**Village of Mapleton**

**REGULAR BOARD MEETING MINUTES(approved)**

Mapleton Village Hall, 8524 Main St

14 March, 2018 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!***

1. **Roll Call**
   1. In attendance, Mayor, Carl Bishop and trustees: Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Harvey Stidham. Brad Rusterholz was absent. Also in attendance: Attorney, Rob McCoy, Treasurer, Kelley Brandenberg and Clerk, Patricia Briggs. A quorum was present.
2. **Pledge of Allegiance**
3. **Call to Order by Mayor Carl Bishop at 6:34 pm**
4. **Approval of Agenda** 
   1. Mike Beecham made a motion to accept the Agenda as presented and was seconded by Harvey Stidham. Votes: Yes – Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Harvey Stidham. No – 0. Brad Rusterholz – absent. Motion was approved.
5. **Addressing the Board**
   1. Stan Bersin
      1. Stan stated that he did not have a report this month and that a quarterly report would be presented at the April meeting.
   2. Cecil Simmons – Building Permit
      1. Cecil presented a building permit for a building on agricultural property to house his equipment, such as tractors, backhoe, etc. Currently he loads them up and brings them to the property and then repeats the process in reverse, which takes approximately 1-1/2 hours each time.  
           
         He does not like to leave the equipment at the property due to concerns of vandalism, theft and deterioration due to the elements. He would like to put up a building to house the equipment instead of transporting it each time. Unfortunately, he said he has 1/3 acre under the 25 acres required by our ordinances and would like a variance.

There are no animals on this property, it is strictly used for farming that he sharecrops. This building will not be used for animals or commercial purposes. It will never be rented out or lived in. It will strictly be used for storing equipment. He stated he has planted 10’ evergreens that will eventually block the building from sight of the road.

He stated his goal is to build a retirement home on the property and the building will be separate from the home. The building will remain on the agricultural side as long as he owns it. He is looking at a building of 40’x66’.

* + 1. Attorney Rob McCoy stated that if it requires a variance to the zoning ordinance we have to let the community have an opportunity to hear about it. He suggested that the zoning committee meet and agree to a variance and present it to the board. He stated that he will look up the zoning requirements and let us know how to proceed, as he wasn’t sure a variance would be required.

* 1. Attorney, Rob McCoy, Miller, Hall & Triggs
     1. Mr. McCoy explained that the Municipal Code he is reviewing doesn’t have every ordinance in it, such as levy and budget ordinances. Once he has reviewed it he will present it to the board and it can be ratified at that time.
     2. Rob stated that he has been working with Brad Rusterholz on nuisance violations. If anyone has a complaint they should tell Brad or the Mayor about it so it can be enforced. Mike asked if Brad is supposed to give out the tickets? Rob said we may need to work on our 7 days to pay $50 to a higher fine that people will pay more attention to. He explained that if they don’t pay then it will go to the county for processing. Mayor Bishop suggested a zoning committee to make decisions about fines but the attorney wasn’t sure that was a good idea as that could fall under Open Meetings Act. He also stated that we should have clear nuisance ordinances and they should be enforced across the board. Mike Beecham stated that we should send a notice to take care of the violation and then fine them if it is not corrected. The attorney explained that any trustee can be identified as a code enforcement officer. He also explained that our ticketing form is wrong as it doesn’t contain required information. He stated that when he is contacted that someone has not taken care of the problem or not paid a fine, he will draw up a long-form complaint that says we are seeking a remedy. The notice goes out first that they have 7 days to correct the problem. If they don’t correct it, it will go to the attorney.
     3. Mr. McCoy shared a long-form complaint on a current issue being dealt with. He prepared a long-form complaint that summons the violator to come to court in April. Mike stated that he had previously talked with the resident about the problem as well, and nothing has been done.  
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     4. Liz Rench asked if a resident wants to file a complaint but doesn’t want to go through the board can they call the county? She stated she was asking for someone else because they had said every time they complain to the Board, nothing is done. There was further discussion about Brad having ticket authority. The question was asked, what if the trustee refuses to issue a ticket? It was explained that all violations will be treated equally and Brad will have ticketing authority.
     5. Liz asked if the ordinance officer could carry a weapon and should they have a badge? Rob McCoy explained that since we don’t have a police officer Brad has been appointed as the ordinance officer. It was agreed that no one would carry a gun, but that a badge is important. We aren’t issuing tickets to harass residents, but to clean up property and make residents know we are serious about enforcing our ordinances. If there is a problem, we don’t have to go out and issue a ticket. A letter should be sent first detailing the problem, the solution, the time frame and the resulting fine should it not be resolved. If there are complaints, give it to the Mayor and he will see that the attorney gets the information needed. Rob will then make a determination if we have an ordinance violation. Mark Brining stated that he would prefer the attorney would take care of it. Mr. McCoy explained that someone with firsthand knowledge about the violation must sign the complaint.

