

Village of Mapleton
REGULAR BOARD MEETING MINUTES

Mapleton Village Hall, 8524 Main St
8 November, 2017 at 6:30 p.m.

Meeting to be recorded

Residents who wish to speak should raise their hands to be recognized. All comments should be pertinent to the current discussion and shall be limited to three (3) minutes. PLEASE SILENCE YOUR CELL PHONES!

A. Call to Order at 6:33 pm

B. Pledge of Allegiance

C. Roll Call

- a. Trustees present: Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. Also present were Patricia Briggs, Village Clerk; Kelley Brandenburg, Treasurer; and Matt Nelson of Benckendorf & Benckendorf.
- b. A quorum was present

D. Approval of Agenda

- a. Alice Dailey motioned that the Agenda be approved and was seconded by Liz Rench. Vote: Yes – Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No - 0

E. Appointment of Clerk

- a. Mayor Carol Bishop appointed Patricia Briggs as Village Clerk

F. Addressing the Board

- a. Benckendorf & Benckendorf
 - i. Matt Nelson stated that he was working on the OMA violations act that was discussed previously. He hopes to have an update at the next meeting.
 - ii. Workplace violence prevention program – This will be addressed later in the Agenda
 - iii. Mike Beecham asked about Ordinances. Matt said they are a priority and will be addressed as soon as possible.

b. Stan Bersin

- i. Stan stated that he did not have a complete quarterly report at this time but will have one in January. He said that for the second month in a row, the Village billed more water than what was purchased from T-L and he will continue to watch this trend. Alice asked if this could be caused because the meters were read on the 23rd instead of the 20th? Stan said, yes, as our 30 days are not the same 30 days as T-L reads, but it should average out over the course of the year. Harvey Stidham asked if we have a flowmeter and Stan said we actually have two, one in the booster station and downstream before the water leaves there is another meter measuring what goes into the system. Stan pointed out that they won't always be the same. Resident asked about the percentage of loss. Stan said a tolerance of 3% is within the accepted range. Two meters in line won't have the same reading from both meters.

c. Mavis Bishop – Violation

- i. Mavis Bishop stated she was not going to pay the ticket she received for disorderly conduct in a meeting because worse has been done. She stated that the mayor ordered her to stop talking and said he would call the cops. She said she waited while he left the meeting and the meeting was adjourned while he was out of the room and she left. She spoke about being in her yard later, after the meeting, and being pushed by someone. She then stated she was leaving the meeting and did so.

G. Consent Agenda

- a. Minutes from October 11, 2017 Board Meeting
- b. Minutes from October 6, 2017 Finance Committee Meeting
- c. Minutes from October 6, 2017 Streets & Alleys Committee Meeting
- d. Minutes from October 24, 2017 Health & Water Committee Meeting – removed from Consent agenda for corrections.
- e. October Bills & Correspondence
- f. Treasurer's Report

- H. A motion was made by Alice Dailey to accept the Consent Agenda with the exception of Minutes from October 24, 2017 Health & Water Committee Meeting. Motion was seconded by Liz Rench. Vote: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No – 0. Motion carried.

Alice Dailey read a list of corrections that were to be made to item d., as follows:

Page 2- 5th paragraph 2nd line A suggestion was made, not has.

Page 2-2nd paragraph 6th line. Alice Dailey asked him to get (Insert get)

Page 3-4th paragraph 7th line. Take it out he turned the water on.

Last page 2nd paragraph. next to last sentence. Or so he hasn't'.

- A. Alice Dailey motioned that item d. from the Consent Agenda be accepted with the corrections and was seconded by Liz Rench. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No – 0. Motion carried.

