

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
August 16, 2018
6:30 PM

Call to Order

President Lopez called the August 16, 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.

Swearing in of New Trustee

Leigh Irons was sworn in as Village of Jerome Trustee by President Lopez.

Roll Call

Present:

President Mike Lopez

Trustees Kathy DeHart, Brian Hendricks, Leigh Irons, Shirley Johnson, Dale Lael, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

Approval of Minutes

August 2, 2018 Regular Meeting Minutes

A motion was made by Trustee Johnson to approve the Minutes of the August 2, 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 Irons

The motion carried.

July 19, 2018 Executive Session Minutes

A motion was made by Trustee Hendricks to approve the Minutes of the July 19, 2018 Executive Session of the Board of Trustees. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

Present: Trustee Irons

The motion carried.

Approval of Warrant List 19-08

Treasurer Roth noted that Warrant List 19-08 dated August 16, 2018 totaled \$43,185.81. Treasurer Roth added that of this amount \$23,453.04 will be paid from the Water Fund and the remaining \$19,732.77 will be paid from the General Revenue Fund.

A motion was made by Trustee Tripp to approve Warrant List 19-08 dated August 16, 2018 for a total of \$43,185.81. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:39 pm.

M. Lynnette Edwards stated that she owns half a duplex on Jerome Avenue. She has filed public health complaints yearly starting in 2016 regarding a property to the north where weeds are left to grow taller than her fence. They are usually cut down after a letter is sent but the problem just continues. There is now a creeping vine coming from the property that is wrapping around the fence and plants in her yard.

Trustee Johnson said that because the overgrowth is in a back yard it is difficult for the Village to keep track of compliance with public health regulations. The Village could do a court filing to get a permanent solution. She is working with Attorney Brokaw on this issue.

Virginia Bayless of Reed Avenue stated that fixing Village roads is a priority for her and her neighbors. She knows this is also a priority for members of the Village Board and encouraged them to continue working on road improvements.

This portion of the meeting closed at 6:45 pm.

Discussion and Approval of the Draft Fiscal Year 2018 Annual Audit

Scott Sowers with Pehlman and Dold, the firm that had conducted the FY 2018 audit for the Village, highlighted some aspects of the audit and provided other information including:

- Everything looked good. There were no major findings.
- The General Revenue Fund and Law Enforcement Seizure Fund both saw increases over the past year.
- The Motor Fuel Tax Fund was showing a loss but only because there was a large capital outlay for roads.
- The Water and Sewer funds saw a negative change due to one-time occurrences.
- The 1% sales tax is unrestricted until December 2020.
- The State reversed the requirement that municipalities must use accrual accounting; however, if a governmental body changes to the accrual system they can never return to the cash basis. He recommended the Village stay with the cash basis.

A motion was made by Trustee Lael to approve the Fiscal Year 2018 Annual Audit. The motion was seconded by Trustee Irons.

Roll Call Vote:

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

The motion carried.

Reports from Village Departments

A. Public Health

Trustee Johnson reported the following:

- She is working to wrap up public health complaints rather than passing them on to new Public Health Trustee Irons.
- She is in discussions with the Sangamon County Department of Public Health to provide flu shots at the Jerome Health Fair. Trustee Johnson will assist Trustee Irons as she takes over the Health Fair.

B. Public Works

Trustee Tripp reported the following:

- A resident with a hostile attitude came to the Municipal Center to complain that his branches were not picked up. The Public Works staff has been marking a map as they complete each road. The next branch pickup is scheduled for the first week in September.
- Terence, Walter, and Joe are working hard and getting a lot done.
- Road damage due to water main breaks on Jerome Avenue and Reed Avenue has been patched.
- Terence and Walter are reading meters this week.
- Trustee Tripp introduced Brian Myers, candidate for Public Works Supervisor, who was in attendance.

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)); minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval by the Body (5 ILCS 120/2(c)(21)); and meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents (5 ILCS 120/2(c)(29)). Trustee DeHart seconded the motion.

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 6:57 pm.

The Board returned from Executive Session at 7:52 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Attorney Jason Brokaw

Treasurer Roth

C. Public Property

Trustee DeHart reported the following:

- She and a Library volunteer met with a retired School District 186 librarian who provided suggestions for running the facility.
- She is still working on bringing back Saturday Library hours.

D. Building & Zoning

Trustee Lael reported the following:

- AT&T will be installing another fiber optics box at the southeast corner of Fillmore and Calland. AT&T is working to get upgraded fiber optic cable throughout the Village.
- There are no updates on the Jerome Mini-Mall.
- The house at 1664 Homewood has been abandoned for years. There is a hole in the roof and the yard is not maintained by the owner. There must be something the Village can do about this situation. Attorney Brokaw explained that a dangerous structure is defined as one for which the cost of repairs is 50% or more of the value of the building. Going through the legal procedures to declare a building dangerous, placing a lien on the property, and demolishing the house would be very expensive. Trustee Lael said the Village needs to go after property owners who abandon houses and at least assess fines.

E. Public Safety

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

- 207 calls for service including traffic stops and traffic accidents
- 207 police reports prepared
- 88 traffic citations/warnings issued
- 4 accident reports
- no burglary reports
- 1 report for theft from a motor vehicle
- 2 motor vehicle thefts
- 1 criminal trespass to a motor vehicle

Chief Estill further reported:

- On a daily basis the Patrol Officers check homes for vacationing residents when requested along with the Village Garage, Civic Center, and Library.
- Officers patrolling at night have been talking with persons walking the streets. So far this approach has kept car burglaries down. The City of Springfield, City of Leland Grove, Village of Southern View, and Sangamon County have continued to experience high numbers of car burglaries.
- Some minor repairs to the lights on both Tundra trucks have been needed. The lights were taken from the dismantled squad cars and are very old. They are being replaced as they malfunction.