If someone has a complaint they can call the Mayor. There is a contact form on our website that someone can also fill out. The Mayor asked the Clerk to put something in the next newsletter about contacting him if they are aware of violations.

* + 1. Liz said she felt that if a complaint comes in it should go to the Zoning committee to be verified before it goes to the attorney.

1. **Consent Agenda**

**All items listed under Consent Agenda are considered routine by the Village Board and will be enacted by one motion with no separate discussion of the items. If discussion of an item is desired, that item will be removed from the consent agenda to be considered separately.**

* 1. Minutes from February 14, 2018 Board Meeting
  2. Minutes from February 23, 2018 Special Board Meeting
  3. Bills & Correspondence (Received February 13 – March 13)
  4. Treasurer’s Report) (Was passed around for people to review).

Alice Dailey made a motion to accept the Consent Agenda with the addition of a note stating that the Mayor had stated at the February 14 board meeting he wanted to have a full board present when voting on an attorney and then hired one without a full board at the special meeting on the 23rd of February. The mayor explained that there was notice given of the special meeting and that they chose not to be present. Alice explained that she was injured and could not attend and Liz said she will not attend any meetings after 5:00 pm on Friday through the weekend. The Mayor stated that sometimes it is necessary as there is work that needs to be done. Mike Beecham seconded the motion. Votes: Yes – Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Harvey Stidham. No – 0. Brad Rusterholz – absent. Motion was approved.

1. **Old Business**
   1. Truck (Mark Brining)
      1. Mike asked that we pull the truck out of surplus since the buyer backed out. He said he would like to use it for streets and alleys. He will pull the plow and salt spreader and fix the charging system.

It was also stated that the truck will be used for other village business as well as streets and alleys.

Mark said it is either a battery or the alternator and will get it tested to determine what the starting issue is.

Mike Beecham motioned that we take the truck out of surplus and fix the starting issue. Alice Dailey seconded the motion. Votes: Yes – Mike Beecham, Mark Brining, Alice Dailey and Harvey Stidham. No – Liz Rench. Brad Rusterholz – absent. Motion was approved.

* 1. Previously issued Ordinance Violations (Brad Rusterholz)
     1. This was dealt with earlier in the meeting.
  2. Does the Board have to vote to fine residents or tow vehicles (Brad Rusterholz). This was dealt with earlier in the meeting.