B. Old Business

a. Core & Main Annual Contract (Alice Dailey)

1. Alice Dailey stated that this contract was not addressed when we put in the meters. We have to pay either \$2,350 for a one (1) year contract or \$6,680.00 for four (4) years. If we do not take this supportive contract we will be billed \$250 per hour, or portion thereof, for service. We can also be charged \$3000 for software updates. Liz stated she thought it was highway robbery. Liz Rench made a motion to purchase the one (1) year warranty at \$2,350 and was seconded by Alice Dailey. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No – 0. Motion carried.
2. Violation ticket – Mike Beecham pointed out that there are several violation tickets outstanding and that we cannot process any until our Ordinances are updated and approved. Mike felt that all tickets should be discarded and start over when we have complete and accurate Ordinances to work from. Alice motioned that this be tabled until the ordinance situation has been corrected. Liz seconded. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No – 0. Motion carried.

b. Moppett Park (Darryl Stout & Alice Dailey)

1. Darryl Stout introduced himself as a member of the Board of Hollis Park. He stated that the land was purchased by Butler Haynes and made into a community park which they have taken care of for years. Two (2) years ago, the Park Board was notified that the playground equipment had to be removed, as it didn't meet ADA requirements. Village residents expressed concern that a playground was not put back in. Since that time, the Park Board has been discussing whether to sell it or do something

else with it. He spoke about the laws on how to sell or buy a park. The Park Board is offering Moppett Park to the village and will provide a picnic table; a piece of playground equipment (maybe 2) that conform to the ADA rules. He said he didn't need or expect a decision tonight, was just giving us the opportunity. We can let the Park Board know at any time, as there isn't a rush. He let the trustees know that Park Board is unable to make Moppett Park into a playground. They felt it would be beneficial for the village to own the property in the center of town.

Alice says it would keep green space in this area of the village. Darryl said he thought by providing a picnic table, people could have lunch there, etc. Alice asked if we must be ADA compliant but Darryl isn't sure whether we have to be. Apparently if there is a parking lot it has to be ADA so it doesn't require compliance if they walk into the park. There are different rules for municipalities than for Park Districts. Our attorney, Matt Nelson will research to see what the requirements are for ADA for the village.

Brad Rusterholz motioned that we set this aside until the next meeting in order to give the attorney time to research ADA requirements. Liz Rench seconded the motion. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No - 0. Motion carried.

c. Atherton Enterprises/Chad Atherton (Attorneys)

1. Matt stated that before the last meeting he apprised the board that they are waiting for Johnson Law to confirm that Atherton Enterprises has received some payment from Matheson. The attorney will follow up with them. He thinks that Johnson Law does not believe that the village is responsible for the bill.

d. Demolition permit (Hold until Ordinances are reviewed and updated?)

Alice Dailey motioned to table this until the Ordinances have been updated. Mike Beecham seconded the motion. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No - 0. Motion carried.

e. Workplace Violence Program (Benckendorf & Benckendorf)

1. Matt communicated with the Illinois Department of Labor this past month regarding the complaint that was made. A policy was given to the employees to sign to state they had read and understood the policy. Some questions were discussed and answered by his office. He emailed the Department of Labor with their decision to accept this as a resolution to the issue unless it is appealed by the original complainant.

C. Committee Reports

a. Finance Committee – Mike Beecham

1. Auditor is tied up and has put in for an extension until December 26, 2017. Hopefully the audit will be prepared for the Board Meeting on the 13th.
2. Finance would like to get online payment of bills done to cut down on time and expense of cutting checks. This can be set up through the bank and doesn't need to have two signatures, unlike our checks. This would be basic recurring bills, such as Ameren, AT&T, Staples, etc. Alice Dailey motioned that we do our Ameren, AT&T, recurring bills set up for auto pay through our checking account. Liz Rench seconded to have autopay on the recurring monthly bills, utility bills, Tel-Star, T-L Water. General recurring bills. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No – 0. Motion carried.
3. 2018 Illinois Municipal Handbook – Matt said it has changed enough that it needs to be updated. Liz Rench made a motion to buy the 2018 Illinois Municipal Handbook to be left in the office. Mike Beecham seconded. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No – 0. Motion carried.
4. Liz Rench asked about the budget and the entry of \$246.71 in NSF check. She wanted to know why we are paying \$246.71 in NSF funds for someone else under waterworks funds. Liz said she didn't think we had to pay for someone else's bounced check, only if our check bounced. Kelley was not sure what that entry was and will do some research to figure out what the charges are. Alice asked if there was a way to get a report of detailed expenses of who was paid and what they were paid for.

