

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
March 15, 2018
6:30 PM

Call to Order

President Lopez called the March 15, 2018 meeting of the Village of Jerome Board of Trustees to order at 6: 30 pm.

Pledge of Allegiance

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

Roll Call

Present:

President Mike Lopez

Trustees Kathy DeHart, Brian Hendricks, Dale Lael, Beth Monnat, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Herman Bodewes

Absent:

Trustee Shirley Johnson

President Lopez asked for a moment of silence in memory of several people connected to the Village who recently passed away.

Approval of Minutes

A. March 1, 2018 Regular Meeting Minutes

A motion was made by Trustee Hendricks to approve the Minutes of the March 1, 2018 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

B. February 1, 2018 Executive Session Minutes

A motion was made by Trustee Monnat to approve the Minutes of the February 1, 2018 Executive Session of the Board of Trustees. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

Approval of Warrant List 18-22

President Lopez noted that Warrant List 18-22 dated March 15, 2018 totaled \$49,077.14. Treasurer Roth added that of this amount \$36,359.47 will be paid from the Water Fund and the remaining \$12,717.67 will be paid from the General Revenue Fund.

A motion was made by Trustee Hendricks to approve Warrant List 18-22 dated March 15, 2018 for a total of \$49,077.14. The motion was seconded by Trustee Tripp.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:37 pm.

Kelly Bavetta pointed out that West Grand Court is in dire need of repair. She has lived there for three years and has seen potholes repaired only to find after every winter that the potholes were worse than before. Trustee Tripp explained that West Grand Court is always in the discussion of road projects. There are several issues with repair including the thickness of the road and the gutter pan which is covered over. The estimate for a basic repair is \$250,000 which does not include sewer replacement which is also needed. He will talk with the Village Engineer to determine if there is an intermediate solution that could provide some relief.

This portion of the meeting closed at 6:41 pm.

Reports from Village Departments

A. Public Health

There was no Public Health report.

B. Public Works

Trustee Tripp reported the following:

- Public Works Supervisor James Foster has taken a new job with the Village of Illiopolis and will be leaving at the end of the month. James is a great guy and has done a lot for the Village of Jerome. He is working with Matt to pass on knowledge of the Public Works Department and has offered to answer any questions that may come up after he leaves.
- The Public Works staff continues to work on potholes.

C. Public Property

Trustee DeHart reported the following:

- The Civic Center oven was repaired by Henry's Appliance Repair for \$275. People who had rented the facility and needed the oven during the time it was not working were given a \$25 discount on rent.
- During the time when Matt is the only person in the Public Works Department there will only be one rental per day scheduled on weekends.

D. Building & Zoning

Trustee Lael stated that he had no report.

E. Public Safety

Trustee Monnat reported that the new Toyota Tundra being leased from Green Toyota was picked up last Wednesday. After Chief Estill installs lights in the truck it will be put into service.

Chief Estill provided the following Police Department statistics for the month of February:

- 187 calls for service including traffic stops and traffic accidents
- 147 police reports prepared
- 45 traffic citations/warnings issued
- no burglary reports
- 1 report for burglary to a motor vehicle
- 3 accident reports
- no warrant arrests

On a daily basis the Patrol Officers check homes for vacationing residents when requested along with the Village Garage, Civic Center, and Library.

The 2011 Chevy Caprice, 2008 Ford Crown Victoria, and 2006 Ford Crown Victoria were traded in on the new lease of a 2018 Toyota Tundra. The new truck is being outfitted with lights and controls salvaged from the old squad cars. Some new parts must be purchased but at minimum cost.

New job assignments at the Police Department are:

- Corporal Rodney Schroeder: report filing, citations and accident reports, and records storage and disposal
- Corporal Thomas Maybury: report review officer, field training officer coordinator for new hires
- Private Brian Brewer: grants officer and continuing as evidence officer

F. Water Department

Trustee Hendricks reported that current water bills are based on estimates. Next month's bills will be based on actual usage. However, April's bills may have to be estimated due to the staff shortage in Public Works.

G. Village Treasurer

Treasurer Roth reported the following:

- To date we have received the Sales Tax, Personal Property Replacement Tax, 1% Tax Revenues, and the Telecom Tax for March; the Motor Fuel Tax for February; and the Gaming Revenue for January. He noted that specific revenues for the year have varied from what was estimated in the FY 18 budget; however, the total amount received seems to balance out.
- Checks for warrants for the March 1st meeting were mailed out right after that meeting and the Village met payroll for March 15th. Checks will be mailed out following this meeting.
- With all obligations before paying the warrants and payroll for this week, there is approximately \$44,984.05 in the Illinois National Bank (INB) General Revenue Funds

(GRF) account. There is approximately \$204,723.30 in the Illinois Fund Account, and \$6,328.51 in the MFT Illinois Funds Account.

- \$6,688.33 was transferred from the INB General Fund into the 1% account for the amount due for the month of March.
- The first draft of the FY 19 budget, based on individual meetings with Board members, was distributed to the Board prior to the meeting. The draft budget is in balance, premised on projected revenues being accurate, and includes all of the 1% tax going into the road fund with none being used for general operations. Projected revenues and expenses for the Water Department are not in balance which will need to be looked at in the future, particularly to confirm if all water and sewer cost increases have been included in rates charged.

