

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
August 2, 2018
6:30 PM

Call to Order

President Lopez called the August 2, 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, Jake Tripp

Clerk Linda Wheeland

Attorney Jason Brokaw

Treasurer Roth arrived later in the meeting

Approval of Minutes

July 19, 2018 Regular Meeting Minutes

A motion was made by Trustee Hendricks to approve the Minutes of the July 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 Johnson

Present: Trustee Tripp

The motion carried.

June 21, 2018 Executive Session Minutes

A motion was made by Trustee Johnson to approve the Minutes of the June 21, 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 19-07

President Lopez noted that Warrant List 19-07 dated August 2, 2018 totaled \$24,089.94.

A motion was made by Trustee DeHart to approve Warrant List 19-07 dated August 2, 2018 for a total of \$24,089.94. 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 6:33 pm.

There were no public comments and this portion of the meeting closed at 6:34 pm.

Reports from Village Departments

A. Public Health

Trustee Johnson reported the following:

- She is still working to address some issues with houses on Glenn Avenue.
- Several letters were sent out regarding public health violations that resulted in corrective action by property owners.
- Shop 'n Save is still not able to commit to providing flu shots at the health fair.
- There was an increase in the number of fire permit applications submitted in July.

B. Public Works

Trustee Tripp reported the following:

- After the replacement of many parts, the backhoe is now working. Trustee Tripp asked Steve at Roland Machinery whether the backhoe was worth fixing or if it should be traded in for a new one. Steve said it is still a good machine.
- With the backhoe back, limb pickup has resumed.
- Winter road salt was delivered and is in the salt shed.
- The State requires the Public Works trucks to be inspected every six months. There were a few repairs found to be needed recently.

C. Public Property

Trustee DeHart reported the following:

- She is conferring with the Public Works staff and the office staff to update checklists of routine work that should be done in the Civic Center and office.
- There has been no response to a request for Library volunteers included in the Summer Bulletin so she will work with current volunteers to try to expand hours.

D. Building & Zoning

Trustee Lael reported the following:

- AT&T wants to install a fiber optics box on the east side of Leonard Street, two houses north of the Civic Center. Attorney Brokaw will assist Trustee Lael with the written approval needed.
- Owners of the ice cream shop going into the Jerome Mini-Mall have submitted plans to Sangamon County and blueprints to the Village. They have not submitted a building permit application nor have contractor permits been requested from the companies that will do the work.

- He is trying to get caught up on fence permit applications.

E. Public Safety

Trustee Johnson stated she had no report.

F. Water Department

Trustee Hendricks reported the following:

- Lynda Chilton had sent a memo to trustees regarding compliance issues with the EPA. Trustee Hendricks has been in contact with the agency and was told many municipalities are not yet in compliance with a new requirement. Joe Gragg will need to set up an online account. He will talk with Joe on Monday.

G. Village Treasurer

Treasurer Roth reported the following:

- The issue related to answering phones in the office has been fixed.
- AT&T will be issuing the Village a \$1,000 credit.
- Windstream will be issuing the Village a \$300 credit.
- Treasurer Roth will take the Police phone equipment left by the installation technicians to Comcast for a credit. The other equipment that Comcast claimed had not been returned was found to be in their possession.
- Sales tax for the year has decreased substantially and could be \$20,000 less than last year.
- The final draft audit should be available next week and will be provided to the Board when received from the auditors. Acceptance of the audit will be on the next meeting agenda.
- Treasurer Roth continues to work on the project to assure that all Jerome businesses are charging the correct sales tax and that the State has an accurate listing of all businesses in the Village.