- There were some problems with two of the Starcom radios but the repairs were made by Wireless USA and were covered under a maintenance contract.
- Chief Estill and Corporal Schroeder are scheduled to attend a one-day class on August 24th to maintain their certification as Lead Homicide Investigators.
- Firearms training and re-certification will be scheduled in September.

F. Water Department

Trustee Hendricks reported the following:

- Joe Gragg, Jerome's Certified Water Operator, has created an online user account with the Illinois Environmental Protection Agency to bring the Village into compliance with reporting procedures. Trustee Hendricks is now the Village contact.

G. Village Treasurer

Treasurer Roth reported the following:

- There is \$284,000 in the 1% Account.
- There is \$249,000 in the General Revenue Fund.
- There is \$24,000 in the Motor Fuel Tax Fund.
- Spending should be at 25% at this point in the budget year.
- If a particular budget line item is overspent, additional expenditures should not be assigned to a different line item. We need to keep an accurate account of expenditures in order to budget correctly next year.
- The Employee Handbook and Hiring Process has been updated and sent to Board members.
- The Library mortgage has been paid off.
- The Windstream refund has been received although they have not taken steps to facilitate the return of their equipment.
- The Comcast credit has not been received and we continue to be billed for the original system installed plus the replacement system. He and Debbie are working on getting this corrected.

H. Village Clerk

Clerk Wheeland asked Board members to send articles for the Fall Bulletin to her by August 31st in order to have it to Village residents the last week in September.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- At a MacArthur Boulevard Association meeting the City of Springfield recognized improvements to and support provided by the Jerome Police Department.
- The FBI has noted how the use of unmarked black trucks as police vehicles has kept crime down in Jerome.
- Channel 20 did a news report on video gaming in Jerome related to the creation of a restaurant liquor license category that requires at least 60% of revenues to be from the sale of food and drinks.
- He advised Board members to watch their budget line items.
- The next Board meeting will be in three weeks.

- On September 13th a Townhall Meeting will be held in the Civic Center from 6:30 to 8:00 pm.

Old Business

A. Discussion of Changing Weight Limits for Waste Disposal Vehicles

President Lopez stated there was nothing new to report on the problems with waste disposal vehicles in the Village, although he will be working with Chief Estill to address those vehicles entering Jerome before 6:30 a.m.

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

This item was tabled pending receipt of more details on the agreement and additional financial analysis.

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

Attorney Brokaw reported that Ameren is still reviewing the list of Jerome addresses provided to them by the Village. They have provided no timeline for processing the information.

D. 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 levy dedicated to the payment of the Village's portion of IMRF payments on the November ballot. A separate fund would be set up for these revenues. The County Clerk will publish a notice providing an explanation for voters.

President Lopez noted this would free up over \$40,000 in the General Revenue Fund where IMRF payments now come from.

Trustee Hendricks asked what would happen if the levy didn't pass.

Treasurer Roth explained that IMRF costs will continue to increase and a decrease has been seen in some revenue sources, particularly sales taxes. If the levy doesn't pass the payments will continue to come from the General Revenue Fund and other expenses won't be covered.

Attorney Brokaw stated that the Board will know the amount of the levy each year before the budget is developed.

A motion was made by Trustee Lael to approve Resolution 19-07 certifying the question of whether to levy for the Village's employer portion of the Illinois Municipal Retirement Fund payments. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

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

Because of various problems associated with trying to address the issue of small refunds after closure of water customer accounts, the Board decided not to proceed with the changes in Ordinance 19-08.

New Business

A. Discussion and Approval of the Draft Fiscal Year 2018 Annual Audit

This item was addressed earlier in the meeting, after Visitor Acknowledgements.

B. Discussion and Approval of Hiring Public Works Supervisor

A motion was made by Trustee Tripp to approve hiring Brian Myers as Public Works Supervisor, conditional upon satisfactory completion of a background check and CDL requirements, at a starting salary of \$40,000 with a start date of Monday, August 20th. The motion was seconded by Trustee Lael.

Roll Call Vote:

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

The motion carried.

C. Consideration and Final Action Regarding Application for Peddler's License by Southwestern Advantage

Clerk Wheeland introduced the application submitted by Southwestern Advantage requesting a Peddler's Permit to sell educational books door-to-door in the Village. There was concern expressed by Board members regarding the treatment of employees by Southwestern Advantage and tactics used to sell their products.

A motion was made by Trustee Lael to deny a Peddler's Permit to Southwestern Advantage. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

D. Discussion and Approval of Personnel Action with Respect to Part-Time Police Officer

Trustee Johnson explained that part-time officer Mark Mitchell was no longer able to accommodate the needs of the Village because of his personal schedule. He agreed he could no longer work here.

A motion was made by Trustee Johnson to approve the dismissal of Mark Mitchell based on the recommendation of Chief Estill. The motion was seconded by Trustee Irons.

Roll Call Vote:

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

The motion carried.

Adjournment

A motion was made by Trustee Hendricks 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,
Trustee Irons

The motion carried and the meeting adjourned at 8:54 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

September 6, 2018
Dated