

**MINUTES**  
**VILLAGE OF JEROME BOARD OF TRUSTEES**  
**2901 LEONARD STREET, JEROME CIVIC CENTER**  
**REGULAR BOARD MEETING**  
**May 3, 2018**  
**6:30 PM**

**Call to Order**

President Lopez called the May 3, 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. April 19, 2018 Regular Meeting Minutes**

A motion was made by Trustee Hendricks to approve the Minutes of the April 19, 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 Johnson

Present: Trustee Monnat

The motion carried.

**B. April 5, 2018 Executive Session Minutes**

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

Present: Trustee Monnat

The motion carried.

**Approval of Warrant List 19-01**

President Lopez noted that Warrant List 19-01 dated May 3, 2018 totaled \$13,956.13.

Treasurer Roth added that of this amount \$1,123.30 will be paid from the Water Fund and the remaining \$12,832.83 will be paid from the General Revenue Fund.

A motion was made by Trustee Monnat to approve Warrant List 19-01 dated May 3, 2018 for a total of \$13,956.13. 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 6:39 pm.

There were no visitor comments and this portion of the meeting closed at 6:40 pm.

### **Reports from Village Departments**

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

Trustee Johnson reported the following:

- There are still issues with properties on Glenn Avenue. The Village will clean the properties and bill the owners.
- Twenty fire permit applications were submitted over the past week.
- She talked with Tyler at Osco Pharmacy regarding flu shots to be offered at the Health Fair.
- She received complaints on a flatbed trailer parked at the back of a driveway on Homewood Avenue and will request legal direction on how to proceed.

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

Trustee Tripp reported the following:

- Matt Smith submitted his resignation. May 15<sup>th</sup> is his last day. In the meantime he has taken on several projects that he would like to have completed before he leaves.
- Terry Mays has been doing a great job. Matt will take him through one round of meter reading before he leaves.
- Trustee DeHart helped with interviews for the Public Works Supervisor position. An offer was made to one candidate but he took another job. The job opening will be posted again.
- Recycling of scrap metal stored behind the Public Works garage generated about \$1,000.
- Limb pickup will begin Monday.

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

Trustee DeHart reported the following:

- She enjoyed helping Trustee Tripp with the interviews.
- She contacted Gabe's Home Improvement for a quote on replacing the Library basement windows.
- She worked with the Clerk on identifying surplus property in the Library basement.
- There are only three people volunteering at the Library so it is not open on Saturdays. Joyce is calling volunteers on the list in the hope of filling more hours. Joyce will also go through all books in boxes at the Library to determine which can be given away or sold. Trustee DeHart is working to have longer Library hours and special events.

- The State Bicentennial flag will replace the State flag on the Village flagpole.

President Lopez asked Trustee DeHart to talk with Trustees Tripp and Hendricks about having the water fountain at the Village Park repaired.

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

Trustee Lael reported the following:

- The Jerome Mini-Mall is being landscaped.
- Public Works staff adjusted the drain in the Mini-Mall parking lot.
- A business with liquor and video gaming is interested in the Mini-Mall but nothing else is in the works there.
- Rock is needed along the east side of the Mini-Mall property.

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

Trustee Monnat reported the following:

- Corporal Maybury has trained our new part-time police officer, Tricia Summerson, and is impressed with her performance.
- The Police Department now has three full-time and five part-time officers. Shift coverage will be good during the summer when the full-time officers will be taking vacations. With five part-time officers we will not have to rely on overtime of full-time officers for coverage.
- Trustee Monnat has sold her home and so will resign from the Board at the end of the month. She has enjoyed being on the Board.
- All is good at the Police Department.
- Security cameras will be installed inside and outside the Police Station. The outside cameras will provide coverage of the parking lot between the Police Station and the Civic Center.

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

Trustee Hendricks reported the following:

- The fire hydrant at 1620 Reed Avenue is not yet repaired.

Trustee Tripp said the Public Works staff worked on the fire hydrant today but can't get it to turn off. Matt will call CWLP to replace this fire hydrant and one other one.

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

Treasurer Roth reported the following:

- No new revenues have been received since the last meeting.
- Checks for warrants for the April 19<sup>th</sup> meeting were mailed out right after that meeting and the Village met payroll for April 30<sup>th</sup>. Checks will be mailed out following this meeting.
- Fiscal Year 2018 was a good year. There is a surplus in a variety of funds.

#### **H. Village Clerk**

Clerk Wheeland reported that the Village Code of Ordinances is now on the Village website.

#### **I. Village Attorney**

Attorney Brokaw stated he had no report.

## **J. Village President**

President Lopez reported the following:

- Trustees need to contact their employees each week.
- The website is going well.
- He attended the Citizens Club of Springfield where there was a discussion of the condition of nearby villages. It was noted that Jerome has a balanced budget unlike some of the other villages.
- He attended the SATS meeting last week where road funding was discussed. He will meet with Trustee Tripp, Treasurer Roth, and Village Engineer Kevin Kuhn to discuss road projects in the Village and the potential for a multi-jurisdictional project on Iles Avenue.
- The local Shop 'n Save personnel have heard nothing about the potential sale or closing of the store. President Lopez called the corporate office but has received no response.
- Volunteers are needed for the July 4<sup>th</sup> parade. It will be bigger this year since there is an election in November.

