

**VILLAGE OF MANSFIELD**  
**MINUTES OF THE REGULAR VILLAGE BOARD MEETING**  
**June 5, 2017**

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The Village of Mansfield Board of Trustees met at the Northern Piatt Fire Prot. District on Washington St. in Mansfield at 7:00pm with Andy Stiger presiding. Roll was taken with Don Deffenbaugh, Zach Reynolds, Todd Jones, Ron Konen, Lucas Gilbert, and Tom Williams physically present. Also in attendance was Bruce Gammage.

**APPROVAL OF MINUTES**

Stiger requested motions to approve the open and closed meeting minutes from May 1, 2017. **Gilbert moved, Williams seconded to approve the open meeting minutes of the May 1, 2017 meeting. Roll call: ALL YES. Motion carried 6-0.** **Jones moved, Reynolds seconded to approve the closed meeting minutes of the May 1, 2017 meeting. Roll call: ALL YES. Motion carried 6-0.**

**APPROVAL OF BILLS PAYABLE**

Stiger requested a motion to approve the bills payable for June 2017. **Gilbert moved, Williams seconded to approve the bills payable for June 2017. Roll call: ALL YES. Motion carried 6-0.**

**APPROVAL OF TREASURER'S REPORT**

The Treasurer's Reports for April 30, 2017 and May 31, 2017 were both passed out. **Gilbert moved, Reynolds seconded to approve the Treasurer's Reports for April 30, 2017 and May 31, 2017. Roll call: ALL YES. Motion carried 6-0.**

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**OLD BUSINESS**

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**Water Main Replacement**

A representative from Phoenix Consulting Engineers said there is no update at the moment. They are waiting on results of a similar project to be able to get back to the board about cost estimates.

**Piatt County Forest Preserve Intergovernmental Agreement**

Konen said he attended the May PCFP meeting and asked for an increase in what the PCFP was giving the village on a yearly basis. Mike Dixon, parks manager with the PCFP, spoke about the \$1,000 increase the village wanted. He asked what village mowing expenses cost. He sees no trimming being done around the trees. He suggested the PCFP could pay half the cost of mulch but specified a certain mulch that needed to be used. He also suggested the PCFP could start doing the work in the park again and the village would not pay any expenses if they took it back over and the annual agreement would go away. Dixon also asked if the park would be a priority to the new maintenance person the village would be hiring. Trustees agreed this would be a priority. Williams did not know pros/cons of PCFP taking the park back over, but did note the village currently had a contact with Fundi Lawn Care for this season already. There was discussion about whether Fundi Lawn Care was trimming and if the contract mentioned trimming. Deffenbaugh was okay with the park maintenance going back to the forest preserve because he knows they would do a good job. Dixon suggested waiting a year to add more mulch. **Reynolds moved, Gilbert seconded to approve the Intergovernmental Agreement between Piatt County Forest Preserve and Village of Mansfield for \$3000 for park maintenance in 2017. Roll call: ALL YES. Motion carried 6-0.**

**Cleaning Interior of Water Tower**

Konen had a contract for Liquid Engineering to clean the interior of the water tower for \$2455. It would be done before the end of the year. The expense of a digital copy of the report for \$300 more could also be added to the expense. **Jones moved, Williams seconded to approve the contract for Liquid Engineering to clean the water tower for \$2455 and purchase a digital copy of the report for an additional \$300. Roll call: ALL YES. Motion carried 6-0.**

**Purchase of Scales for Water Department**

Konen had quotes from companies to purchase scales for the Water Dept: USA BlueBook, 3 scales for \$3300; Vandevanter Engineering, 3 scales for \$6000. He recommended purchasing 3 scales from USA BlueBook, one for each well house. **Jones moved, Gilbert seconded to approve the purchase of 3 scales from USA BlueBook for \$3300. Roll call: ALL YES. Motion carried 6-0.** There was discussion about replacing one of the well houses, as it is falling apart.

