

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

**Call to Order**

President Lopez called the September 7, 2017 meeting of the Village of Jerome Board of Trustees to order at 7:01 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 Lael, Monnat, Tripp  
Clerk Wheeland  
Attorney Brokaw

**Absent:**

Trustee Johnson, Trustee Winchester, Treasurer Roth

**Approval of Minutes**

**A. August 17, 2017 Regular Meeting Minutes**

A motion was made by Trustee Monnat to approve the Minutes of the August 17, 2017 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee Tripp.

**Roll Call Vote:**

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

**B. July 6, 2017 Executive Session Minutes**

Approval of the July 6, 2017 Executive Session Minutes was tabled until the next meeting.

**C. July 20, 2017 Executive Session Minutes**

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

**Roll Call Vote:**

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

### **Approval of Warrant List 18-09**

President Lopez noted that Warrant List 18-09 dated September 7, 2017 totaled \$35,539.80 and that of this amount \$13,217.96 would be paid from the Water Fund.

Trustee Monnat questioned the amount to be paid to Sangamon County Animal Control. President Lopez stated that the charge needed to be paid to keep the intergovernmental agreement in force; however, he is in discussion with the County about the fees and will bring answers back to the Board at the next meeting.

A motion was made by Trustee Monnat to approve Warrant List 18-09 dated September 7, 2017 for a total of \$35,539.80. The motion was seconded by Trustee Tripp.

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

### **Visitors Acknowledgement**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 7:08 pm.

There were no visitor comments. This portion of the meeting closed at 7:09 pm.

### **Reports from Village Departments**

#### **A. Public Health**

President Lopez reported the following:

- Trustee Johnson has been working hard on putting together the Jerome Health Fair scheduled for Saturday, September 30<sup>th</sup> from 9:00 – Noon. She has coordinated with Shop N Save on the flu shots. Last year they only provided enough for 35 vaccinations. They have guaranteed enough flu shots will be available for everyone this year.
- Trustee Johnson has also been aggressively working on public health violations in the Village.

#### **B. Public Works**

Trustee Tripp reported the following:

- At the last meeting it was reported that the Village would hire a resident to help with the village clean-up. Unexpectedly, that resident was unable to take on the job so Paul Bell was hired back on a temporary basis at the \$15 hourly rate previously agreed upon for the position. The maximum time allotted for the clean-up help is 14 days. Over the past three weeks Paul has worked only 38 hours (approximately 5 days). This is because the number of loads is down from previous years.
- The new Public Works employee, Matt Smith, is still doing really well.
- Limb pickup will resume in the first part of October.

#### **C. Public Property**

There was no Public Property report.

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

Trustee Lael reported the following:

- The property at 3032 Chatham Road has officially sold. When the contractor gets a demolition permit the project will be good to go.
- Work on the Wing Stop restaurant is going strong. There have been no problems with County inspections.
- There are still several problems related to construction of the Jerome Mini-mall including water main hook-up; gas shut-off for the building which is underground and needs to be dug out; the concrete floor which may not have visqueen underneath; and an inadequate electrical pole for the number of transformers needed. The plumbing contractor is subject to fines from the Village and the County.
- The property at 11 Reed Court will be sold again with expectations that a house will be built to sell.
- Home sale prices have been going up in the Village with some recent sales in the \$130,000 – 140,000 range.
- Smoothie King is preparing drawings for their shop although no plans have been submitted to the Village yet.
- Trustee Monnat noted that it appears the Asian Market is expanding. Trustee Lael confirmed that a warehouse and loading dock are being added and parking relocated.

