

January 11, 2023
Village of White City
Regular Monthly Board Meeting Minutes

Call to Order: 7:00 pm January 11, 2023. Meeting was called to order by Village President Karen Clarke.

Pledge of Allegiance: Led by Village President Karen Clarke

Roll Call: Brenda Subick present; Scott VanLoo present, Karen Clarke present, Jim Cozart present, Kevin Shaw present, Donna Heinke present, Beth Greer present, Shon Calvert absent.

Public Comments: Matt Bone (Village Water & Sewer Operator) submitted his resignation effective as of January 31, 2023. Village President Karen Clarke read the resignation to the Board. Matt has been an outstanding employee with the Village, and he will be sorely missed.

Guests: None

Approval of December 14, 2022, Board Meeting Minutes

Accept Minutes/Roll Call: Motion to accept December 14, 2022, Meeting Minutes made by Scott VanLoo with 2nd by Brenda Subick. Roll Call: Brenda Subick (yes) Scott VanLoo (yes), Karen Clarke (yes), Jim Cozart (yes), Kevin Shaw (yes) Shon Calvert (absent). Motion approved.

Committee Reports:

- **Sewer** - The insurance claims with IML/RMA are still in the process of being reviewed by the insurance broker.
- **Water** – There were 2 issues with frozen water pipes/meters. A new meter was replaced for one customer and the water pipes were thawed for the other customer with no replacement needed. Six new meters were ordered and delivered on December 28, 2022.
- **Finance** – The 4th Quarter Employee Payroll was submitted to Monotelo Advisors/Gina Gucciardo. As soon as the W2's are received Donna will pick them up and let you all know.
- **Police/Ordinance** -
- **Streets** – Rock Salt was ordered and delivered on January 16, 2023. The MFT Resolution No. 429 was approved by IDOT/State of Illinois on December 7, 2022. A copy was provided to the Board Members.
- **Building/Grounds/Utilities** –

Treasurer's Report

- **Approval of bills** – Reviewed Bills (January 2023). Jim Cozart made a Motion to Approve January 2023 bills with 2nd by Brenda Subick. Roll Call: Brenda Subick (yes) Scott VanLoo (yes), Karen Clarke (yes), Jim Cozart (yes), Kevin Shaw (yes) Shon Calvert (absent). Motion approved.
- **Approval of Balance Sheet** –Reviewed Village of White City Balance Sheet ending as of December 31, 2022. Motion to approve made by Kevin Shaw with 2nd by Brenda Subick. Roll Call: Brenda Subick (yes) Scott VanLoo (yes), Karen Clarke (yes), Jim Cozart (yes), Kevin Shaw (yes), Shon Calvert (absent). Motion approved.

Old Business

- Discussion was held regarding the pay and job duties for Grounds Keeper/Maintenance Employee and posting/advertising position in the paper. The Board agreed the hourly wage for the grounds keeper position would be \$13.00 per hour. The Board agreed the hourly wage for the Maintenance position would be \$20.00 per hour and limited to 20 hours per month unless approved ahead of time by the Mayor. The Board approved the job duties as listed for the Grounds Keeper and Maintenance Employee. The Board approved the posting/advertising of the position in the Mt. Olive Herald Newspaper, the StarTimes Newspaper in Staunton, and the Macoupin County Journal for 4 weeks. The Village President Karen Clarke will also post on Facebook and the Village Deputy Clerk will post on the Village Website. Motion to approve job duties, pay and posting/advertising for the Grounds Keeper/Maintenance Employee made by Kevin Shaw with 2nd by Brenda Subick. Roll Call: Brenda Subick (yes) Scott VanLoo (yes), Karen Clarke (yes), Jim Cozart (yes), Kevin Shaw (yes), Shon Calvert (absent). Motion approved.

