

President and Board of Trustees
213 N. Douglas St. St. Jacob, IL 62281
Regular Meeting Minutes #26-15
Wednesday, August 5th, 2026, 6:30 pm

ROLL CALL, PLEDGE OF ALLEGIANCE, AND CALL TO ORDER

Present: Mayor Richard Schiefer, Clerk Jennifer Basarich, Trustee George Gavlick, Trustee Derek Ashoff, Trustee Nick Timmons, Trustee Brandon Ponce; Absent: Trustee Dawn Ross

Quorum: present; Meeting called to order at 6:30 pm.

I. APPROVAL OF MINUTES AND AGENDA:

- A. Approval of Minutes 26-12 for June 17, 2026. Motion by Trustee Gavlick, second by Trustee Timmons. Roll call vote, all in favor, motion passed.
- B. Approval of Special Meeting Minutes 26-01 for June 23, 2026. Motion by Trustee Gavlick, second by Trustee Ashoff. Roll call vote, all in favor, motion passed.
- C. Approval of Special Meeting Minutes 26-02 for July 6, 2026. Motion by Trustee Gavlick, second by Trustee Ashoff. Roll call vote, all in favor, motion passed.
- D. Approval of Agenda 26-15 August 5, 2026. Motion by Trustee Ponce, second by Trustee Gavlick. Roll call vote, all in favor, motion passed.

II. COMMUNICATIONS:

- A. A letter from a member of the community was sent in requesting we look into a better communication system such as SMS notifications to notify residents of boil orders, etc.

III. OPEN TO THE PUBLIC: Speakers/comments:

- A. Mindy Tracy, co-owner of The Venue at Jacob Street spoke to the board about a Fall Fest they are wanting to do on October 3rd from 10-4. She would like the village to close off the streets from stop sign to stop sign between 3rd and 5th streets as well as provide closure signs. Mindy stated that 10% of all vendor (artisans, food vendors, produce, crafts, etc.) registration fees would be given back to the community.

IV. TREASURER REPORT:

- A. April report presented by Joanne Berry. Cash balance is \$2.7M. It contains advance payments for the sewer project. There is a deficit of \$523 for the month of April. That's owing to the expenditures for the sewer project and the lack of property tax revenue. Revenues were \$40K greater than FY 2026 because there was money from a PEP grant which was in the Public Grounds Fund. Revenues were \$534 more because of the sewer project. There was a \$12K expenditure for radios and a laptop for the police car in the Police Fund. There was a \$7K expenditure for plumbing at the mill pond in the Public Grounds fund. Supplies in the Water Fund were atypically high due to a \$3100 expenditure for a fire hydrant. There was a \$563 deficit in the sewer fund.

V. COMMITTEES:

A. Community Development/Health

1. 207 Mill St. discussion—Attorney Craney stated the hearing will be on Thursday, August 20th, 2026. He has followed all the proper steps in trying to work with the ownership company, but they are now in default.
2. Homecoming—It was a rough year for the homecoming. We just made enough to cover expenses. We are now looking forward. Trustee Timmons has been trying to book vendors, but no one is going to start booking for next year until this carnival season is over.
 - i. Trustee Timmons stated there was a carnival convention in January that he will be attending to make connections sooner.
 - ii. Trustee Timmons would like to get the homecoming committee started in the month of September to be better prepared for next year.

B. Water And Sewer—nothing to report

C. Police—will save for closed session discussion

D. Ordinance And Finance—Ordinance 26-644 for short-term rental tabled

E. Public Grounds & Building

1. Activity Center rental fee—move discussion to committee meeting
2. 1873 Marine Rd. back field fence completion—Public Works coordinator stated this process has already been started and will be completed before summer is over.

F. Streets And Lanes/Motor Fuel Tax

1. Salt bin—discussion and final action. Trustee Timmons stated there is an environmental grant available for \$15,000. He would like an additional \$45,000 for a total budget of \$60,000 to a salt bin to holds 100 tons of salt plus all the equipment.
 - i. Trustee Timmons made a motion to move forward with the salt bin project with money not to exceed \$45,000 from the streets and alleys fund, second by Trustee Gavlick. Roll call vote, all in favor, motion passed.
2. 2011 F550 truck replacement—move discussion to committee meeting
3. Asphalt on corner of Washington and E. 6th St—move discussion to committee meeting
4. 2026-2027 MFT—discussion and final action. Engineer Massa discussed basic schedule and materials for oil & chipping on a 3 year schedule.
 - i. Trustee Timmons made a motion to accept the 2026-2027 MFT from Juneau, second by Trustee Ponce. Roll call vote, all in favor, motion passed.

