

MINUTES
VILLAGE BOARD MEETING
April 21, 2020
7:30pm

This meeting was held via teleconference in accordance with government mandate 2020-7. Mayor Smallwood attended the meeting from Village Hall. Trustees Yoch, Becherer, Rogers, Elbe, Henning and Mourey attended the meeting via teleconference. Village Clerk Parker, Engineer Saeger, Supervisor Klein, Chief Neff, and Attorney Durso attended via teleconference also. The meeting was called to order at 7:30pm.

CLERK’S REPORT

The Board received a copy. A motion was made by Trustee Yoch which was seconded by Trustee Becherer to approve the minutes from the board meeting held on April 7, 2020. Roll call was taken: Trustee Yoch aye; Trustee Becherer, aye; Trustee Elbe, aye; Trustee Rogers, aye; Trustee Henning, aye; Trustee Mourey, aye. Motion was granted.

TREASURER’S REPORT: The board received a copy.

GOOD OF THE VILLAGE

Mayor Smallwood presented his Committee Appointments for this year to the board for approval:

Finance & Insurance Committee: Chairman-Jason Becherer, Trustees Jim Elbe, Jim Mourey

Street & Utility Committee: Chairman-Charlie Rogers, Trustees Joe Yoch, Jason Becherer

Police Committee: Chairman-Jim Elbe, Trustees Joe Yoch, Phil Henning

Ordinance Committee: Chairman-Joe Yoch, Trustees Charlie Rogers, Jason Becherer

Park & Cemetery Committee: Chairman-Phil Henning, Trustees Jim Elbe, Jim Mourey

Annexation & Building Committee: Chairman-Jim Mourey, Trustees Phil Henning, Charlie Rogers

Safety Committee: Chairman-Mike Smallwood; Administration-Scott Saeger; Street & Utility-Mitch Hummert; Police-Jason Neff

Mayor Smallwood will announce his suggestions for Zoning Board Officers at the next Board meeting. He would like this item on the agenda for discussion at the next Committee As a Whole meeting.

Trustee Becherer made a motion which was seconded by Trustee Elbe to approve the Mayor’s Committee appointments. Roll call was taken: Trustee Becherer, aye; Trustee Elbe, aye; Trustee Yoch, aye; Trustee Rogers, Trustee Henning, aye, Trustee Mourey, aye. Motion was granted.

Mayor Smallwood then presented the Office appointments for approval:
Health Officer-Nancy Rogers; Deputy Clerk-Michelle Schlarman; Village Treasurer-Dallas Dlouhy;

Village Attorney-Carmen Durso; Police Chief-Jason Neff; Street Supervisor-Dean Klein
Identity Theft Administrator-Jason Neff; Open Meetings Act Officer-Annette Parker;
Freedom of Information Act Officers; Police Department-Jason Neff, Village Hall-Michelle Schlarman

Trustee Mourey made a motion which was seconded by Trustee Becherer to approve the Mayor's appointments. Roll call was taken: Trustee Mourey, aye; Trustee Becherer, aye; Trustee Yoch, aye; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye. Motion was granted.

POLICE CHIEF'S REPORT

Chief Neff reported that the Police Department apprehended and arrested 4 juveniles and one adult in connection with the car thefts and break-ins that occurred in Smithton recently. He is unable to release information at this time. He reported that charges are imminent and that he will release more information when allowed to do so.

ENGINEER'S REPORT

207 JOMAR EASEMENT RETAINING WALL

Engineer Saeger reported that there are not any utilities under the section where a retaining wall is requested on the property at 207 JoMar. Saeger and Attorney Durso do not recommend the placement of a permanent structure in an easement, but Saeger asked for the trustees ruling. Trustee Yoch made a motion which was seconded by Trustee Rogers to allow the construction of a retaining wall at 207 JoMar. Roll call was taken: Trustee Yoch, aye; Trustee Rogers, aye; Trustee Becherer, aye; Trustee Elbe, aye; Trustee Henning, aye; Trustee Mourey, aye. Motion was granted.

PARK GRANTS – This item can be removed from the agenda.

