

VILLAGE OF MANSFIELD
PO BOX 10
MANSFIELD, IL 61854

MINUTES OF THE CLOSED MEETING
April 4, 2005

Roll call was taken and all board members were present. The discussion was about salaries.

Tom Gilbert said he would like to see anywhere between 0 and 4%, depending on the employee. Steve Gaines said he would like no higher than 3% per employee.

Bob Henderson: currently at \$18.12; will increase 3% to \$18.66/hr.

Dave Phillips: currently at \$11.44/hour; will increase 3% to \$11.78/hour

Melissa Place: currently at \$700 per month; will increase 3%. Will be \$721/month.

Mindy Ester: currently at \$10.80/hr.; holding rate until next month.

Part time: leave at \$9.50/hr.

Snow removal: leave at \$10.00/hr.

Part time student: leave at \$6.50/hr.

Dale Vance: is at 297.02 per month currently; will increase to \$310 per month.

Amy Henderson: will be raised to \$7.77/hr.

Jeff Lockamy: just started; does not get a raise this time.

Tom said all employees have to start using a time clock, including police.

Tom Gilbert made a motion to return to open session. A second was received by Dan Harper. Motion carried 6-0. Meeting returned to open session.

Minutes taken by: Melissa Place, Village Clerk

VILLAGE OF MANSFIELD
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MANSFIELD, IL 61854

MINUTES OF THE CLOSED MEETING
June 6, 2005

Roll call was taken and all board members were present. The discussion was about the selling of property owned by the Village.

Bambie Roy had a bill for appraisal for property where the old satellite dishes were. The total area is 41,250 square feet. It was appraised for \$13,000. The village has to sell it for at least 80% of the appraised value. There are currently three people interested in purchasing it.

Don Deffenbaugh asked about what would happen if two people bought parts of it and then Steve Gilbert could not drive a truck through there into his driveway.

Don Wack would like it to be divided into 2 parts: east half and west half.

NCC Trim would like to have all lots (there are 5 total).

Steve Gaines suggested having it all sold as one piece and if that person did not want it all, it would be up to that person to sell the parts they did not want.

Bambie Roy said the village would have to adopt a resolution stating how the land would be sold off.

Don Deffenbaugh suggested putting the lots up for closed bid to the highest bidder.

Bambie let everyone know that a notice has to be published that the land is up for bid after the resolution is passed at a board meeting. If a bid offer is received, a 2/3 vote of the Board is necessary to accept and the bid or offer must be at least 80% of the appraised value.

A hand vote was taken and 5 board members voted to have the land sold to just one person/company.

Bambie Roy made a motion to return to open session. A second was received from Don Deffenbaugh. Motion carried 6-0. Meeting returned to open session.

Minutes taken by: Melissa Place, Village Clerk

VILLAGE OF MANSFIELD
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MINUTES OF THE CLOSED MEETING
September 12, 2005

Roll call was taken and all board members were present. The discussion was about personnel.

Connie Reece said that any officer that works over 20 hours must have PTI training or the village is liable for damages. The Village has a signed waiver to allow Dave Phillips to work over 20 hours and to carry a gun.

Don Wack said that Dave Phillips is not sitting on Village property when he pulls people over and Don thinks Dave should be on Village property. It was pointed out that his jurisdiction is one and a half miles outside Village limits.

Wade Lagle asked about reducing Mindy Ester's hours to part-time. Steve Gaines said she is working and the Village is not going to take action on that at this time.

A time clock will be installed and all employees will use it. Anyone caught falsifying theirs or anyone else's hours will be dealt with.

Bambie Roy questioned Mindy Ester's retro wage of 2% once she passed her water test. Some trustees thought this was voided at the end of the year and others did not. Steve said regardless of the minutes or assumptions, this can be rescinded. Jeff Lindenbaum recommended checking with Bruce before a decision was made.

Bambie Roy made a motion to return to open session. Connie Reece seconded. Motion carried 6-0. Meeting returned to open session.

