

**MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING**

October 4, 2018

6:30 PM

Call to Order

President Lopez called the October 4, 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, Leigh Irons, Shirley Johnson, Dale Lael, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

Approval of Minutes

September 20, 2018 Regular Meeting Minutes

A motion was made by Trustee Lael to approve the Minutes of the September 20, 2018 Regular Meeting of the Board of Trustees with one change made. 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.

August 16, Executive Session Minutes

A motion was made by Trustee Irons to approve the Minutes of the August 16, 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, Trustee Irons

The motion carried.

Approval of Warrant List 19-11

President Lopez noted that Warrant List 19-11 dated October 4, 2018 totaled \$34,812.46.

Treasurer Roth added that of this amount \$20,803.56 will be paid from the Water Fund and the remaining \$14,008.90 will be paid from the General Revenue Fund.

Trustee Lael asked for an explanation of the check to PDC Laboratories for the Guard Dog Program Management fee. Trustee Hendricks stated that the fee is paid annually for a program that provides faster processing.

A motion was made by Trustee DeHart to approve Warrant List 19-11 dated October 4, 2018 for a total of \$34,812.46. 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.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:42 pm.

There were no public comments and this portion of the meeting closed at 6:43 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- A few fire permits have been requested.
- A cat and a dog were recently been picked up in the Village by Sangamon County Animal Control.
- Letters have been sent to owners of properties with Public Health issues.

B. Public Works

Trustee Tripp reported the following:

- The Public Works staff has been picking up limbs this week.
- The Public Works staff has been trying to get to an off-street parking project at a residence on Homewood Avenue.
- P.H. Broughton had not put pavement in up to the driveways during the recent road project on Glenn Avenue.
Trustee Lael noted that this was not included in the contract and there was no engineer on site during the project to negotiate changes as there have been in the past.
Trustee Tripp said that he would talk with the Village engineer about this matter.
- Temporary stop signs have been installed on Leonard Street at Homewood Avenue. The Public Works Supervisor has ordered permanent signs.
- The Sangamon County Water Reclamation District is installing manhole covers throughout the Village. The Public Works Supervisor is working with that crew.
- Chief Estill arranged for Mathews Autobody to evaluate the truck under consideration for purchase from Central Management Services. Their assessment was that, other than

needing the transmission flushed, the truck is in good condition and would be a good buy.

C. Public Property

Trustee DeHart reported the following:

- She is working with President Lopez and Clerk Wheeland to make some changes to the webpage on Civic Center rental.
- She attended a local tax allocation workshop and learned a lot.
- There appears to be a business in the Village that taxes are not being collected from. She is investigating this.
- Volunteers are still needed for the Library.

D. Building & Zoning

Trustee Lael reported the following:

- Oh Icee, at the east end of the Jerome Mini-Mall, is under construction.
- He asked if fees could be required from warehouses such as the NAPA distribution center in Jerome since sales taxes are not collected. Attorney Brokaw explained that sales tax collection is applied at the site of retail sale so legislative action would be required to give the Village authority to assess a tax/fee on warehoused items.
- He received an inquiry regarding the establishment of an Airbnb rental in the Village. Attorney Brokaw said he would get some examples showing what the Village could do to regulate/tax short-term rentals.
- He also asked about the possibility of establishing fees on rental properties. Attorney Brokaw said he would look into this issue.

E. Public Safety

Trustee Johnson reported the following:

- The Police Department monitored the new stop signs on Leonard Street today and found most drivers did notice and obey the signs.
- There was a burglary in the Village last week but the suspect was a friend of the property owner.
- Staffing levels at the Police Department are still a challenge but the officers are doing a great job.

F. Water Department

Trustee Hendricks reported the following:

- His online water bill payment through LOCIS research is complete. He will have a report on his findings to Board members next week.

