

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
April 19, 2018
6:30 PM

Call to Order

President Lopez called the April 19, 2018 meeting of the Village of Jerome Board of Trustees to order at 6:33 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, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

Absent: Trustee Beth Monnat

Approval of Minutes

A. April 5, 2018 Regular Meeting Minutes

A motion was made by Trustee Johnson to approve the Minutes of the April 5, 2018 Regular Meeting 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

The motion carried.

B. March 15, 2018 Executive Session Minutes

A motion was made by Trustee Tripp to approve the Minutes of the March 15, 2018 Executive Session 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 Johnson

The motion carried.

Approval of Warrant List 18-24

President Lopez noted that Warrant List 18-24 dated April 19, 2018 totaled \$37,102.99. Treasurer Roth added that of this amount \$29,752.42 will be paid from the Water Fund and the remaining \$7,350.57 will be paid from the General Revenue Fund.

A motion was made by Trustee Lael to approve Warrant List 18-24 dated April 19, 2018 for a total of \$37,102.99. The motion was seconded by Trustee Johnson.

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

The motion carried.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:38 pm.

There were no visitor comments and this portion of the meeting closed at 6:39 pm.

New Business

A. Presentation by Don Gray on Services Offered by County Clerk's Office

County Clerk Don Gray reported that three people had attended the Mobile Vital Records event held in the Jerome Civic Center just prior to this meeting and he was pleased with the turn out. He also stated that the recent primary election was operated successfully and recognized how well the Jerome facility works as a polling place and what great judges work on election day. The County Clerk's office is working closely with the Illinois State Police and Department of Homeland Security to build confidence in the election process. The tabulation of votes has never been compromised in Sangamon County as there is no exterior connection to the voting system. In the future the County Clerk's office will be able to send real-time alerts if any changes are made to a voter's registration information. His office is also working to improve and streamline the process for mail-in ballots.

Executive Session

A motion was made by Trustee Tripp 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 Johnson seconded the motion.

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 6:46 pm.

The Board returned from Executive Session at 7:17 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Treasurer Roth

Attorney Jason Brokaw

Reports from Village Departments

A. Public Health

Trustee Johnson reported the following:

- A certified letter has been sent to the homeowners of 1650 Glenn Avenue regarding the trash in the yard. Trustee Johnson and Trustee Monnat have gone to the house three times but have found no one at home. The residence looks like it may be abandoned.
- A certified letter has been sent to the homeowners of 1617 Glenn Avenue regarding issues there.
- A certified letter has been sent to the owners of the vicious dog on Park Street.
- Many fire pit permit applications have been submitted.
- She will be meeting with President Lopez soon to discuss plans for the September Health Fair with a priority for flu shots to be available.
- An article will be placed in the next bulletin regarding the requirement that trash be put in cans and not bags.

B. Public Works

Trustee Tripp reported the following:

- Matt Smith has made many changes since taking on the position of Public Works Supervisor. He has made a long list of projects that need to be done and has started with cleaning out the Police garage, Library garage, and the area behind the Public Works garage.
- The Public Works staff continues to work on potholes.
- Matt is also looking at undertaken some projects needed in the Water Department.

C. Public Property

Trustee DeHart reported the following:

- She assisted Trustee Tripp with interviewing candidates for the Public Works Laborer position.
- The Library windows were replaced this week. No termites or rot were found so there was no additional cost above the initial bid.
- She will get estimates for the cost of replacing the Library basement windows.

D. Building & Zoning

Trustee Lael reported the following:

- The owner of a bicycle shop has made inquiries about the old Merlin property on Wabash Avenue and is very interested due to the proximity to the bicycle trails. However, the issue of hazardous waste on the property persists and the current owners have made no move to clean up the property. Attorney Brokaw stated that there had been a miscommunication between Sangamon County and the IEPA regarding the property but the two agencies are again involved.
- An inquiry about the apartment complex at 3007 Park Street has been received from an appraiser. Trustee Lael asked Attorney Brokaw to confirm the zoning on the property which had been previously annexed to the Village.
- A ribbon cutting ceremony at Backyard Leisure is scheduled for May 19th and all Board members are invited to attend.
- A zoning case to allow a liquor store with the service of alcoholic beverages and video gaming is before the City of Springfield. Trustee Lael has many concerns about this proposal.