## **Old Business**

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

Treasurer Roth stated that after the last Board meeting he sent an email to Courtney and Libby at Comcast regarding the continuing problems with the new phone system. Comcast technicians were sent to work on the garage but that issue has not been resolved. There are also problems with the Comcast bill which have been conveyed to Courtney. Tomorrow Treasurer Roth will meet with the Comcast BE system sales representative and their chief engineer to walk through our complex and determine what system will work best for us. If the situation is not resolved by the next Board meeting he will be consulting with Attorney Brokaw about our rights and the possibility of getting a phone system from another company.

Windstream has not sent boxes for the return of their equipment, although they have sent a bill for service after it was discontinued. This will not be paid.

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

Trustee DeHart noted that a previous ordinance addressing Civic Center rental procedures has been found so proposed changes will need to be re-formatted. She will check with Trustee Tripp regarding the costs associated with renting the facility and assess the rates being charged. This item was tabled until the next meeting.

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

President Lopez will be talking with Waste Management, Lake Area Disposal, and Allied Disposal regarding Village ordinances addressing waste disposal vehicles. He plans to meet with them to discuss hours of operation and weight of vehicles in the Village.

### **D. Discussion and Approval of Incidents on Village Property Reporting Procedures**

Trustee DeHart distributed a draft memo to the Board on incident reporting procedures. She asked Board members to review the memo and get comments to her by next week so it can be finalized for the May 17<sup>th</sup> meeting.

### **E. Discussion of Personnel Manual**

Treasurer Roth sent a copy of the current personnel manual to Board members prior to the meeting. He asked that any requested changes be sent to him by next Friday. He will have the changes prepared for review at the May 17<sup>th</sup> meeting.

### **F. Discussion and Approval of Firm for Background Checks**

Treasurer Roth explained that pre-employment agreements with new employees would include a contingency dependent on a satisfactory background check being conducted. This would involve a walk-in service for the employee with a report being sent to the Village. Treasurer Roth has talked with Accurate Biometrics who would conduct FBI and Illinois State Police background checks for \$58 per employee. He will be checking with two other firms in town as well. He will work with President Lopez and Trustee Tripp to prepare procedures for new hires. These will be presented to the Board for review.

### **New Business**

#### **A. Discussion and Approval of Awarding Contract for Installation of Smart Water Meters along Wabash Avenue**

Trustee Hendricks reported that Matt Smith had taken the initiative to meet with Midwest Meter Inc. from Edinburg regarding the installation of smart water meters at businesses along Wabash Avenue. There are safety issues associated with reading those meters.

Trustee Tripp explained that replacement of the ten most difficult meters are being looked at. Some of the lids are difficult to lift, some meters are under water, and the meters need to be re-read often. Some of the meters are 60 years old. The meters should be replaced every ten years. The Public Works staff ran water inside Osaka Restaurant and Sonic Drive-in while watching the meters. One didn't move at all and the other moved very slowly. The representative from Midwest Meter Inc. suggested bench testing the old meters when they are replaced to determine their efficiency. More likely than not they are operating at low efficiency and when new meters are installed the accurate readings will cause water bills to go up. Data from the smart meters would be transmitted daily to the Water Department software and no one would need to read the meters.

Village Engineer Kevin Kuhn supported replacing the old meters with smart meters. He suggested looking at compound meters that measure high flow and low flow as well as making sure the system is scalable for expansion. He also thought bench testing the old meters should be done.

President Lopez asked Trustee Hendricks to contact LOCIS to see if their software could communicate with these meters.

#### **B. Discussion and Approval of Resolution 19-02 Authorizing Intergovernmental Agreement with CMS for Participation in Local Government Health Plan**

Clerk Wheeland explained that each year the Board must approve participation in the Local Government Health Plan to provide health insurance for Village employees.

Attorney Brokaw said this plan allows small municipalities to offer group health insurance at a lower cost.

A motion was made by Trustee Monnat to approve Resolution 19-02 authorizing an intergovernmental agreement with CMS for participation in the Local Government Health Plan. 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

**C. Discussion and Approval of Ordinance 19-01 Making Appropriations for Expenses of the Village of Jerome, Illinois for the Fiscal Year Ending April 30, 2019**

Attorney Brokaw explained that there is a statutory requirement that the Village must make appropriations for expenses every year. The appropriations are based on the internal budget. The first reading of the appropriations is as follows:

General Revenue Fund	\$814,590
DUI Fund	5,000
Motor Fuel Tax Fund	42,000
Road and Bridge Fund	35,000
Police Vehicle Fund	7,500
Non-Home Rule Tax Fund	200,000
Water and Sewer Fund	<u>552,612</u>
TOTAL	\$1,656,702

This ordinance, including an estimate of revenues, will be filed with the County Clerk after approval. This is the maximum that can be spent during FY 2019.

The Board will take up and pass this ordinance at the next Board meeting. Unlike other draft documents, this one is available to the Public.

**D. Discussion and Approval of Resolution 19-01 Allocating Non-Home Rule Sales Tax Funds to Streets**

Attorney Brokaw explained that in 2014 or 2015 the Board made formal allocation of 33% of the non-home rule sales tax to streets. The draft resolution on first reading tonight is an allocation of 100% of the non-home rule sales tax to streets for FY 2019.

Trustee Tripp stated that it speaks volumes for the Village that we can now allocate 100%.

President Lopez noted that this sales tax went into effect in January 2014.

**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 (5 ILCS 120/2(c)(21)). Trustee Tripp 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 7:44 pm.

The Board returned from Executive Session at 8:14 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

Attorney Jason Brokaw

### **Adjournment**

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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 8:14pm.

*Linda Wheeland*

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Linda Wheeland, Village Clerk

*May 17, 2018*

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Dated