

VILLAGE OF MACKINAW
PRESIDENT AND BOARD OF TRUSTEES
REGULARLY SCHEDULED MEETING MINUTES

March 12, 2018

Village President Craig Friend called the meeting to order at 7:00 p.m.
This was a regular meeting of the Village of Mackinaw.

I. PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Village President Craig Friend and Trustees Carolyn Elmore, Candy Haynes, Kraig Kamp, Mark Morman, and Jerry Peterson

Absent: Trustee Josh Schmidgall

Also Present: Public Safety Director Bob Davies, Police Chief Jack Nieu Kirk, Clerk/Collector Lisa Spencer, Public Works Manager Mike Schopp, Treasurer Scott Eidenmiller, Part time officer Brandon Reese, Attorney Pat McGrath, and Brett Houchin

II. CONSENT AGENDA: The consent agenda consists of approving the February 26, 2018 regular meeting minutes, February 12, 2018 executive session minutes (2 of 2 sessions) police department report, E.S.D.A. department report, public works department reports, recurring disbursements and Treasurer's financial reports.

Trustee Peterson moved, seconded Trustee Elmore to approve the above listed consent agenda items. On a roll call, the vote was:

AYES: 5 – Trustees Elmore, Haynes, Kamp, Morman and Peterson

NAYS: 0

ABSENT: 1 – Trustee Schmidgall

There being five affirmative votes, the **motion carried.**

III. PUBLIC COMMENT:

No parking on one side of Juliana St. – Brett Houchin addressed the Board that he saw the agenda had no parking one side of Juliana St. He stated that he lives on that street by the curve and there is more of an issue with speeding than parking. He feels that by having cars parked on both sides, it actually slows down traffic. The police have been addressing the speeding in the area and will continue to monitor the issue. It was discussed if the trees may need trimmed to assist with site around the curve. Public Works Manger Schopp will see if the trees in the public right of way need trimmed. The consensus of the Board was to currently leave parking as is and to have the police monitor the area for speeding.

IV. DEPARTMENT REPORTS:

- a. POLICE REPORT:** Public Safety Director Bob Davies and Police Chief Jack Nieu Kirk reported on the activities of the police department. Davies addressed the Board about dumpsters being parked in the street without any reflective on them. It can become a safety issue at night. Normally the property owner will be asked to place cones or barricades around to be visible at night but would like to see something in the code to mandate that this is done. Nieu Kirk spoke to the Board about upcoming training and drills for the department. He stated that the March 1, 2018 community meeting at the community center went well and received some positive feedback on the event. He stated ideas for future community meetings. He would like to work with the schools and target a meeting towards parents and young adults. Also have a meeting for local businesses regarding security and involve the fire department.

Part time officer Brandon Reese – Brandon Reese was introduced to the Board. He was hired as a part time officer for the department. Reese's starting hourly rate will be \$16 with a .50 increase after a training period set by the Chief of Police.

- b. E.S.D.A. COORDINATOR'S REPORT:** E.S.D.A. Coordinator Davies reported on the activities of the department. Davies stated that March 6, 2018 was the state wide tornado drill. On March 10, 2018 a message was sent out on the one call now system to test the system.
- c. PUBLIC WORKS REPORT:** Public Works Manager Mike Schopp reported on the activities of the public works department. Schopp addressed the Board that a water leak was found on Orchard St. and will need to cut into the road to fix the issue. Once the weather warms up hot patch will be used to repair the street. No parking signs have been placed on Orchard St. A resident called the office regarding branches falling out of a tree at 202 E. Fifth St. It was determined the tree was extremely unhealthy and was removed.

Approve Hutchinson Engineering, Inc. for water main loop project from E. Fast Ave. to Westminster Dr. - Trustee Kamp moved, seconded by Trustee Elmore to authorize President Friend to sign an agreement for professional services with Hutchinson Engineering, Inc. to the Fast Ave. water main extension project at a cost not to exceed \$10,000. A scope of services includes: Project administration and management, field investigations and site review, permanent easements, meetings, submit and prepare IEPA permit, contract quantities and estimates, specifications for project, bid administration, and quality assurance. On a roll call, the vote was:

AYES: 5 – Trustees Elmore, Haynes, Kamp, Morman and Peterson
 NAYS: 0
 ABSENT: 1 – Trustee Schmidgall
 There being five affirmative votes, the **motion carried.**

d. TREASURER'S REPORT:

Non-recurring disbursements – Trustee Elmore moved, seconded by Trustee Haynes to approve the non-recurring disbursements. On a roll call, the vote was:

AYES: 5 – Trustees Elmore, Haynes, Kamp, Morman and Peterson
 NAYS: 0
 ABSENT: 1 – Trustee Schmidgall
 There being five affirmative votes, the **motion carried.**

Overdraft fee – Trustee Morman questioned Treasurer Eidenmiller on why in 2017 there was an overdraft fee on the Heartland Bank account. Eidenmiller did not have an answer for him without being able to review at the account statements from 2017.

