

August 11, 2021
Village of White City
Regular Monthly Board Meeting Minutes

Call to Order: 7:02 pm Aug 11, 2021. Meeting was called to order by Village Clerk Janet Watson

Roll Call: Brenda Subick present; Scott VanLoo present; Shon Calvert absent; Kevin Shaw present; Janet Watson present; Beth Greer present, Jim Cozart present, Donna Heinke present. Dan O'Brien (Village Attorney) also present.

Brenda Subick was appointed Acting Village of White City President. Motion by Kevin Shaw with 2nd by Scott VanLoo. Roll Call: Scott VanLoo (yes), Jim Cozart (yes), Kevin Shaw (yes), Shon Calvert (Absent)

Pledge of Allegiance: Led by Village President Brenda Subick.

Public Comments: None

Old Business

- The Board voted to deny rezoning the property located at 686 Lake View Drive, Mt. Olive, IL., Parcel ID 02-000-564-00. The property will stay zoned as residential. Motion by Kevin Shaw with 2nd by Scott VanLoo. Scott VanLoo (yes), Jim Cozart (yes) Kevin Shaw (yes), Brenda Subick (yes) and Shon Calvert (Absent). Motion to deny rezoning approved.
- Discussed cold patch bids and approved to purchase the cold patch from Macoupin County Asphalt at \$83.00 ton. Motion by Kevin Shaw with 2nd by Scott VanLoo. Brenda Subick (yes), Scott VanLoo (yes), Jim Cozart (yes) Kevin Shaw (yes), Shon Calvert (Absent). Motion approved, Village Clerk will call and get this ordered.

New Business

- Discussed and approved Matthew Bone to be the Water Supervisor including wages and job duties. Julie Dig is to be called and change contact names from Bob Hubert to Matt Bone. Motion to approve Kevin Shaw with Scott VanLoo second. Roll Call: Brenda Subick (yes), Scott VanLoo (yes), Jim Cozart (yes), Kevin Shaw (yes), Shon Calvert (Absent).
Water Supervisor employee position: ➤ Wages: \$350.00/month, \$25.00/hr for call outs for first hour then \$20.00/hr for each additional hour, and \$25.00 for Julie locates, if longer than an hour then \$20.00/hr for each additional hour. ➤ Job duties: Trihalomethanes (Thms) every 3 months, Lead and Copper testing every 6 months, 2 Bac-t's testing each month, Chlorine checks and provide daily master water meter readings. Board discussed either Water meter employee or Maintenance employee being backup for meter readings as needed.

- Approved the purchase of current IML Handbook. Village Clerk is to order from IML.
- The Board discussed and set the wages, days, and maximum hours for Village Maintenance employee Bob Hubert. President Brenda Subick remarked that non-emergency purchases should be put on a purchase order with Brenda's signature and one other trustee signature. In case of an emergency purchase the Village Clerk or Brenda Subick should be notified of the purchase. The maximum purchase is \$100.00 per month unless an emergency arises. Bob Hubert is to work 20 hours in the month of August and September. After September he will work five hours per week or less if needed at \$15.00 per hour. He will also be back up for Julie Dig when Matt is unavailable.

Maintenance employee position: ➤ Wages: \$15.00/hr. working no more than 20 hrs. a week through September 30, 2021. Starting 10/1/21 no more than 5 hours a week. ➤ Ordinance 271 needs followed for all village employees for non-emergency purchases – spending limit will be \$100.00 per person per month and requires a po from clerk and 2 village board member's signatures. ➤ Time sheets to be done daily with explanation as to what was done for time noted. ➤ Job duties: • Vehicle maintenance ▪ Once a year service lawn mower and tractor ▪ Get oil changed in city vehicles when needed ▪ Purchase gas for mower, tractor and vehicles when needed • Street maintenance ▪ Fill potholes ▪ Clean culverts out as needed ▪ Plow streets • Other duties ▪ Backup for cutting grass at hall grounds when called by clerk or Mayor. ▪ Cut grass at Lagoon weekly ▪ Spray weeds at Lagoon every 3 weeks ▪ Backup Julie Locate for \$25.00 per call out (this is for the first hour) and an additional \$20.00 per hour if the locate takes longer than 1 hour. ▪ Backup master meter reader when needed ▪ Keep all lift stations clean (cut grass/spray weeds) ▪ Use village vehicle for any village business or purchases ▪ Any other items assigned by Mayor as needed • Any other items employee feels needs done in the Village will be brought to clerk during normal business hours or to the Mayor outside these hours. (clerk will contact Mayor if notified during normal business hours). If Mayor deems this is a non-emergency item, it will be put on the next month's agenda for the board to discuss/approve.

