

**MINUTES**  
**VILLAGE OF JEROME BOARD OF TRUSTEES**  
**2901 LEONARD STREET, JEROME CIVIC CENTER**  
**REGULAR BOARD MEETING**  
**April 5, 2018**  
**6:30 PM**

**Call to Order**

President Lopez called the April 5, 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, Shirley Johnson, Dale Lael, Beth Monnat, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

**Approval of Minutes**

**A. March 15, 2018 Regular Meeting Minutes**

A motion was made by Trustee Hendricks to approve the Minutes of the March 15, 2018 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee Monnat.

Roll Call Vote:

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

The motion carried.

**B. March 1, 2018 Executive Session Minutes**

A motion was made by Trustee Tripp to approve the Minutes of the March 1, 2018 Executive Session of the Board of Trustees. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

**Approval of Warrant List 18-23**

President Lopez noted that Warrant List 18-23 dated April 5, 2018 totaled \$42,310.22. Treasurer Roth added that of this amount \$14,991.25 will be paid from the Water Fund and the remaining \$27,318.97 will be paid from the General Revenue Fund.

Trustee DeHart asked about the two warrants for petty cash. Treasurer Roth explained that both the office and the Police Department have \$150 petty cash funds that are reimbursed through warrants based on receipts.

A motion was made by Trustee Monnat to approve Warrant List 18-23 dated April 5, 2018 for a total of \$42,310.22. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

### **Visitors Acknowledgement**

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

Steve Buckman, who lives on Park Street, stated that he had called the Sheriff's Department after a dog at 2726 S. Park tried to bite him. Today the dog was outside and not on a leash. Mr. Buckman felt this is a vicious dog that should be kept contained. Additionally, garbage at the residence is put in bags, not in a garbage can, and people going into the backyard walk down his driveway. President Lopez instructed Mr. Buckman to call the County Dispatch whenever an incident occurs so a record would be created. Trustee Johnson will look into the dog issue.

Mr. Buckman also noted that there is a trampoline at the residence that is not anchored down. This presents safety concerns for users and has the potential to blow away during heavy winds, potentially causing damage to others' property. Trustee Lael asked Attorney Brokaw if there is anything that can be done about unanchored trampolines. Attorney Brokaw stated that he was not sure if anything could be done but he would look into it.

This portion of the meeting closed at 6:43 pm.

### **Executive Session**

A motion was made by Trustee DeHart 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 claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member (5ILCS 120/2(c)(12)). Trustee Monnat seconded the motion.

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 6:45 pm.

The Board returned from Executive Session at 7:39 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Treasurer Roth

Attorney Jason Brokaw

## **Reports from Village Departments**

### **A. Public Health**

Trustee Johnson reported the following:

- A letter had been sent to the resident who had a refrigerator in the yard and a six-foot privacy fence has now been installed around the refrigerator.
- The toilets that had been in a yard have been removed as have the leaves.
- Other residents have left bags containing leaves sitting out for a long time and letters will be sent to them.
- She is working with the Sangamon County Department of Public Health on safety issues in the residences at 1522 Iles Avenue and 1508 Vernon Avenue. The landlord of the Vernon property has been notified that the property cannot be rented until the issues are resolved.
- A new report has come in on leaves being blown into the street gutter by a resident on Lincoln.
- Piles of trash and cars parked in the yard at 1650 Glenn Avenue will be addressed.
- Residents are starting to submit fire pit permit applications.
- Planning for the Health Fair has begun.

### **B. Public Works**

Trustee Tripp reported the following:

- Limb pickup has been completed with the assistance of Joe Gragg.
- The decision was made to not put salt on the roads over the weekend when snow fell and there were no issues.
- The salt spreader and blade had been taken off the truck but will be put back on as snow is again predicted for this weekend.
- Spring road projects are being discussed with special consideration being given to West Grand Court.
- Mosquito spraying will no longer be done due to the cost and the limited effectiveness.
- Trustee DeHart will be assisting Trustee Tripp in interviewing for the open Public Works position.

