

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

Call to Order

President Lopez called the July 19, 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

Clerk Wheeland called the roll.

Present:

President Mike Lopez

Trustees Kathy DeHart, Brian Hendricks, Shirley Johnson, Dale Lael

Clerk Linda Wheeland

Attorney Jason Brokaw

Absent:

Trustee Jake Tripp

Treasurer Steve Roth

Approval of Minutes

July 5, 2018 Regular Meeting Minutes

A motion was made by Trustee Hendricks to approve the Minutes of the July 5, 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, President Lopez

Present: Trustee Johnson

The motion carried.

Approval of Warrant List 19-06

President Lopez noted that Warrant List 19-06 dated July 19, 2018 totaled \$28,701.87.

Trustee Lael questioned the reasonableness of writing a 75-cent check for a water deposit refund that was on the list. Trustee Hendricks said he is working with Treasurer Roth to establish a policy creating a minimum refund amount.

A motion was made by Trustee DeHart to approve Warrant List 19-06 dated July 19, 2018 for a total of \$28,701.87. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:36 pm.

Jose Lopez of Thayer Avenue presented three concerns to the Board:

- During the past month someone has been opening his front door, yelling into the house, and then running away. He called the police the last time it happened and Officer Maybury responded. It is very dark on his part of the street. A new streetlight was recently installed at the north end of Thayer Avenue and he requested a streetlight also be installed at the south end.
- His five-year old grandson plays in his front yard and he is concerned with the speed of traffic on the street. He requested a 'Slow Down Children at Play' sign be installed on the street.
- When the Pooch Parlor opened next door, the owners were advised not to place signage on the windows or door. However, signage has been placed on the windows and door. Also, when the owners arrive early in the morning their dogs are put outside and bark for extended periods of time, disturbing the neighborhood.

Jackie Bordewick of Homewood Court presented two concerns:

- Back in 2014 phones were taken out of the Civic Center and Library because they were not used. She is concerned that there is talk of putting a phone back in the Library when Treasurer Roth has been advising to watch expenses. She understands that wireless is desired in the Library but the public would then need the Village's password to sign on. Should the Village be giving out the password?
- The two dump trucks have been sitting full of branches at the side of the Public Works garage for some time. Why haven't they been dumped?

This portion of the meeting closed at 6:48 pm.

Reports from Village Departments

A. Public Health

Trustee Johnson reported the following:

- There are ongoing issues with people parking in yards. The Jerome Police have been talking to violators about this with a good response.
- Many front yards with ordinance violations have been cleaned up but there are several backyards with continuing problems. The owner of 1330 Glenn has agreed to clean up that backyard.
- She is trying to talk with residents with Public Health violations before sending a violation letter.
- The number of fire pit permit applications has slowed down.

B. Public Works

President Lopez reported the following:

- There are three people on staff in the Public Works Department right now, however, Walter's temporary position will end on August 2nd. Joe Gragg is working one day a week as needed.
- There are continuing issues with the backhoe and Trustee Tripp is working with Roland Machinery to get it working.
- There is a problem with residents putting out limbs after their street has been picked up and claiming they were missed.

C. Public Property

Trustee DeHart reported the following:

- She continues to work with Jason on the Civic Center Rental ordinance and application.

President Lopez noted that a checklist needs to be developed for the Public Works staff for procedures after a rental. Trustee DeHart said a checklist does exist but it needs to be updated.

D. Building & Zoning

Trustee Lael reported the following:

- Oh-Icee ice cream parlor is going in at the east end of the Jerome Mini-Mall. He has received blueprints but not a building permit application.
- He received a request from AT&T for installation of a 48" x 26" x 18" phone box on the east side of Leonard Street in front of an existing box.
- There seems to be a rash of people placing junk out by the streets.

E. Public Safety

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

- 191 calls for service including traffic stops and traffic accidents
- 191 police reports prepared
- 82 traffic citations/warnings issued
- 5 accident reports
- no burglary reports
- 1 report 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 Verizon cards arrived and the new computers have been installed in both trucks and the third one should be installed in the SUV soon. There was no cost to the Village for this upgrade.
- One of the older lights installed on the 2017 truck burnt out and had to be replaced.
- Corporal Schroeder installed one of the new radar units, obtained through a grant, in the SUV, bringing it up-to-date.
- New part-time Patrol Officer Tim Marsh has been trained by Corporal Maybury and is ready for patrol duties.
- Currently the Police Department is staffed with three full-time officers and six part-time officers, leaving one part-time position to be filled in the near future.

- Although burglary to motor vehicles continues to be a problem in areas surrounding Jerome, the incidents in the Village continue to be minimal. Chief Estill attributed this to the Police Department's vigilance during night hours including talking with people walking in the Village.

F. Water Department

Trustee Hendricks reported the following:

- Lynda Chilton's last day will be July 31st. He thanked her for bailing out the Village when the Water Clerk position was suddenly vacant.

G. Village Treasurer

President Lopez asked Trustees to look closely at their budget line items that may be overspent at this point. He also asked that Department Heads buy from local businesses.

H. Village Clerk

Clerk Wheeland reported the following:

- The Census project to identify all residential addresses in the Village is complete and the required documents have been returned to the U.S. Census Bureau.
- The draft bulletin was reviewed by Board members and Trustee Hendricks made all suggested changes. The bulletin will be sent for printing tomorrow and hopefully will be mailed next week.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- A town hall meeting will be held on September 13th from 6:30 to 8:00 to discuss road projects and community involvement.
- Thanks to everyone who helped with the July 4th parade. It did get some good press.
- The annual Halloween Party will be held on the last Saturday in October.
- Trustee Johnson wrote an article for the Bulletin on the importance of keeping property looking nice.

