

VILLAGE OF KINCAID
115 CENTRAL AVE. KINCAID, IL. 62540
TIME- 6:00 P.M.
MONDAY, MARCH 11, 2024
REGULAR MEETING MINUTES

The meeting was brought to order by Mayor Robert Morris

Roll call was taken by the Village Clerk

Gibson- here, Paso- here, Lawrence- here, Warren- here, Dees- here, Nelson- absent
The Pledge of Allegiance was recited by all who attended the meeting

- Approval of minutes from February's meetings- A motion was made to approve the minutes by Trustee Paso. A second motion was made by Trustee Lawrence. All Ayes.

- Special Guest- Chastain & Associates LLC- there was no one that showed up from Chastain for this meeting. Foreman Mark Wolfe spoke up and stated that he could give an update on few things. He stated that there was another round of grant money for the Lead and Copper replacement project. He stated that they have everything ready to go and it is pretty much just submitting the paperwork again. In regards to the sewer plant, they are waiting for the contractor to come out and build the pump station that sits on the hill. They have still been working on the sidewalk grant money, but are hopeful that it will go out for bid this summer.

- Going through another section of Chapter 11 in the Ordinance book- Trustee Warren spoke up and stated that where they left off the last time was, going over the bereavement portion. He stated that this was pretty standard in stating that you get 3 days off for immediate family and one day off for other family members. He stated that no changes needed to be made to this one. The next paragraph talked about sick leave. He stated that he figured this pretty much would mirror the union contract, in stating that you would receive 7 sick days per calendar year, then after 3 days of being off you would need a doctor's slip. Foreman Mark Wolfe spoke up and stated that the union guys get 5 sick days and 2 personal days, but normal employees of the village just get 7 sick days and not personal days. Warren spoke back up and stated that everything that he went over seemed to be standard to what he already knew. He went over a few more sections of chapter 11 that were pretty much in reference to sick or injury things at the village and taking time off for either. He stated that it didn't look like anything needed to be changed. He went through maternity leave and the family medical leave act as well. Neither one of these needed to be changed. Then he went through the part where if someone were to take a leave of absence or special leave and this pretty seems cut and dry as well. He went through the military leave part of chapter 11 where it talks about how much time they get per calendar year and what they must turn into the village to get compensated for the time they were off. This section of the chapter needed to be updated to follow suit with the statute. Warren spoke about Jury duty and disability leave which is all pretty much standard and did not need to be changed. He finished off with Chapter 11-7. The clerk spoke up and stated that maybe

the board could go through the book and if they come across something that they think needed to be changed, then they could email her to look at it.

- New Business

- Using IWORQ software for liquor and gaming licenses- The Clerk put this on the agenda for the board to consider using. The Clerk had a few zoom meetings with the company and she was able to see how the whole process would work. She stated that this was basically about getting away from using paper and doing liquor and gaming licenses on a software program, where you could send out emails, print off the license and keep better track of everything. She handed out a copy of the service agreement, and how much it would cost. She reiterated that with things changing in the economy, people are utilizing the internet more to do transactions. The proposal was for an annual subscription at a cost of \$2,900 for the first year, then after that it would be \$1,800 per year. The software program includes having availability on your phone, tablet, or computer. License for Businesses, renewal and invoicing capabilities for the owners, unlimited letters under their library, reminder letters to each vendor, and premium data of 25MG uploads, as well as 100GB total storage. It also would include file uploads that would be required to finish a permit, licensing, or code enforcement process. She stated that this was just something to look into for the near future, not something they needed to decide on right now. Trustee Warren spoke up and asked if right now we do all the paperwork here in the office? The Clerk stated that, yes, as of now, we do all the paperwork in the office. Trustee Paso spoke up and wanted to know if there were any other companies closer to our location, since this company was based out of Utah. The Clerk stated that she could investigate other companies who would be closer to our area. She also stated that she will do more research in the next month and see what she can come up with.

