

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
July 20, 2017
7:00 PM

Call to Order

President Lopez called the July 20, 2017 meeting of the Village of Jerome Board of Trustees to order at 7:03 pm.

Pledge of Allegiance

President Lopez led all those present in the Pledge of Allegiance.

Roll Call

Clerk Wheeland called the roll.

Present:

President Lopez
Trustees Chilton, Johnson, Lael, Monnat, Tripp
Clerk Wheeland
Treasurer Roth
Attorney Brokaw

Absent:

Trustee Winchester

Approval of Minutes

A. July 6, 2017 Regular Meeting Minutes

A motion was made by Trustee Lael to approve the Minutes of the July 6, 2017 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee Chilton.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson
Present: Trustee Monnat

The motion carried.

B. June 1, 2017 Executive Session Minutes

A motion was made by Trustee Chilton to approve the Minutes of the June 1, 2017 Executive Session Meeting of the Board of Trustees. The motion was seconded by Trustee Johnson.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

C. June 15, 2017 Executive Session Minutes

A motion was made by Trustee Tripp to approve the Minutes of the June 1, 2017 Executive Session Meeting of the Board of Trustees. The motion was seconded by Trustee Johnson.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

Approval of Warrant List 18-06

President Lopez noted that Warrant List 18-06 dated July 20, 2017 totaled \$30,925.49. Treasurer Roth added that of this amount \$23,501.43 would be paid from the Water Fund and the remaining \$7,424.06 would be paid from the General Revenue Fund.

A motion was made by Trustee Monnat to approve Warrant List 18-06 dated July 20, 2017 for a total of \$30,925.49. The motion was seconded by Trustee Chilton.

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 7:12 pm.

There were no visitor comments. This portion of the meeting closed at 7:13 pm.

Reports from Village Departments

A. Public Health

Trustee Johnson stated that she had no report.

B. Public Works

Trustee Tripp reported that he had no report.

C. Public Property

There was no Public Property report.

D. Building & Zoning

Trustee Lael reported the following:

- The Jerome Mini-Mall is progressing rapidly. Two-thirds of the flooring has been poured. The plumbing contractor had tapped into the water main without contacting the Village. The contractor was reprimanded. A woman interested in putting a health food store in the mini-mall has been in contact with Trustee Lael.
- The water has been shut off to 1653 Jerome Avenue. The owner is considering demolition of the home located there. He also owns the house next door and is getting ready to sell that property.
- James is very thorough in notifying Trustee Lael when a JULIE request for utility location is made so he can follow-up to see if the request is related to a construction project. Not

everyone making such a request for construction purposes has been getting a building permit. Recently a porch was constructed without a permit.

- The Wing Stop restaurant project is moving along. Demolition has been completed inside.

E. Public Safety

Trustee Monnat stated she had no report.

Acting Chief Estill reported the following statistics regarding Jerome Police Department activities during the month of June 2017:

- 176 calls for service including traffic stops and traffic accidents
- 134 police reports made
- 25 traffic citations/warnings issued
- 3 traffic crashes with no injury
- 0 hit and run accidents
- 1 warrant arrest
- 75 vacation checks
- 1 report taken for burglary
- 2 reports taken for burglary to a motor vehicle
- 75 checks to Village properties
- Officers have been continuing their campaign to stop and talk to people wandering the streets in the late night hours. This has cut the amount of motor vehicle burglaries drastically in the Village. Acting Chief Estill reminded residents to lock and secure their vehicles and remove any items that would attract a thief. All motor vehicles that have been entered were left unlocked. Two vehicles were stolen in Leland Grove after residents left their keys in unlocked vehicles.
- The 2008 Crown Victoria is showing signs of wear and will need to be replaced in the near future to avoid costly repairs.

President Lopez commended the Police Department for their work to reduce car burglaries in the Village.

President Lopez reported that he had asked Officer Schroeder to make a list of street lights that are not working so the Village could work with CWLP to have the light bulbs replaced. One light fixture at the corner of Iles and Fillmore had been paid for by a resident who is no longer footing the bill.

F. Water Department

Trustee Chilton thanked James and Paul for reading water meters in the very hot weather we've been having.

G. Village Treasurer

Treasurer Roth reported the following:

- The Village has received all revenues contained on the Revenue Comparison Report that have been reported, except for the Income Tax Revenue for July (\$15,184.94) from the Illinois Department of Revenue.

