

**Village of Mapleton**  
**REGULAR BOARD MEETING MINUTES**

Wednesday, January 17, 2024

6:00 p.m.

**PLEASE SILENCE YOUR CELL PHONES!**

1) Call to order<sup>1</sup>

2) Roll call: Mayor Rench absent Teri Baker, trustee X<sup>2</sup> Ben Hausam, trustee X  
Bill Hodges, trustee X Rodney Smith, trustee X Jennifer Stout, trustee absent  
Neil Viviano, trustee X  
Steven Morris, Clerk X Rhonda Hodges, Treasurer X Lane Alster, Attorney X<sup>3</sup>  
• Quorum present at time of official roll call, not including late arrivals (Yes/No)? Yes

3) Pledge of Allegiance to the Flag

4) Approval of Minutes –

a. Minutes from the previous Board Meeting (December 13, 2023)

b. Minutes from the previous Combined Committee Meeting (January 4, 2024)

*Ben Hausam made a single motion to approve both sets of minutes. Neil Viviano seconded the motion. Motion carried by unanimous vote of trustees in attendance.*

5) Approval of Bills and Correspondence –

a. December 14, 2023, through January 10, 2024

*Neil Viviano made a single motion to approve the Bills & Correspondence. Ben Hausam seconded the motion. Motion carried by unanimous vote of trustees in attendance.*

6) Approval of Treasurer's Report –

a. December 2023

*Ben Hausam made a motion to approve the Treasurer's Report. Neil Viviano seconded the motion. Motion carried by unanimous vote of trustees in attendance.*

7) Public Comments

***Residents who wish to speak should raise their hands to be recognized and will need to come to the table and retrieve the microphone. The MICROPHONE MUST BE USED IN ORDER TO SPEAK TO THE BOARD. All comments should be pertinent to items on the agenda and will be limited to only three (3) minutes.***

8) Old Business

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<sup>1</sup> Visitors: Debbie Herold, Alice Dailey, Johnny ?, Pat Briggs, and \_\_\_\_\_ (signature on the attendance sheet was illegible).

<sup>2</sup> Terri Baker arrived late, at approximately 6:15 PM

<sup>3</sup> Lane Alster arrived late, at approximately 6:20 PM

- a. Update - Annexation requests → *Lane Alster received the two annexation PLATS for the properties. We plan to hold a special Zoning Commission hearing before the regular Board Meeting in February, to be followed by the approval of the annexation at the Board Meeting. Clerk Morris will work with Attorney Lane Alster to take care of all required legal compliance actions in advance of the Zoning Commission hearing. Note: We may have to push the hearing and Board approval back to March if the legal notification requirements take longer than we have before the February meeting.*
- b. Update - Water computer replacement → *Decision was made for Clerk to access and remove/relocate over 1000 files of minutes (from all the way back to 2012) that should be stored on the Clerk's computer, but which are on the Water computer. Once that has been done, we will assess the Water computer's performance and determine whether a new Water computer is necessary. In the February Board agenda, Clerk will just use the generic term "computer(s)" so that the Board can then review and approve the purchase of any new computer(s) needed – for the Administrative Clerk and/or the Water Clerk.*
- c. Update – Purchase of new coffee pot (with auto shut-off) for the Village Hall → *Clerk authorized to purchase.*
- d. Clarification – re: who has previously managed the Night Owl video surveillance system/ software at the Village Hall and what are the procedures. → *This has been the Clerk's responsibility to review surveillance video footage data and to periodically clear out old/expired data. The system was purchased and installed in April 2023. So the system is still under warranty, and the box with the information should still be in the back room. Clerk review of the video footage has not been done on a scheduled, recurring basis. Rather, it has been done only on an as-needed basis when there has been a question or notification regarding specific incidents. Data stored on the hard drive is automatically deleted by the system after a certain set period. Because of FOIA compliance concerns, we never manually deleted any surveillance information/video from the hard drive. The Clerk will investigate whether the cabling is disconnected, and if not, he will reach out to Night Owl tech phone support for assistance.*