Old Business

A. Discussion and Approval of Ordinance 19-02 Regarding Civic Center Rental Procedures and Rates

Trustee DeHart said that Attorney Brokaw has comments on the Civic Center Rental Ordinance and is working on revisions. It will be on the agenda at the next meeting for a vote.

B. Discussion of Changing Weight Limits for Waste Disposal Vehicles

President Lopez reported that he is still in discussion with the City of Springfield regarding mutual issues with waste disposal vehicles.

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

Trustee Hendricks stated that he has asked Midwest Meter for a suggested payment plan for the purchase of smart meters for a limited number of residences.

D. Discussion and Approval of Ordinance 19-XX an Ordinance Renewing an Existing Franchise to Ameren Illinois

Attorney Brokaw reported that Ameren indicated they have 888 metered premises for Jerome shown in their records. They have reviewed Census population numbers and believe there are probably fewer than that in actuality. Ameren is willing to continue with the 888 or will accept a detailed list of addresses from the Village.

Clerk Wheeland stated the Census project she just completed showed over 900 residential addresses in the Village and the businesses would need to be added to that number.

Attorney Brokaw said that Ameren agreed to all the changes to the agreement he had proposed. A final premises number just needs to be confirmed.

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

President Lopez reported the original cost estimate provided by CWLP to replace the fire hydrant at 1620 Reed Avenue seemed a bit high to him. CWLP will be out tomorrow to re-assess the job.

New Business

A. Discussion and Approval of Raise for Chief Estill

Trustee Johnson introduced the subject of an annual raise for Chief Estill who was appointed Chief on August 1, 2017. She stated that he has done an outstanding job of organizing the Police Department, everyone is working well together, he has obtained donations and grants, and has saved the Village money in many ways.

A motion was made by Trustee Johnson to approve a 2.5% raise for Chief Estill effective August 1, 2018. The motion was seconded by Trustee Lael.

Roll Call Vote:

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

The motion carried.

B. Discussion and Approval of Hiring and Sign-up Process

This item was tabled until the next meeting.

C. Discussion and Approval of Road Projects

Mark Sutheard from Kuhn & Trello Consulting Engineers presented a road project proposal for 2018. He explained they started with the 2014 Pavement Management Plan and then drove the Village to see if any new problems had developed. The proposal is:

- Seal coat many of the roads (those not needing to be milled and overlaid yet) to add three to five years to their life. Some patching would also be done. The total cost would be around \$247,900.
- Over the winter West Grand Court would be surveyed and a design created for reconstruction. This project would be undertaken in 2019 if needed funds are available.

Trustee Lael expressed concern regarding the seal coating of the roads rather than undertaking milling and overlay. Other Board members also expressed hesitancy in approving the proposed plan.

President Lopez asked trustees to contact Mark or Kevin Kuhn with their concerns before the next Board meeting so a revised plan could be presented at that time.

D. Discussion and Approval of Resolution 19-06 Authorizing an Intergovernmental Agreement with Sangamon County for Animal Control Services

Trustee Johnson stated that each year the Village signs an agreement with Sangamon County for the provision of animal control services. The cost this year is \$629.18.

President Lopez noted this amount reflects a decrease from previous years.

Attorney Brokaw said that the agreement has evolved over time and is now better.

A motion was made by Trustee Johnson to approve Resolution 19-06 authorizing an intergovernmental agreement with Sangamon County for animal control services in the amount of \$629.18. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

E. Discussion and Approval of Resolution 19-07 Certifying the Question of whether to Levy for the Village's Employer Portion of Illinois Municipal Retirement Fund Payments

Attorney Brokaw stated this item was on first reading at this meeting.

He explained that most villages have several tax levies in place. The Village of Jerome does not have a corporate levy. The only levy on Jerome property is for streetlighting and police protection, which is approximately \$22,000. The Village can assess a levy to cover the employer's share of payments to the Illinois Municipal Retirement Fund (IMRF). These expenses are currently paid from the General Revenue Fund. A new levy must be approved by referendum. If approved this would be a dedicated fund which could not be spent for any other purpose.

Attorney Brokaw further explained the process established by the Illinois Election Code for putting the referendum on the ballot. A resolution must be adopted by August 20th and certified to the County Clerk by August 30th. Numbers to determine the levy rate are based on equalized assessed value of property in the Village and would be limited by the Property Tax Extension Law Limit (PTELL) limiting rate. An IMRF tax levy is a measured approach to covering this expense as compared to a corporate tax levy.

F. Discussion and Approval of Ordinance 19-07 Regarding Small Cell Wireless Facilities

Attorney Brokaw explained the need to adopt a resolution establishing fees for small wireless facility installation. Resolution 19-07 is based on a model ordinance prepared by the Illinois Municipal League. The language will not be codified at this point. If fine-tuning is needed changes can be made and the ordinance put into the Village Code at that time. The ordinance is needed now to assure the Village can collect fees from utilities installing small wireless facilities in the Village. The State Legislature has taken away local zoning authority over these facilities but has established some restrictions such as spacing, setbacks, and screening

requirements. Jerome has a unique situation since small wireless facilities are often located on existing utility poles and those in the Village are owned by CWLP, Springfield's municipal utility.

A motion was made by Trustee DeHart to approve Ordinance 19-07 regarding small cell wireless facilities. The motion was seconded by Trustee Lael.

Roll Call Vote:

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

The motion carried.

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 (5 ILCS 120/2(c)(21)). Trustee Hendricks seconded the motion.

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 8:10 pm.

The Board returned from Executive Session at 8:21 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Attorney Jason Brokaw

Adjournment

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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 8:23 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

August 2, 2018
Dated