Minutes taken by: Bambie Roy, Trustee/Melissa Place, Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
MANSFIELD, IL 61854

MINUTES OF THE CLOSED MEETING
OCTOBER 2, 2006

Roll call was taken and all board members were present. The discussion was about personnel.

Lindenbaum asked Bruce Gammage who could make the motion to move Mindy Ester's position to part-time or to reduce the hours. Gammage said it could be anyone, as long as it's in open session.

Gaines would like to see it as an "as needed" position, not to exceed 1,000 hours per year. Gammage said the Village cannot reduce the position's hours and then turn around and fill it with someone else and increase the hours.

There was discussion about the need for a full-time position dealing with water, requiring a water license, but not filling it right away. Roy clarified that the Village does not have the intention of hiring another full-time position right away. Gammage said there is a need for job descriptions for each position and to evaluate those positions each spring against those descriptions.

Gaines suggested this change be effective December 1, 2006 to give some time to weigh options.

There was discussion about the time required to check water, how to check water, and weekend time involved. Bob Henderson said he could put in the weekend hours needed through the winter.

Roy made sure that this position would be under the supervision of Bob and would be doing his duties as assigned.

Deffenbaugh moved, Lindenbaum seconded to adjourn closed meeting and go back into open meeting. Roll call: ALL YES. Motion carried 6-0. Meeting adjourned to open meeting.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
MANSFIELD, IL 61854

MINUTES OF THE CLOSED MEETING
February 5, 2007

Roll call was taken and all were present except for Connie Reece. The discussion was concerning personnel.

Deffenbaugh asked where the Village stood with having Mindy Ester still on payroll. He was curious to see how long she could draw unemployment. Gaines said she could only do so for six months.

Roy said since Dan Harper was on payroll during the last month, she assumes Mindy had been called, but did not work. This was correct.

Lindenbaum reported that Bob Henderson was asked to call Mindy on Mondays and Fridays about her availability. He wanted to know when Bob could stop doing that.

Deffenbaugh asked if the Village should send her a certified letter.

Gammage suggested to continue documenting all times Mindy is offered work and has refused. This is the Village's strongest way to go. Gammage knows someone from Chicago that deals with this topic and he would talk to him about how to pursue the issue.

Lagle said the Village should collect keys from her and have her check them out when she comes in to work to insure they are not lost or misused.

Roy moved, Wack seconded to adjourn the meeting. Roll call: ALL YES. Motion carried: 5-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
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MINUTES OF THE CLOSED MEETING
April 2, 2007

Roll call was taken and all were present. The discussion was concerning yearly pay increases.

Wack started by saying he would like to look at Bob Henderson's salary, possibly bumping his pay up the last couple of years he is around, possibly giving him a \$2-3/hour increase, which would be around \$4,000 a year. Gaines said the Village pays Bob's health insurance, which should be considered when thinking about giving him that much money.

There was discussion about giving across the board raises for cost of living and then giving performance evaluations. To do this, the board would have to come up with job descriptions for each position and give written evaluations to each person.

Deffenbaugh asked what the Village would give to someone hired in to do Bob's job. His point was that it would be hard to find good quality help at \$19/hour.

Gaines said that if Bob would get a \$3/hour raise, then so should Denny Thrasher and Melissa Place. Wack made the point that Denny was hired in at a higher rate to start with.

Deffenbaugh said employees should be looked at individually and not lumped together.

Roy asked if there was a set amount of money in the budget for increases and Wack gave an explanation of how the budget worked out after Mindy Ester left.

Wack suggested giving all employees 5% and then later said maybe they should be divided into two groups and give 5% to the more permanent employees and 3% to the part-time employees. Gaines asked trustees how they would vote to this suggestion. Deffenbaugh said no, Lindenbaum said yes, Wack said yes, Reece said no, and Roy said no.

Lagle suggested the board give 3% raises to everyone tonight and have the Executive Committee come up with job descriptions and performance evaluations later.

There was discussion about how part-time employees should not expect raises because they chose that job knowing it was part-time and if they wanted more pay, they have the option of going elsewhere. The part-time jobs with the Village could be filled the day after someone chose to leave.

