Village Of Kincaid

115 Central Ave. Kincaid IL. 62540

Time- 6:00 p.m.

Monday, January 27, 2025

Committee Meeting Minutes

The meeting was brought to order by Mayor Robert Morris. Roll call was taken by the Village clerk.

Roll Call- Lawrence- Here, Paso- Here, Gibson- Here, Warren- Here, Dees- Here, Nelson- Here

The pledge of allegiance was recited by all who attended the meeting.

Special Guest-Chastain & Associates LLC- Nobody from Chastain & Associates was present.

Gerald Veach to discuss storage container- Gerald said he had a complaint from somebody in town that the container was parked up on the sidewalk, which he put there for the convenience of trying to load the thing. He said he had an explosion in his garage, the garage is totaled. He was just taking everything out of the garage and putting it in there. He would like permission to leave it there until he gets a new garage built. Lawrence stated that we can't vote on anything in this meeting and that they have already discussed that, but we can consider this. He told Gerald that we have stuff set up for things like this. Gerald said that he did try to move it yesterday, he got his forklift out there and tried to raise it and lift it, but he has too much stuff in it to lift it. The only way he can move it right now would be to unload it and move it then re-pack it. Lawrence said he would like to put it on the agenda for the next meeting since we can't vote on it this meeting if it is ok with the board and Mayor. Nelson asked what exactly he was asking for. Lawrence said we need to vote on as far as giving permission to let him leave it parked there for 45 days, we have emergency situations for this. Nelson asked what exactly the ordinance is for the shipping containers, is it written out, is this something that we need to change on Thursday? Lawrence said we have an ordinance that is written up, it is forty-five days, if it is brought up to the board and approved that they are allowed up to forty-five days. Warren stated that under emergency situations like a fire, natural disasters. Morris asked Veach if he knew when his garage was going to be built. Gerald said that he is waiting on the insurance company so they can issue him a check and he will know approximately about how long it will take, but he has to get it taken down, he has everything basically out of it now. He just has to get it taken down and concrete busted up. New concrete and foundation poured for the new one. Nelson said that what he is saying is so common right now, you have contractors working with insurance companies and they are bringing in pods to the property and emptying the contents of that house into the pod. It's common. Nelson said we should accommodate. Veach stated that he really does not think he will have it built within forty-five days, because of its freezing weather. Mayor Morris said the problem is, he has it sitting across the sidewalk. Veach said the sidewalk is busted up really bad. Lawrence again said to just put it on the agenda for the next meeting.

Committee Meeting-

Discuss snow removal- Lawrence said we talked about this last meeting a little bit and he said he would do some research, got with Mark and he picked out a handful of streets that he thought were bad when they were trying to plow. We do already have an ordinance put in place; it would be unlawful to park a vehicle on the following streets after eighteen hours of snowfall of three inches. He passed around a copy of what the sign would look like. Eleven signs are four hundred ninety-two dollars and forty-six cents. They are metal signs. We have six poles already that signs are on. Mark said he had the rest of them so we wouldn't need any more poles. Morris asked what the routes were going to be. Lawrence stated the one hundred block of Richardson- both sides. The five hundred block of prairie- one side across from the school. Two hundred block of Elm - both sides, one hundred block of Commonwealth- both sides, two hundred block of Commonwealth - both sides, and five hundred block of Richardson- both sides. That is only three inches or more of snow. If we know it’s coming, there are a couple places that CJ and the guys tried plowing and had problems and couldn't hardly get the plow through. It’s not that we have big snows much anymore. Lawrence asked for it to be put on the next meeting agenda.

