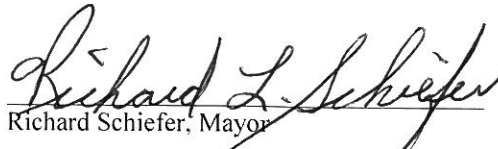
X. ADJOURNMENT:

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

Meeting was adjourned at 9:05pm

The next meeting will be January 16, 2014 at 7:30 pm


Kathy Becker Village Clerk


Richard Schiefer, Mayor