### **C. Public Property**

Trustee DeHart reported the following:

- She had worked with the Clerk to identify and collect property that is no longer needed and should be disposed of.
- Watts Copy Systems delivered the new copier for the office.
- Gabes Home Improvements should receive the windows for the Library at the end of next week and have them installed on schedule. Matt will be contacted by Gabes when they are ready to begin work.

- Trustee DeHart will be out of town next week.

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

Trustee Lael reported the following:

- There are still no tenants for the Jerome Mini-Mall.
- The drain in front of the Mini-Mall property needs to be raised before landscaping can be installed and because of safety concerns. Trustee Tripp said he would talk with Matt about the raising the drain.
- The Bulletin contained an article regarding the Village ordinance prohibiting parking in yards; however, this continues to happen. Trustee Lael will have a Police Officer deliver letters to offenders.
- There is a potential buyer for the property at 1430 Wabash Avenue, the former Merlin's property, although the owners will not agree to clean up the contaminants left from the oil leak. Attorney Brokaw stated that this is an EPA issue and not one the Village can take on. He will discuss this further with Trustee Lael.
- A zoning case going before the Springfield Planning and Zoning Commission on April 18<sup>th</sup> requests zoning relief to allow a tavern and video gaming at 1540 Wabash Avenue. Trustee Lael has several concerns with this including whether a 3:00 a.m. liquor license will be approved and the burden this could place on the Village Police Department since our officers would be the first to respond in the event of an incident. He felt the Village should voice an opinion on this case.

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

Trustee Monnat reported the following:

- All the old police cars are gone and the 2001 Kawasaki Ninja motorcycle has been sold.
- She is working on getting a plaque to present to Green Toyota in recognition of all the financial help they provided in obtaining new police vehicles.

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

Trustee Hendricks reported the following:

- Last month's water bills were based on estimates but the bills this month will reflect actual readings.
- He thanked everyone for their input on the Bulletin.

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

Treasurer Roth reported the following:

- We have received all regular revenues for March and the Gaming Revenue for February.
- Checks for warrants for the March 15<sup>th</sup> meeting were mailed out right after that meeting and the Village met payroll for March 30<sup>th</sup>. Checks will be mailed out following this meeting.
- With all obligations met before paying the warrants and payroll for this week, there is approximately \$21,000 in the Illinois National Bank (INB) General Revenue Funds (GRF) account. There is approximately \$202,000 in the Illinois Fund Account and \$6,300 in the MFT Account.
- Any bills that need to be paid in this fiscal year must be on the warrants for April 19<sup>th</sup> or they will be coming out of the FY 2019 budget.
- The Kuhn and Trello bill on the March 1<sup>st</sup> Warrants List will be recorded as line item 2250 rather than MFT as had been shown.

## **H. Village Clerk**

Clerk Wheeland reported the following:

- Economic Interest Statements must be filed by the end of the month.
- The documents approved for disposal will be shredded by Affordable Shred on April 16<sup>th</sup>. She thanked everyone who helped her with this project.
- A packet was received from the U.S. Census Bureau this morning for documenting addresses in the Village in preparation for the 2020 Census. This project is underway.

## **I. Village Attorney**

Attorney Brokaw stated he had no report.

## **J. Village President**

President Lopez thanked everyone for their work and Trustee Hendricks in particular for his work on the Spring Bulletin.

## **Old Business**

### **A. Update on Phone Equipment Replacement**

President Lopez reported that there are still several issues with the new Comcast phone system.

Treasurer Roth noted that although Courtney Hamilton, Comcast Sales Representative, had stated that Comcast would notify Windstream when the new phone system was installed, this had not happened. Treasurer Roth did notify Windstream and the bill on tonight's Warrant List should be the last to that company.

Treasurer Roth sent Ms. Hamilton a letter outlining the 16 problems we are still experiencing with the phone system. She gave him a phone number to call for support; however, the technicians at that number were not equipped to help with the problems we are having. He notified Ms. Hamilton of this but has not heard from her. If he doesn't get a response by Monday he will call her supervisor.