Attorney Brokaw explained that Attorney Gordon Gates is representing the petitioner and has expressed a willingness to discuss the case with any Board member. The parking plan will have to be

redone under thorough review of the City and Illinois Department of Transportation. The owners are not interested in obtaining a 3:00 a.m. liquor license. The City requires 60% of sales to be non-video gaming. Board members can also reach out to Aldermen Joe McMenamain whose ward includes this property.

E. Public Safety

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

- 231 calls for service including traffic stops and traffic accidents
- 174 police reports prepared
- 71 traffic citations/warnings issued
- 1 burglary report
- 1 report for burglary to a motor vehicle
- 7 accident reports
- 1 warrant arrest
- On a daily basis the Patrol Officers check homes for vacationing residents when requested along with the Village Garage, Civic Center, and Library

Installation of equipment on the 2018 Toyota Tundra is complete and the vehicle is now in service. Private Brewer successfully submitted a grant application to the Illinois Department of Transportation for \$7,000 worth of moving radar units and a LIDAR hand-held radar unit. Southern View Police Sergeant Dane Dewitt will provide training to Jerome officers on using the LIDAR hand-held unit. Part-time Officer James Montgomery has been trained by Corporal Thomas Maybury and has been working patrol by himself with no problems or issues.

F. Water Department

Trustee Hendricks reported the following:

- He praised Matt Smith for completing the meter readings by himself in two days and noted that going forward bills would be based on readings and not estimates.
- The leaking fire hydrant at 1620 Reed Avenue will be replaced within the next few days.

G. Village Treasurer

Treasurer Roth reported the following:

- We received all of our regular revenues for April and the Gaming Revenue and MFT funds for March.
- Checks for warrants for the April 5th meeting were mailed out right after that meeting and the Village met payroll for April 15th. Checks will be mailed out following this meeting.
- With all obligations before paying the warrants for this week, there is approximately \$16,000 in the Illinois National Bank (INB) General Revenue Fund (GRF) account. There is approximately \$227,000 in the GRF Illinois Funds Account and \$9,500 in the MFT Illinois Funds Account. There is approximately \$216,000 in the 1% account, after transferring the amount due for April.
- Some areas of revenue have increased since last year while Sales Tax, Income Tax, and the 1% Tax have not dropped as far as previous years.

H. Village Clerk

Clerk Wheeland reported that the shredding project had been postponed by one week and is scheduled for Monday.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- He commended everyone for their work and dedication.
- He extended thanks to Trustee Tripp and Trustee DeHart for conducting the Public Works Laborer interviews.
- He extended thanks to Treasurer Roth and Clerk Wheeland for meeting with Board members on the FY19 Budget. Some painstaking decisions have been made regarding personnel but the Village is in a good financial position right now.
- He has been receiving inquiries about the July 4th parade.
- Gabe's Home Improvement will be putting a sign in front of the Library for a month.
- The Village has been notified that the 2017 Worker's Compensation Audit resulted in a refund of \$3,800.

Old Business

A. Update on Phone Equipment Replacement

Treasurer Roth reported that the phone system installed by Comcast was new as of this year and the technicians have not been fully trained on it. After spending five hours working at the Police Station, the technicians were able to get all phones to ring when a call comes in and the voice mail system now identifies the Jerome Police Department. However, there is no way to get the phone to work in the Public Works Garage with this system. The technicians said we should have gotten a BVE system, which is hard-wired, instead. Other problems include bills that don't make sense, the fact that Comcast did not inform Windstream when the new system was installed, and that Comcast has not responded to his most recent call. He will call Libby in Government Relations to try and get a resolution of the situation.

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

Attorney Brokaw said that he is researching options to address this issue.

D. Discussion and Approval of FY 2019 Budget

Treasurer Roth explained that the draft budget submitted to Board members was changed to reflect the notification received today that health insurance costs will increase July 1st.

Attorney Brokaw noted that the budget is an internal planning document for the Village and an appropriations ordinance must be filed with the County Clerk during the first quarter of FY 2019.

