

VILLAGE OF MACKINAW
PRESIDENT AND BOARD OF TRUSTEES
REGULARLY SCHEDULED MEETING MINUTES

March 26, 2018

Village President Craig Friend called the meeting to order at 7:00 p.m.
This was a regular meeting of the Village of Mackinaw.

I. PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Village President Craig Friend and Trustees Carolyn Elmore, Candy Haynes, Kraig Kamp, Mark Morman, Jerry Peterson, and Josh Schmidgall

Absent: None

Also Present: Public Safety Director Bob Davies, Police Chief Jack Nieu Kirk, Clerk/Collector Lisa Spencer, Public Works Manager Mike Schopp, Treasurer Scott Eidenmiller, Attorney Mark McGrath, Joe McGrath, Dick Gresham, Barb Gresham, Patty Butterfield, and John Hancock

II. CONSENT AGENDA: The consent agenda consists of approving the March 12, 2018 regular meeting minutes, March 19, 2018 special meeting minutes, public works department reports, recurring disbursements and Treasurer's financial reports.

Trustee Morman moved, seconded Trustee Elmore to approve the above listed consent agenda items with one change to the March 12, 2018 minutes. On a roll call, the vote was:

AYES: 6 – Trustees Elmore, Haynes, Kamp, Morman, Peterson, and Schmidgall
NAYS: 0
ABSENT: 0

There being six affirmative votes, the **motion carried.**

III. PUBLIC COMMENT:

Joe McGrath on behalf of Sacha's Sashay – Joe McGrath came before the Board and thanked the Village for their continued support in helping make the annual Sacha's Sashay a success. McGrath presented a generous check from the Sacha's Sashay to Trustee Schmidgall (beautification, parks, and recreation committee member) for \$9,875. The money is to be used for swings at Veterans Park and improvements at Westwood Park. The mission of the Sacha's Sashay is to fill full Sacha's wish for a compassionate community giving back. The Board thanked McGrath for the generous donation.

IV. DEPARTMENT REPORTS:

- a. **POLICE REPORT:** Public Safety Director Bob Davies and Police Chief Jack Nieu Kirk reported on the activities of the police department. Davies and Nieu Kirk spoke at a senior lunch at the Methodist Church regarding safety and scam calls. Davies reported on ordinance violations. Nieu Kirk stated that the active shooter training with Tazewell County and surrounding agencies at the High School is going well. Part time officer Reese is nearly ready to be on his own for patrol. Nieu Kirk reminded the Board of the upcoming training mandates required by the State and that extra funds will need to be budgeted for these trainings. The key locks at the police station have been replaced with a keyless entry pad. Each officer will have their own access code to the station.

Golf carts - Davies stated that he has been approached on if the Village Code requires seat belts on golf carts. The current code does not require seat belts. Davies asked the Board if they wished to update the code to add that seat belts are required. It was the consensus of the Board not to update the Code regarding seat belts on golf carts.

Police Chief residency requirement - Nieu Kirk informed the Board that he has been looking for house within the Township but has not found one with proper

accommodations and price range. If he has not found one to purchase he will lean towards renting. Nieukirk wanted the Board to be aware that he is working toward the residency requirement for his position.

- b. E.S.D.A. COORDINATOR'S REPORT:** E.S.D.A. Coordinator Davies reported on the activities of the department.
- c. PUBLIC WORKS REPORT:** Public Works Manager Mike Schopp reported on the activities of the public works department. The department terminated an old water service at 106 S. Tazewell St. Schopp attended Watercon 2018. Westwood bathroom are being opened this week. Brock Lake bathrooms will be opened after the 17 step process the health department now requires for all well that have been turned off for the season. Pat Myers and Schopp drove around to determine what streets will have MFT maintenance done for 2018. Public Works repaired the gutter at the police station. The last snow fall was extremely heavy and wet which cause the gutter to detach. The department is continuing to install radio read meters, there are only 45 left to be replaced at this time. Schopp notified the Board that Brian Lang fractured his wrist (not at work) in three spots. After seeing the specialist they will find out if he will be able to work or do light duties while it heals. Being down one full time employee will put a temporary strain on the department.

2018 Cross Implement lease agreement – Trustee Morman moved, seconded by Trustee Peterson for the Village to enter into a lease agreement with Cross Implement Inc. to lease equipment for the 2018 season and to authorize to the Village President sign the agreement on behalf of the Village. The lease agreement includes – two zero turn mowers and one utility vehicle at a cost of \$6,600 for the 2018 season. On a roll call, the vote was:

AYES: 6 – Trustees Elmore, Haynes, Kamp, Morman, Peterson, and Schmidgall
 NAYS: 0
 ABSENT: 0

There being six affirmative votes, the **motion carried**.

Slab Jacking Sidewalk on S. Side of Madison St. between Main St. and Orchard St.
 – Trustee Peterson moved, seconded by Trustee Elmore to authorize Boyer-Leitner Concrete Leveling to raise level void fill 77 sections of settled sidewalks approximately 2,045 square feet along E. Madison St and S. Orchard St. On a roll call, the vote was:

AYES: 6 – Trustees Elmore, Haynes, Kamp, Morman, Peterson, and Schmidgall
 NAYS: 0
 ABSENT: 0

There being six affirmative votes, the **motion carried**.

d. TREASURER'S REPORT:

Non-recurring disbursements – Trustee Morman moved, seconded by Trustee Peterson to approve the non-recurring disbursements. On a roll call, the vote was:

AYES: 6 – Trustees Elmore, Haynes, Kamp, Morman, Peterson, and Schmidgall
 NAYS: 0
 ABSENT: 0

There being six affirmative votes, the **motion carried**.