H. Village Clerk

Clerk Wheeland stated she had no report.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- The local Shop 'n Save employees still have not been informed of the status of their store so are unable to make any commitments to community events.
- Brenden Moore of the State Journal Register is working on a story about the vacant Jerome Mini-Mall.
- Some businesses are considering moving from Springfield to Jerome.
- A town hall meeting will be held on September 13th from 6:00 to 8:00 pm. Village road projects and community involvement will be discussed.
- He will be writing a letter of thanks to the owners of the Barrelhead for their policy on serving Jerome Police Officers.
- He asked for feedback from the trustees on the issue of large piles of limbs put out for pickup. On more than one occasion the Public Works staff has picked up a street only to have more limbs put out immediately afterward. This is adding a burden to the Public

Works staff and causes more wear and tear on the Village vehicles. He would like to find a permanent way to address this problem.

Old Business

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

This item was addressed after the Board returned from Executive Session.

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

President Lopez reported that there is still some fine tuning of the price quote needed. This item was tabled until the next meeting.

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

Attorney Brokaw reported that lists of addresses had been received from Ameren and Clerk Wheeland was reviewing the lists to determine which addresses are in Jerome and any additional Jerome addresses that are missing. After the review is complete the lists will be sent to Ameren for their consideration. Once the total premises figure is resolved the ordinance will be brought to the Board for approval.

D. Discussion and Approval of Replacing the Fire Hydrant at 1620 Reed Avenue with Costs not to Exceed \$4,000

President Lopez reported that he had asked CWLP to come out and reassess their initial cost estimate on replacing the fire hydrant at 1620 Reed Avenue. Instead, they came out and replaced it. He has been unable to talk with anyone at CWLP or the Springfield Mayor's office yet.

A motion was made by Trustee Hendricks to reimburse City Water Light and Power for replacement of the fire hydrant at 1620 Reed Avenue upon receipt of an invoice in an amount not to exceed \$4,000. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

The motion carried.

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

Treasurer Roth said he had received no comments from Board members on the draft hiring and sign-up process.

A motion was made by Trustee Tripp to approve the Hiring and Sign-up Process. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

F. 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 explained that Resolution 19-07 would put the question of a new property tax levy to cover the Village's portion of employee retirement fund payments to the voters at the next general election. Currently these payments come from the General Fund and are expected to total approximately \$45,000 in FY 2019.

The calculation for the levy considers the total amount needed and the equalized assessed valuation of property in Jerome. The proposed levy of .16% would be added to property taxes. Other villages in the area assess a corporate property tax in addition to levies dedicated to specific expenses. Jerome ended its corporate tax some years ago. The new tax would add approximately \$58 to the property taxes of a home with a market value of \$100,000, or \$29 per payment if paid in two installments. The money could only be used for the employer's share of Illinois Municipal Retirement Fund expenses.

Resident Jackie Bordewick stated that people wouldn't understand the question on the ballot and that the money to fund these expenses currently comes out of the Police and Public Works budgets and the savings would only be spent on other things for those departments. She suggested that the Village not pay social security on the employees enrolled in the pension fund.

Attorney Brokaw explained that the details of the tax question as it will appear on the ballot must be published by law and posted at the Village. The details provide clarification of the proposal. He also explained that these payments come out of the General Revenue Fund, there isn't a Police Fund or Public Works Fund. Additionally, the IRS sets the rules on Social Security and the Village cannot opt out of that program.

President Lopez stated that the issue is very complicated and there are concerns with a ballooning effect of pension expenses due to possible unfunded obligations for previous employees. He also noted that Jerome has very low property taxes right now.

This item was tabled until the next meeting.

G. Discussion and Approval of Road Projects

President Lopez presented a revised road project plan developed in consultation with Trustee Tripp and the Village engineers:

1. The south end of Park Street: millwork - \$91,100
2. Glenn Avenue between Park Street and Fillmore Street: millwork - \$82,050

Work could start in late September or October. Payment would be made from the 1% Fund.

West Grand Court and Iles Avenue will require complete reconstruction and are two projects that need to be addressed. President Lopez is consulting with the Springfield-Sangamon County Regional Planning Commission on possible funding sources for Iles Avenue, which will be a major project. He is also looking at patching the six to eight areas where water main breaks have occurred.

