

**MINUTES**  
**VILLAGE OF JEROME BOARD OF TRUSTEES**  
**2901 LEONARD STREET, JEROME CIVIC CENTER**  
**REGULAR BOARD MEETING**  
**September 21, 2017**  
**7:00 PM**

**Call to Order**

President Lopez called the September 21, 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.

**Roll Call**

Clerk Wheeland called the roll.

Present:

President Mike Lopez

Trustees Shirley Johnson, Dale Lael, Beth Monnat, Jake Tripp, Rob Winchester

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

**Approval of Minutes**

**A. September 7, 2017 Regular Meeting Minutes**

A motion was made by Trustee Monnat to approve the Minutes of the September 7, 2017 Regular 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

Present: Trustee Winchester, Trustee Johnson

The motion carried.

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

A motion was made by Trustee Johnson to approve the Minutes of the July 6, 2017 Executive Session Meeting of the Board of Trustees. The motion was seconded by Trustee Tripp.

Roll Call Vote:

Ayes: Trustee Lael, Trustee Winchester, Trustee Tripp, Trustee Johnson

Present: Trustee Monnat

The motion carried.

### **Approval of Warrant List 18-10**

President Lopez asked Treasurer Roth to provide the breakdown of Warrant List 18-10 dated September 21, 2017 totaling \$34,553.91. Treasurer Roth stated that of this amount \$22,338.97 would be paid from the Water Fund and the remaining \$12,214.94 would be paid from the General Revenue Fund.

A motion was made by Trustee Winchester to approve Warrant List 18-10 dated September 21, 2017 for a total of \$34,553.91. The motion was seconded by Trustee Monnat.

Trustee Winchester asked why there were two payments to Toyota. Trustee Monnat explained that one amount was the monthly lease payment and the second one was to replace a tire on the truck that was damaged by a nail.

Roll Call Vote:

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

The motion carried.

### **Visitors Acknowledgement**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 7:06 pm.

There were no visitor comments. This portion of the meeting closed at 7:07 pm.

### **Reports from Village Departments**

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

Trustee Johnson reported the following:

- The Village Cleanup has been completed and enforcement letters will now be sent for any items remaining in yards.
- Residents continue to apply for fire pit permits. Compliance has been good as far as locating the pits and having a hose nearby.
- The Health Event this year is being held on a Saturday in an attempt to be available to more residents, particularly families. It will be held on September 30<sup>th</sup> from 9:00 – Noon. Flu shots will be provided and vendors will have information for seniors and families. Trustee Winchester and President Lopez volunteered to deliver flyers to the community.

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

Trustee Tripp reported the following:

- The Village Cleanup went very well this year. The number of loads was about one-third of last year. Total man-hours spent on the Cleanup was about half as many as the last two years. Paul Bell came back to help for a few days.
- UCM requests for locates for road projects have come in so they should be getting started fairly quickly.
- The Public Works staff will start filling potholes next week.
- Branch pickup will start after the pothole work is completed.
- James Foster has been doing a great job, going above and beyond with Water Department work since the vacancy in the Water Trustee position.

### **C. Public Property**

Trustee Winchester reported the following:

- There are several issues in the basement of the library that will need to be addressed down the line including with the toilet.
- He had talked with Ameren staff and the gas pipeline replacement is being finalized within the next 30 days. Yards are being checked and meters are being painted.
- He is working on a project to install directional signs to the Village Hall on Chatham Road, Wabash Avenue, and Iles Avenue.