V. PRESIDENT'S REPORT:

Ordinance #958 addressing the payment of cable television franchise fees in the Village of Mackinaw – Trustee Peterson moved, seconded by Trustee Morman to adopt ordinance #958 addressing the payment of cable television franchise fees in the Village of Mackinaw. The ordinance permits the Village to collect service provider fees from a cable operator operating within the Village pursuant to a state authorization. MMC Illinois LLC shall pay an annual service provider fee to the Village in an amount equal to 3% of annual gross revenues derived from the provision of cable or video service to households located in the Village. On a roll call, the vote was:

AYES: 5 – Trustees Elmore, Haynes, Kamp, Morman and Peterson
 NAYS: 0
 ABSENT: 1 – Trustee Schmidgall
 There being five affirmative votes, the **motion carried.**

VI. LOCAL LIQUOR CONTROL COMMISSIONER'S REPORT: none

VII. TRUSTEES' REPORT:

Renewal for employee health insurance – The Board reviewed the renewal for employee health insurance. The Public Works Manager had some questions that resulted in tabling the matter until the next regularly scheduled meeting.

Ordinance #959 amending the Village Code to add definition for Lean-To in Zoning Code – Trustee Kamp moved, seconded by Trustee Elmore to adopt ordinance # 959 providing amendments relating to lean-to definition in the Zoning Code. Lean-To: A structure with a single-pitch roof that is attached to the side of a building as a wing or extension. Lean-to's are strictly prohibited in the Village of Mackinaw. On a roll call, the vote was:

AYES: 5 – Trustees Elmore, Haynes, Kamp, Morman and Peterson
 NAYS: 0
 ABSENT: 1 – Trustee Schmidgall
 There being five affirmative votes, the **motion carried.**

Dumpsters parked on Village streets – This was addressed earlier in the meeting by Safety Director Davies. Trustee Elmore moved, seconded by Trustee Haynes to authorize Attorney Pat McGrath to prepare an ordinance to require dumpsters parked in the street have some sort of reflective around to assure that they are visible at night. On a roll call, the vote was:

AYES: 5 – Trustees Elmore, Haynes, Kamp, Morman and Peterson
 NAYS: 0
 ABSENT: 1 – Trustee Schmidgall
 There being five affirmative votes, the **motion carried.**

Web design class – Trustee Morman asked for an update on the web design class being taken by Jessica Sidwell. President Friend stated that Sidwell has completed the on line class and will be working with a company for initial set up and hosting of a new Village website. Once set up Sidwell will then handle the Village's updates for the website.

Mileage reimbursement – Trustee Morman asked Clerk Spencer if the office uses a form for mileage and travel reimbursements as stated in the Village Code. Spencer stated that there is a form that is used. The form is then is placed in the non-recurring disbursements for Board approval before reimbursements are issued.

VIII. ATTORNEY'S REPORT:

Annexation of 107 Leopold St. – This item was tabled.

Ordinance #960 relating to overtime pay for bona fide emergencies – Trustee Peterson moved, seconded by Trustee Morman to adopt ordinance #960 to provide amendments relating to overtime pay for bona fide emergencies. A full time employee who is called into work prior to his or her assigned starting time or after his or her assigned finishing time to attend a matter determined as a bona fide emergency shall be paid a rate of one and one half times his or her normal hourly rate for all hours spent attending to such emergency. On a roll call, the vote was:

AYES: 5 – Trustees Elmore, Haynes, Kamp, Morman and Peterson
 NAYS: 0
 ABSENT: 1 – Trustee Schmidgall
 There being five affirmative votes, the **motion carried.**

IX. NEW BUSINESS: none

X. ADJOURNMENT @ 8:25 P.M.: There being no further business to come before the Board Trustee Haynes moved, seconded by Trustee Elmore to adjourn. **motion carried.**

I, Lisa Spencer, Village Clerk/Collector of the Village of Mackinaw, Illinois do hereby certify that the foregoing minutes are a true and correct copy of the regular meeting held on the above date, as the same appears on the records of the Village now in my custody and keeping.

Lisa Spencer, Village Clerk/Collector
 Posted: 3/29/18