

June 17, 2013

Meeting was called to order at 7:00 pm by Mayor Skelton.

Roll Call taken: Present: Blackstock, Tibbs, Smith, R. Coon and Nolan                      Absent: Hancock

President Skelton directed a moment of silence be observed for all those no longer with us.

Nolan made a motion which was seconded by R. Coon to approve the minutes from the May 20, 2013 board meeting as issued in print. Vote: 5-0  
Motion Carried

Blackstock made a motion which was seconded by Smith to approve the minutes from the June 6, 2013 Committee meeting as issued in print. Vote  
by Voice on motion: 5-0 Motion carried

Nolan made a motion which was seconded by R. Coon to approve the minutes from the June 10, 2013 committee meeting with the correction:  
strike "NRA laws" and replace with "State laws found on the NRA website". Vote by Voice on motion: 5-0 Motion carried

Smith made a motion which was seconded by Tibbs to approve the treasurer's report, subject to audit. Vote by voice on motion: 5-0 Motion  
Carried

CITIZEN CONCERNS:

-Alley: Citizen R. Lebron expressed his concern with the alley S. of Race, N. of Vine between 2<sup>nd</sup> and 3<sup>rd</sup> street as being dangerous when exiting said alley traveling East onto 2<sup>nd</sup> street. R. Lebron stated that when there are vehicles parked at the businesses North and South of said alley drivers are unable to see oncoming traffic which could result in an accident occurring. R. Lebron proposed that said alley be turned into a one-way alley for west bound traffic only. The board discussed the need of an ordinance being drafter in regards to this change. The subject was postponed for further discussion at a Streets & Alleys committee meeting to be set.

-Chickens update: Clerk Coon updated the board on the questionnaire that was being sent to all citizens in regards to this issue. Further discussion was postponed until questionnaires could be received and considered.

-Ordinance Violation: Citizen C. Thomas was not in attendance so there was no discussion on this matter.

-Citizen Danny Skelton approached the board with concerns pertaining to the back portion of his personally owned property. D. Skelton asked the board to consider developing and lengthening Locust Street East of 1<sup>st</sup> street to allow a second entrance onto his property. There was discussion and opinions heard from Engineer Burris and Attorney Lindner in regards to right-of-way and easements. D. Skelton requested that the Thomas family be contacted and encouraged to stop parking on said roadway as his intentions were to begin with his property improvements soon. Citizen Michelle Skelton approached the board with concerns pertaining to a drainage pipe that was also located on their property. M. Skelton handed out a hand drawn diagram of their property, noting the location of the drain in question. M. Skelton stated that in the improvements to their property it would become necessary to close off the end of said drainage pipe. Engineer Burris stated he would look into this issue and report back to the board. The matter was postponed for further discussion at a Buildings & Grounds committee meeting to be set where findings of Engineer Burris will be heard.

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LAWYER:

-Appointment of attorney for pending litigation: Village Attorney Lindner explained to the board his conflict of interest pertaining to the pending litigation. Attorney Lindner recommended the use of Attorney Dunn for this situation. Blackstock made a motion which was seconded by Smith to allow Attorney Joe Dunn from Peoria, IL to continue said case. Discussion: Trustee Tibbs questioned Attorney Lindner on the possible outcome of said case. Vote by roll on motion: Blackstock: Aye, Tibbs: Nay, Smith: Aye, Coon: Aye, Nolan: Aye Motion carried.

Attorney Lindner was asked about the state laws pertaining to a gun range. Attorney Lindner requested more time to look into the matter and report back to the board with his findings. There was discussion about the village limits and if these encompassed Dan & Michelle Skelton's property. Discussion was postponed pending further investigation into said issues.

MAYOR:

-Approval for signature cards at Havana National Bank (HNB): Clerk Coon explained to the board the need for clearly stated people to be allowed on the signature cards at HNB. Trustee Nolan asked for Blackstock to be allowed to remain on the signature cards due to the experience she has with the finances. Smith made a motion which was seconded by Tibbs for Patti Shelley (Treasurer), Dianna Nolan (Finance Chairman), George Skelton (Mayor) and TyLinda Blackstock (Finance Committee) to be allowed to sign check and be included on the signature cards for all Village accounts being held at Havana National Bank. Vote by Voice on motion: 5-0 Motion Carried

-Standing committee assignments: Mayor Skelton notified the board that Trustee Hancock had turned in his letter of resignation from the board. Mayor Skelton announced his intentions to appoint Laura Karker as Trustee to fulfill the seat vacated by Hancock at the July board meeting. Mayor Skelton pointed out that the standing committee assignments would have to be changed and brought back to the board at the July board meeting.

-Ethics Board Committee Assignments: The board reviewed the list of people that Mayor Skelton had compiled to make up the Ethics Board. There was discussion in regards to Laura Karker being on the Ethics Board as well as possibly being appointed to Village Trustee. Nolan made a motion, seconded by Smith, to accept Laura Karker, Don McIntosh, Sherry Luft, Mary Heimer and Joyce Canada as the Ethics Board. Vote by Voice on motion: 5-0 Motion Carried

-Economic Development Committee Assignments: Mayor Skelton placed Clerk Coon as the chairman of Economic Development Committee and asked for volunteers for said committee. Trustee Nolan volunteered to be on said committee. Citizen Michelle Skelton showed interest in possibly being on said committee also. Further discussion was postponed until the July board meeting to allow Clerk Coon time to get the committee in place and possible hold an initial meeting.