VI. REPORTS:

A. Engineer's report

1. Engineer Massa discussed MEPRD grant funding \$48,185.21 will be coming in the mail soon. Mayor Schiefer asked to check the door magnets/locks on the Mill Pond bathrooms.
2. Engineer Massa discussed the final disbursement for the loan project. The state will reimburse for the final loan closeout.

- B. Village Attorney—nothing else to report
- C. FOIA update—207 Mill St. request-Attorney Craney took care of it—nothing else to report
- D. Building & Zoning—For the month of June, there was 1 building permit issued for an inground pool. There were 2 building inspections performed, 1 for house demolition and 1 for a pool inspection. There were 4 rental inspections performed. There were 4 occupancy permits issues. There were 6 phone calls received/made in reference to building & zoning issues. There were 3 complaints received-all were resolved.
 - 1. Miscellaneous duties:
 - i. Contact for solar solutions permits
 - ii. Signed plat affidavit for dividing 515 Napoleon into 2 single family residences
 - iii. Called land designer in reference to property on Ellis Rd. Not in village limits but in our planning area
- E. Public Works—
 - 1. Called Vandeventer about lift station repair
 - 2. Culvert on Dominiq can be fixed, possibly without digging
 - 3. Culvert for Lake Rd. grading done, materials in to do it
 - 4. Hydrants for fire house will be done soon
 - 5. Sample Sites
 - i. 3 sample sites-Joe Simpson suggested getting 3 boxes for test sample sites. It's about \$2700 per box. Add to another agenda for approval.
 - 6. Bond/Madison started something that will make our water smell off but it's still safe.
 - 7. Laminate floors in pump house are coming up. Trustee Gavlick suggested to just scrape it up.

VII. OLD BUSINESS:

- A. More discussion on the short term rental subject. Take back to committee for more discussion-bring recommendations to next meeting.

VIII. NEW BUSINESS:

- A. Mayor Schiefer would like a PA system from buildings so everyone can be heard in the room.
- B. Trustee Timmons suggested one night where all committee meetings happen.

IX. CLAIMS:

- A. Claims for approval for July 1, 2026 for \$44,782.25. Motion by Trustee Gavlick, second by Trustee Ponce. Roll call vote, all in favor, motion passed.
- B. Claims for approval for July 15, 2026 for \$70,510.43. Motion by Trustee Ponce, second by Trustee Timmons. Roll call vote, all in favor, motion passed.
- C. Claims for approval for August 5, 2026 for \$44,518.26. Motion by Trustee Gavlick, second by Trustee Timmons. Roll call vote, all in favor, motion passed.

X. OPEN TO THE PUBLIC:

XI. CLOSED SESSION:

- A. Trustee Ponce made a motion to go into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (5 ILCS 120/2© 1) and pending litigation. Second by Trustee Timmons. Roll call vote, all in favor, motion passed. Closed session to start at 7:52 pm.

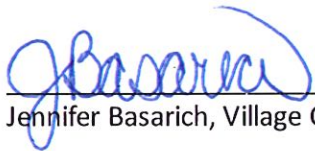
XII. OPEN SESSION:

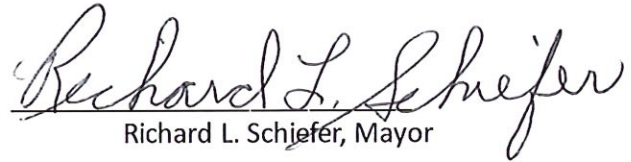
- A. Trustee Ashoff made a motion to go into open session, second by Trustee Ponce. Roll call vote, all in favor, motion passed. Back to open session at 8:23 pm.

XIII. CALL FOR ADJOURNMENT:

- A. Trustee Ashoff made a motion to adjourn, second by Trustee Gavlick. Roll call vote, all in favor, motion passed.

Meeting adjourned at 8:25 pm.


Jennifer Basarich, Village Clerk


Richard L. Schiefer, Mayor