

**MINUTES**  
**VILLAGE OF JEROME BOARD OF TRUSTEES**  
**2901 LEONARD STREET, JEROME CIVIC CENTER**  
**REGULAR BOARD MEETING**  
**June 7, 2018**  
**6:30 PM**

**Call to Order**

President Lopez called the June 7, 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.

After the Pledge of Allegiance, President Lopez asked for a moment of silence in memory of Sergeant Danny Skaggs.

**Roll Call**

Present:

President Mike Lopez

Trustees Kathy DeHart, Shirley Johnson, Dale Lael, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

President Lopez noted that Trustee Hendricks had informed the Board that he would be out of town and could not attend this meeting.

**Approval of Minutes**

**May 17, 2018 Regular Meeting Minutes**

A motion was made by Trustee Johnson to approve the Minutes of the May 17, 2018 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

**May 3, 2018 Executive Session Minutes**

A motion was made by Trustee Tripp to approve the Minutes of the May 3, 2018 Executive Session of the Board of Trustees. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

### **Approval of Warrant List 19-03**

President Lopez noted that Warrant List 19-03 dated June 7, 2018 totaled \$38,448.02. Treasurer Roth added that of this amount \$17,025.42 will be paid from the Water Fund and the remaining \$21,422.60 will be paid from the General Revenue Fund.

A motion was made by Trustee Lael to approve Warrant List 19-03 dated June 7, 2018 for a total of \$38,448.02. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

The motion carried.

### **Visitors Acknowledgement**

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

Attorney Randy Segatto, representing Angie Chua, requested an expansion to the types of liquor licenses available in the Village. Ms. Chau is owner of the Jerome Mini-Mall where there is interest in putting a restaurant with a full bar in the two western units. Mr. Segatto stated that she is not interested in having video gaming in the building but current liquor license categories do not restrict this activity. Attorney Brokaw said that a new category of liquor license that places a limit on the ratio of gross receipts from the sale of food and gross gaming receipts could address this request. President Lopez stated that under advisement of Attorney Brokaw the Village would review the request.

Lisa Sherell of W. Glenn stated that she is a long-time resident of Jerome and is concerned with the condition of several properties in the Village. She filled out complaint forms on the properties but nothing has changed and she wanted to know what to do next. She brought a list of the properties to the meeting. President Lopez asked her to submit the list to the Village. Trustee Johnson made a copy of the list and assured Ms. Sherell her complaints would be investigated.

A resident from the area of Fillmore and Glenn expressed concern that branches had not been picked up in June and there are several piles along the July 4<sup>th</sup> Parade route. Trustee Tripp explained that the Public Works staff had started the pickup but the backhoe broke down. He assured the resident that the branches would be picked up before the parade.

Karen Reeder of Jerome Avenue asked about the status of her garage building permit. Attorney Brokaw explained that plans had been received from the contractor but they were different than the design that had been discussed, including a wider driveway and a seven-foot concrete slab. Trustee Lael said he had talked with a representative of Bullock Garages today and had expressed these concerns. He is expecting new plans to be submitted.

This portion of the meeting closed at 6:55 pm.

### **Reports from Village Departments**

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

Trustee Johnson reported the following:

- Tall grass and leaf bags without stickers are still an issue.
- Fire pit permits continue to come in.
- Several properties on Glenn Avenue with trash issues are presenting challenges. Letters were sent but have been returned as undeliverable. She will continue to work on contacting the responsible parties.
- On Saturday she will look into properties on the list provided by Ms. Sherell.
- The County Health Food Permit application for the July 4<sup>th</sup> Parade event has been submitted.
- She will talk with Osco again regarding the provision of flu shots at the Village Health Fair. If they cannot commit due to the uncertainty regarding the possibility of the store closing, Trustee Johnson will contact the County Health Department.
- The Springfield Fire Department conducts free fire safety checks on homes. Carbon monoxide detectors and smoke alarms are replaced if needed with a device containing a 10-year battery. She has talked with the Department about partnering with Jerome in the fall to inspect homes in the Village. In the meantime, anyone can call the Fire Department at 217-789-2170 to schedule an inspection.

## **B. Public Works**

Trustee Tripp reported the following:

- The Public Works staff started the scheduled limb pickup for June but had to stop due to issues with the backhoe. Roland Machinery is expecting parts to make needed repairs will arrive the middle of next week.
- Terry and Joe came in one day at 5:30 am to replace the water meter at Sonic but ran into various problems.
- Terry and Joe were able to replace the water meter at Osaka. They have been timing the replacements during hours when the businesses are closed so as not to cause a disruption.
- There had been an issue with a large pile of limbs put out for removal on Iles Avenue which appeared to have been the result of a professional tree trimming service job. Trustee Tripp talked to the property owner today who had taken care of the branches.
- He and Trustee DeHart had interviewed six candidates for the Public Works Supervisor position. Their recommended candidate will be voted on later in the meeting.
- Terry and Joe are doing a great job getting a lot done even though the Public Works Department is short-staffed. Trustee Tripp praised Terry for his hard work.
- He thanked Trustee DeHart and Treasurer Roth for their assistance with the process to hire a new Public Works Supervisor.

## **C. Public Property**

Trustee DeHart reported the following:

- She enjoyed participating in the interviews for Public Works Supervisor and learned a lot about that department in the process.
- There is still no delivery date on the Library basement windows.
- There are currently five Library volunteers. Trustee DeHart met with two of them and plans to meet with all five prior to the July 4<sup>th</sup> Parade. An open house is planned for that day. There is not enough time to go through the extra books to determine which can be given away or sold. However, this project will be undertaken in the future.