Treasurer Roth stated that the Comcast bill received on March 15<sup>th</sup> will not be paid until the problems are resolved. Attorney Brokaw noted that Comcast should be notified in writing why the bill is not being paid.

### **B. Discussion and Approval of Civic Center Rental Procedures and Rates**

This item was tabled until the next meeting.

### **C. Discussion of Changing Weight Limits for Waste Disposal Vehicles**

Trustee Lael would like to see waste disposal companies limited to using single axle vehicles in the Village.

Attorney Brokaw explained the options for how this could be approached:

- The Village could go out for bid on the provision of waste disposal services in Jerome.
- Franchise agreements could be required for operating in the Village.
- Village officials could talk with the waste disposal companies to request they use smaller vehicles in Jerome.
- Weight limit restrictions could be placed on certain roadways.

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

This item was removed from consideration.

**New Business**

**A. Discussion and Approval of Salt Contract with State**

Trustee Tripp explained that it is cheaper to contract with the State to be part of a joint agreement for the purchase of salt than to try to purchase it on our own. We will look to buy 24 tons of salt this year, the same amount as last year.

A motion was made by Trustee Tripp to approve the salt contract with the State of Illinois. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

**B. Discussion and Adoption of Ordinance 18-23 Authorizing the Disposal of Surplus Property**

Clerk Wheeland noted that the items listed in Ordinance 18-23 for disposal were those referred to by Trustee DeHart earlier in the meeting.

Trustee Lael asked what the protocol is if a trustee were interested in purchasing an item on the list. Attorney Brokaw responded that the trustee should abstain from voting on the ordinance and that a fair value should be established for the item.

Trustee Tripp noted that there is a pile of scrap metal behind the garage that could be disposed of. Attorney Brokaw stated that the Board would have to approve disposing of those items.

A motion was made by Trustee Monnat to adopt Ordinance 18-23 authorizing the disposal of surplus property. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried

**C. Discussion and Consideration of FY 2019 Budget**

Treasurer Roth noted that a revised version of the Draft FY 2019 Budget had been provided to Board members. The overall budget is \$919 higher than last year but is balanced with anticipated revenues. All money from the 1% sales tax will go into that account, 1.5 years ahead of schedule. The budget includes road projects throughout the Village, purchase of a new truck for the Public Works and Water Departments, continued repairs and updates to our buildings, and the continued provision of regular services to Village residents. The Water Department expenses are shown in the budget to be greater than estimated revenue. Any water rate increases from the City of Springfield should be passed on to our water customers.

The FY 2019 Budget will be discussed and adopted at the next Board meeting.

**D. Discussion and Approval of Hiring Temporary Public Works Employee(s)**

This item was not discussed.

**E. Discussion of Incidents on Village Property Reporting Procedures**

Trustee DeHart presented an overview of recent incidents that occurred on Village property and the inconsistency in how these were reported. She will prepare an internal memo clarifying that a Police Officer should be contacted to make a report when an incident occurs and will make the policy more prominent for Civic Center renters. Trustee DeHart will follow up on this at the next Board meeting.

**F. Discussion and Approval of Hiring Matt Smith as Public Works Supervisor**

A motion was made by Trustee Tripp to approve hiring Matt Smith as the Public Works Supervisor at an annual salary of \$34,200 retroactive to April 1, 2018. The motion was seconded by Trustee Monnat.

Roll Call Vote:

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

The motion carried.

**G. Discussion and Approval of Hiring Joe Gragg as a Part-time Public Works Laborer**

A motion was made by Trustee Tripp to approve hiring Joe Gragg as a Public Works laborer at \$15 per hour for up to 40 hours a week until a permanent laborer is hired. The motion was seconded by Trustee Lael.

Roll Call Vote:

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

The motion carried.

**Adjournment**

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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 8:48 pm.

Linda Wheeland  
Linda Wheeland, Village Clerk

April 19, 2018  
Dated