Specifically repairs and maintenance on the Profit and Loss Statement. Kelley replied that she could provide that.

5. Liz Rench stated that there were always copies of bills in the book in the office, but they aren't there anymore. Kelley stated she could provide a copy if needed. Alice stated she had talked with the auditor and was told that the book should be there and that a procedure put into place should be kept in place. Kelley stated she had talked with them as well and that from her it is the way to handle it. Alice asked if she had told her she took the information out of the book and Kelley responded that the auditor told her it was fine and made sense.

Liz Rench made a motion that we have a copy of all the bills that come into the office as it is a check and balance. That is the way it has always been. Kelley said the checks and balances were the reports she submits. Liz said they need to have the copies available. Alice also added the Bank Statements, since Mike is supposed to sign off on them as Finance Chairman. That's the checks and balances for Kelley. Kelley stated that she and Mike had already discussed that. Alice asked if he had already signed a form that says he checked every month? Kelley again stated they have discussed another way to take care of that. Liz stated they want it done the other way and Alice stated the auditor told her nothing should be changed. Alice seconded the motion. Kelley asked if that wasn't a Finance Committee decision and Liz Rench responded that she was on the Finance Committee. Votes: YES - - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. NO - Mike Beecham, and Brad Rusterholz. Motion carried.

6. Mike would also like to set up direct deposit for payroll to alleviate some of the cost. Liz asked why checks were mailed instead of being handed out and Kelley stated since the checks were done on a Friday night she felt it was safer to mail them than to put them in people's folders. From a finance position, direct deposit would save time and money. Pay stubs will still have to be printed.

Two trustees stated they would not participate in direct deposit and it was pointed out that it was strictly voluntary. There were also concerns about the length of time it would take to process the direct deposit making checks come out later. Kelley stated

that payroll would still be paid in compliance with the ordinance. Kelley also stated the bank requires three days for processing. She also pointed out that since we work through the last day of the month that timesheets have to be submitted and signed by the appropriate chairperson which delays processing from being done on the 1st of the month.

7. Mark Brining asked why petty cash had been put back to \$75.00 when it was voted by the board to raise it to \$100. It was set up to be \$75 for general and \$25 for Fritz. Fritz Rench didn't want to be responsible for his petty cash so it was combined with the petty cash box. Mark expressed concern that the petty cash box is also used for making change for water payments and \$75 isn't enough when it is also used for reimbursing for emergency purchases.
 1. Kelley explained that she had gone through the ordinances and could only find one for \$75, not \$100. The Clerk stated that ordinances have been passed, but not logged or put in the ordinance book and she could look for it if needed. Kelley said she can make it \$100 if that is what they want, but it should only be used for emergency purchases. Planned purchases should be done with the credit card. Liz Rench motioned that petty cash be \$100 for use for making change for water bill payments and reimbursement of receipts that must be bought at the spur of the moment and Mark Brining seconded. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No - 0. Motion carried.
 2. Liz Rench made a motion that the only one who should have access to and handle petty cash should be The Clerk and Mark Brining seconded. Kelley expressed concern that petty cash had not been correct since before she started and that she needed to get in the box and get out the receipts. After discussing this, it was determined that The Clerk will keep the box reconciled and submit receipts for reimbursement as needed to Kelley. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No - 0. Motion carried.

3. Mike Beecham motioned to switch payroll to direct deposit Mark Brining seconded. VOTES: YES, Mike Beecham, Mark Brining, Brad Rusterholz. NO – Alice Dailey and Liz Rench. Motion Carried.