Trustee Morman had a question regarding the Heartland Bank Community Center bank account. The item will be placed on the next agenda.

V. PRESIDENT'S REPORT:

VI. LOCAL LIQUOR CONTROL COMMISSIONER'S REPORT:

Change Village Code to allow liquor sales for special events on Village property -
 President Friend stated that he has been approached on if the Village Code was going to be

changed to allow liquor sales for special events on Village property. It was the consensus of the Board to not change the code at this time. Requested that requests to allow sales for special events be brought before the Board in person before considering changing the Village Code.

VII. TRUSTEES' REPORT:

Employee contribution to health insurance cost – This item was tabled until the next regularly scheduled meeting.

Police Chief job description and duties – To be discussed in executive session after the Attorney's report.

Public Safety Director job description and duties – To be discussed in executive session after the Attorney's report.

Limiting part time employees hours – The Board discussed part time employees and enforcing the 1000 hour per year work limit to assure that the Village does not have to contribute to IMRF for part time employees. Currently there are two part time employees (Davies and Sidwell) that do work over 1000 hours per year and the Village does pay IMRF for these employees. The consensus of the Board was to limit all part time employees to a maximum 1000 hours per year work limit to be fair to the rest of the part time employees.

Recording Board meetings – Trustee Morman asked that this item be placed on the agenda but has now changed his mind after researching the issue.

Spending limits of Village employees - Trustee Morman began a discussion regarding the Village's spending policy. Morman asked who has Village credit cards. Currently Public Works Manager Mike Schopp, Village Clerk/Collector Lisa Spencer and Community Center Director Jessica Sidwell have Village Credit Cards. According the spending policy the Community Center Director does not a preapproved spending limit. The Board was informed that Sidwell does not use the card without preapproval of the Village President or the Village Clerk/Collector which both have spending limits in the policy. Morman asked when the last time she was given permission to use the card and for what. Clerk Spencer stated that she gave approval to Sidwell to purchase items for the concession stand for the quarter auction that was held at the Community Center on March 23, 2018.

VIII. ATTORNEY'S REPORT:

Annexation of 107 Leopold St. – Trustee Elmore moved, seconded by Trustee Haynes to authorize McGrath Law Office to prepare an ordinance for the annexation of 107 Leopold St. The property has changed occupants and is completely surrounded by the Village. The owners and occupant have been spoken to and will be notified of the ordinance and how the annexation will affect the property. On a roll call, the vote was:

AYES: 6 – Trustees Elmore, Haynes, Kamp, Morman, Peterson, and Schmidgall
 NAYS: 0
 ABSENT: 0

There being six affirmative votes, the **motion carried.**

IX. EXECUTIVE SESSION:

Executive session – At 8:08 p.m. Trustee Schmidgall moved, seconded by Trustee Elmore to enter into executive session to discuss employment of the Police Chief and Public Safety Director per section 2(c) (5) of the open meeting act. Village Board, Clerk, and Attorney to be present during the meeting. On a roll call, the vote was:

AYES: 6 – Trustees Elmore, Haynes, Kamp, Morman, Peterson, and Schmidgall
 NAYS: 0
 ABSENT: 0

There being six affirmative votes, the **motion carried.**

X. ROLL CALL @ 9:34 P.M. – RETURN TO REGULAR SESSION:

Present: President Craig Friend and Trustees Carolyn Elmore, Candy Haynes, Kraig Kamp, Mark Morman, Jerry Peterson, and Josh Schmidgall

Also Present: Clerk/Collector Lisa Spencer, Public Safety Director Bob Davies, Police Chief Jack Nieukirk, Attorney Mark McGrath, Dick Gresham, Barb Gresham, Patty Butterfield, and John Hancock

- XI. Public Safety Director job description and duties** – Trustee Schmidgall moved, seconded by Trustee Kamp authorize McGrath Law Office to prepare an ordinance to eliminate the Public Safety Director position from the Village Code as of May 1, 2018 and to authorize Police Chief Nieukirk the option to hire Bob Davies as a part time administrative employee for the department. On a roll call, the vote was:

AYES: 4 – Trustees Haynes, Kamp, Morman, and Schmidgall
NAYS: 2 – Trustees Elmore and Peterson
ABSENT: 0

There being four affirmative votes, the **motion carried**.

XII. NEW BUSINESS:

Locked doors at Village Hall – Trustee Morman asked that this be added to the next meeting agenda.

Eliminate the Heartland Bank Community Center account – Trustee Morman asked that this item be placed on the next agenda. Morman would like all funds for the Community Center be preapproved by the Village Board.

- XIII. ADJOURNMENT @ 9:40 P.M.:** There being no further business to come before the Board Trustee Elmore moved, seconded by Trustee Kamp to adjourn. **motion carried**.

I, Lisa Spencer, Village Clerk/Collector of the Village of Mackinaw, Illinois do hereby certify that the foregoing minutes are a true and correct copy of the regular meeting held on the above date, as the same appears on the records of the Village now in my custody and keeping.

Lisa Spencer, Village Clerk/Collector
Posted: 4/10/18