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

Trustee Lael reported the following:

- Trustee Lael had received a call from Ameren requesting a time be set up for a walk-through of the Village to identify any lingering problems from the gas line replacement project. They want a map showing where the issues are related to the roads and individual properties. Residents' yards should have been restored and old meter connections removed. Trustee Lael expressed concern regarding the poor work in repairing damaged roads. Ameren had asked for the information to be documented by the following Wednesday. Trustee Lael felt this did not allow enough time to canvas the Village and asked the Board for their thoughts. President Lopez suggested having the map prepared by October 11<sup>th</sup>. He had talked with the Public Works staff that morning and had asked Matt to go through the Village and take pictures of problem areas as a starting point. Trustee Lael asked if there would be any recourse if the road repairs did not hold up well. Attorney Brokaw stated that Ameren is accountable to the Village for repairing the roads as required by ordinance.
- The house at 3032 Chatham Road has been demolished and the trees will be removed soon to ready the property for installation of a two-sided, V-shaped, digital billboard. A 6' privacy fence and landscaping will be installed on the east and north sides of the lot. Part of the existing driveway will be left in place to provide access to the property. The bottom of the billboard will be 15' above the ground. The billboard will not glare on any houses.
- The Wing Stop restaurant is still in the works.
- The Jerome Mini-Mall is still in the works.

### **E. Public Safety**

Chief Estill reported the following Police Department statistics from the month of August:

- 121 calls for service including traffic stops and traffic accidents
- 202 police reports prepared
- 64 traffic citations/warnings issued
- 7 traffic crashes with no injury
- no hit and run accidents
- no warrant arrests
- 56 Vacation Watch Program checks of homes
- no reports taken for attempted burglary
- no reports taken for burglary to a motor vehicle
- no home invasions
- 60 checks of the Municipal Building, Garage, Library, and Park
- Recently hired Police Officer Nick Byerline has almost completed his in-service training and will be out on patrol by the first week of October

- Recently hired Police Officer Corey Reynolds has completed his in-service training and has been on patrol answering calls and taking reports.
- The new Toyota truck is finally finished with all the equipment installed.
- Four tasers have been ordered with money raised from donations to the Equipment Fund. Sangamon County will be training the Jerome Officers in use of the tasers and a policy will be set in place to reference the use of tasers.

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

President Lopez reported that Merry and Debbie are doing an impeccable job in getting reports, notices, and letters prepared in relation to the functioning of the Water Department.

#### **G. Village Treasurer**

Treasurer Roth reported the following:

- The Village has received all revenues except Income Tax for August and September.
- Treasurer Roth estimates that a provision in the new State Budget imposing a 2% charge on Sales Tax and Use Tax distribution will result in an annual loss to the Village of around \$8,000.
- To date this fiscal year only Gaming, MFT, and Use Taxes have come in at a comparable level to last year. All other revenue sources are lagging behind last year.
- Checks for warrants approved at the September 7<sup>th</sup> meeting were mailed out right after the meeting and the Village met payroll for September 15<sup>th</sup>. Checks for warrants approved tonight will be mailed out following the meeting.
- With all obligations before paying this week's warrants and IMRF, there is almost \$125,000 in the Illinois National Bank (INB) General Revenue Funds (GRF) account. There is approximately \$53,000 in the Illinois Fund Account.
- GRF obligations for the September 21<sup>st</sup> warrants total \$12,214.94, with Water obligations being \$22,338.97.
- Funds were transferred over for the 1/3 of the 1% for September.
- Approximately \$2,500 was transferred from the Water Fund to the GRF to reimburse it for work performed by the Public Works staff for the Water Department.

#### **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:

- A reminder that anyone can help out with the Jerome Health Fair.
- Letters have been sent out requesting candy donations for the Halloween Party to be held October 28<sup>th</sup>. Public Works staff will set up for the party a few days prior to the event.
- The lack of a State budget during the first part of the year led to a low level of cash flow when revenue payments were delayed. At times Treasurer Roth had informed the Board that there was not enough cash on hand to pay the bills. The Board had taken the steps to reduce expenses by eliminating two positions at the Police Department and one position in Public Works. A big bulk of the budget revenues comes from sales tax. In FY 2015 the Village received about \$458,000 in sales tax. In FY 2017 this amount dropped to \$359,984.35, about a \$98,576.13 decrease. The 1% sales tax in FY 2015 was

\$267,164.02 and in FY 2017 \$212,760.40 for a decrease of \$54,403.62. Within these two tax categories alone Village revenue is down \$152, 979.75 from two years ago. There have been several reasons suggested for why this has happened including the impact of HyVee on Shop'nSave, the amount of retail shopping versus online shopping, and consumer confidence. The Springfield Budget Director also recently noted similar declines in City revenue.