- The Motor Fuel Tax report for June and July is not out yet, nor is the Gaming Report for video gaming revenue.
- The first quarter revenue has stabilized compared to last year, reversing the trend of year-to-year decreases.
- Under the recently approved State budget a provision was included that will impose a charge for processing local 1% sales tax collections, which will probably amount to a charge of about \$4,400.
- Checks for the July 6th meeting warrants were mailed out right after that meeting and the Village met payroll for July 15th. Checks will be mailed out after this meeting.
- With all obligations before paying July 20th warrants, payroll taxes, and IMRF, there is \$56,139.28 in the Illinois National Bank (INB) General Revenue Funds (GRF) account. There is approximately \$340 in the Illinois Fund Account after transferring out \$64,600.
- The Village has been using the 1% Sales Tax revenue for operating expenses and is not near to becoming independent of these funds. In two years these funds can no longer be used for general operating expenses and must be dedicated to road projects.
- GRF obligations for the July 20th warrants is \$7,424.06 with reimbursement from the Road and Bridge Fund of \$26.85.
- A transfer of \$5,731.56 was made from the General Revenue Fund to the 1% account for the July 2017 deposit.
- The Police Equipment Fund has been established for donations. There is approximately \$1,000 in the fund.

H. Village Clerk

Clerk Wheeland stated she had no report.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- CWLP has informed the Village that power will be turned off to certain sections of Jerome the following day from 1:00 pm to 3:30 pm to finalize the tree-trimming project. Affected residents were notified by phone. The Village office will close at 1:00 tomorrow.
- The Sangamon County Mayors Council had met the previous evening and everyone in attendance was worried about the effect of the new State fees on certain municipal revenues and the potential for a capital road infrastructure program.
- The Village will be asking the City of Springfield for assistance in obtaining ten to twenty road barricades for low- or no-cost.

Executive Session

A motion was made by Trustee Chilton to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body (5 ILCS 120/2(c)(1)) and to discuss minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval by the Body (5ILCS 120/2(c)(21)). Trustee Monnat seconded the motion.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

The Board went into Executive Session at 7:29 pm.

The Board returned from Executive Session at 8:34.

Old Business

A. Discussion and Approval of Website Operation

President Lopez stated that Ben Story would like to redesign and maintain a Village-owned website at no charge for 18 – 24 months. He would create a draft update in consultation with Trustee Chilton for review by the Board and train a Village staff person to maintain the website. The following thoughts for the website were discussed:

- Posting meeting minutes (Attorney Brokaw noted that if a staff person maintains the website the minutes must be posted per the Open Meetings Act)
- Posting of police reports
- Posting of Village Bulletins
- Continual updating of the website
- Pictures of Village events (Attorney Brokaw suggested having a sign-up form for each event that includes permission to put photos online)
- Ability to submit forms, such as the fire permit application, online
- Posting of notices regarding road closures, limb pickup, power outages, etc.
- Board would need to approve whatever goes on website

President Lopez asked the Board members whether they were in support of moving forward with having Ben Story redesign the Village website. Trustees Monnat, Johnson, Tripp, and Lael were in support of having a draft website update prepared. Trustee Chilton stated she had no comment.

President Lopez asked Board members to send him any information they would like to see on the draft website by the following Friday, July 28th, and he would forward the information on to Ben Story.

B. Discussion and Approval of Ordinance 18-02 Adding a Liquor License

Attorney Brokaw reminded the Board that at the last meeting a request for an additional liquor license in connection with a proposed video gaming business, requested by Jia Qiang Dong, had been discussed. The Board sets the number of available liquor licenses. The President had deferred the liquor license request to the Deputy Liquor Control Commission for a recommendation. The Board must decide whether to adopt the recommendation.

President Lopez read the recommendation into the record. (See Attachment A)

Attorney Brokaw noted that the Board would need to accept the report from the Deputy Liquor Control Commission. Trustee Chilton made a motion to make the report from the Deputy Liquor Control Commission final and part of the record. Trustee Monnat seconded the motion.

Roll Call Vote:

Ayes: Trustee Chilton, Trustee Monnat

Naes: Trustee Lael, Trustee Tripp, Trustee Johnson

The motion failed.

Attorney Brokaw stated that the vote was not to adopt the recommendation but to accept the report from the Commission and that someone from the prevailing side of the previous vote could move to reconsider the matter.

Trustee Tripp made a motion to reconsider the motion to make the report from the Deputy Liquor Control Commission final and part of the record. Trustee Chilton seconded the motion.

Roll Call Vote:

Ayes: Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

Naes: Trustee Lael

The motion carried.

The Board then considered the request to add a liquor license.

