

**MINUTES**  
**VILLAGE OF JEROME BOARD OF TRUSTEES**  
**2901 LEONARD STREET, JEROME CIVIC CENTER**  
**REGULAR BOARD MEETING**  
**August 3, 2017**  
**7:00 PM**

**Call to Order**

President Lopez called the August 3, 2017 meeting of the Village of Jerome Board of Trustees to order at 7:00 pm.

**Pledge of Allegiance**

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

After the Pledge of Allegiance President Lopez asked for a moment of silence in memory of Ben Wagens, a valued Trustee of the Village, who passed away a year ago.

**Roll Call**

Clerk Wheeland called the roll.

**Present:**

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

Absent: Trustee Winchester

**Approval of Minutes**

A motion was made by Trustee Lael to approve the Minutes of the July 20, 2017 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee Monnat.

**Roll Call Vote:**

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

The motion carried.

**Approval of Warrant List 18-07**

President Lopez noted that Warrant List 18-07 dated August 3, 2017 totaled \$24,806.71. Treasurer Roth added that of this amount \$18,130.19 would be paid from the Water Fund and the remaining \$6,676.52 would be paid from the General Revenue Fund.

A motion was made by Trustee Monnat to approve Warrant List 18-07 dated August 3, 2017 for a total of \$24,806.71. The motion was seconded by Trustee Johnson.

**Roll Call Vote:**

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

The motion carried.

## **Visitors Acknowledgement**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 7:03 pm.

Dave Duvall, a resident on Evergreen Court, presented five pictures to show how a tree at the corner of Maple Street and Evergreen Court is blocking the view of traffic exiting Evergreen Court onto Maple. He had reported this situation several times and nothing has been done about it. The tree is on the property at 19 Maple Street. He noted there is a requirement that visibility be maintained at corners of between three and seven feet above the ground. He felt this was an accident waiting to happen. President Lopez stated that he would work with Trustee Johnson and Trustee Lael to address the problem. Trustee Lael said that 25 feet in each direction must be kept free from visual obstruction. James Foster, Superintendent of Public Works, stated that both he and Sergeant Skaggs had tried to contact the property owner regarding the tree.

Jackie Bordewick asked when the branch pickup would be done and if the Village cleanup was still on schedule. President Lopez said that he would be talking about these projects later in the meeting.

This portion of the meeting closed at 7:07 pm.

## **Reports from Village Departments**

### **A. Public Health**

Trustee Johnson reported the following:

- There are several large piles of branches along Iles Avenue.
- The Asian Market has been contacted regarding the overgrowth of weeds to the east of the property.
- The Public Health Ordinances are still in the process of being updated. Trustee Johnson has been meeting with Trustee Lael to fine-tune the changes and these will be brought to the Board for consideration in the near future.
- Work is underway for a Public Health Fair in the Fall.

### **B. Public Works**

Trustee Tripp recognized Paul Bell for his service to the Village. He stated how much Paul is admired and respected in the community. Particularly notable is his professionalism, great work ethic, and how genuine he is. He thanked Paul on behalf of the Public Works Department, said how lucky the Village was to have him, and wished him well in retirement.

### **C. Public Property**

President Lopez stated that he and Trustee Winchester would be meeting over the next couple of weeks to discuss various issues with the public property, particularly to evaluate the physical property and determine what projects should be undertaken within the Public Property budget.

### **D. Building & Zoning**

Trustee Lael reported the following:

- The NAPA store opened on July 29<sup>th</sup>.
- The Jerome Mini-Mall should be ready in the Fall. There were a few glitches with the contractors but those are getting straightened out. Water drainage on the property is still under discussion.

- Trustee Lael is educating residents on the need to get a building permit before a project is undertaken.
- The Wing Stop restaurant sign will be installed soon.

#### **E. Public Safety**

Trustee Monnat reported the following:

- An ad was being placed in the Illinois Times advertising a silent bidding process for the sale of a motorcycle. The sealed bids are due August 14<sup>th</sup> at 4:00 pm.
- Last Wednesday Trustee Monnat, President Lopez, Chief Estill, and Attorney Brokaw went to Green Toyota to finalize the lease of the 2017 Toyota Tundra four-door pickup truck for the Police Department. Chief Estill had installed lights on the vehicle and residents were invited to see how these worked after the meeting.
- On August 1<sup>st</sup> Mark Estill became Police Chief. Trustee Monnat thanked him for all his work to save the Village money and the help he has given her.

President Lopez said that he had seen a news report about the 50% increase in car break-ins in Champaign. These were all because people had not locked their vehicles. He encouraged everyone to lock their cars at all times.

#### **F. Water Department**

There was no Water Department report.

#### **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, from the Illinois Department of Revenue.
- In June the Village received Motor Fuel Tax money. The MFT report for July is not out yet.
- The Village received \$6,916.35 in Gaming Revenue for June for a total of \$15,521.82 for this fiscal year to-date.
- Checks for the July 20<sup>th</sup> meeting warrants were mailed out right after that meeting and the Village met payroll for July 28<sup>th</sup>. Checks will be mailed out after this meeting.
- With all obligations before paying August 3rd warrants, payroll taxes, and IMRF, there is approximately \$101,853.23 in the Illinois National Bank General Revenue Funds (GRF) account. There is approximately \$340 in the Illinois Fund account.
- GRF obligations for the August 3rd warrants is \$6,676.52.

#### **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:

- The branch pickup will begin next Tuesday and will go until all branches are picked up.
- The Village Cleanup is scheduled to begin on August 21<sup>st</sup>.
- There may be some fluctuation on the days of both pickups.