CLERK:

-Ordinance/Handbook Acknowledgement: Smith explained his thoughts on requiring all board members to sign an acknowledgement of reading and understanding upon reading the employee handbook in its entirety. Smith also explained that he felt that all board members should be required to read the sections of the ordinance books that pertain to their individual committee assignments and sign a paper acknowledging such within 9-12 months of being seated as a board member. Smith made a motion, which was seconded by Blackstock; to 1) sign an acknowledgement of reading and understanding of the employee handbook before the July meeting 2) sign an acknowledgement of reading and understanding the individual section in the ordinance book within ninety (90) days of taking office. Roll call vote: Blackstock: Aye, Tibbs: Aye, Smith: Aye, Coon: Nay, Nolan: Aye Motion carried

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-Mail Collection: Smith explained his concerns with the mayor gathering the mail daily due to correspondence pertaining to the pending litigation. Skelton explained that after gathering the mail, it is delivered to Clerk Coon for recording prior to anything being opened.

-Prevailing Wage: Clerk Coon explained the need for said Ordinance. Blackstock made a motion, seconded by Nolan to accept Ordinance #477: Prevailing Wage. Vote by Voice on motion: 5-0 Motion carried

-Clerk Coon asked for a count of who would be attending the Newly Elected Officials Training on June 26, 2013. Smith, Nolan, R. Coon, Clerk Coon, Blackstock and Tibbs will all be in attendance. Clerk Coon to tend to making necessary reservations

-Clerk Coon swore in Patricia Shelley to position of Village Treasurer

#### MAINTENANCE PERSONNEL REPORTS:

-Conrad reported that he had "trimmed" 1<sup>st</sup> street in preparation for tar and chip that is to begin.

-Tool Chest: Conrad explained that scrap money was being raised for the purchase of a tool chest for the garage. Subject was postponed to the July board meeting due to Conrad being instructed to gather quotes for said purchase.

-Conrad reported that spray patching was done. There was discussion about the placement of the new picnic table and bench that had been placed at the corner of Vine & 2<sup>nd</sup> streets. Conrad announced that the CA6 gravel would be delivered the following day.

#### ENGINEER:

-Water Main Project: Burris reported that the grant/loan was in the final stages and he should have further information soon.

-Burris was asked to clarify the services included in the 100 E. Race Street drainage ditch project. Burris explained that the quote includes researching the property, field survey and preparing of an easement. Burris explained the on-site inspection of said area. Rerouting the existing drainage ditch would be more costly than fixing the current ditch but that there was no easement as to date. Burris requested that the maintenance personnel dig up the end of said ditch to check on the flow. Subject postponed until a Buildings & Grounds committee meeting can be held and further research on ditch could be done.

-Burris explained to the board that the 5<sup>th</sup> & Main Street project should not have an impact on the flow of water further downstream.

#### POLICE:

-Monthly Report: Temporary Chief Melton handed out a report showing police activity. Tibbs questioned the tall grass at 3<sup>rd</sup> & Locust Street. Officer Spickard to follow-up on said concern. Melton reported a request had been lodged with Mason and Logan Counties requesting additional patrols until more officers could be hired. There was discussion about using the old squad car as a deterrent by parking it at various places around town.

-Computer Concerns: Nolan made a motion, seconded by Blackstock, to enter into closed session per 5ILCS 120/2 (c) (1). Closed session entered into at 8:12 pm.

Returned from closed session at 8:40pm

R. Coon made a motion, seconded by Nolan, to accept the 3 recommendations from the closed session: 1) to send both police computers to the state police for examination and investigation 2) Draw up a policy per attorney Lindner recommendations 3) Ask state police for recommendations towards police computer policy. Roll Call vote: Blackstock: Aye, Tibbs: Aye, Smith: Aye, Coon: Aye, Nolan: Aye Motion Carried

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-Daily logs & Citation Review: There was discussion heard about the reports that were given to the board for review. Smith requested that the actual ordinance being violated be stated versus the number of the ordinance. The dates for which ordinance violations and citations would be written was discussed with the 14<sup>th</sup> of the month being the day for violation warnings to be sent out and the 28<sup>th</sup> of each month being the day the citations would be hand delivered or sent certified mail to any recipients. These dates are subject to change as needed.

-Police Scheduling: There was discussion pertaining to the number of hours the board was allowing for police coverage in the Village. Blackstock voiced concerns over the need for daytime coverage by the police department. Melton asked that 1-2 more police officers be hired. There was discussion about the full-time statute (5ILCS 5/3.1-30-5 (b)). The two current police officers were asked to cover additional hours until a permanent solution can be met. A police committee meeting was set for June 24, 2013 beginning at 6:30pm.