Trustee Lael noted that the Village ordinance states that the Board should consider what is "in the best interest of the Village" and felt that video gaming is not in the best interest.

Trustee Chilton stated that the Village could not have made payroll last year without video gaming revenue.

Treasurer Roth noted that last year the Village received \$97,000 from video gaming revenue.

Trustee Johnson was not comfortable with growing the Village through video gaming.

Trustee Tripp recounted a friend with gambling problems related to video gaming.

Trustee Monnat stated a desire to attract new businesses to Jerome but was not in favor of a new video gaming establishment.

Trustee Chilton stated that Mr. Dong was a long-time resident and business owner in Jerome and that it would be unfair not to grant him a liquor license for his proposed video gaming business when businesses with no connection to the Village had been given licenses.

President Lopez stated that he could see both sides of the issue. The Village has seen a vast increase in revenue with video gaming from businesses with no former connection to the Village. If he was voting he would vote to approve.

President Lopez asked three times for a motion to approve Ordinance 18-02 to add a liquor license. After the third request Trustee Chilton made a motion to approve Ordinance 18-02. President Lopez asked three times for a second. The motion died for lack of a second.

New Business

A. Discussion and Approval of Supplemental MFT Resolution

Attorney Brokaw explained that the Motor Fuel Tax Resolution was to supplement the resolution passed previously to expand the Village's spending authority. Micky Mann, Village Engineer, reminded the Board that back in December a resolution was passed approving the use of \$10,000 of MFT funds for maintenance to get the program started. In order to spend MFT funds in any given calendar year a resolution must be passed in the previous December to utilize at least a portion of the funding available. The resolution presented tonight expands the appropriation to \$110,000 to help fund the road projects discussed at the last meeting. Attorney Brokaw explained that this would set the maximum that could be spent and was not an obligation to spend it all.

Trustee Tripp made a motion to approve the Supplemental MFT Resolution prepared by the Village Engineers for \$110,000 for the time period of January 1, 2017 through December 31, 2017. Trustee Lael seconded the motion.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

B. Discussion and Approval of 2017 MFT Contract Maintenance Proposal

Micky Mann distributed the 2017 MFT Contract Maintenance Proposal to the Trustees. This was prepared based on consensus at the previous Board meeting on the road projects that will be undertaken.

Trustee Chilton expressed concern over spending any of the 1% Sales Tax Fund on road projects at this time. After the last meeting she had given more consideration to the proposal and had second thoughts not knowing what is down the road financially for the Village.

Treasurer Roth pointed out that bid costs could come in higher than anticipated and there would be no padding to cover the difference. The Board might want to consider projects totaling no more than \$210,000 for this round and then wait and see how the financial situation evolves. Additional projects could then be undertaken in the Spring of 2018 utilizing Road and Bridge funding received in December.

Mr. Mann noted that just a short time ago when the State budget was in flux road bids were coming in lower for road projects. With State road projects back on the table bids are coming in higher. He also stated that after the last meeting when projects were selected, the engineers prepared more detailed estimates of each project, resulting in altered cost projections.

The Board agreed that the project list should be reduced and discussed how best to do this. It was finally the consensus to hold off on the Iles Avenue projects, use MFT funds but not the 1% Sales Tax Funds, and revisit the financial situation in the Spring.

Trustee Tripp made a motion to look at the projects on Park Street (intersection of Scott Court and Glenn Avenue) including closing the gap on Park Street with last year's project, Maple

Street from Park to Lincoln, and Reed Avenue from Chatham Road to Corbin Street with a maximum estimate of \$210,000. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

Mr. Mann will re-calculate the project costs and prepare a revised 2017 MFT Contract Maintenance Proposal for the next meeting.

C. Discussion and Approval of Hiring a Public Works Laborer to Replace a Retiring Employee

Trustee Tripp made a motion to hire Mathew Smith as a Public Works Laborer at a starting salary of \$29,120 and a tentative start date of August 7, 2017. Trustee Chilton seconded the motion.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

D. Discussion and Approval of Leasing a Vehicle for the Police Department

Trustee Monnat reported that as Acting Chief Estill had been contacting businesses regarding donating to the Police Department an offer was made by Green Toyota to lease the Village a 2017 4-door pickup truck for three years at half the lease amount. The Village would pay \$268.18 per month and Green Toyota would cover the other \$268.18 monthly cost. All maintenance would be included for the three years and oil changes would be included for two years. After three years the Village would have the option to purchase the truck. A cage could not be mounted in the truck although lighting could be installed in the window and grill areas. Trustee Monnat noted that this agreement would involve a \$3,218.16 annual donation to the Village, almost \$10,000 over the three year period. The truck would be used by Acting Chief Estill as his take-home vehicle.