- President Lopez has asked Treasurer Roth to present an estimate of revenues and expenses through the rest of the fiscal year at the second meeting in October to provide guidance when the Board starts developing a budget for the next fiscal year.
- The Board has been good stewards of the Village but there have been some additional expenses to the Village related to reaching a fair agreement with the FOP and enhancing the business corridor along Wabash Avenue. There will have to be additional reductions in expenses over the next year. Strides have been made with \$349,000 plus in road projects over last year and the current year. The Village can accomplish a lot. We do need to address road projects. A hideous note was recently left at the office demanding that the f...roads be fixed. President Lopez will not tolerate such things. If he finds out who did it he will file a complaint.
- There are things that need to be addressed by the Village but events such as Limb Pickup, Village Cleanup, Fourth of July Parade, Halloween Party, and the Health Fair continue. We have received a donated truck for the Public Works Department and a low cost lease on a new truck for the Police Department.
- A number of line items in the budget are at or above 33% at this point in time which is alarming. This is may be due to underestimating expenses or unexpected expenses related to those line items. Those categories need to be looked at more closely and new line items may need to be added. Budget development for next year will be the same as last year with each Trustee and the President meeting individually with the Treasurer and Clerk to discuss their particular department's budget.
- We have to learn to live within our means. The Village cannot rely on the 1% sales tax anymore to pay operating expenses.
- Several media outlets had contacted the President today regarding a rumor that a video gaming facility was going in at the corner of Chatham Rd and Jerome Avenue when in fact a digital billboard will soon be constructed at that location. The owner of that property, Mr. Giacomini, has offered to design and install an entryway sign to the Village at that corner.
- Mr. Collins, from the Greater Springfield Chamber of Commerce will be providing traffic and demographic data for the Village to assist with grant requests and to provide to businesses.

## **Old Business**

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

Treasurer Roth noted that he had provided the Board with copies of the FY 2017 Annual Audit several weeks ago. He referred members to page 6 of the document which shows that revenues during the year exceeded expenses by \$74,000. However, \$212,276 of the 1% tax should have been put in the Road Fund but hadn't been. By 2020 the Village will not be able to use the 1% tax for anything but roads. This means that an additional \$150,000 in cuts will be needed to make up for the money currently being diverted from the 1% fund for general expenses. He emphasized that development of the current fiscal year budget included the goal of building up reserves.

Treasurer Roth reported that the audit went fine with no major issues cited. The Village accounting is done on a modified cash basis; however, this will need to be changed under new Accounting

Principles which require that pension obligations be factored into liabilities. Overall the GRF is looking better because of steps taken by the Board but the money will go quickly.

Treasurer Roth is working with the Public Works staff and Police Department to create a list of all active vehicles and capital items.

Trustee Lael made a motion to accept the Fiscal Year 2017 Annual Audit. The motion was seconded by Trustee Monnat.

Roll Call Vote:

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

The motion carried.

#### **B. Discussion and Consideration of Public Health Ordinance Updates**

Trustee Johnson noted that the Public Health Ordinance updates had started before she came on the Board. She had met with Trustee Lael to discuss some of the issues he had with the proposed changes. She stated that the change to no longer require a fire pit permit was the most contentious. She believes a fire permit is needed but residents should not have to call the Police Department each time they have a fire. Permit holders should be trusted to proceed safely. Chief Estill stated that the Police appreciated getting the calls from residents so his Department would be aware of the fires. Trustee Lael still had some concerns and President Lopez suggested he and Trustee Johnson meet so a final Public Health Ordinance update could be presented to the Board.

#### **C. Discussion and Approval of Sangamon County E-Citation Program Digi-Ticket**

Trustee Monnat stated that she was still waiting for clarification on some issues related to the E-Citation Program and requested that this item was tabled until the next meeting.

