

VILLAGE OF KINCAID
115 CENTRAL AVE. KINCAID, IL. 62540
TIME- 6:00 P.M.
MONDAY, MARCH 25, 2024
COMMITTEE MEETING MINUTES

The meeting was brought to order by Mayor Robert Morris

Roll call was taken by the Village Clerk

Nelson- here, Dees- here, Warren- here, Lawrence- here, Paso- here, Gibson- here

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

- Special Guest- Dennis Atteberry (Attorney)- Attorney Atteberry addressed the board with regards to what we were going to do with the piece of property that the Village had purchased. Foreman Mark Wolfe spoke up and stated that it was the property down by the park. This was property that was donated to Miss Bechelli and that we were going to pay half of the surveying. Atteberry stated that Bechelli had paid for the full amount of the surveying and that from what his understanding from Attorney Rahar, was that the Village could pay for half of the surveying of the property. Attorney Rahar spoke up and stated that the board would just need to approve this. It was stated that we would do this at the meeting in April. Foreman Mark Wolfe spoke up and wanted to know what the total was for the surveying. Attorney Atteberry stated that the total was \$2500, so the Village would be responsible for \$1250 of it. Atteberry stated that he had copies of the invoice and all the paperwork that he could submit to the board.

- Special Guest- Chastain & Associates- no one showed up from Chastain & Associates for this meeting.

- Committee Meeting

- Go over Codification changes- The clerk spoke up and stated that the guy that does the Codification changes had reached out to her and stated that he will go over everything, and then send us the updated changes for the board to go over and approve.

- Sustainable Solar Power Estimate- The clerk handed out to the board the estimate for both buildings at the Village and then the one for the park. She stated that she did not remember what the prices were from the previous Solar company, but that they could see what the difference was in the cost overall for each building. The clerk stated that she is in contact with the company and that she could reach out to them and have them attend a meeting, to go over the estimates and answer any questions that the board may have. The board agreed to do this, so the clerk will get in touch with the Solar company to have them come to a meeting.

- Start Equipment Fund for Police/Street Department- Trustee Warren stated the finance committee had met last week to go over some things. He had spoken about the fact the Chief Mathon had brought up about putting away some money for the future with regards to Vehicles for the Police force. He stated that they also talked about vehicles and equipment for the maintenance crew. He stated that they spoke with the Treasurer on this and the easiest and the best way to do this, would be that at the end of the year, look at what the surplus budget is for those two departments and take

money out of that, and then put them into an account. Warren feels that this would be the best way to handle this. This is the finance committee's recommendation. The board will be following the fiscal year, which begins in May.

- Recommendations from Finance Committee to reduce spending- Trustee Paso spoke and stated that the finance committee spent over 3 hours on this. She stated that Trustee Warren did a great job of going over invoices and bills to see about itemized spending. Paso stated that we are coming into a time where we really don't have a lot of money left over and that we need to look at what we are doing and what we are spending. She stated that a year ago, they had decided to give every department a credit card. However, we must look at what has gone on with the credit cards, and as the board would see, they had made several recommendations to two departments. She stated that with regards to the street department, this would be a hard one to look into because they have quite a bit of spending with regards to water and sewer. She stated that first she wanted the board to consider reducing the credit card from the police department, from \$3500 a month to \$1250 a month. We reinstate charge accounts for different places that we would need supplies from. She stated that the officers should get a yearly clothing allowance. She stated that this was done in the past but hasn't been done since. So, she is recommending \$500 for full-time officers, and \$250 for part-time officers. Lastly, she stated that when it is time to make a purchase for something, but that instead of going to any place to purchase, go to a store where we won't be charged for tax, because we are a municipality. We have tax exempt status. Then she finally stated that since we have had in the past officers who have failed to keep their commitments to the village, and their lack of performance, we do not hire any new officers right now. Furthermore, she stated that if we do hire any new officers, they come with a certificate, so we can do away with paying for their schooling in advance. She stated that if someone really wants to come to work, then they should pay for their own training, and then they can come and work for us.

Then looking at the Village office, she stated that they had discussed reducing the credit card for supplies from \$3000 to \$1250 per month. She stated once again about using a charge account or go to a business establishment that honors tax exemption since we are a municipality. Another thing she stated we could avoid was mass mailing or returned stamped envelopes, if possible, we could notify people on their water bill or on the Village Facebook page. Lastly, looking into more cost-efficient programs for office equipment. She stated there are incentives in the office machine business that you can buy the machine with a service contract that is normally yearly. With that you can get toner and paper to cut costs down. She stated that Trustee Warren had put in a lot of leg work with going over the past 2-3 years of spending and how to cut the costs down. Paso stated that this was all their recommendations.

