

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
June 21, 2018
6:30 PM

Call to Order

President Lopez called the June 21, 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, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

Presentation of Plaque to Mylas Copeland/Green Toyota

President Lopez explained that last year the Village was going through a very difficult financial period during which the Police Department was in need of new vehicles. He thanked Mylas Copeland for working with the Village to obtain two affordable, reliable vehicles. Chief Estill and former Village Trustee Beth Monnat presented Mr. Copeland with a plaque expressing the appreciation of the Village.

President Lopez and Chief Estill presented former Trustee Beth Monnat with a plaque in appreciation of her service to the Village.

Approval of Minutes

June 7, 2018 Regular Meeting Minutes

A motion was made by Trustee Johnson to approve the Minutes of the June 7, 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

Present: Trustee Hendricks

The motion carried.

May 17, 2018 Executive Session Minutes

A motion was made by Trustee DeHart to approve the Minutes of the May 17, 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

The motion carried.

Approval of Warrant List 19-04

President Lopez noted that Warrant List 19-04 dated June 21, 2018 totaled \$26,845.79.

Treasurer Roth added that of this amount \$22,387.08 will be paid from the Water Fund and the remaining \$4,458.71 will be paid from the General Revenue Fund.

A motion was made by Trustee Tripp to approve Warrant List 19-04 dated June 21, 2018 for a total of \$26,845.79. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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 6:40 pm.

Steve Meyers, a resident on Urban Avenue, asked if hens are allowed in the Village. Attorney Brokaw and Trustee Lael agreed that Village ordinance prohibits poultry.

This portion of the meeting closed at 6:42 pm.

Reports from Village Departments

A. Public Health

Trustee Johnson reported the following:

- Over the last two weeks 20 ordinance violation letters were sent to Village residents.
- She has not heard from the Sangamon County Department of Public Health in response to the July 4th food permit application.
- Several fire pit permits have been issued.

B. Public Works

Trustee Tripp reported the following:

- The backhoe is fixed and will be picked up tomorrow allowing limb pickup to resume.
- The new Public Works Supervisor, Scotty Clark, is showing fantastic leadership. The Public Works staff is busy and the garage has been cleaned.
- Terry Mays did a great job during the time when he was the only full-time Public Works employee.
- Walter Williams, our part-time summer employee, has proven to be a great asset to the Village.

C. Public Property

Trustee DeHart reported the following:

- The air conditioning unit in the office went out and had to be replaced. Because the furnace was old also, it was replaced at the same time.

- The Public Works staff has done work needed on the Library ramp.
- The fence behind the office has been stained.
- Gabes Home Improvement has replaced the Library basement windows.

D. Building & Zoning

Trustee Lael reported the following:

- Angie Chau, owner of the Jerome Mini-Mall, was in attendance at the meeting regarding her request for a change to the Liquor Ordinance to allow a new category of license for restaurants. Attorney Brokaw stated that a draft of the proposed change had been forwarded to her attorney for review. The matter will be discussed at the next Board meeting.

E. Public Safety

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

- 201 calls for service including traffic stops and traffic accidents
- 201 police reports prepared
- 85 traffic citations/warnings issued
- 4 accident reports
- 1 burglary report
- no reports for burglary to a motor vehicle
- On a daily basis the Patrol Officers check homes for vacationing residents when requested along with the Village Garage, Civic Center, and Library.

Chief Estill also reported the following:

- The three security cameras installed inside the Police Station are recording 24 hours a day.
- The outside security cameras have not yet been installed due to the heat since this will require going into the attic.
- New computers for the squad cars will be installed as soon as the Verizon cards come in.
- A small refrigerator is now in the Police office with water and Gatorade to keep officers hydrated during the extreme heat.
- The new part-time Patrol Officers – Corey Reynolds, Mark Mitchell, James Montgomery, and Tricia Summerson - are doing outstanding police work handling calls, writing reports, and issuing traffic citations. As summer temperatures increase the calls for service are becoming heated also. Chief Estill is very proud of all our officers and how professional and dedicated they are serving and representing the Village of Jerome.

F. Water Department

Trustee Hendricks reported the following:

- There have been an unusually high number of calls related to high water meter readings.

President Lopez noted that he had talked with the City of Springfield about three broken fire hydrants in the Village. He will meet with Trustee Hendricks and Public Works Supervisor Scotty Clark to work out a game plan for addressing these.

G. Village Treasurer

Treasurer Roth reported the following:

- All revenue for the month of May has been received.
- All revenue except Motor Fuel Tax and Gaming Revenue has been received for June.
- Checks for the June 7th warrants were mailed out right after that meeting and we met payroll for June 15th.
- Checks will be mailed out following this meeting.
- Before paying the warrants, there is approximately \$39,000 in the Illinois National Bank (INB) General Revenue Funds (GRF) account.
- There is approximately \$270,600 in the Illinois Fund Account.
- There is a balance of \$17,000 in the MFT Illinois Funds account.
- The full amount for June will be transferred into the 1% account.
- The auditors were here last week and everything went smoothly. No problems were indicated.
- Replacement of the air conditioning unit and furnace were not in the budget so spending should be looked at carefully going forward.

H. Village Clerk

Clerk Wheeland reported the following:

- Articles for the Summer Bulletin are due on Monday.
- There was good feedback on having the Village-wide garage sales on two days this year and with the Salvation Army truck at the Civic Center for two hours after the sales ended on Saturday. She thanked Debbie Denk for organizing the event this year.