- Campground Host- Foreman Mark Wolfe spoke up and stated that Kent Rule is our campground host right now and he has been since the beginning. The Village has always given him one lot, which is standard to do for a campground host. Mark stated that Kent does not have a lot of authority out there, but he does answer questions when people come up to him. Mark stated that if someone is doing something wrong, then Kent will either call him or call the police. Mark is proposing that the board give Kent a little more authority and give him all three of his lots and that he would be out there on the weekends to sell boat stickers. Mark stated that Kent does not want to take any money, but that people can pay online for their sticker, but they would just need to show him their receipt. Trustee Lawrence spoke up and wanted to know what authority Kent would have. Mark stated that basically if people were out there on golf carts, and there were kids driving them or anyone breaking the rules, Kent would have the authority to kick them out. Mark stated that he wanted the board to vote and make Kent Rule the campground host. Trustee Lawrence spoke up and just wanted to know about liability for this and that Kent would call an officer if things got out of hand. Mark stated that Kent does a lot for the Village out at the Lake Lots. A motion was made to officially make Kent Rule the Campground Host by Trustee Warren. A second motion was made by Trustee Gibson. All Ayes.

- Railroad Easement- Foreman Mark Wolfe spoke up and stated that to do one of the water loops with the water main project, we would have to go underneath the railroad. The water line that goes to Tovey is shut off and so they are wanting to loop underneath the tracks to make the flow easier. He stated that they received the railroad contract and everything looked good, except for the fees. He stated there would be \$5000 for total fees. Then he stated that the railroad also wants \$620 per year, for the rest of our lives and that they could increase that every year if they feel like it. Both Trustee Lawrence and Mark have called numerous times to try and speak to someone regarding this contract. Mark stated that he spoke to someone in Stonington, who said they pretty much did the same thing with their contract, and it was pretty much the same. There was talk from Trustee Lawrence about how long it took to get payment from the railroad for the fees from the Village maintaining the grass, and that it took several attempts just to get them to pay. Mark stated that the railroad is paying us \$2100 a year to mow the grass and now they want 6 something of it back. Trustee Warren stated that we can deal with the 6 something but paying \$620 a year and raising it every year, he thinks this is a “no go!” Trustee Lawrence stated that they are just trying to get in touch with someone to at least talk about it. Trustee Lawrence stated he was going to give our Attorney, Jared Rahar some information to see if he could get in touch with them. A motion was made to table this till the next meeting by Trustee Lawrence. A second motion was made by Trustee Warren. All Ayes.

- Discuss Properties- This is going to be discussed in closed session. Trustee Lawrence stated that he just wanted to get some of these properties in town cleaned up. He stated that he spoke to a gentleman at the county, and that they are trying to acquire some funding in hopes of getting some of the properties in Christian County cleaned up. Attorney Jared Rahar spoke up and stated that regarding these properties, it might just be that, if we have liens on them, then to just foreclose on those properties or start putting liens on them, if not. Trustee Lawrence spoke up again about the property that is next to the Methodist church and how it needs to be taken care of soon, especially since it could fall in one of these days.

- Old Business

- Start equipment fund for police/street department- Foreman Mark Wolfe spoke up and stated that this really needs to go to the finance committee to hash out. He was speaking in reference to the fact that when they have a \$3000 budget and only spend \$2000, if the rest of it could be put up to use for equipment fund, that way in 5 years they can have some money to purchase a new truck if need be. Treasurer Beverly Merano spoke up and stated that the finance committee needs to get together to go over some things with regards to this matter. A motion was made by Trustee Lawrence to table this until the next meeting. A second motion was made by Trustee Paso. All Ayes.

- Advertising for the RV spots and Lake Lots- The clerk spoke up and stated that at the last meeting, she had handed out information for advertisement with the radio station in Taylorville and also for the Breeze Courier. She just wanted to see if the board had any ideas or if they wanted to even go with the Radio station or the Breeze Courier. The board discussed the fees related to doing advertisement with the radio

station. Trustee Paso spoke up and wanted to know if we could investigate possibly advertising in the local trade papers, because they put out these at local supermarkets and such. The clerk spoke back up and asked Trustee Warren about looking into another campsite and what they advertised with. Warren stated that he was going to look into contacting Double J camping and see what it would cost to advertise in their magazine. Trustee Paso spoke in regards to the RV magazines as well, and these are ones that you can pick up at Kroger's. Mark Wolfe spoke up and talked about the fact that he was able to get some pricing on a sign to put out at the top of the hill for advertising, but it would cost around \$1500. He did get permission to put the sign out there. He stated that the tourism signs were stopped, because we would have to have bathrooms available to the public. Mark stated that he and his wife had made a flyer for advertisement and that he started posting it the night before. He stated that they were able to get several responses and people had started sharing it. He also joined camping sites on Facebook to be able to share and get more advertisement for the sites. Wolfe stated that putting it on the radio for only a week and with the cost it wouldn't be worth it. Trustee Paso reiterated that it is too much money to spend for only just that one week. Trustee Lawrence spoke up and asked if Dirt Riders were going to be having many events this year. Mayor Robert Morris spoke up and stated that right now they are only going to be having 3 this year. Lawrence wanted to know if we could talk to Dirt Riders about passing out a flyer so that when their spots fill up they can let people know that we have spots available for rent. Mark stated that he did talk to them about that and that they would be glad to put the word out, once they fill up, we would just have to get them the information needed. Mark also stated, he told them that people would need to know that they just cannot unload their side-by-side's and drive them across the roadway. They would need to unload at Dirt Riders first. Mayor Robert Morris wanted Mark to look into pricing more signs to be able to put out at the lake.