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 for their hard work on developing the FY 19 budget and for wrapping up the FY 18 budget.
- Trustee Hendricks has laid out the Village bulletin in preparation for printing by Capitol blueprint. An address labels spreadsheet that includes all Village residents has been prepared.
- President Lopez asked Trustee Monnat and Chief Estill to prepare a thank you letter to Mylas Copeland at Green Toyota for his assistance in obtaining the new police vehicles.

Old Business

A. Update on Phone Equipment Replacement

President Lopez reported that he is still battling with Comcast over the new phone system which is not working optimally. He will continue to communicate the issues to Comcast and will review provisions of the contract that address this issue.

Treasurer Roth said he needs the old phone equipment to return and cancel that contract for equipment rental.

B. Discussion and Approval of Kuhn & Trello Contract for Engineering Services

Treasurer Roth stated that the billing question related to the contract for engineering services has been clarified.

A motion was made by Trustee Tripp to approve the contract with Kuhn & Trello for engineering services. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

C. Discussion and Approval of Shredding Event

President Lopez received one quote for shredding of documents from Stericycle. Doing a community shred event was deemed not feasible.

Trustee Monnat said she would call Affordable Shred for a quote.

D. Discussion and Approval of Civic Center Rental Procedures and Rates

This item was tabled.

E. Discussion and Adoption of Ordinance 18-18 Amending Section 101.3 Related to Checks for Insufficient Funds

This item was tabled.

New Business

A. Discussion of Changing Weight Limits for Waster Disposal Vehicles

Trustee Lael said that Allied Waste trucks have been coming into the Village at 6:00 a.m. even though Village ordinance prohibits waste disposal trucks before 6:30 a.m. Allied has been using really large trucks that shake houses when they drive past. The other day a Waste Management truck left puddles of oil each time it stopped.

This item will be discussed in greater length at the next meeting.

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)) and minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval by the Body (5ILCS 120/2(c)(21)). Trustee Hendricks seconded the motion.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

The Board went into Executive Session at 7:10 pm.

The Board returned from Executive Session at 8:06 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

Trustees Kathy Dehart, Brian Hendricks, Dale Lael, Beth Monnat, Jake Tripp

Clerk Linda Wheeland

Treasurer Roth

Attorney Herman Bodewes

B. Discussion and Approval of Pay Raise for Village Secretary

A motion was made by Trustee Lael to approve and increase in hourly rate for Debbie Denk from \$14.00 to \$15.25. The motion was seconded by Trustee Monnat.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried

C. Discussion and Approval of Interim Public Works Supervisor

A motion was made by Trustee Tripp to approve Matt Smith as Interim Public Works Supervisor with a monthly stipend of \$200. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

D. Discussion and Approval of Compensation Adjustment for Public Works Laborer

A motion was made by Trustee Tripp to approve a raise for Matt Smith of \$1.00 an hour for his six month evaluation retroactive to his 6 month anniversary date. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

E. Discussion and Approval of Posting Ads for Open Village Positions

A motion was made by Trustee Tripp to approve placing an ad for the Public Works Supervisor position on Indeed for two weeks at a cost of \$140. The motion was seconded by Trustee Monnat.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

F. Discussion and Approval to Hire James Montgomery as a Part-Time Police Officer

A motion was made by Trustee Monnat to approve hiring James Montgomery as a part-time Police Officer at \$17 per hour. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

G. Discussion and Approval of Police Officers' Request for Extension of Time to Use Their Vacation Time

Trustee Monnat explained that the Chief can carry over 40 hours of vacation time into the next year and the Corporals can carry over 80 hours under the Union contract. Because of staff shortages in the Police Department Chief Estill and Corporal Maybury have been unable to use all their vacation time.

A motion was made by Trustee Monnat to approve waiving the provision that limits the number of vacation hours that can be carried over to 80 for Corporal Maybury and extend the time frame for him to use his vacations hours to December 31, 2018. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

A motion was made by Trustee Monnat to approve waiving the provision that limits the number of vacation hours that can be carried over to 40 hours for Chief Estill and extend the time frame for him to use his vacations hours to December 31, 2018. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

H. Discussion and Approval of Awarding Contract for Library Windows Replacement

Trustee DeHart presented the following bids from three companies for the replacement of eleven windows at the library.

- | | |
|----------------------------|----------|
| 1. Window World | \$5,545 |
| 2. Gabe's Home Improvement | \$5,800 |
| 3. Griffiths Construction | \$11,468 |

It was noted that the Window World bid did not meet the prevailing wage rates and so was disqualified.

A motion was made by Trustee DeHart to approve awarding the contract to replace eleven library windows to Gabe's Home Improvement for \$5,800. The motion was seconded by Trustee Lael.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried.

Adjournment

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

Roll Call Vote:

Ayes: Trustee Lael, Trustee Dehart, Trustee Hendricks, Trustee Tripp, Trustee Monnat

The motion carried and the meeting adjourned at 8:25 pm.

Linda Wheeland

Linda Wheeland, Village Clerk

April 5, 2018

Dated