Trustee Chilton stated that the Board had committed to no unnecessary expenses and leasing a vehicle was not in the current budget. There is still uncertainty regarding the Village's finances. She was also concerned that the truck could not be used to transport prisoners.

Trustee Monnat noted that two of the police cars do not have cages and the only police vehicle that can get through ice and snow is the SUV.

Acting Chief Estill reported that the truck would be 4-wheel drive and would be available to other officers in case of emergency. The transmission on the 2008 Crown Victoria is going out and it is important to have a full fleet of vehicles at any one time.

Trustee Tripp asked how much money was in the Police Vehicle Fund. Treasurer Roth responded that there was no money in that fund.

Trustee Johnson recognized that this donation would be a tax write-off and good publicity for Green Toyota but it would also be a big help to the Police Department, which is having problems with their vehicles. Leasing is a way to save money over purchasing and there would be no maintenance costs. Leasing a vehicle was not in the budget because it was not anticipated. There is now new information before the Board.

Trustee Tripp noted that the Public Works Department also needs new vehicles and wondered if the donations could be used toward that purpose.

Trustee Monnat stated that the Police Department would be purchasing a taser with the donations.

Trustee Lael stated that the Police Department has two bad vehicles and the Crown Victorias are being phased out by Police Departments. The Village has the oldest around. The offer from Green Toyota was a good opportunity for the Village.

Trustee Chilton asked how many miles a year the Village could put on the truck. Trustee Monnat responded that the agreement would be for 15,000 miles per year or 45,000 miles over the 3-year period. Trustee Chilton asked how many miles per year were put on the police vehicles. Acting Chief Estill thought about 13,000 miles.

Trustee Monnat made a motion to approve leasing a 2017 4-door Toyota pickup truck from Green Toyota for a 3-year period at \$268.18 per month. Trustee Johnson seconded the motion.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Tripp, Trustee Johnson, Trustee Monnat

Naes: Trustee Chilton

The motion carried.

E. Discussion and Approval of Appointing the Acting Police Chief to the Position of Police Chief with a Pay Increase

Trustee Monnat made a motion to appoint Acting Chief Mark Estill to the position of Police Chief as of August 1st at a salary of \$62,200. The motion was seconded by Trustee Johnson.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

F. Discussion and Adoption of Amendment to FY 2018 Budget

This item was tabled until the next meeting.

G. Discussion and Adoption of Supplemental Appropriation to the FY 2018 Appropriation Ordinance

This item was tabled until the next meeting.

H. Discussion and Approval of Hosting and Free Use of Civic Center for Illinois Department of Revenue Training

Treasurer Roth asked the Board to consider hosting an Illinois Department of Revenue workshop on tax revenues for municipalities. The Department has been presenting these workshops around the State. The Village has hosted similar training activities in the past. He would contact the Department of Revenue to make arrangements.

A motion was made by Trustee Monnat to host an Illinois Department of Revenue training workshop on tax revenue with free use of the Civic Center. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried.

Adjournment

A motion was made by Trustee Monnat to adjourn the meeting. The motion was seconded by Trustee Tripp.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Chilton, Trustee Tripp, Trustee Johnson, Trustee Monnat

The motion carried and the meeting adjourned at 9:52 pm.

Linda Wheeland

Linda Wheeland, Village Clerk

August 3, 2017

Dated

ATTACHMENT A

VILLAGE OF JEROME DEPUTY LIQUOR CONTROL COMMISSION LIQUOR LICENSE REVIEW HEARING REPORT

DATE: July 18, 2017

APPLICANT: Jia Qiang Dong

ADDRESS OF BUSINESS: 1333 Wabash Avenue #D

REQUEST: Limited Wine and Beer Liquor License

COMMISSION MEMBER	PRESENT	ABSENT
Kathy Buckman	X	
Kimberly Disney		X
Roger Fenstermaker III	X	
Marge Hohl	X	
Joan Olinger, Chair	X	

LICENSE REVIEW AND VOTING RECORD

Motion: Recommend approval of liquor license. Hunan Restaurant has been in Jerome a long time.

COMMISSION MEMBER	MOTION	SECOND	AYE	NAY
Kathy Buckman	X		X	
Roger Fenstermaker III		X	X	
Marge Hohl			X	
Joan Olinger			X	