Discuss all employees using time clock - Mayor Morris said he put this on the agenda, he was debating on whether or not putting the salary people on to clock in for accountability. He knows a lot of people are against it. He asked Gary, and Gary said yes, he was against it. Gary said most salary people that he knows of for shift and call in work are all paid salary. Nelson spoke up and apologized to Gary and said he didn't want to step on him and asked if he was done. Gary replied, “Yes. Nelson went on to say that it wasn't necessarily about the clocking in and out, that would have been a portion of it. Kind of an action plan that moving forward in the year 2025 was a two parter. At least for him working with Beverly and Sue would be A. That will the codification and the ordinances and we are already almost there now we are seeing the finish line there. When that is all said and done, we are going to be compliant and current and that's what we wanted to do. Secondly, he thought that it would be advantageous to us to maybe look at upgrading our payroll by using an app that will move us into the 21st century. We are still using a time clock and punching in and out on a time clock. We don't allow direct deposit for the employees. There are a lot of things that we can do and benefit from having a payroll app that would benefit the Village of Kincaid. In order to have accountability it would require everyone to clock in and it would be on a kiosk/terminal. That is just moving forward for the Village of Kincaid. We are still handwriting pay checks, and we are still punching in and punching out, and it's working - doesn't need to be changed. But we are working with QuickBooks software and there are many compatible software issues out there that will work for payroll. He is sure that there is a way that we can exclude if you are an hourly that we can put in the 45 hours a week or what have you but I think that we have QuickBooks software, we have the compatibility to do payroll that we can move to the twenty first century. Paso said for the short run she has been a salaried employee for most of her career, and she always had to clock in. That's accountability, which makes auditors happy because if someone calls in and takes a sick day and you aren't clocked in then it is verified. She also agrees that moving forward we need to do something to bring our accounting and our check paying updated quite a bit. So, there won't be that much of a ...you know it could be done very quickly by hitting a few keystrokes instead of spending hours and hours writing. Nelson said when the PTO went into effect, he is a fortune 500 company that he consults with, and they clock in and clock out. Dees said he doesn’t know how it would work for the guys if they were called out, they would have to figure something out. Paso said in the future if you came up and we had an app and they got called out to go work on water main break at three in the morning, they clock in on their phones. Nelson said also for anyone that is remote, they can clock in on their phone. Technology is what is taking over and we have the software, it is literally just using it. Paso said it is all about working smarter and not harder. Nelson stated another thing too that is beneficial for using these types of apps , at any point you can run what they call a PNO and you can see who is on the clock, what the expenditures are and if we are operating this 3.5 million dollar company we need to have all of those tools available. We are taking all of this time to get us up and current, let's move forward. It's all there for us. He could have this done by February 1st. Morris asked Jayme to put this on the next agenda.

Discuss video equipment- Nelson said this also was him, he wanted to tell everyone that he reached out today and he spoke with Lisa who is in the Mayor’s office at the city of Taylorville and he told her that we were wanting to provide video and upload and the whole nine yards and mirror image what Taylorville does. She was quite helpful, and he was very glad he got a chance to talk to her. She said that basically they are getting ready to upgrade their equipment to the Owl system but currently they are using this Panasonic recorder that they got from CTI, and they provided tech support with them setting git all up. This recorder sits on a tri pod stand, it has an SD card, she takes out the SD card and goes to her desktop, she uploads it and puts it on, and she said she could have that entire process done in 5 minutes. It works for them; he would absolutely have no problem for Jayme looking into it and maybe seeing if CTI could have it on a stand or mounting it somewhere and he would absolutely not be opposed to paying for it. What he didn't want to have happen, has happened with this. We need to fix it. Nelson said he didn't know how much the system was but if we go through CTI, he didn’t' get that far because he wanted to ask these questions first. He asked how much we had paid for the previous recorder, Jayme verified almost four hundred. Steve Brown asked if Taylorville is upgrading if they would be willing to sell what they have. Mark responded and said that the one they have is a little handheld and from the seventies. Nelson said another thing too, for the board members to discuss. Taylorville only does the council meetings they don't record the committee meetings. Nelson is assuming because that is where they vote. He asked Jayme to look into it so we can fix it, and have it up and running soon.

VISITORS- A PERSON SHALL BE PERMITTED AN OPPORTUNITY TO ADDRESS OFFICIALS UNDER THE RULES ESTABLISHED BY THE VILLAGE OF KINCAID (3 MINUTES PER PERSON) 5 ILCS 120.2.06g

Anthony Pezze spoke up and said talking about the clocking in and all that, and he agrees with it being a good idea. But from past experience with a company, he worked for in Taylorville - George Yard. They had two employees that were clocking in at eight and clocking out at five, but they weren't starting until ten and would quit at two or three o clock in the afternoon. He ended up putting in GPS systems, so he had an exact log of where that truck was any time of day or night. That might be an option to go along with the time clock. Nelson said in that capacity with the Village if we run into that with the twenty first century we can -- we don't have that many employees. Paso also said that if should state in the employee handbook that if someone falsifies their time, they will be immediately dismissed. Nelson said things would have to be put in place. Paso said again, if someone falsifies their time they don't need to work for us. That is as good as stealing.

Clare Duran asked if anyone is on call like police wise because she is sure everyone knows about what happened with the gentleman who lost his life the day after the storm that one day, Is there anyone that is on call, she isn't talking fire department wise, just police wise. Chief Mathon asked if she meant like showing up for that 911 call that day, he said No. Clare said she didn't know if we had somebody on call like we used to before. DJ said if they call him, the ambulance is going to show up before he does. She said she knew that when her tenant was having her seizures, DJ was there long before anybody showed up. DJ said he wasn't on call though then; he was on duty that is the difference.

Foreman Wolfe wanted to thank Charles Watson for buying the property on Glen and getting it cleaned up.

Adjournment

Trustee Nelson made a motion to adjourn, it was seconded by Trustee Dees. All ayes. The time was 6:16 P.M.