New Business

- Discussion was held regarding the pay and job duties for the Village Clerk Position and posting/advertising position in the paper. The Board agreed the hourly wage for the Village Clerk would be at \$15.00 per hour and approximately 20 hours per week scheduled Monday, Tuesday and Wednesday. The Board approved the job duties as listed for the Village Clerk Position. A minor change was made to the advertisement for the position as follows: “previous experience in data entry including QuickBooks, Microsoft Word, Microsoft Excel preferred or ability to learn these applications.” The Board approved the posting/advertising of the position in the Mt. Olive Herald Newspaper, the StarTimes Newspaper in Staunton, and the Macoupin County Journal for 4 weeks. The Village President Karen Clarke will also post on Facebook and the Village Deputy Clerk will post on the Village Website. Motion to approve job duties, pay and posting/advertising for the Village Clerk Position was made by Brenda Subick with 2nd by Scott VanLoo. Roll Call: Brenda Subick (yes) Scott VanLoo (yes), Karen Clarke (yes), Jim Cozart (yes), Kevin Shaw (yes), Shon Calvert (absent). Motion approved.

- Discussion was held regarding the pay and job duties for the Water Operator position and position/advertising position in the paper. The Board agreed the wage for the Water Operator would be \$350 per month and approximately 20 hours per month. The Board agreed on \$25.00 per hour for Julie locates for the first hour then \$20.00 per hour if longer than 1 hour. The Board agreed on \$25.00 per hour for call outs/emergencies for the first hour then \$20 per hour for each additional hour if needed. The Water Operator must be certified as a Class D operator in the State of Illinois. The Board approved the job duties as listed for the Water Operator position. The Board approved the posting/advertising of the position in the Mt. Olive Herald Newspaper, the StarTimes Newspaper in Staunton, and the Macoupin County Journal for 4 weeks. The Village President Karen Clarke will also post on Facebook and the Village Deputy Clerk will post on the Village Website. Motion to approve job duties, pay and posting/advertising for the Water Operator Position was made by Brenda Subick with 2nd by Kevin Shaw. Roll Call: Brenda Subick (yes) Scott VanLoo (yes), Karen Clarke (yes), Jim Cozart (yes), Kevin Shaw (yes), Shon Calvert (absent). Motion approved.
- Discussion was held regarding the pay and job duties for the Sewer Operator position and posting/advertising the position in the paper. The Board agreed the wage for the Sewer Operator would be \$200 per month and approximately 10 hours per month. The Board agreed on \$25.00 per hour for call outs/emergencies for the first hour then \$20 per hour for each additional hour if needed. The Sewer Operator must be certified as a Class 4 operator in the State of Illinois. A minor change was made to the job duties and advertisement for the position as follows: “keep lift stations clear of weeds and leaves” was removed from job duties and paper advertisement. The Board approved the job duties with the above change for the Sewer Operator position. The Board approved the posting/advertising of the position in the Mt. Olive Herald Newspaper, the StarTimes Newspaper in Staunton, and the Macoupin County Journal for 4 weeks. The Village President Karen Clarke will also post on Facebook and the Village Deputy Clerk will post on the Village Website. Motion to approve job duties, pay and posting/advertising for the Sewer Operator Position was made by Kevin Shaw with 2nd by Scott VanLoo. Roll Call: Brenda Subick (yes) Scott VanLoo (yes), Karen Clarke (yes), Jim Cozart (yes), Kevin Shaw (yes), Shon Calvert (absent). Motion approved.

Closed Session to discuss Personnel/Litigations/Appointments – No closed session was requested.

Adjournment: January 11, 2023
8:10 pm

Motion to Adjourn Made by Brenda Subick with 2nd from Kevin Shaw

Karen Clarke, Aye; Brenda Subick, Aye; Scott VanLoo, Aye; Jim Cozart, Aye; Kevin Shaw, Aye. Shon Calvert, absent.

Motion Made to approve January 11, 2023, Minutes by Brenda Subick with 2nd by Kevin Shaw.

Minutes Approved – February 8, 2023

Roll Call:

Karen Clarke –	Yes
Brenda Subick –	Yes
Jim Cozart -	Yes
Kevin Shaw -	Yes
Scott VanLoo –	Yes
Shon Calvert -	Absent