G. Village Treasurer

Treasurer Roth reported the following:

- No revenues have been received yet in October.
- Checks for the September 20th warrants were mailed out right after that meeting. Payroll was met for September 30th. Checks will be mailed out following this meeting.
- The balances of various accounts are:
 - Illinois Funds General Revenue Account - \$227,000

- Motor Fuel Tax Fund - \$17,600
- INB General Revenue Account -\$31,000
- INB Water Account - \$400,000
- The annual Treasurer's Report is finished and will be sent to the Illinois Times for publication.
- Shop N Save basic sales tax revenue to the Village is between \$180,000 and \$200,000 annually, approximately one-quarter of the Village budget. If the store closes on November 19th as indicated, there will be a \$60,000 hole in the remainder of this year's budget. Additionally, the store contributes between \$40,000 and \$45,000 to the 1% sales tax dedicated to roads. Water revenue will also be lost. He is expecting more specific reports on the sales taxes from the Illinois Department of Revenue before the next meeting. Treasurer Roth stated that the Board has worked hard over the past four years to improve the financial situation but any savings would go fast under the current budget if Shop 'n Save closes. He suggested the Board send a letter to residents explaining the impact of the closing of Shop 'n Save and encouraging them to support the tax levy referendum on the November 6th ballot.

H. Village Clerk

Clerk Wheeland reported the following:

- The Fall Bulletins were delivered to the post office last Friday.
- The liquor license renewal applications were mailed this week with a note to restaurant owners about the new restaurant liquor license category.

I. Village Attorney

Attorney Brokaw reported the following:

- Notices were sent to owners, mortgage companies, or tax buyers of four properties with overgrown lawns. With proper notice the Village can contract to have the lawns mowed and pass the cost back to the property owners.

J. Village President

President Lopez reported the following:

- Shop 'n Save will cease operations on November 19th or shortly thereafter. This will result in a huge financial loss to the Village and costs will have to be reduced this year and cost reductions factored into next year's budget. He will reach out to the Chamber of Commerce for their help in marketing the property. The tax levy question on the ballot in November would provide about \$40,000 to cover the cost of employee pensions. This would go a long way to help with the budget.
- Suggested cost savings will be discussed during the next month.
- The Flu Shot Clinic will be held on October 15th.

Old Business

A. Discussion of Changing Weight Limits for Waste Disposal Vehicles

This item was tabled.

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

This item was tabled.

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

Attorney Brokaw reported he received an update from Ameren and their input of Jerome addresses is not yet complete; however, they would like to go ahead with the agreement based on their estimate of the number of gas meters in the Village. This estimate is based on a decrease in population in Jerome. However, the number of houses has stayed the same and the number of addresses documented by the Village Clerk is higher than the Ameren estimate. Attorney Brokaw suggested that the Board know all terms of the agreement before entering into it. An audit of the number of meters could only be requested after five years. Ameren is proposing a 20-year agreement. The agreement is mutually beneficial to both parties as Ameren would be exempt from paying permit fees for work in Jerome and the Village would get a payment upfront based on the number of meters in the Village. Attorney Brokaw will send a copy of the agreement to Board members so a decision can be made at the next meeting on how to proceed. It is not clear what is taking so long at the Ameren end.

D. Discussion and Approval of Purchasing Two Public Works Vehicles from State of Illinois Central Management Services

Trustee Tripp noted that Mathews Autobody thinks the Ford F250 pickup truck from Central Management Services is a good vehicle and good deal. Chief Estill, Public Works Supervisor Myers and Trustee Tripp agree. There is \$40,000 allocated in the budget for a new truck. The cost of this truck is \$2,100. The cost will be split between the Public Works Department and the Water Department.

A motion was made by Trustee Tripp to approve the purchase of a Ford F250 pickup truck from the State of Illinois Central Management Services at a cost not to exceed \$2,500. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

New Business

A. Discussion and Approval of Ordinance 19-09 Amending the Number of Liquor Licenses

This item was tabled.

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 Johnson 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 7:32 pm.

The Board returned from Executive Session at 8:38 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

Adjournment

A motion was made by Trustee Irons to adjourn the meeting. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

The motion carried and the meeting adjourned at 8:38 pm.

Linda Wheeland

Linda Wheeland, Village Clerk

October 18, 2018

Dated