CDBG

Engineer Saeger reported that the N. High Street project is going well. The project might be completed by the end of next week.

EAST/WEST GATEWAY GRANT APPLICATION

Engineer Saeger will recommend an Engineer for this project at the next Board meeting.

Engineer Saeger reported that the village will not be receiving grant money for an energy efficiency upgrade at the wastewater treatment plant. Saeger stated that it is a worthy project to consider. Mayor Smallwood asked Saeger to share the information with him and the board so that they can discuss it at the next Committee As a Whole meeting.

Engineer Saeger reported that the street was poured at the Villas of Sand Rock Creek and they have installed a meter pit. The infrastructure is nearing completion.

HEALTH OFFICER'S REPORT – No report.

SAFETY COMMITTEE

Mayor Smallwood reported that there is a Safety Committee Meeting scheduled for May 7, 2020, if needed.

ZONING BOARD REPORT

Zoning Administrator Saeger reported that he has two variance requests, but no zoning hearings are being scheduled right now due to the Covid 19 virus.

SUPERVISORS REPORT

Supervisor Klein reported that until the Covid 19 safety guidelines are lifted the street crew will be working a two-man weekly rotation. The trustees praised the work of the crew during the recent water line break.

ATTORNEY’S REPORT – No report.

Trustee Yoch made a motion which was seconded by Trustee Becherer to accept the officer’s reports as given. All were in favor. Motion was granted.

COMMITTEE AS A WHOLE

Mayor Smallwood stated that there was a Committee As a Whole meeting on April 14, 2020. The items will be discussed under the Committee Reports. Trustee Yoch made a motion which was seconded by Trustee Becherer to approve the minutes from the Committee As a Whole meeting held on April 14, 2020. Roll call was taken: Trustee Yoch, aye; Trustee Becherer, aye; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye; Trustee Mourey, aye. Motion was granted.

FINANCE & INSURANCE COMMITTEE

BUDGET & FINANCE

Trustee Becherer made a motion which was seconded by Trustee Mourey to approve the budget for the 2021 fiscal year. Roll call was taken: Trustee Becherer, aye; Trustee Mourey, aye; Trustee Yoch, aye; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye. Motion was granted.

STREET & UTILITY COMMITTEE

NEW EQUIPMENT PURCHASE – No report.

STORM WATER DRAINAGE – SMITHTON GRADE SCHOOL – No report.

RADIO READS & METER QUOTES – No report.

POLICE COMMITTEE – No report.

PARK & CEMETERY COMMITTEE

REPAIR EXISTING CAMERA SYSTEM

Trustee Henning reported that Jarvis Electric will start repairs in the park within a couple of weeks.

CAMERAS AT THE PARK, POLICE DEPARTMENT & MAINTENANCE SHED – No report.

PARK BUILDING GRANT – No update.

GRAVESTONE REPAIRS – No update.

PARK TREES & LAKE ROCK

Trustee Henning reported that trees in the park were sprayed last week. This will be done annually to the gumball trees to prevent the formation of the gumballs. Two oak trees were sprayed to treat for gall. Park trees can now be removed from the agenda. Lake Rock will remain on the agenda until the street crew can finish the project.

ORDINANCE COMMITTEE

DECLARATION OF A PUBLIC EMERGENCY-ORDINANCE 935

Trustee Yoch made a motion which was seconded by Trustee Becherer for Clerk Parker to read Ordinance 935 by title only. Roll call was taken: Trustee Yoch, aye; Trustee Becherer, aye; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye; Trustee Mourey, aye. Motion was granted. After Parker read the ordinance by title only, Trustee Yoch made a motion which was seconded by Trustee Becherer to pass Ordinance 935. Roll call was taken: Trustee Yoch, aye; Trustee Becherer, aye; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye; Trustee Mourey, aye. Motion was granted.

EMPLOYEE AGREEMENT ORDINANCE 936

Trustee Becherer made a motion which was seconded by Trustee Mourey for Clerk Parker to read Ordinance 936 by title only. Roll call was taken: Trustee Becherer, aye; Trustee Mourey, aye; Trustee Yoch, aye; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye. Motion was granted. After Parker read Ordinance 936 by title only, Trustee Becherer made a motion which was seconded by Trustee Mourey to pass Ordinance 936. Roll call was taken: Trustee Becherer, aye; Trustee Mourey, aye; Trustee Yoch abstained; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye. Motion was granted.