Trustee Tripp stated that he was unavoidably absent from the last meeting so he was not able to explain the initial proposal to patch and seal 60% of the roads in the Village. A few years ago, the Village Engineers evaluated all the roads in Jerome and created a Pavement Management Plan. The initial proposal followed the recommendations in that Plan. Steel slag was proposed for the sealing, not oil and chip.

Trustee Lael expressed concern with that proposal.

President Lopez noted that the engineers were not in attendance and suggested the Village might have to go another direction regarding these services. He would like to develop a springtime road project plan.

A motion was made by Trustee Lael to approve millwork on the south part of Park Street and on Glenn Avenue between Park Street and Fillmore Street at a cost of \$91,100 and \$82,050, respectively. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

New Business

A. Discussion and Approval of Trustee to Fill Vacant Position

President Lopez explained that the vacant trustee position over Public Health had eight months left in the term. He nominated Leigh Irons for the position, to be sworn in at the next meeting.

A motion was made by Trustee Hendricks to appoint Leigh Irons to the position of Trustee of Public Health to take effect with her swearing in at the next meeting. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

The motion carried.

B. Discussion and Approval of Dress Code

Treasurer Roth noted that the draft Dress Code had been sent to Board members and no comments had been sent to him. The Dress Code will be added to the Employee Handbook.

A motion was made by Trustee DeHart to approve the Dress Code. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

C. Discussion and Approval of Ordinance 19-08 Regarding Water Customer Refund after Closing Account

Trustee Hendricks explained that the issue of very small water customer refunds had come to his attention with the recent refund check of 75 cents. This ordinance would require anyone getting a refund of less than \$5.00 to collect their refund in cash at the Village Office.

Treasurer Roth noted that if we have to wait for someone to come to the office to collect a refund their account cannot be closed, creating an issue for Water Department records. There is also a problem with small checks being written but never cashed by the recipients. After a certain amount of time a stop-payment must be put on the check, costing \$30. He suggested no refund be made for amounts under \$5.00.

Attorney Brokaw stated that as a government the Village must provide the refund. However, if the refund is not collected after a certain amount of time it could be classified as unclaimed property.

This item was tabled until the next meeting.

D. Discussion and Approval of Personnel Action with Respect to the Public Works Supervisor

This item was addressed after the Board returned from Executive Session.

E. Discussion and Approval of Extending Short-term Personnel through September 21, 2018

This item was addressed after the Board returned from Executive Session.

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 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 7:33 pm.

The Board returned from Executive Session at 8:40 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Attorney Jason Brokaw

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

Trustee DeHart explained the following changes to Civic Center rental procedures and rates included in Ordinance 19-02:

- A rental application has been created so reservations will no longer be taken over the phone and renters will be responsible for providing all needed information in writing.
- Recurring rentals will not be allowed unless approved by the Board.
- Reservations will not be taken any longer than 365 days in advance.
- The deposit amount will increase by \$25.
- The Rental Information Form, Rules and Regulations, and Rental Agreement have been updated.

Attorney Brokaw noted the changes will improve recordkeeping and accountability.

A motion was made by Trustee DeHart to approve Ordinance 19-02 regarding Civic Center rental procedures and rates. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

Discussion and Approval of Personnel Action with Respect to the Public Works Supervisor

A motion was made by Trustee Tripp to terminate the employment of Scotty Clark effective upon his receipt of a letter notifying him of his termination. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

Discussion and Approval of Extending Short-term Personnel through September 21, 2018

Trustee Tripp and President Lopez explained the need to keep our temporary employee Walter Williams through the Large Item Pickup.

A motion was made by Trustee Tripp to extend the employment of short-term personnel in the Public Works Department through September 21, 2018. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

Trustee DeHart asked Attorney Brokaw about a comment he made during the update of Civic Center documents related to the current procedure that requires changes to forms be approved through an ordinance.

Attorney Brokaw said he would create an ordinance allowing the Board to adopt policies so that changes to forms would no longer have to be by ordinance.

Adjournment

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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 8:56 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

August 16, 2018
Dated