Motion to accept by Scott VanLoo with 2nd by Kevin Shaw. Roll Call: Scott VanLoo (Yes), Jim Cozart (yes), Kevin Shaw (yes), Brenda Subick (yes), Shon Calvert (Absent). Motion approved.

- The Board accepted the resignation of Karen Clarke from Zoning Board committee.
- Karen Clarke was appointed to the Village of White City's board of trustee for a 2-year term. She was sworn in by Village Clerk Janet Watson.
- Appointed Steve Subick to serve on Zoning Board. Motion by Kevin Shaw with 2nd by Karen Clarke. Roll Call: Karen Clarke (yes), Scott VanLoo (yes), Jim Cozart (yes), Kevin Shaw (yes), Brenda Subick (Abstain), Shon Calvert (Absent). Motion Approved
- Discussed how to handle the Equitable Sharing Police Fund. Attorney Dan O'Brien was present at the meeting. He named numerous items that the fund could not be used for. The funds can only be used if you have acting police in the Village. Mr. O'Brien will investigate this subject further with the DOJ and report on the September 8, 2021, board meeting with his recommendations.
- Discussed to have Carpenter Electric look at all lift stations and provide what needs fixed and bring to board at September 8, 2021, meeting. Motion to have Carpenter Electric to look at the lift stations by Kevin Shaw with 2nd by Karen Clarke. Roll Call: Karen Clarke (yes), Scott VanLoo (yes), Jim Cozart (yes), Kevin Shaw (yes), Brenda Subick (yes), Shon Calvert (Absent).

- Discussed American Rescue Plan Money and determine if the Village meets conditions of receiving funds and what are the next steps in the application. Dan O'Brien studied the Plan and said that the Village does qualify. Mr. O'Brien is to write the Ordinance for the funds which will be passed on the September 2021 meeting. The Village will have to follow the guidelines how the funds can be used.

Approval of July 14, 2021, Board Meeting Minutes

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

Committee Reports:

- **Sewer** – The EPA has inspected the lagoon and will send a letter recommending repairs to be done. Deputy Clerk, Donna Heinke will inquire on grants to help with the repairs.
- **Water** –
- **Finance** –
- **Police/Ordinance** – Discussed looking into local town police department help.
- **Streets** – Bob Hubert will start patching potholes once cold patch is received.
- **Building/Grounds/Utilities** – Brenda Subick informed the trustees that the Village asked Steve Subick to look at the brush hog and it has not been fixed but if someone would like to go get it and have it looked at elsewhere, let her know.

Treasurer's Report:

- **Approval of bills** – Reviewed Bills (July 2021). Kevin Shaw made Motion to Approve July 2021 bills with 2nd by Scott VanLoo. Roll Call: Brenda Subick “yes”, Scott VanLoo “yes”, Jim Cozart “yes”, Kevin Shaw “yes”, Karen Clarke (yes), Shon Calvert “absent”.
- **Approval of Balance Sheet** – Reviewed Village of White City Balance Sheet ending as of July 31, 2021. Scott VanLoo made a Motion to Approve Balance Sheet ending as of July 31, 2021, with 2nd by Kevin Shaw. Roll Call: Brenda Subick “yes”, Scott VanLoo “yes”, Jim Cozart “yes”, Kevin Shaw “yes”, Karen Clarke (yes), Shon Calvert “absent”.
- Closed session to discuss Personnel/Litigation – There was no closed session.

Adjournment: 8:35 pm – Motion to adjourn made by Kevin Shaw with 2nd by Karen Clarke.

All Ayes

Minutes by

Village Clerk, Janet Watson