Lindenbaum and Roy both said they would only agree to an increase that included the part-time workers, too.

Roy moved, Wack seconded to bring the meeting back into open session. Roll call: ALL YES. Motion carried: 6-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
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MINUTES OF THE CLOSED MEETING
November 5, 2007

Roll call was taken and all were present. The discussion was concerning weight limits on village streets.

Gaines said putting a weight limit on all city streets would only affect two drivers—Trent Gilbert and Randy Davis. Gaines would like to add in extra land to the lease already in place with Norfolk Southern. The village does not currently lease the land from West Street to the railroad tracks.

This would make Mike Bushman move his trucks elsewhere and the Village could lease spots to Trent Gilbert and Randy Davis and possibly one other resident. It could be in the neighborhood of \$5/month.

Gaines asked Roy to send a letter to Norfolk Southern asking for this to happen. It would take care of the problem with Tom Roth driving through town also.

Roy moved, Wack seconded to bring the meeting back into open session. Roll call: ALL YES. Motion carried: 5-0.
Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
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MINUTES OF THE CLOSED MEETING
April 7, 2008

Roll call was taken and all were present. The discussion was concerning yearly pay increases.

Williams said that raises should be based on production, but it was explained that it was hard to do this when employees did not have job descriptions to compare their work performance to.

Roy said that Dale Vance no longer does animal control reports.

Gaines suggested giving increases to Bob Henderson, Denny Thrasher, and Melissa Place. He asked what percent trustees wanted to base this increase on.

Deffenbaugh agreed with 3% being fine with him.

Roy clarified that it would be 3% for Bob, Denny, and Melissa. It will be explained to Dale Vance that there is no way to evaluate him. He should maybe start doing reports again.

There was a discussion about charging for catching and holding animals.

Roy moved, Wack seconded to bring the meeting back into open session. Roll call: ALL YES. Motion carried: 5-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
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MINUTES OF THE CLOSED MEETING
May 5, 2008

Roll call was taken and all were present. The discussion was concerning personnel.

Deffenbaugh spoke to Lindenbaum about what happened at last month's meeting. Lindenbaum reminded trustees that in the past, trustees included gas money in his monthly wage. It is not fair to not give Dale an increase if you are not going to reimburse him gas money.

Deffenbaugh did ask Dale to begin doing reports again. Currently, no money is being collected for housing or feeding cats and dogs.

**Lindenbaum moved, Wack seconded to bring the meeting back into open session. Roll call: ALL YES.
Motion carried: 5-0.**

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
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MINUTES OF THE CLOSED MEETING
April 6, 2009

Roll call was taken and all were present. The discussion was concerning yearly pay increases.

Roy suggested raises be 1.5% this year to be more fiscally responsible with Village money.

Lindenbaum asked if the Village has seen any change in the bottom line. Roy said the interest earned was very low and money was taken out of IPTIP because of this.

Lagle said he would like to see employees get at least 2%. Roy and Deffenbaugh said they would vote no to that.

Roy moved, Wack seconded to bring the meeting back into open session. Roll call: ALL YES. Motion carried: 6-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
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MINUTES OF THE CLOSED MEETING
October 5, 2009

Roll call was taken and all were present. The discussion was concerning weight limits on Village streets.

Deffenbaugh wanted to clarify that if weight limits are put into place on Village streets, it would have to be an entire street and not part of one. If weight limits were put on East Newton, it would also be on West Newton and would affect O'Malley and Davis Court. The engineers said no street in village limits would hold 80,000 pounds.

Roy clarified that there are currently no weight limits on Village streets at the moment. Lindenbaum said the map he drew up would not work.

Gaines said the county has asked him for copies of the Farnsworth Group paperwork on the study they did on Village streets relating to the weight issue. Roy said Roth's argument should be with the Township for taking the culvert out and not with the Village.

Manuel asked if anyone had made a formal complaint to the county. Gaines said nothing formal had been done. He added the county has done their own flyovers to see for themselves what is happening on the land owned by Tom Roth.