Treasurer Roth noted the following expenses reflected in the FY 2019 Budget:

General Revenue Fund	\$819,590
Water Department	\$552,612
Road & Bridge Fund	\$ 35,000
Motor Fuel Tax	\$ 42,000
Vehicle Fund	\$ 7,500
DUI Fund	\$ 5,000

The budget total is \$1,461,702 reflecting an approximate \$17,000 increase over last year's budget of \$1,444,696.

A motion was made by Trustee Lael to approve the FY 2019 Budget. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried

E. Discussion and Approval of Incidents on Village Property Reporting Procedures

This item was tabled until the next meeting.

New Business (continued)

B. Discussion and Approval of Village-Wide Cleanup

Trustee Tripp suggested keeping the same program and time-frame as last year for the Village-Wide Cleanup this year.

A motion was made by Trustee Tripp to begin the Village-Wide Cleanup on August 20, this year. The motion was seconded by Trustee Lael.

Roll Call Vote:

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

The motion carried

C. Discussion and Approval of Hiring Terrence Mays as Public Works Laborer

Trustee Tripp thanked Trustee DeHart for helping with the interviews for the Public Works Laborer. They conducted three interviews and felt the strongest candidate was Terrence Mays.

A motion was made by Trustee Tripp to hire Terrence Mays as Public Works Laborer. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

D. Discussion and Adoption of Ordinance 18-24 Authorizing the Disposal of Surplus Property
Attorney Brokaw explained that cleaning up is still underway and this ordinance includes property that is not needed by the Village.

Trustee Lael asked that the following be done:

- Basketball pole and hoop be donated to an organization
- Bicycles given away to a business/organization that can use the parts
- Water fountain parts saved for use in the working water fountain in the Civic Center

- Street name signs offered to residents for purchase
- Traffic regulation signs be donated to Lincoln Land Community College
- Welcome to Jerome signs be retained

A motion was made by Trustee Tripp to adopt Ordinance 18-24, excluding the seven Welcome to Jerome signs, authorizing the disposal of surplus property. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

E. Discussion and Adoption of Ordinance 18-25 Authorizing the Disposal of Surplus Property

Attorney Brokaw explained that this ordinance is similar to Ordinance 18-24 except includes surplus property in the Police Department.

A motion was made by Trustee Johnson to adopt Ordinance 18-25 authorizing the disposal of surplus property. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

F. Discussion of Personnel Manual

Treasurer Roth will be working on updating the Village Personnel Manual and will send an email to Board members asking for any needed changes.

G. Discussion and Consideration of Engagement Letter from Kerber, Eck & Braeckel LLP

Treasurer Roth noted that the accounting firm of Kerber, Eck & Braekel LLP was retained by the Village three years ago. The Engagement Letter for services to be performed in FY 2019 includes the same conditions with a \$25 per month increase for an annual total of \$13,500.

A motion was made by Trustee Lael to authorize President Lopez to sign the engagement letter with Kerber, Eck & Braeckel LLP including a \$25 per month increase. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

H. Discussion and Approval of Hiring Tricia Summerson as a Part-Time Police Officer

Chief Estill gave background information of Tricia Summerson.

A motion was made by Trustee DeHart to hire Tricia Summerson as a part-time Police Officer. The motion was seconded by Trustee Lael.

Roll Call Vote:

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

The motion carried.

I. Discussion and Adoption of Resolution 18-09 Approving the Release of Certain Closed Session Minutes of the Board of Trustees

Attorney Brokaw explained that all Board Members had a chance to review certain Executive Session minutes. Based on this review minutes were identified that could be released to the public. The ordinance also identifies Executive Session recordings that will be destroyed.

A motion was made by Trustee Johnson to adopt Resolution 18-09 approving the release of certain closed session minutes 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

The motion carried.

J. Discussion and Approval of Firm for Background Checks

Treasurer Roth stated that he and Trustee Tripp had discussed doing background checks on new employees. He had talked with the Illinois State Police and was told an ORI number must be obtained before we can move forward. There is a company in town that charges \$60 – 75 per background check.

A motion was made by Trustee DeHart to authorize moving forward with engaging a firm to conduct background checks on new employees. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

The motion carried.

Adjournment

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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 8:31 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

May 3, 2018
Dated