1. **Committee Reports (No motions can be made during reports)**
   1. Finance Committee – Mike Beecham
      1. Nothing new to report on. Direct deposits have been going all right, which the Treasurer agreed with.
      2. Mark Brining stated that we need a budget meeting and Mike responded that he had asked chairs for projects and needs to move forward. The Treasurer stated that she had a preliminary budget going and was waiting for information on the projects from the chairs.
   2. Health and Water – Harvey Stidham
      1. Harvey let the Board know that he had been in contact with the Illinois EPA representative, Mark Britton, in order to update their records.
      2. Harvey also stated he wants to get a quote for repairing the water problem on Astle Lane.
      3. Harvey said he is working with Mark to get a road into the water tower so the sand and gravel can be moved from village hall to inside the fence at the tower . Mark gave Harvey the bid on the hydrant and carthotic protection. Harvey asked if there was money in the budget for the road and the Treasurer said there is a bit of money left and will check on it after the meeting.
   3. Liquor – Carl Bishop
      1. Nothing new to report but said he is having the attorney check into raffles at the tavern and donating proceeds to charity. He would like to see if the Village couldn’t do a raffle and bring some money into the village but the state says we can’t. The attorney will check on it.
   4. Streets and Alleys – Mark Brining
      1. Mark stated he is waiting on applications for a Streets & Alley person. He would like to work on First Street this summer. Liz Rench pointed out that the parking lot is cracking and it hasn’t been two years since it was installed. Fred stated it is cracking where the septic line is. Mark was asked to contact the company that installed it to have it repaired. Liz said he should call Carl Kaufman @ Tazewell County Blacktop.
      2. Harvey stated that at the corner of Monk’s Lane & Deer Trail there is a pothole that is 2’ deep and needs to be fixed. He said he would come down and get some cold patch to take care of it but was told the cold patch is hard and no longer viable. Mark explained that he had someone who expressed an interest in the job but they decided they didn’t have enough time to work for the village. The village is running an ad in the Glasford Gazette and it has been put on the website and in the April newsletter. Harvey asked if they would be using our equipment and Mark said yes. Mark said he was considering renting a Kubota for the summer only.
   5. Zoning and Code Enforcement – Brad Rusterholz
      1. Brad was absent and most of zoning issues had already been discussed.
2. **Mayor’s Report**
   1. Time Sheets – The Mayor reminded the Chairs responsible for signing time sheets to make sure they get into the office to sign them on the first of the month. The Clerk asked the treasurer to make sure she had copies of the timesheets for the Bills & Correspondence Book as she did not receive several this month. The Treasurer asked that the timesheets be put in a folder on her desk instead of individual folders for chair persons. Mark Brining thought this might results in the wrong chair signing the wrong timesheet, but it was determined this would be the process.
   2. Raises for Clerk and Treasurer. The Mayor reminded the Board that six-month raises had been predetermined for the Clerk and the Treasurer and would take effect this month.
3. **New Business**
   1. Dates for Meetings for the coming year (Clerk)

The Clerk had prepared dates for next fiscal year for each of the board members. She also stated she will notify the media as to the set dates.

* 1. Mowing/Snow Removal (Mark Brining)
     1. Mark stated he had put out for bids with 3 different companies and didn’t get three equal comparisons. One company did not include snow removal so he had to ask for it. Copies of bids are on file in the office for review.
        1. Liz asked if Mark had talked with the township about snow removal. Mark said he wasn’t going to talk with them because he wants one company to take care of mowing and snow removal and the township won’t mow and won’t clean sidewalks at the Village Hall.

Harvey asked for Mark’s opinion about the best bid. Mark stated he had been happy with Lawns ‘R Us in the past and also with Vern Hicks.

Fred Rench said someone needs to call the railroad to clear out all the brush they left behind.

* + - 1. Mark was asked if this would be done as needed, or having it be on-call. Mark thought it could be a problem with Lawns R Us due to their heavy schedule. Liz Rench stated she would choose Vern since he is a resident. The Mayor stated that Vern has done a nice job us so far.  
           
         Liz Rench made a motion that we accept the bid from Vern Hicks for mowing and snow removal for the Village. This was seconded by Alice Dailey. Voting: Yes – Mark Brining, Alice Dailey, Liz Rench and Harvey Stidham. No – 0. 1 – Abstain by Mike Beecham. Motion Carried.
  1. Quickbook Pro Update $185 (Mike Beecham/Kelley Brandenberg)
     1. Mike explained that the Village version is outdated and has to be updated. It will cost $185 for a new version. Mike also explained that the cost was the same from Walmart or Amazon and since we have a tax-free account with Amazon it should be purchased from there. There was some discussion as to whether the version in the handout was the correct one and that it might cost more. The attorney suggested a motion that if the cost was under $200 to buy it. Harvey Stidham motioned that if the new version is under $200 it should be purchased. This was seconded by Mark Brining. Votes: Yes – Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Harvey Stidham. No – 0. Brad Rusterholz was absent.
  2. Who controls the cameras for the building (Liz Rench)
     1. Mark explained that he and the Clerk have access to the cameras and that he has an App on his phone. Liz asked if it was necessary for Mark to get notified when anyone comes in to the building. Mark stated that he sets up notification after the Clerk has left for the day in order to be aware of anyone entering the building. Liz said someone had asked her about it because they thought he was just being nosey. The Clerk stated that she does not have notifications turned on and is only on the system as the FOIA officer. Liz said when she voted to approve a camera system it was only supposed to be for the office, not all these other cameras that have been installed. Mark said it never changed from an 8-camera system for $449. Liz said she wasn’t going to discuss it further, that it was supposed to be a 2-3 camera system for $200-$300. She said she never would have voted for an 8-camera system for over $400. The Mayor said he was going to appoint a committee to oversee the camera system and for security and Streets and Alleys would have oversight. He would have Mark, Pat and himself on the committee. He also stated that if anyone else wanted access to the application they could have it.  
          