## **9) Committee Reports (No motions can be made during reports)**

### **a. Finance Committee (Neil Viviano) -**

- Status update on transition to Quickbooks online → *Rhonda H is still working on W2's for 2023, which must be completed before the transition to online Quickbooks. So, this should happen soon.*

### **b. Health & Water (Bill Hodges) –**

- Status update on assessment of compliance with new state regulations by Tony Alwood (water engineer) → *Tested 10 homes so far for lead and copper levels in water, and all 10 tests passed. Tony Alwood is supposed to get back with Bill H ASAP about the other regulations that we must now deal with due to lack of reporting (just like we did 3-4 years ago when we previously found ourselves behind on reporting).*

**c. Streets & Alleys (Rodney Smith) –**

- Update on research re: (1) possible installation of a few more streetlights on Main St. and (2) determining who owns the property at the corner of 1<sup>st</sup> St. and Maple St. → *(1) Ameren requires an e-mail letter from us stating providing additional information (e.g. tax ID, EIN #, proposed locations for the new streetlights), before they will send an engineer to discuss it with us further. (2) Chad Jones (?) has investigated but not found anyone who is connected to the property at 1<sup>st</sup> and Maple St. No name, tax ID#'s or tax bills have been found presently associated with that property. It might be the property of the county. We may be able to inexpensively purchase any residual interest that former resident (Carl) might have had in it, and then we could “quiet title” it over to the Village. Also, the title company could perform a search for us to (hopefully) provide clarifying information for us. Resolved: Lane Alster will pursue getting an inexpensive title search done for us. Then we will determine the next steps.*

**d. Zoning and Code Enforcement (Ben Hausam) –**

- Update on zoning violations and/or enforcement downtown around the bar → *We are still working with the property near the bar to get the zoning violations addressed.*

**e. Liquor (Liz Rench)**

- *Per Terri Baker, she has received nothing from mayor Liz, and Terri has not yet been able to find anything in the records that was ever recorded clarifying what restrictions were placed on the gas station/gaming lounge. And the state does not require them to have anyone back there. So, we appear to have no recourse by which to clarify and enforce the original restrictions.*

**10) Mayor’s Report (Liz Rench) –** No report; Mayor Rench is absent from tonight’s meeting.

**11) New Business**

- a. Discuss possibility of doing away with monthly Joint Committee Meetings and returning to each committee holding its own monthly meeting with its own agenda and minutes.

→ After open discussion, it was decided that when we post the next FY schedule of meeting dates, we will no longer include any stated/scheduled committee meetings. Instead, committee meetings will be held as special/called meetings on an as-needed basis per the request of the committee chair(s). Those meetings would be subject to OMA requirements with agendas posted by the Clerk 48 hours in advance and minutes taken/approved. The clerk can be authorized by the Board to go in and publish (on the website, Facebook, print) that the Board has decided to no longer hold stated/scheduled committee meetings, starting in February.

→ An item will be added to the February Board meeting agenda to approve and implement this, starting in March. Agenda item: "Discussion re: cancelling previously scheduled stated Joint Committee Meetings starting in March 2024).

**12) Executive Session (If needed) pursuant to Section 2(c)(1) of the Open Meetings Act for purposes of discussing the employment, discipline, performance, or dismissal of specific employees of the Village.**

*Ben Hausam made a motion to commence Executive Session. Neil Viviano seconded the motion. Motion carried by unanimous vote of trustees in attendance. Executive Session commenced at 6:54 PM.*

*Terri Baker made a single motion to end the Executive Session. Rodney Smith seconded the motion. Motion carried by unanimous vote of trustees in attendance. Executive Session ended at 7:14 PM.*

**13) Announcements -**

**14) Additional Business, if any:** Rodney Smith asked if we can get one designated place for all Village employees to put their timesheets. No decision was made on this.

**15) Adjourn Open Session**

*Ben Hausam made a motion to adjourn the meeting. Neil Viviano seconded the motion. Motion carried by unanimous vote of trustees in attendance. Meeting adjourned at 7:20 p.m.*