Williams asked why the Village didn't help Chris Kirkland replace the culvert to solve the problem? Gammage said this would be using Village money for areas outside of the Village.

Gammage said he can meet with the streets committee, but the public would need to have a 15 day notice posted before the meeting.

Roy moved, Manuel seconded to bring the meeting back into open session. Roll call: ALL YES. Motion carried: 6-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
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MINUTES OF THE CLOSED MEETING
November 2, 2009

Roll call was taken and all were present. The discussion was concerning personnel.

Deffenbaugh said there were 215.5 part time hours worked in October. He asked Bob Henderson if staff were reporting to anyone what they were working on during those hours. He commented that winter had not yet arrived and already hours were high. Lagle said hours should be highest in the summer months and winter should not be bad except for storms.

Deffenbaugh said on average, the hours worked look as though the Village has one full time staff and one part time staff. Lindenbaum thought hours for part time staff should be set per week or per month and everyone should stick to the schedule.

Deffenbaugh said he would like to see a list of what projects staff worked on each month to justify the hours being worked.

Lindenbaum moved, Deffenbaugh seconded to bring the meeting back into open session. Roll call: ALL YES. Motion carried: 6-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
PO BOX 10
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MINUTES OF THE CLOSED MEETING
April 5, 2010

Roll call was taken and all were present. The discussion was concerning yearly pay increases.

Roy suggested raises be 1.5% again this year.

It was decided this raise would be given to the clerk, animal control, police, and Bob Henderson.

Deffenbaugh moved, Manuel seconded to bring the meeting back into open session. Roll call: ALL YES. Motion carried: 5-0.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
MINUTES OF THE CLOSED MEETING
May 2, 2011

The Board of Trustees met in closed session to discuss employment and wages. All were present except Tina Manuel.

Deffenbaugh said he spoke to staff about clocking out for lunches. He also posted a sign to remind them to clock in and out. Gaines said he reset the timeclock. Deffenbaugh also asked Bob Henderson to document his extra time spent on projects so there was no question about why overtime was worked.

Deffenbaugh suggested a 2% increase to Bob, Melissa, Denny, and Dale.

Lindenbaum said he would like to see a 2% increase across the board. He said this would be about 20 cents per hour to someone making about \$10/hr.

Gaines said he would back the 2% on Bob, Melissa, and Denny, but not on part time workers.

Williams moved, Lagle seconded to adjourn the closed meeting and return to open session. Roll call: ALL YES. Motion carried 4-0.

Meeting adjourned and returned to open session.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

**VILLAGE OF MANSFIELD
MINUTES OF THE CLOSED MEETING
November 6, 2014**

The Board of Trustees met in closed session to discuss part-time officer, Ryan Umberger, and paying for a transition course to make him a full time officer in the eyes of the State. Roll was taken with all trustees physically present.

Ryan spoke to the board and said he was due to graduate in December. There is an 80 hour course that costs \$1560 to transition him to be a full time officer in the eyes of the State. He would not be a full-time officer in Mansfield, it would just allow him to get extra hours not only here, but in other cities. The 2015 course schedule has not come out yet, but he would like to do the course in February or March. It will be held in Belleville. After taking this course and passing, he could work as many hours as Mansfield needed and not be limited.

Williams said he would like Umberger to go ahead with the course and for the Village to pay for it.

Officer Thrasher said for Thomasboro to hire Ryan on for 5-6 hours really says a lot about him as an officer.

Trustees would like an agenda item for December to vote on paying for the \$1560 transition course.

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

Meeting adjourned.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
MINUTES OF THE CLOSED MEETING
April 6, 2015

The Board of Trustees met in closed session to discuss employment and wages. Roll call was taken with all trustees physically present, except Don Deffenbaugh and Thomas Hannah who were absent.

Williams said he thinks Denny Thrasher is gearing up to retire soon. Gaines said Ryan Umberger is doing a great job. Lindenbaum asked if raises should be the same across the board? Williams said most places do 2-3%.