#### **D. Village of Jerome Health Fair**

There was no further discussion on the Jerome Health Fair.

#### **E. Halloween Party on Saturday, October 28, 2017**

There was no further discussion on the Halloween Party.

#### **New Business**

##### **A. Discussion and Adoption of Ordinance 18-06 Related to Disposal of Surplus Property**

Attorney Brokaw explained that Ordinance 18-06 was a standard ordinance used when surplus property is sold.

Trustee Monnat explained that a bullet-proof vest for Glenn Tuxhorn was ordered when he was still working for the Jerome Police Department. The vest didn't arrive until after he was laid-off. Mr. Tuxhorn was recently hired as a part-time officer by Southern View and they are interested in purchasing his vest.

Trustee Monnat made a motion to adopt Ordinance 18-06 Related to Disposal of Surplus Property. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

**B. Appointment of Trustee to Vacant Seat**

President Lopez stated that Lynda Chilton had resigned in July and State Statute requires the vacant position to be filled by October. He recommends Brian Hendricks for the position. Mr. Hendricks has been active in the community and would serve as Trustee with pleasure. The position would be for two years, until the next election.

Trustee Winchester made a motion for consideration of Brian Hendricks to fill the position of Water Trustee vacated by Lynda Chilton in July for a two-year period. The motion was seconded by Trustee Monnat.

Roll Call Vote:

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

The motion carried.

President Lopez noted that Mr. Hendricks would be sworn in at the first Board meeting in October.

**C. Discussion and Approval of Rank Promotion for Officers Maybury and Schroeder**

Trustee Monnat explained that Officer Maybury has been working as a patrolman for the Village for 22 years and Officer Schroeder has been working as a patrolman for 19 years. Chief Estill had recommended moving them both to the position of Corporal. Contact had been made with the Union to make sure the promotions would not be in conflict with the Collective Bargaining Agreement. The promotions would not involve a pay increase.

Attorney Brokaw explained that the Union representative had been consulted and was supportive of the promotions. He has reached out to the Union's General Counsel for an opinion.

Treasurer Roth pointed out that the Village Ordinance does not currently include the position of Corporal so the Village Ordinance would have to be amended. Attorney Brokaw concurred.

Trustee Winchester made a motion to approve the promotion of Officer Maybury and Officer Schroeder to the rank of Corporal if it is determined that the promotions would not violate the Collective Bargaining Agreement. The motion was seconded by Trustee Monnat.

Roll Call Vote:

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

The motion carried.

**D. Discussion and Approval of Discontinuation of Windstream Contract**

Treasurer Roth stated that he had provided information to Board members on telephone providers that he had gathered a year ago in anticipation of the current Windstream contract for phone equipment that expires at the end of this year. He had originally given the information to former Trustee Bayless who was Public Property Trustee at that time. Since the information is outdated at

this time new estimates will need to be obtained. He suggested having several companies come out and assess the Village's needs and that two Trustees should probably hear presentations from the companies. He had contacted 10 companies but only three had submitted proposals. The current contract requires the Village to contact Windstream by November if the contract was not going to be renewed and Treasurer Roth strongly recommended that another provider be engaged before terminating the contract with Windstream. Trustee Winchester said that he would take the lead on this project.

### **Executive Session**

A motion was made by Trustee Monnat 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)); minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval by the Body (5ILCS 120/2(c)(21)); and meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents (5 ILCS 120/2(c)(29)). Trustee Tripp seconded the motion.

Roll Call Vote:

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

The motion carried.

Trustee Winchester left the meeting at this time.

The Board went into Executive Session at 8:16 pm.

The Board returned from Executive Session at 9:24 pm.

### **Adjournment**


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

Roll Call Vote:

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

Absent: Trustee Winchester

The motion carried and the meeting adjourned at 9:26 pm.

  
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Linda Wheeland, Village Clerk  
*October 5, 2017*  
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Dated