I. Village Attorney

Attorney Brokaw reported the following:

- His law firm had received the annual request for information from the Village auditors and will be responding.

J. Village President

President Lopez reported the following:

- There are only six entries for the July 4th parade so far. He asked that people help get the word out. Hot dogs and buns will be purchased from Shop 'n Save as they are not able to donate this year.
- Mention was made at the MacArthur Boulevard Association meeting he attended recently of how quickly Carquest had moved into the former Advanced Auto Parts store and what a good business they are doing.
- He and Clerk Wheeland will be attending a Liquor Licensing workshop sponsored by the Illinois Municipal League next week.
- He expressed thanks to Scotty and Terry for all their efforts in the Public Works Department.
- He asked Chief Estill to have the officers on third shift note any streetlights that are out in the Village.
- He asked the trustees to let Clerk Wheeland know if they would be unable to attend any meetings to assure we have a quorum until the vacant trustee seat is filled.
- President Lopez will be absent from the first Board meeting in August.

Old Business

A. Update on Phone Equipment Replacement

Treasurer Roth reported that the new Comcast phone system has been installed and, although there were some initial problems, for the most part the system is working well. He is negotiating with Comcast on the bill.

We received a \$1,000 credit from Windstream. Treasurer Roth has been attempting to return the equipment for the Windstream system but without success. It is stored in the basement in anticipation they will request it someday.

B. Discussion and Approval of Civic Center Rental Procedures and Rates and Related Ordinance 19-02

Trustee DeHart requested feedback on the proposed Civic Center Application. She is restructuring the procedures so everyone understands their obligations when renting the Civic Center. The documents will be sent to Scotty for review also. She is working with Attorney Brokaw on an ordinance to adopt the changes.

C. Discussion of Changing Weight Limits for Waste Disposal Vehicles

President Lopez will go to the Waste Management office tomorrow to either talk with management or schedule a meeting to do so. They brought another oversized truck into the Village today.

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

Trustee DeHart noted that final changes had been made to the memo regarding the reporting of incidents on Village property. Trustee Johnson stated that Trustee DeHart had done a good job on the document.

A motion was made by Trustee DeHart to approve the reporting procedures memo regarding incidents on Village 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 of Personnel Manual

Treasurer Roth noted a copy of the draft updated Personnel Manual and hiring process document had been sent to the Board prior to this meeting. He asked that any comments be sent to him before the July 5th meeting.

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

Justin Conaway from Midwest Meter, Inc. gave a presentation on the smart water meter system his company provides. The Board will vote on this project at the second meeting in July.

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

Attorney Brokaw reminded the Board that the Village had requested a list of properties that Ameren included in their proposed franchise agreement with the Village since the fee is based on the number of properties served. Ameren had instructed the Village to register on the Ameren Government Portal to request the list.

Clerk Wheeland reported that she had registered on the Ameren Government Portal as directed by Ameren but the list was not available there. An Ameren representative is supposed to get back with her after consulting with their IT department.

New Business

A. Discussion and Approval of Hiring Tim Marsh as a Part-Time Police Officer

Chief Estill gave some background on Tim Marsh.

A motion was made by Trustee Johnson to approve hiring Tim Marsh as a part-time police officer at \$17 an hour starting in July with training and in August on the shift schedule. 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. Discussion and Approval of Resolution 19-04 Authorizing a Contract with Joe Gragg for Water Testing

Attorney Brokaw explained that Joe Gragg has been the Water Contractor for the Village with an annual contract. There are no changes in the terms of the contract.

A motion was made by Trustee Hendricks to approve Resolution 19-04 authorizing a contract with Joe Gragg for water testing. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

C. Discussion and Approval of Replacing Fire Hydrant at 1620 Reed Avenue

This item was tabled until the next meeting.

D. Discussion and Approval of Hiring Summer Help for Public Works

Trustee Tripp explained that the Public Works Department is behind on limb pickup, mowing, and other projects due to the previous staff shortages. Walter Williams has been valuable as a temporary summer employee and it would be helpful to keep him on through July.

Scotty Clark stated that Walter is a hard worker.

A motion was made by Trustee Tripp to approve keeping a temporary contractual employee in the Public Works Department through August 2nd at no more than 25 hours per week. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

E. Discussion and Approval of Ordinance 19-03 Ascertain the Prevailing Rate of Wages for Workers in Any Public Works in the Village

Attorney Brokaw noted that every year the Village approves the prevailing rate of wages. The rates in effect at this time were ascertained in September 2017. If a revision occurs the new rates should be attached to the Ordinance and provided to anyone doing work for the Village.

A motion was made by Trustee Johnson to approve Ordinance 19-03 ascertaining the prevailing rate of wages for workers in any public works in the Village. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

F. Discussion of Ordinance 19-04 Creating a Restaurant Class of Liquor License

Attorney Brokaw prepared a draft ordinance that will be discussed at the next Board meeting.

Executive Session

A motion was made by Trustee Hendricks 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 DeHart 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 7:57 pm.

The Board returned from Executive Session at 8:18 pm.

Roll Call

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Attorney Jason Brokaw

Adjournment

A motion was made by Trustee Lael 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

The motion carried and the meeting adjourned at 8:19 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

July 5, 2018
Dated