Lindenbaum suggested the following: snow plow workers up \$1 to be \$13/hour, all part time help and Scott Harper get 3%, and animal control would get a flat \$25/mo increase. All present were agreeable.

Williams moved, Lindenbaum seconded to adjourn the closed meeting and return to open session. Roll call: ALL YES. Motion carried 4-0.

Meeting adjourned and returned to open session.

Submitted by:

/s/ Melissa Place
Melissa Place
Village Clerk

Meeting adjourned.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

VILLAGE OF MANSFIELD
MINUTES OF THE CLOSED MEETING
August 3, 2015

The Board of Trustees met in closed session to discuss employment of Ryan Umberger and his status. Roll call was taken with all trustees physically present, except Thomas Hannah, who was absent.

Denny Thrasher said Mr. Shaffer from the IL Law Enforcement Standards Board had been in contact with him with questions about Ryan Umberger's status in Mansfield. Trustees were in agreement that, no, Ryan had not been hired full time. They also agreed that they did not approve a \$1560 transition course for him in an open meeting.

Denny said he understands the Village does not have the money to hire a full time officer. He said that an officer's full time status has to come before the transition course can be taken.

Clerk Place said that per the current fiscal year's budget, Ryan is to be working no more than 10 hours per week.

Denny said he would like to see Ryan become a full time officer somewhere, but understands it will not be Mansfield. Williams said he needs to be filling out applications elsewhere.

Williams moved, Reynolds seconded to adjourn the closed meeting and return to open session. Roll call: ALL YES. Motion carried -0.

Meeting adjourned and returned to open session.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk

**VILLAGE OF MANSFIELD
MINUTES OF THE CLOSED MEETING
July 10, 2017**

The Board of Trustees met in closed session to discuss personnel. Roll call was taken with Don Deffenbaugh, Zach Reynolds, Todd Jones, Andy Stiger, Ron Konen, Lucas Gilbert, and Tom Williams physically present. Treasurer Tom Gilbert was also present.

Jones said there is a concern for the workload and a need for hiring two people. He asked if the village had the funds to support two full-time employees. Deffenbaugh was curious about what rate was thrown out to the candidates. Konen said it would be \$22/hr to start, \$2 increase when they passed the water test, \$2 increase when they get their license.

Tom Gilbert said \$54,000 is about \$10,000 more than the Village is used to paying. He will have to look at the part-time employee budget, but Calvin Florey will have to be paid for another year supervising the new employee. There would be no need for budgeting Florey's pay a year from now. It is always possible to take monies from other line items to make things work for this fiscal year and things can be put into the budget properly for next fiscal year. There is a lot of money left in the park improvements line, around \$23,000.

There were questions about the cost of IMRF and taxes. Tom Gilbert said IMRF would be paid as soon as the employee began because the intent of their hire was to be over 1,000 hours in a year.

Neither Deffenbaugh nor Lucas Gilbert liked hiring a second employee right off. Old issues with having two employees were brought up. Jones clarified that only one person would be hired now and he just wanted the board's thoughts about a second person.

There was discussion about the candidates and their capabilities. Deffenbaugh said the board would have to be sure the new person follows all rules about lunches, hours, work logs, etc.

Jones said the insurance is about \$1000/mo. The village would pay 75% and the employee would pay 25% to be payroll deducted. There was discussion about vacation/sick pay.

After discussion, there was group consensus to hire Bill Hardy. Hardy was brought in to the closed session. Stiger offered him the position and Hardy accepted. Hardy would like to give current employer two week notice. Hardy was okay with the pay rate and the insurance amount.

Deffenbaugh asked Hardy if he understood the need for obtaining a water license, Hardy answered yes.

Stiger asked outside the room for Guy Williamson, but he had left.

Williams moved, Gilbert seconded to move back into open session. Roll call: ALL YES. Motion carried 6-0.

Meeting adjourned and returned to open session.

Submitted by:

/s/ Melissa Place

Melissa Place
Village Clerk