### **Sale of Surplus Property**

Deffenbaugh asked Gammage if he could put For Sale signs at the Grigg Street property, so people would know it is for sale if they don't see the newspaper. Gammage said yes, but an ad would need to run in the newspaper to also advertise due to statute. Reynolds agreed with the need for the signs. Stiger added it would be hard to sell the way it looks now. It needs leveled off and bushes need cleaned up. This will be tabled for July.

### **Nuisance Properties**

Deffenbaugh listed 3 locations that have issues to be looked into, mostly mowing or vehicles. They were 210 E North, the home behind Marin Manuel, and Mike Bien's home. Stiger said a certified letter had been sent to the owner of the Mitchell home on S. McKinley. Gammage reminded to keep a log of all cleanup/mowing done on these properties. Konen asked Gammage how to proceed with abandoned vehicles. Gammage said he would look into abandoned vehicles specifically. Gammage said some village ordinances are out of date for current issues. Gilbert talked to owner of 210 E North and gave him a week to clean it up.

### **Installation of Fence in Alley**

Deffenbaugh said in the alley behind JP Cools, connecting to the General Store, Terry Thomas wants to put up a fence down the middle of the alley. He asked if we should ask the engineer to look into this? Williams said he would look into checking an online map that would show if this is considered an alley or a service drive based on the size. That will dictate whether a fence can be installed or not.

### **Planting Grass Seed**

Deffenbaugh said James Helmkamp would like to have the ground tilled and plant grass seed where the village had to dig to repair a water main. Dale Peterson can till the area using his own equipment for \$100. Trustees agreed for Helmkamp to proceed.

### **Guns for Police Department**

Deffenbaugh asked Gilbert if the police department owned a shotgun. Gilbert said there is a shotgun, but no safe. He would like to purchase one for the guns and ammo, but would like a fireproof safe. He thought it would likely be about \$1,000. Williams said it should also be bolted to the floor. Gilbert said he is working on getting Ernst started, but he is having an issue with a firearm for him. Ernst does not want to purchase his own gun for this position for the rate we would be paying per hour. Gilbert said it would be between \$300-500 to purchase a 40 caliber glock to be registered to the village. It would be turned in to the village if Ernst left the position. Jones asked if a second officer would be hired and if they would have to share the gun? Gilbert said IL Municipal League says one gun could be shared, but it is not advisable. Stiger asked if this is the last item to be taken care of before Ernst begins? Gilbert said it is, except for getting his uniform. Trustees were asked their opinion on purchasing the gun. Deffenbaugh, Konen, Williams said yes. Jones said no since Ernst is only working about 8-10 hours a week.

### **Building Permit for Shed on Old School Lot**

Konen asked Williams about a building permit for a shed on East Street. Williams said he granted it and the owner wants to build a home there eventually.

### **Fees Charged for Backhoe Use**

Konen asked about the price listed on delinquent payment notices of \$35/hr for backhoe & operator. He would like an agenda item in July to discuss updating ordinance pages on this.

### **Culvert at Village Road**

Jeremy Johnson at 5 Village Road asked about a culvert at his home and whether it is his to repair/maintain or the village's? Jones said he would research it. Gammage said most of those are landowner's responsibility.

## **NEW BUSINESS**

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### **Changes to Employee Handbook**

Jones said if anyone on the Board had changes to be made to the Employee Handbook, get them to him. Deffenbaugh said he would like the employee to work 7am-4pm with a one hour lunch. He also wanted them to clock in for weekend water checks, to make sure it was done, but not to clock out. Konen prefers clock in and out but to pay them for 1 hour. Paid time off versus sick/vacation/personal was also discussed.

### **Purchase of Items for Water Department**

Konen had a quote from USA BlueBook of \$1377.57 for fuses, fluoride meter, impeller, and repair kit for pumps. He noted there are a few chemical feed pumps laying around that could be fixed. Deffenbaugh and Jones both said improvements for the water department are a top priority. **Jones moved, Deffenbaugh seconded to approve the purchase of items for the water department from USA BlueBook. Roll call: ALL YES. Motion carried 6-0.**

### **Water Supply Self-Study Course**

Konen said SIU has 4 courses at \$125 each that include all the information needed to study and pass a water certification test. He would like to order a set for himself and others to use. Jones said he is not opposed to buying this, but thinks it should wait to see if the new employee may already have a water license, which Gilbert agreed with too. This item is tabled until July.