Liz Rench and Alice Dailey do not want to participate. Mike Beecham said it will NOT be mandatory. Kelley said checks would be available before the 10th of the month. She needs to get the paperwork together to get ready for direct deposit.

Our attorney suggested postponing doing anything until January, since a date was not set for starting. Mike Beecham says we can hash it out and present at next month's meeting.

The Clerk had a question regarding the vote on the Consent Agenda which included October Bills & Correspondence which we do not have. Kelley stated the bills were in everybody's folder. This has been corrected since the vote was to put the Bills & Correspondence back with The Clerk.

Alice Dailey informed the board that the Insurance bill from Preston Insurance will have to have a correction since they have been charging us for the tank behind village hall that was torn down years ago. They are also reassessing the value of village hall since there is no longer water equipment in use. Additionally, the truck is still on it because we still have the truck. Mike Beecham said that we need to get rid the truck. The truck needs to be surplusd at a silence auction. Mayor Bishop asked The Clerk to look into a silent aution. Put truck on next month's agenda.

b. Health and Water – Alice Dailey

1. Cathotic protection was checked and everything was fine except for the rectifier which is not in very good shape. It was recommended that when we paint the water tower we should replace the rectifier and attached equipment. Supposed to be getting bids on painting and replacing the rectifier. Mark Brining said there should be a bid from last year from Corpro. Alice Dailey said it was going to go up by \$50 to \$75. She is

waiting to hear back from them.

2. Water leak – Walker finished up the project at the firehouse for a cost of \$3,295 in addition to two village employees having hours in it. It turned out to be a very costly repair.
3. Midwest Gen will be here at 9 tomorrow morning to check out the generator and provide service for \$99. Batteries won't be checked until next year.
4. Mark asked if Alice was going to tell the Board about Crystal Hodges. Alice said she had a letter from Crystal stating she is taking medical leave of absence at this time. Alice and Liz Rensch will fill in until we hear back from her after her doctor's appointment. Mark asked why we didn't train Kelley to do that work so the trustees don't have to do it. Alice stated that Kelley could not do her job and that job. Mark pointed out the previous treasurer had done both jobs for years. They did it because Eric Jones said he knew how to track everything she did. Mark said there wasn't any reason why Kelley couldn't do it. Brad Rusterholz made a motion, which the Clerk clarified. He stated for Kelley to take over the water billing, but it is for payment processing. Mark Brining seconded. VOTES: YES – Mike Beecham, Mark Brining, and Brad Rusterholz. NO – Alice Dailey and Liz Rensch. Motion Carried.
5. Stan Bersin said the Clerk had asked him for some dates as to when water equipment was put in and asked if we had all the information we needed. Alice said yes, she just has to go back to the company with replacement costs for the tower should it be damaged or destroyed.
6. Mark Brining said he had one more thing on water. He explained that Carolyn is frustrated with the computer and it seems like she doesn't want to do that job. Alice said she is fine. Mayor said he thought Carolyn was already gone. Mike said that is the issue, she was just here as a temporary measure until the Clerk caught up with some of the work and could be brought up to date. Mark explained it was the same as when Carolyn was hired, we left the Water Clerk job to someone else until she was

ready to take it and then it was given to her. Clerk has always done the entire job. Mayor Bishop said then go back to the way it has been done. Mark said that is what was discussed, but we aren't the Chairperson of water. Alice Dailey stated she doesn't want to fire the person who said she wants the job. Mayor stated that he had fired Carolyn. Brad also stated she had been fired. It was pointed out that Carolyn resigned as Clerk, but asked to stay on to do water billing. She was not fired. Mark stated there were an excessive number of mistakes that he didn't have a comfort level with, as they are not getting fixed. Mike motioned and Brad Rusterholz seconded that the Clerk take over the Water Clerk position. VOTES: Mike Beecham, Mark Brining, and Brad Rusterholz. NO – Alice Dailey and Liz Rench. Motion carried.