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

Trustee Monnat reported the following:

- Two new part-time police officers have been hired. Officer Reynolds has completed his training. Officer Byerline got married soon after being hired and upon returning from his honeymoon will ride with Officer Maybury one more time to complete his training.
- On August 22<sup>nd</sup> Allied Plumbing donated \$750 to the Police Department. The total amount raised through Chief Estill's efforts is over \$2,000.
- On August 29<sup>th</sup> Trustee Monnat, Chief Estill, and President Lopez attended a webinar on e-tickets. The program looks very interesting and the Chief believes it would be helpful for the Department to participate. Equipment would be provided by the County that would allow traffic tickets to be produced electronically which will speed up the process and also provide greater safety for officers. There will be more discussion on this issue at the next Board meeting. The program could not start earlier than the first quarter of 2018.
- On August 30<sup>th</sup> Trustee Monnat and Chief Estill met with Ben Story to discuss updating the Police Department page on the Village website. The monthly reports presented to the Board by the Chief will be posted as will a bio of the Chief.
- Last week Chief Estill went to the Village of Spaulding Police Department to assist in the collection of supplies for people affected by Hurricane Harvey. The Village of Jerome has since been accepting supplies and on Tuesday the Public Works staff took the items (which filled the Board Room) to Green Toyota which is a collection point. Trucks provided by the Midwest Technical Institute will be used to transport the items to Texas. The Village will be accepting supplies through next Tuesday. Debbie has a list of needed donations which can be dropped off between 10:00 am and 4:00 pm at the Village Hall. One of the Village employees brought in a large load of items from the community where he lives.

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

President Lopez said that Merry is doing a great job. Bills have just been sent out. The cross-section surveys mandated by the Illinois Environmental Protection Agency are being printed. She is also keeping up with reports.

## **G. Village Treasurer**

President Lopez reported the following from a memorandum provided to the Board by Treasurer Roth:

- Income Tax for August (\$7,256.80) and Gaming Revenue for July (\$8,552.02) have not been received but all other revenue due from the State is up to date.
- With all obligations before paying this week's warrants and IMRF, there is \$133,967.93 in the Illinois National Bank (INB) General Revenue Funds (GRF) account. There is approximately \$303 in the Illinois Fund Account.
- GRF obligations for the September 7<sup>th</sup> warrants is \$13,217.96.

## **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:

- He thanked everyone who made donations for hurricane relief. If anyone still wants to drop-off supplies they would be needed by mid-day Monday. The Village of Spaulding had contacted the President to participate in the hurricane relief effort. Chief Estill joined many other Police Chiefs in the County at Spaulding to assist with the donation collection in Spaulding. Jerome's Public Works staff were on social media showing them delivering items collected at the Village to Green Toyota.
- The Halloween party will be held on October 28<sup>th</sup>. President Lopez is soliciting businesses for donations to the party. He asked Trustees to volunteer to work at the party. It will have the same format as previous years.
- Ben Story has been working on updating the Village website. A recent weather alert on the website worked as planned. A counter will be added to record the number of people accessing the website. Trustee Monnat noted that the Village Board Minutes are now on the website.
- At the last meeting in October Treasurer Roth will present an updated financial picture in relation to the FY 2018 Budget.
- In late January or early February work on the FY 2019 budget will begin. The process will be the same as last year.
- A packet from RW Troxell regarding insurance coverage has been received. It needs to be reviewed within 30 days. President Lopez will work with Chief Estill and Public Works Superintendent Foster to verify a list of equipment covered by the insurance.
- The US Census Bureau has asked all municipalities to review addresses within their jurisdictional boundaries. This is a time-consuming process.

## **Old Business**

### **A. Discussion and Acceptance of the Fiscal Year 2017 Annual Audit**

This item was tabled until the July 21<sup>st</sup> meeting.

**B. Discussion and Adoption of Resolution 18-05 Related to 2018 Regular Board Meetings and New Start Time of 6:30 pm for 2018**

Trustee Tripp expressed appreciation for moving the previously suggested earlier Board meeting start time of 6:00 pm to 6:30 pm as a compromise to accommodate his schedule.

Trustee Tripp made a motion to adopt Resolution 18-05 Related to 2018 Regular Board Meetings and New Start Time of 6:30 pm for 2018. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

President Lopez noted that the 2018 Board Meeting Schedule will be published in the Illinois Times.

**C. Village of Jerome Health Fair**

President Lopez noted that this item had been discussed earlier in the meeting.