        Attorney suggested not having a committee because it would have to be open to the public. With a committee of three it would have to be an open meeting. We can revisit it as an agenda item later on if the board is unhappy. He is concerned of a OMA Violation if a committee is appointed. The committee will be subject to the OMA act. It will have to be posted and open to the public. This can be put on the agenda as an action item later on. Mayor said he would like to leave it like it is but it can be added to the agenda later if necessary. The Mayor stated he pushed the issue of having cameras and he put it on Streets and Alleys to take care of. Mike reminded people that they were concerned about vandalism and the drop box for water payments. He asked who would be involved in reviewing footage if there was an issue. The attorney reiterated that he just wants to keep us out of an OMA violation. Mike again asked who would be reviewing the footage. A discussion followed about procedure.  
          
        Liz asked about Open Meetings Act and people staying after the meeting and two or three elected people going in the back office talking. The Attorney stated that if there is a majority they should not be discussing village business. The Clerk said she had never seen three people in the office after a meeting, that in fact, one trustee left when another walked in so there weren’t three of them in the room at the same time. Liz questioned whether someone from the audience seeing them go into the office would consider it an Open Meetings Act violation.
  3. Condition of the streets (filling holes, etc.) (Alice Dailey)
     1. Alice stated that holes have not been filled since Liz was taken off Streets & Alleys. She had someone stop at her home and ask what they should do about the holes. Mark said that was incorrect that some had been patched. Mark asked her why she hadn’t just referred them to him? Alice said one gentleman told her it was worthless to contact the chair. He said if someone notices issues with the streets to send them to him and let him take care of it.
     2. Mark said he hasn’t been able to find anyone for Streets and Alleys and is working on it. Fred stated that he no longer works on Streets and Alleys.
  4. Clerk’s work schedule. Change to Monday – Thursday / 8-1 (Clerk)
     1. Clerk explained that people, including board members have difficulty remember what hours she works and is receiving calls at home because of the Tuesday afternoon schedule. She said she would prefer a straight schedule of 8 – 1 Monday through Thursday. The board had no issue with it and she was asked to post the new hours.

1. **Announcements**
   1. The clerk asked for newsletter items from the chairs, explaining that it is a good place to share information about projects or problems. The Clerk said she has reminded residents twice about being careful of WIFI transmitters on top of water meter faults when mowing.
2. **Additional Business if any**
   1. Mike brought up the broken WIFI transmitters and whether the attorney could check into making the residents responsible for damaged transmitters. The attorney said if it is village property, then yes, but would caution against using his services unless necessary. Various suggestions were made such as adding the information to water contracts, but this wouldn’t apply to previous customers; have residents sign an updated contract; making a demand letter first. The attorney will look into it and see if other communities have already solved this issue. Clerk was asked to add to the newsletter again this month. We should get feedback and discuss it at the April meeting.
3. **Adjourn Open Session**
   1. Liz Rench motioned that we adjourn the meeting, seconded by Mike Beecham. Votes: Yes – Mike Beecham, Mark Brining, Alice Dailey, Liz Rench and Harvey Stidham. No – 0. Absent – Brad Rusterholz.

**Meeting adjourned at 8:19 p.m.**

**Minutes transcribed by Village Clerk, Patricia Briggs**

**Approved by the President and Board of Trustees on April 11, 2018**