### **PDC Lab Agreement for Water Testing**

Konen would like to renew the village's agreement for one year with PDC Labs in Peoria for water testing. He would also like to add Guard Dog at \$300 which will keep track of required submissions to IL EPA. This was recommended by Calvin Florey. **Konen moved, Gilbert seconded to renew the PDC Lab agreement for one year and to add the Guard Dog feature. Roll call: ALL YES. Motion carried 6-0.**

### **Technology Upgrades**

Konen went over items trustees would like to upgrade and the cost. Email (\$300), website (\$300), phone system. Stiger added this would provide emails to trustees so they would no longer be using personal email and he thought a website would be easier for some residents to access. Jones liked the idea. **Konen moved, Jones seconded to proceed with email, website, and phone service upgrades. Roll call: ALL YES. Motion carried 6-0.** Jones said the village shop needed a computer. It was discussed some time ago, but was not purchased. Maintenance records could be kept on it. Jones said there is internet at the shop. Stiger said to go ahead with that purchase.

### **Interviews for Full-Time Employee**

Konen asked about getting an adjustment of wages for the new full-time position. There are about 15 applications. Stiger said Jones and Konen would be doing the interviews and will come to Stiger with their recommendation. Jones mentioned having a Special Meeting to get the process moving quicker.

### **Prevailing Wage Ordinance**

**Deffenbaugh moved, Gilbert seconded to approve the Prevailing Wage Ordinance 2017-04. Roll call: ALL YES. Motion carried 6-0.**

### **Local Government Health Plan/CMS One-Year Agreement**

**Gilbert moved, Jones seconded to approve the one year agreement for employee health insurance with Central Management Services. Roll call: ALL YES. Motion carried 6-0.**

### **Change in Monthly Meetings When Holiday is on 1<sup>st</sup> Monday of Month**

Stiger said he would like to have the monthly meeting be on the 1<sup>st</sup> Tuesday of the month when the 1<sup>st</sup> Monday falls on a holiday. This will affect just the September meeting in 2017 and will follow more closely what is outlined in the code book. **Gilbert moved, Jones seconded to have the meeting on the 1<sup>st</sup> Tuesday of the month when the 1<sup>st</sup> Monday falls on a holiday. Roll call: ALL YES. Motion carried 6-0.**

### **Change in Village Committees**

Stiger said he has combined the Drainage and Streets/Alleys committees to be just one committee. This will provide for better communication and only one supervisor for village employees. Stiger also created a new committee with the Technology Committee with Zach Reynolds as chairperson. Konen said the committee list in the ordinance book should be changed to reflect this. This will be on the July agenda.

### **Key for Village Shed Occupied by Merle Coffin**

Konen said he needed to get a key to the shed occupied by Merle Coffin. Coffin also needed to sign a new lease for renting the shop, which will be on the July agenda.

**Misc. Items on Zoning/Building Permits**

Williams said he gave a resident until the end of the summer to remove a mobile home from W. Illinois/Prairie Street. He said there are 4 homes to be built soon in the village. There is a tarped home on Short Street where the owner wants to demolish and put in a double wide trailer.

**Audience Comments:**

Brian Cox suggested a board member also take the water certification test and be a certified operator. Deffenbaugh said you can pass the test, but will not be issued a certification unless you have put in 12 months doing the job, which a trustee would not be doing. Jones also mentioned that trustees change every 2-4 years, so this is not beneficial.

Lois Adams said she was having problems with getting her brush picked up monthly.

An audience member asked what the village's plan was for mosquito spraying. Gilbert said he would be treating ditches on a regular basis. He would get the word out by signs or Facebook when this would happen.

**Gilbert moved, Deffenbaugh seconded to adjourn the meeting. Roll call: ALL YES. Motion carried 6-0.**

**Submitted by:**

/s/ Melissa Place

Melissa Place, Village Clerk