Trustee Nelson spoke up and stated that he had a few questions. He stated that it was his understanding that the \$3500 for the police department was their budget for the month. He also wanted to know if their credit card limit had been moved up. Treasurer Beverly Merano stated that when the previous clerk was in the office, that they must have been redone to reflect those amounts. Chief Mathon spoke up and stated that he remembered that they had agreed upon at one time to \$3000 for the police department. Trustee Paso spoke back up and stated that she was just referring to the spending limit

to the credit cards and that we just need to get them lowered. Chief Mathon stated that the police department had never spent that much in a month and that the two departments that they were referring to have never gone over budget.

- Discuss Ordinance Violations- Trustee Lawrence spoke up and stated that this had been discussed in the past and that he had spoken to Mayor Morris, and that Mayor Morris was going to speak to Officer Mahan about it. He spoke about the fact that Officer Mahan was going to take over the Ordinances and that this was talked about around February 22nd. Lawrence stated that since then, there has been nothing done. Lawrence stated that they had talked about driving up and down every alley and looking at certain properties here in town. He stated about vehicles on sidewalks and that we need to enforce these Ordinances. He stated that we have responsibility as taxpayers to the community. Lawrence stated that he works for everybody. He stated that when Chief Mathon was gone, that he and Trustee Warren had taken over some of the Ordinances and that when Chief Mathon was back that he would take them back over. Lawrence stated that when he asked Officer Mathon about doing the Ordinances, that he was told not to do them. It was confirmed by the mayor that this was not the case. Trustee Lawrence just wants to make sure that we are staying on top of these Ordinances and getting the town cleaned up. Chief Mathon spoke up and wanted to know if the board wants Office Mathon chasing crime off the streets or taking care of Ordinances. Lawrence spoke and stated that he wants him to take care of Ordinances. Chief Mathon asked if this was something the board wants Officer Mahan to do, or if this is something that Trustee Lawrence wants him to do. Mayor Robert Morris spoke up and state that, yes, he wants Officer Mahan to do Ordinances, but if there is something of a more serious nature, then he is take care of that first. Mayor Robert Morris stated that Officer Mahan did state at the last meeting that he would do the Ordinances. Trustee Paso spoke up and stated that, yes, she agrees that he needs to take care of the crime first, but we are not fighting crime 24-7. She stated that the Ordinances are what we can do to gain some of the issues on going to get rid of the blighted properties here in town. Chief Mathon stated that right now they are at 60% coverage in the police department. He stated that they are not a full-time police department. Chief Mathon asked what the Ordinance book says regarding doing Ordinances. It states that Ordinances will be issued by the Village Clerk and be mailed out by the Village Clerk. Trustee Lawrence stated he wanted this put on the next agenda for a vote. Trustee Warren spoke up and stated that while Chief Mathon was gone, some of the board members went out and took photos and then sent them to the Village Clerk to be issued. Trustee Nelson spoke up and stated that we need to find a happy medium between all of this. Chief Mathon reiterated that we just need to make sure that we are following the policy. Trustee Nelson stated that we are not steering away from the policy but that it should start with the Polie Department first.

- Discuss Taking Cash- Mayor Robert Morris spoke up and wanted to know why were talking about cash, when we had decided last year not to take cash and only take checks or debit cards. Trustee Nelson wanted to know who asked to have this put on. Treasurer Beverly Merano stated that this was discussed with the finance committee, when she stated that we had over \$4500 in cash that was deposited. The clerk spoke up and stated that it was from one time when a gentleman had come into the office to pay for an Ordinance Violation and part of an outstanding water bill, and he had over

\$700 worth in cash to pay. She told him that we could not accept cash and then he ended up walking out. She was yelled at for not taking that cash, because that person did not ever come back to pay, and so we lost out on the money. Trustee Nelson stated that yes, she was following protocol. The clerk stated that this was discussed last year at a meeting, and it was said for her to use her discretion on taking cash. It was stated by the board that we do not take cash period.

- Discuss hiring someone for marketing and advertising of the Lake Lots & RV Spots- Trustee Gibson spoke up and stated that he wants someone to take care of this because the RV spots are sitting out there with no one on them. He stated that we must do something. Mayor Robert Morris spoke up and stated that, didn't we just make a website?