- She contacted Canham Graphics, the company that created the Library sign and Welcome to the Village signs, to get a quote on replacing the signs.
- Next Monday she will work with the Village Clerk to prepare an inventory list for the auditors.
- A draft application for Civic Center rental is prepared and will be sent to the Board and Attorney for review.
- She clarified that the project she has been working on to establish reporting procedures for incidents occurring on Village property only applies to Village facilities and not private property.

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

Trustee Lael reported the following:

- Carquest Auto Parts has replace Advanced Auto at the corner of Iles and MacArthur. They opened Monday and have a ten-year lease on the building.
- Lots of fence permits have been submitted.

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

President Lopez read Trustee Monnat's resignation letter indicating her resignation was effective June 4<sup>th</sup>. He said that Trustee Johnson will be the Public Safety Trustee but until a new trustee is appointed she will also continue to cover public health issues as well. He asked the Board members to help her with Public Health until that position is filled.

President Lopez praised Ms. Monnat for her work on the Board.

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

President Lopez reported that Lynda Chilton is training the new Water Clerk.

Trustee Lael reported that a water main break at Jerome and Fillmore was repaired very quickly by CWLP.

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

Treasurer Roth reported the following:

- To date we have received no revenues for June.
- Checks for warrants for the May 17<sup>th</sup> meeting were mailed out right after that meeting and the Village met payroll for May 30<sup>th</sup>. Checks will be mailed out following this meeting.
- With all obligations before paying the warrants, there is approximately \$11,000 in the Illinois National Bank (INB) General Revenue Funds (GRF) account. There is approximately \$200,000 in the Illinois Fund GRF Account.
- The full 1% Sales Tax for May was transferred to the 1% Account, which currently contains \$232,202.
- The auditors will be in the office next Tuesday through Thursday to conduct the FY 2018 audit.
- He will get with Debbie Denk next week when she returns to streamline the warrant process.

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

Clerk Wheeland reported the following:

- At each Board members place at the table was a laptop obtained by Chief Estill through a grant from State Farm. In the future draft meeting documents will be sent electronically to Board members prior to each Board meeting. These can be downloaded to the laptops for use at the meeting, eliminating the need for paper copies.
- The Village-wide garage sales will be held this Friday and Saturday.
- Articles for the next Village bulletin should be sent to the Clerk by June 25<sup>th</sup>. They will then be reviewed by the Village President before being sent to Trustee Hendricks for layout.

### **I. Village Attorney**

Attorney Brokaw reported the following:

- The Prevailing Wage Ordinance must be approved each June. Usually the State Department of Labor provides a county-wide prevailing wage rate sheet. This will not be available when needed this month. The most reasonable approach will be to adopt what is in effect at the time.
- Small cell wireless facilities are replacing the need for cell towers. They can be placed on other poles or infrastructure. Most likely Village poles or right-of-way will be used in Jerome. The State has limited the permit fees that can be collected by a municipality. The Illinois Municipal League has created a model ordinance that the Village can use. The ordinance will be on first reading at the next Board meeting.

### **J. Village President**

President Lopez reported the following:

- He has heard nothing more on the status of Shop 'n Save.
- A pre-order for July 4<sup>th</sup> hot dogs and buns will be submitted to Shop 'n Save.
- The Regional Leadership Council is discussing the creation of a uniform way to regulate and contract with trash haulers.
- He asked for volunteers to help with the July 4<sup>th</sup> parade.

### **Executive Session**

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

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 7:27 pm.

The Board returned from Executive Session at 8:08 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Attorney Jason Brokaw

Treasurer Roth

## **Old Business**

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

Treasurer Roth reported that the contract to install a new phone system that more closely meets our needs has been signed with Comcast. A \$15 mistake in the cost was found and the Police Department bill will increase by this amount. The Village will need to have our contract IT person on-site during installation. The time for installation will be set up.

A bill was received from Windstream with a credit, but not for the correct amount. Treasurer Roth will continue to work with Windstream to close that account.

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

Trustee DeHart provided a draft application for Civic Center rental for review by the Board and Attorney Brokaw. This item was tabled until the next meeting.

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

President Lopez stated that he will be working with the Regional Leadership Council as all mayors in the County address this issue.

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

This item was tabled.

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

Treasurer Roth said he would provide Board members with a draft amended personnel manual incorporating suggestions received for review prior to the next Board meeting.

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

President Lopez said that the water meters replaced at businesses along Wabash Avenue would be bench-tested for accuracy. Justin will attend the next Board meeting to discuss the purchase and installation of smart water meters.

### **G. Discussion and Approval of Ordinance 19-XX an Ordinance Renewing an Existing Franchise Agreement with Ameren Illinois**

Attorney Brokaw explained that the new version of the franchise agreement received from Ameren includes audit provisions with a timeline for when terms are set. At this point, however, it is unclear whether the annexations of large numbers of property that occurred several years ago are part of the agreement. Before signing the agreement, the Village must confirm that these properties are included. The Village needs to submit the annexation information to Ameren through a government portal. Someone from the Village must sign up for access to the portal.

**H. Discussion and Approval of Hiring a Public Works Supervisor**

A motion was made by Trustee Tripp to approve hiring Robert "Scotty" Clark as Public Works Supervisor at an annual salary of \$37,500 starting Monday, June 11, 2018 conditioned upon securing a CDL license within 30 days and any other conditions. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

**New Business**

There was no new business.

**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 Tripp, Trustee Johnson

The motion carried and the meeting adjourned at 8:21 pm.

Linda Wheeland  
Linda Wheeland, Village Clerk

June 21, 2018  
Dated