c. Liquor – Mayor Carol Bishop

1. Mayor Bishop said he looked into a report on Butler Tavern bringing in packaged liquor. That isn't the case, she just has a different service truck coming in.
2. BP Station - Lotto doesn't have anything to do with his liquor license. Mark Brining expressed concern that if taxes weren't being paid, the village was not getting paid. He hasn't done anything about getting the gambling business on the side that we gave him a liquor license for. The Clerk related a phone call from Midwest Electronic Gaming, asking to see a Liquor license application for an LLC. She wanted more information about our Liquor Ordinance. The Clerk did ask her what property was being considered, since it is such a small village and has not had a response yet. Brad Rusterholz asked why the state would give him a gambling license when he has the issue with the State. Liz Rench said it was set up that he had to get state approval for machines to come in only, if he failed anywhere in the approval he loses the license. This applies only to the café which he has not done anything about yet, per Mayor Bishop.

d. Streets and Alleys – Mark Brining

1. Mark is looking into two pieces of ditch work on Astle Lane. There is a Backhoe operator on Tuscarora road who will get back to Mark, but there is not much left in the budget so not sure it will get done. The backhoe operator is insured and licensed.
2. Mike Beecham asked about the gentleman who has the complaint and the short piece to that ditch. Mark Brining said

the state needs to be called to see if they will fix the problem with the drain being too high. He will get a quote and keep it on file for everyone to look at. Mayor Bishop said to get the info and have a meeting with the committee.

3. Mark stated he hasn't done anything with golf carts since last meeting.

e. Zoning and Code Enforcement – Brad Rusterholz

1. On hold until ordinances are approved.
2. Rick Shurts is wanting property on Main street rezoned as commercial but Clerk has not been given an address. Trustees said the lot isn't big enough for a store and would have to have off-street parking. It is a very skinny lot. We should have to have a hearing to change zoning from residential to commercial. Mayor Bishop asked the Clerk to contact him about attending the next meeting. We need additional information about what he is planning to put in, parking needs, dimensions, etc.

D. Mayor's Report

Nothing to report

E. New Business

- a. Tents in the village (Brad Rusterholz) (Table until ordinances are updated). The attorney will be addressing zoning first in the update process of the ordinances.
- b. Disposal of file of Shooter's lawsuit – Alice Dailey was told we should never get rid of it. We should table it. The attorney suggested they could scan it in at his office, but there was concern about the cost of that happening. Tabled until next month.
- c. Tax Levy Ordinance No. 2017-11-08 (Mike Beecham)
 1. Liz Rench motioned that we pass the tax levy, Mike Beecham seconded. 105% increase. Votes: Yes – Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. NO – 0. Motion carried.
- d. Pro-rating water bills when resident leaves the village (Alice Dailey)
 1. Prorating has not been done up until now. It has been put into motion and it only goes into use when they leave or start and it isn't a full month. Mark Brining believe that they should be

charged the minimum usage. Alice Dailey says the computer figures it out. Mike Beecham says the application for water should say they will be charged a full month regardless of when they start or quit the service. Motion by Alice Dailey to do a final bill pro-rated only and Liz Rench seconded. VOTE: Yes – Alice Dailey and Liz Rench. NO – Mike Beecham, Mark Brining and Brad Rusterholz. Motion failed.

- e. 2020 Census – Will Mapleton participate?
 - 1. Alice Dailey will help with 2020 census.

- f. Paying bills on-line (Mike Beecham)
 - 1. This was done during committee report

- g. Direct Deposit of Payroll Checks (Mike Beecham)
 - 1. This was done during committee report

F. Adjourn Open Session

- a. Alice Dailey motioned that meeting be adjourned and Brad Rusterholz seconded. Votes: Yes - Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Brad Rusterholz. No – 0. Motion carried.

b. Meeting Adjourned at 8:15 pm

Meeting minutes transcribed by Patricia Briggs, Village Clerk

Approved by the Mayor and Board of Trustees on 13 December 2018