Trustee Warren spoke up and stated that he instigated the whole website thing. He wanted to reiterate that this has nothing to do with the Clerk's job or the Treasurer's job or anyone's job. He stated that we did not hire them to do any of this type of work. Warren stated that he was in the office speaking with Foreman Mark Wolfe and the Clerk about how we could manage these Lake Lots and RV spots. He stated that the state uses a calendar to keep track of their spots. Warren stated that he believes in finding people that know how to do this type of work. So, Warren stated that he asked for his daughter's help because she teaches this stuff, and she has been doing it for over 30 years. Warren stated that his daughter helped him create a calendar and she went in and created a website along with it. He stated that she donated this website to the Village. Warren stated that he came up to the office and showed the Clerk how to use it and the part-time clerk as well. Warren stated that it is very easy to use and since they did this, we have already collected \$650 dollars in RV spots. Warren stated that it has doubled from last year. Warren stated that he doesn't care if we hire anyone to do this or not, but if he wants better for Kincaid overall.

Warren stated that so far since advertising for the RV spots, we have had several people already sign up to come in. Some of the people are even from out of town. Warren reiterated the fact that we just need to advertise more and that the clerk does not have the time to do it, so we need to get someone that can do this. The underlying thing is that advertising works.

Trustee Nelson spoke up and stated that the first time this was brought up he was on board. He stated that maybe we could just give the girl a six-month probationary period from April to August which is camping season. He stated that we could just see what she could do first and see what happens. Nelson spoke about infrastructure to the Lake Lots and RV spots. This will be put on the next agenda for a vote.

- VISITORS:

VISITORS- A PERSON SHALL BE PERMITTED AN OPPORTUNITY TO ADDRESS OFFICIALS UNDER THE RULES ESTABLISHED BY THE VILLAGE OF KINCAID (3 MINUTES PER PERSON) 5ILCS 120.2.06g- there were no visitors to speak at this meeting.

A motion was made to go into closed session by Trustee Nelson. A second motion was made by Trustee Lawrence. All Ayes. The time was 6:28 p.m.

A motion was made to come out of closed session by Trustee Paso. A second motion was made by Trustee Lawrence. All Ayes. The time was 7:22 p.m.

A motion to adjourn from the Committee Meeting was made by Trustee Warren. A second motion was made by Trustee Nelson. All Ayes. The time was 7:24 p.m.

- Special Meeting

- Roll Call- Gibson- here, Paso- here, Lawrence- here, Nelson- here, Dees- here, Warren- here.

- Railroad Easement- Foreman Mark Wolfe stated that this is in regards to the water project. He stated that if we agree to pay the \$5000, which is normal. It's the \$620 a year that they can increase for the rest of our lives. That's the hurdle of the thing. Trustee Nelson stated that when he was saying they could raise the fee whenever they wanted, is that the contract? Foreman Mark Wolfe stated that this is the contract. Trustee Lawrence stated that Attorney Rahar has a copy of the contract. Trustee Lawrence just wanted to make sure that they can't come back later and raise it again in the coming years. He just wants us to come to some type of agreement. Trustee Paso wanted to know if they had talked with anyone else who is in the same type of situation where it states that they could raise the fee every year on this. Trustee Warren asked Foreman Mark Wolfe if had spoke with Stonington. Mark stated that he had spoken to someone over there and they had just ended up signing the contract. It was asked if the railroad had raised the price with Stonington, but Mark stated that no they did not, and it has been a few years since the signing. Trustee Lawrence stated that the Railroad does not send this out, they have Real Estate companies who handle this, just along the same lines as the easements. He stated that they are hard to deal with. Trustee Lawrence wanted to know how much time we had on this. Foreman Mark Wolfe stated that the bidding goes out April 18th. Mark stated that the contractors need to know what to bid on. A motion was made by Trustee Paso to go ahead with the agreement with the railroad easement and pay the \$5000 dollars plus \$620 a year and not to exceed \$5000. Foreman Mark Wolfe read off the agreement which stated, one time fee of \$1000, engineering revue fee \$1750, contract right-of-entry fee \$1750 and then the \$620 a year fee. This will all be done with the engineer. A second motion was made by Trustee Nelson. Nelson- yes, Dees- yes, Warren- yes, Lawrence- yes, Paso- yes, Gibson- no.

- Pay back taxes on property 1102 Springfield St.- Trustee Warren wanted to know what the back taxes were but wasn't sure what they were. Mayor Robert Morris thought it was \$567. Trustee Lawrence looked it up and it was \$539 for the back taxes. Trustee Nelson made a motion that the Village pay \$539 for the back taxes to the property at 1102 Springfield St. A second motion was made by Trustee Dees. All Ayes.

Trustee Lawrence just wanted to make sure that we do the release of the lien on that property as well.

A motion was made to adjourn the meeting by Trustee Nelson. A second motion was made by Trustee Warren. All Ayes. The time was 7:37 p.m.

The minutes were typed up by the Village Clerk

Stephanie Brown