- 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) 5 ILCS 120.2.06g- a citizen of the community spoke up in regards to the property at 113 Park Ave. He stated that from June of last year till now, there have been kids that go into that house from around 10:30 at night to around 5:30 in the morning. He stated that there are cats and possibly raccoons in the house. He stated that you can smell an odor during the summertime. He also stated that it is boarded up, but now that it is starting to get warm out, he is afraid that some kids are going to go in there and maybe fall through the floor. Trustee Lawrence stated that he tried speaking to some of the owners about getting them to take care of the property, but he stated again that this is another property that needs to be taken care of. He stated that this is a dangerous and unsafe property. The concerned citizen spoke up and asked if there was anything the board could do about it. The Village Attorney Jared Rahar stated that it was like what he had spoke about earlier, that the Village would have to put a lien on the property and go from there with the next steps of basically tracking down the owner. Another citizen of the community spoke up and wanted to thank the guys for all their hard work during the winter. He then wanted to know if anyone was going to take care of the manhole covers, especially with motorcycles being out now. He just wanted to make sure the guys had the money and the time to

keep the streets up to date and especially with the manhole covers. Foreman Mark Wolfe spoke up and stated that, starting in April that would begin on filling the manholes. He stated that you cannot get anything right now, but a one-inch riser, and that the manholes are a half inch, so it would be too much sticking up. The citizen also asked about fixing an issue in the ditch by his house, since there was an accident by his property. He wanted to know if they were going to plant some grass around that area or what they were going to do. Mark stated that they would be fixing it sometime this summer.

- Approval of bills- A motion was made to approve the bills by Trustee Lawrence. A second motion was made by Trustee Paso. All Ayes.
- Zoning report- Trustee Lawrence stated that he issued 2 building permits. One for a fence and another for a garage add on.
- Approval of Treasurer's report- Treasurer Beverly Merano handed out her report prior to the meeting for the board to review. She stated that she revised a few things on the second page of her report. Trustee Paso thanked Beverly for doing this. A motion was made by Trustee Gibson to approve the report. A second motion was made by Trustee Dees. All Ayes.
- Clerk's report- The Village Clerk passed out her report for the month to all the board members. One thing she wanted to add was there had been an issue with payroll a few times, regarding the Military hours being put on payroll. We have to differentiate Military time on payroll and ACS only shows an Other line in the system. She spoke to John from ACS. He let her know that we could add a line for Military, but it would cost the Village \$450 dollars, which is \$75/hr for a total of 6 hours to work on it. She stated that at least you would be able to see where the military time would go in at. She also made a spread sheet for ordinance violations and shared it with all 3 officers. Trustee Warren spoke up and wanted to know when we would need to let ACS know about adding the extra line on payroll. The clerk stated that this would be something we could just add whenever the board decides to go ahead with it.
- Police report- Officer Mahan stated he was not able to print off a report, but he did state now with the warmer weather approaching, that usually brings about thefts in the area, especially with things sitting out in peoples yards. Trustee Lawrence spoke up and wanted to make sure that they were doing the Ordinances and Officer Mahan stated that yes they are. Lawrence spoke back up and just wanted to reiterate that we have alot of problem area properties, and that they should be issuing tickets every two weeks. He also spoke about just being on top of these properties and possibly putting liens on the properties. A citizen of the community spoke up and wanted to know where there were sidewalks in this town. Trustee Lawrence stated that there have been quite a few vehicles parked on sidewalks, and that when kids are trying to walk to school, they have to go around the vehicles and walk in the road. Another citizen of the community spoke up about the trees on Summit being cut down. He stated that the Village cut down one tree, but there were quite a few more that needing cutting down. Foreman Mark Wolfe spoke up and stated that the roots are part of the problem with the trees and obviously before they redo the sidewalks they would have to cut those trees down. Mark stated that this partiuclar citizen did not want the trees cut down at that time, but since then he has changed his mind. Mark stated that Summit is not on the list for this year but will be for future.