**D. Halloween Party on Saturday, October 28, 2017**

President Lopez noted that this item had been discussed earlier in the meeting.

**New Business**

**A. Discussion and Adoption of Resolution 18-06 Related to Sangamon County Animal Control Intergovernmental Agreement**

President Lopez noted that he is in ongoing discussions with Sangamon County to get clarification on the fees for calls and boarding reflected in the new Animal Control Intergovernmental Agreement. He will report back to the Board at the next meeting but the agreement does need to be approved at this point to ensure services.

Trustee Monnat made a motion to adopt Resolution 18-06 Related to Sangamon County Animal Control Intergovernmental Agreement. The motion was seconded by Trustee Tripp.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

**B. Discussion and Approval of New Patch for Jerome Police Department**

Trustee Monnat stated that an email had been sent to Board members showing the existing Police Officer patch and the proposed patch. The newer one has a more up-to-date design and will include the date the Police Department was established. It was determined from a newspaper article that the first Police Chief was sworn in on Friday, December 5, 1969. Prior to that Curtis Detective Agency provided police coverage for the Village.

Trustee Monnat noted that the Police Department is out of patches so this was the time to get new ones. The minimum number to order is 100.

Trustee Lael asked if the old patches would be removed and new ones sewn on. Trustee Monnat responded yes, the old patches would be replaced.

Trustee Lael made a motion to approve the new patch for the Jerome Police Department. The motion was seconded by Trustee Monnat.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

### **C. Discussion and Adoption of Ordinance 18-05 Related to Fire Protection Service Connections and Fees**

Attorney Brokaw explained that there is a trend to install fire protection services on unmetered connections to buildings with sprinkler systems. This assures that water will be available to the systems if metered water to the structure is turned off. There is a heat-sensitive element in sprinkler systems that will trigger the system to work if the water source is active. A flat fee is charged, based on the diameter of the connection, that should cover the cost of usage. The proposed fee is consistent with the City of Springfield.

Trustee Lael made a motion to adopt Ordinance 18-05 Related to Fire Protection Service Connections and Fees. The motion was seconded by Trustee Tripp.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

President Lopez commended Trustee Lael and Public Works Superintendent Foster for their work in dealing with the water issues related to construction of the Jerome Mini-mall.

### **D. Award of 2017 MFT Contract Maintenance Project**

Micky Mann reported that on Tuesday IDOT conducted bid openings for the Jerome road projects. Three bids were received with Illinois Valley Paving being the low bidder. The cost estimate for the projects had been approximately \$200,000, which is where the other bids came in at. Mr. Mann said that Illinois Valley Paving was out of work so had been submitting low bids to get jobs and keep their workers employed. He thought this approach would continue through next year which is good for the smaller communities.

Trustee Tripp noted that the Village would not have to tap into General Revenue Funds for the projects. Funding would be covered by Motor Fuel Tax (MFT) and Road & Bridge funds. He asked if the prices were locked in. Mr. Mann responded that contractors always build in some padding to cover unexpected costs.

President Lopez noted that the low bid was about \$70,000 less than anticipated. This left money for other projects. Mr. Mann explained that it was too late in the year to go out on bid for projects using MFT funds but typically in December the plan for expending MFT funds for the following year is prepared and must then be approved by IDOT. It was agreed that the road project proposal for 2018 would be prepared in December.

President Lopez noted that over the past two years the Village has been able to spend about \$457,000 on road projects.

Trustee Tripp made a motion to award the 2017 MFT Contract Maintenance Project to Illinois Valley Paving for \$139,627.04. The motion was seconded by Trustee Monnat.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Tripp, Trustee Monnat, President Lopez

The motion carried.

Mr. Mann stated that he would get a contract to Illinois Valley Paving the next day and they would have 15 days to execute the contract. It would then go to IDOT.

**Executive Session**

The Board did not go into Executive Session.

**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 Tripp, Trustee Monnat, President Lopez

The motion carried and the meeting adjourned at 7:56 pm.



Linda Wheeland, Village Clerk

9-21-2017

Dated