- With the resignation of Trustee Chilton, President Lopez and Trustee Tripp will serve as Water Department backups. They will work with Merry and Debbie to facilitate a smooth transition.
- President Lopez thanked Lynda Chilton for her service to the Village, both as the Water Clerk for eight plus years and as a Village Trustee for a number of years since then.

## **Old Business**

### **A. Discussion and Approval of New Village Website Agreement with Ben Story**

President Lopez noted that the Trustees had been provided a letter from Ben Story outlining his proposal to provide technical setup for the Village website and support for one year at no cost. After one year the agreement could be reviewed with the possibility of hiring his services for a cost. All user names and passwords will be provided to the President. All content must be approved by the Village President.

Trustee Monnat made a motion to approve the agreement with Ben Story to rebuild the Village website. Trustee Tripp seconded the motion.

Roll Call Vote:

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

The motion carried.

Trustee Monnat asked if a standard form was being created to obtain permission to use pictures of people on the website. President Lopez responded that the form is being prepared.

### **B. Discussion and Approval of Revised Supplemental MFT Resolution**

Treasurer Roth explained how several of the documents on the agenda were tied together in supporting the proposed road projects to be undertaken this fall as follows:

- The Revised Supplemental MFT Resolution indicates a total cost of maintenance projects and the proposed road projects of about \$218,000, with \$120,000 to be covered with Motor Fuel Tax funds.
- The amended Village Budget shows Road Construction increasing from \$75,000 to \$90,000; Road and Bridge Fund Miscellaneous Expense increasing from \$17,000 to \$30,000; Road Materials & Patching – MFT increasing from \$17,000 to \$111,000; Utilities – MFT decreasing from \$5,000 to \$0; Outside Services – Zoning – MFT decreasing from \$5,000 to \$0; and Outside Services – MFT increasing from \$5,000 to \$9,000.
- Ordinance 18-04 Making Supplemental Appropriations for Expenses of the Village shows an increase in MFT spending and General Revenue Fund spending of \$45,000 each.

Micky Mann, Village Engineer, noted that the three road projects to be undertaken were:

- Reed Avenue: Chatham Road to Corbin
- Park Street: south of Iles to just past Glenn
- Maple: just east of Park

Trustee Tripp made a motion to approve the Revised Supplemental MFT Resolution. Trustee Johnson seconded the motion.

Roll Call Vote:

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

The motion carried.

**C. Discussion and Approval of Revised 2017 MFT Contract Maintenance Proposal**

Trustee Monnat made a motion to approve the Revised 2017 MFT Contract Maintenance Proposal. Trustee Tripp seconded the motion.

Roll Call Vote:

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

The motion carried.

**D. Discussion and Consideration of Public Health Ordinance Updates**

This item was tabled until the next meeting.

**New Business**

**A. Discussion and Adoption of Amendment to FY 2018 Budget**

Trustee Tripp made a motion to adopt an Amendment to the FY 2018 Budget increasing Road Construction to \$90,000, Road & Bridge Fund Miscellaneous Expense to \$30,000, Road Materials & Patching - MFT to \$111,000, and Outside Services - MFT to \$9,000 and decreasing Utilities - MFT to \$0 and Outside Services - Zoning - MFT to \$0. Trustee Lael seconded the motion.

Roll Call Vote:

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

The motion carried.

**B. Discussion and Adoption of Ordinance 18-04, Supplemental Appropriation to the FY 2018 Appropriation Ordinance**

Trustee Lael made a motion to adopt Ordinance 18-04, Supplemental Appropriation to the FY 2018 Appropriation Ordinance. Trustee Johnson seconded the motion.

Roll Call Vote:

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

The motion carried.

**C. Discussion of Jerome Health Fair**

Trustee Johnson and Trustee Monnat are working to put together a Health Fair for Village residents. President Lopez asked for a date for the fair to be reported at the next meeting.

**D. Discussion and Approval of Hiring Two Part-time Police Officers**

Trustee Monnat stated that additional part-time Police Officers are needed in the Village. There are currently three part-time officers, however only one is available to work a larger number of hours.

This has resulted in full-time officers having to cover when another officer is off, which is more costly to the Village. Part-time officers only work when needed.

Trustee Lael stated that additional part-time officers are needed.

Chief Estill noted that Leland Grove has nine part-time officers while Jerome only has three. Two of Jerome's part-time officers have full-time jobs so are not available readily. One part-time officer is retired so his time is more flexible. Vacations are coming up for officers and coverage is also needed for unexpected leaves.

Trustee Monnat made a motion to authorize Chief Estill to hire two part-time Police Officers. Trustee Lael seconded the motion.

Roll Call Vote:

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

The motion carried.

#### **E. Discussion of Resignation and Vacancy in the Office of Village Trustee**

President Lopez again thanked Lynda Chilton for her many years of service to the Village.

Attorney Brokaw stated that Trustee Chilton had tendered her resignation and it was received by President Lopez on July 31. He has 60 days to fill the position for the remainder of the term. His appointment will be brought forward to the Board for approval.

President Lopez stated that any resident can apply for the position.

#### **F. Discussion of Sangamon County E-Citation Program DigiTicket**

President Lopez stated that he would be meeting with Circuit Clerk Paul Palazzolo the following week for further discussion on the E-Citation Program. This issue will be discussed by the Board at a future meeting.

#### **Executive Session**

The Board did not go into Executive Session.

#### **Adjournment**

A motion was made by Trustee Lael to adjourn the meeting. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried and the meeting adjourned at 7:38 pm.

  
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Linda Wheeland, Village Clerk

8/17/2017  
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Dated