- Foreman's report- Foreman Mark Wolfe stated that he passed out his report to all the board members. He stated that he already spoke about the sidewalks, especially in reference to the citizen who spoke about his on Summit and other areas. He also spoke about publicizing the RV spots and putting it out there on facebook. He stated that he and CJ went to a conference for Water and Sewer and that they both had to take an exam. He stated they are still waiting on their results from that exam. He stated that he is very confident that CJ will pass his test. Trustee Paso spoke and asked if Mark had heard anymore about Solar down at the sewer plant. Mark stated that he finally was able to get in touch with the new engineer. This has been the third or fourth time that he has tried to get in touch someone for Simple Ray. He stated that the person that was in charge of it, no longer works for them. Mark stated that the new guy will be bringing a new relay and that he guarantees that it will work. Mark stated that he told the guy that pretty much everyone on the board is getting fed up with this project. Mark stated that if this does not work out with this company, then they will probably look into trying to see if they can get it working themselves. He stated that Ameren's engineers are stating that it needs redesigned and the transformer is the problem. He stated that they design transformers all the time. Mark stated it will cost them more money, but they would have to take the transformer out of the equation. He stated that Ameren is telling Simple Ray what to do to fix this, but for some reason they are not listening.
- Attorney's report- Attorney Jared Rahar spoke about foreclosures and lien's and also Ordinance Violations with regards to the Daum easement. He stated we could talk more about this in closed session. Two things that are a little different, he stated that he spoke to Edward Jones in regards to an investment policy, but he did not know if the Village of Kincaid had one. He stated that if we did not have one, it was just basically like dying without a will, you just have to follow the law. He was wanting to know if we had an Ordinance in reference to Investment policies. The Clerk spoke up and stated that this was in our Ordinance book and that it was just changed to reflect using other banks for investment, besides Midland Community Bank. Trustee Paso spoke up and stated that we had changed the verbiage in the Ordinance book to state that we can use other Banks, other than Midland Community Bank, for investment reasons. Attorney Rahar just wanted to make sure that this was passed or put into affect. The Clerk spoke up and stated that it had been passed but the Codification people have to make the changes before it becomes permanent. Attorney Rahar spoke back up and stated that he received an email from Chief Mathon in regards to an I-case, but he wasn't sure if anyone else had heard about this. Officer Mahan stated that this was news to him. Attorney Rahar stated that this is something that the State Police do and it is a records management system, but they sent a letter to Chief Mathon that they are decommissioning I-case and that apparently we were a participant in this, but they are shutting it down. Mayor Robert Morris stated that he should probably speak with Chief Mathon and see exactly what this is about and what steps we need to take. Attorney Rahar was wondering at first why the email was sent to him, but then when he read the second page it had stated, a Release of Liability. Officer Mahan spoke up and stated that maybe it was in regards to some old cases that they have hung onto, but he wasn't completely sure.
- President's report and comments- Mayor Robert Morris just wanted to thank everyone for all they have been doing for the Village, and he also wanted to thank Trustee Lawrence for what he has done recently. Mayor Robert Morris wanted to know

how everything was going down at the park. Foreman Mark Wolfe spoke up and stated that they were able to get the gas line in today. They wanted to move the meter, but Ameren wanted around \$3,000 just to move it. He stated that the sheeting is all done and that they are waiting on some more trim that they had to order for the inside. Mark stated that their next plan is to start on the electrical. Treasurer Beverly Merano spoke up and wanted to know if they could just take the Ameren gas bill, which she usually takes out of park activities, but wanted to know if it can just go into the utilities in the general fund. This would be something that needs voted upon.

- Trustee's report and comments- Trustee Warren spoke up and just wanted to thank everyone for what they have been doing so far with the Village.

A motion was made to go into closed session by Trustee Lawrence. A second motion was made by Trustee Warren. All Ayes. The time was 6:58 p.m.

A motion was made to come out of closed session by Trustee Lawrence. A second motion was made by Trustee Dees. All Ayes. The time was 7:18 p.m.

A motion was made to adjourn the meeting by Trustee Warren. A second motion was made by Trustee Dees. All Ayes. The time was 7:19 p.m.

The minutes were typed up by the Village Clerk

Stephanie Brown