-Nolan reported that she had spoken with District 9 representative in regards to a flashing speed sign. At this time there was nothing available for borrow; however, the officer offered to have more frequent patrols through the Village. Melton was directed to obtain a location for the old squad car to be placed along Route 136 to slow the traffic.

**-COMMITTEE REPORTS-**

WATER & SEWER:

-Albers and Coon reports were handed out for review with no questions for either.

FINANCE:

-Budget: Blackstock explained some of the changes that were made since the first viewing at the Finance Committee meeting. Smith made a motion, seconded by Nolan, to accept Ordinance No. 478: An Ordinance Making the Appropriation and Budget for the Corporate Purpose of the Village of San Jose. Roll Call Vote: Blackstock: Aye, Tibbs: Aye, Smith: Aye, R. Coon: Aye, Nolan: Aye Motion Carried

-Audit: Clerk Coon handed out FYE13 audit books as prepared by Myers & Myers, CPA for review. Nolan made a motion, seconded by R. Coon to accept the audit as presented. Roll Call Vote: Blackstock: Aye, Tibbs: Aye, Smith: Aye, R. Coon: Aye, Nolan: Aye Motion Carried

-A short break was taken to review the outstanding bills as presented.

-Money transfer per auditor: Treasurer Shelley explained that audit findings and presented a list of transfers that needed to be executed per C. Myers of Myers & Myers, CPA. Said list was included with the normal monthly bills which were reviewed by the board. Nolan had question regarding vacation pay that was paid to R. Conrad. Blackstock explained these hours were accrued due to a prior misunderstanding and that R. Conrad would not receive vacation hours per current pay scale after review with Treasurer Shelley. Nolan inquired about Reiners (bug spraying) being considered an employee or a contractor. Discussion was postponed until the July meeting for question of liability insurance requirements. Nolan made a motion, seconded by Smith, to pay all outstanding bills and transfer said money as per Auditor Myers. Voice vote on motion: 5-0 Motion Carried

-Refurbish bathrooms: Nolan expressed interest to the board about gathering information and possible quotes on "sprucing up" the bathrooms. There was discussion about possibly making them handicapped accessible. Nolan is to follow up with a list of needed improvements and to solicit bids from contractors for improvements. Further discussion on the matter was postponed until the July meeting.

-Heartland Credit Union: Skelton pointed out the letter requesting support that the Village received from Heartland Credit Union that was in their packets. After board review, Smith made a motion, with second from R. Coon, to write a letter in support of the Heartland Credit Union expanding its services to Mason County. Voice by Voice on motion: 5-0 Motion Carried

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ECONOMIC DEVELOPMENT:

-Beautification Project: Skelton appointed Clerk Coon to oversee the formation of a new Economic Development committee and function as the chairman of said committee. Clerk Coon is to find citizens to form committee. Blackstock reported that the picnic table, bench and trash receptacle have been placed in the open lot owned by the village at 2<sup>nd</sup> and Vine Street.

BUILDINGS & GROUNDS:

-105 W. Walnut: Nolan requested that subject be discussed under committee meeting recommendations later in agenda.

-International Property Maintenance Code: Nolan voiced concerns regarding waiting on the Ordinance books to be codified to enforce some of the building codes that are currently outdated. Nolan referred to the sample ordinances she had obtained from Havana and passed out to the board at the May, 20, 2013 board meeting. Clerk Coon was directed to get sample ordinances rewritten to reflect Village of San Jose concerns. Further discussion on subject was postponed until July board meeting.

-Recommendations from Committee Meeting: Nolan made a motion, seconded by Smith, to accept the recommendations from the buildings & grounds committee meeting held on June 10, 2013 as follows: 1) to canvas the village to judge support of the private citizens raising chickens 2) to allow CMT to proceed with inspection of 105 W. Walnut as proposed to the board at the May 20, 2013 meeting. Vote by Voice: 5-0 Motion carried

-Bee hive removal: Smith explained the problem found with a tree at N. 4<sup>th</sup> and Locust Street having an active bee hive inside the tree. Smith handed out quotes from Reiners tree service in Emden for removal of said bee hive and removal of affected tree. There was discussion about the need of removing said tree. Nolan made a motion, seconded by Coon to remove the bee hive and take down the tree involved using Reiner's tree service from Emden. Vote by voice: 5-0 Motion carried

STREETS & ALLEYS: No discussions were held.

HEALTH: No discussions were held.

OLD BUSINESS:

-Smith informed the board that he had contacted the citizen that was interested in holding a farmer's market with the information pertaining to liability insurance and location.

-Blackstock informed the board on her conversation with the Mason County Health Department of the possible sewage disposal at the old high school building. Health Department representative asked for proof of alleged disposal before anything further could be done.

NEW BUSINESS:

-Clerk Coon explained where the two boxes of old library book had been received from. Clerk Coon was instructed to donate said books to the San Jose Methodist Church for distribution and use of said books.

Smith made a motion, seconded by Nolan to adjourn meeting at 9:52 pm. Voice by vote: 5-0 Meeting adjourned