CODE BOOK UPDATE

Trustee Yoch reported that he spoke to Frank Heiligenstein regarding the code book. Heiligenstein will send three copies of the revised code book to the board for review. Yoch will notify the board when the books are available.

RENTAL PROPERTY REGISTRATION/INSPECTION ORDINANCE

Trustee Yoch reported that the ordinance is completed but decisions need to be made on how to implement the ordinance before passing it. Yoch sent the trustees some suggestions. This item will be on the next Committee As a Whole agenda.

ANNEXATION AND BUILDING COMMITTEE

FULFORD PROPERTY-ROUTE 159 & DOUGLAS ROAD

This item will be on the next Committee As a Whole agenda.

COMMUNITY GARDEN – No report.

CONCRETE FLOORS AT VILLAGE SHED – No report.

SALT STORAGE BUILDING – No report.

VILLAGE HALL GENERATOR – No report.

BILLS AND PAYROLL

Trustee Becherer made a motion which was seconded by Trustee Yoch to authorize Clerk Parker to pay the payroll from April 4, 2020 through April 17, 2020. Roll call was taken: Trustee Becherer, aye; Trustee Yoch, aye; Trustee Rogers, aye; Trustee Elbe, aye; Trustee Henning, aye; Trustee Mourey, aye. Motion was granted.

COMMUNICATIONS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

OFFICE PERSONNEL – No Update.

GOOD OF THE VILLAGE

Mayor Smallwood recapped the past fiscal year:

We welcomed Annette Parker as the new Village Clerk, and Phil Henning and Jim Mourey to the Board of Trustees. Five retirees were honored: Debi, Brian, Rolo, Danny, and Darryl. Near the end of the year a retiring patrol officer, George, was honored. New Police Chief Neff, Supervisor Klein, four new street crew employees; Mitch, Jacob, Eric and Cory, as well as a new full-time patrol officer were all welcomed. The Ordinance committee along with the trustees brought the codification of the ordinance book to completion. The new trustees and other essential employees attended the IML conferences in Chicago. A new operations software package was installed which will bring the village back in line with our surrounding municipalities. The Police Committee continued the commitment to refurbish the police cruiser fleet with the purchase of a new vehicle. Several grants were applied for, one of which allowed the purchase of a new Utility UTV and new zero turn mower at no cost to the village. The street department was upgraded with a new Ford F-350, a new mini excavator, pipe laser, welder and miscellaneous shop equipment. The Park Committee Chair and the trustees were able to bring past Mayor and trustee Virgil Becker's vision of a 9-11 Memorial to life. The Street Committee and Street Dept. along with the Engineer are nearing completion of the High Street project which brings much needed improvements to that section of town. They also broke ground on much needed infrastructure improvements to the storm water drainage system to coincide with the public-school renovations. The Finance and Insurance committee Chair along with the committee heads balanced a budget for the 2021 fiscal year. The Building and Annexation committee brought about the new landscaping at Village Hall. A new three-year employee compensation package that is fiscally responsible and fair to our hardworking employees was enacted.

This was all managed by sometimes having to meet remotely via teleconference and by email. The priority all along has been to keep all of our valued employees, trustees, and their families' safe during these uncertain times. These and many, many more accomplishments were made possible by the board working as a team, with hard work and dedication to the welfare of the Village of Smithton and its residents. The Mayor thanked the board for their service to the community and their dedication. He thanked their family members for allowing them the time away from home to serve. He wished them and their family members good health and safety. Mayor Smallwood hopes for another Safe, Healthy and productive new fiscal year.

The trustees thanked Mayor Smallwood for his hard work during his first year as Mayor.

EXECUTIVE SESSION: None.

Trustee Yoch made a motion which was seconded by Trustee Becherer to adjourn. All trustees were in favor. Motion was granted to adjourn at 8:13pm.