

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
October 18, 2018
6:30 PM

Call to Order

President Lopez called the October 18, 2018 meeting of the Village of Jerome Board of Trustees to order at 6:32 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

October 4, 2018 Regular Meeting Minutes

A motion was made by Trustee Irons to approve the Minutes of the October 4, 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, Trustee Irons

The motion carried.

September 20, 2018 Executive Session Minutes

A motion was made by Trustee Irons to approve the Minutes of the September 20, 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, Trustee Irons

The motion carried.

Approval of Warrant List 19-12

President Lopez noted that Warrant List 19-12 dated October 18, 2018 totaled \$38,694.87. Treasurer Roth added that of this amount \$23,312.38 will be paid from the Water Fund and the remaining \$15,382.49 will be paid from the General Revenue Fund.

Trustee Hendricks questioned a bill from Midwest Meters for a water meter installed at the Jerome Mini-Mall which should be paid by the mini-mall owner. Treasurer Roth suggested that the invoice be paid by the Village since it was sent to us and then the mini-mall owner should be charged for the cost.

A motion was made by Trustee Hendricks to approve Warrant List 19-12 dated October 18, 2018 for a total of \$38,694.87. 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.

Jackie Bordewick asked what the blue-green pipes and small backhoe at the corner of Fillmore Street and Calland Drive are doing there. Board members speculated that the pipes and backhoe are connected with the sanitary sewer work being done in the Village. Trustee Tripp said he would check with Brian Myers about this tomorrow.

This portion of the meeting closed at 6:44 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- She processed several fire permit applications over the past two weeks.
- She called several lawn services for bids on cleaning up the four yards that have become a nuisance. Most of the services she contacted were not interested in bidding on the jobs. However, one very reasonable bid was received and she will proceed with that business to undertake the work.
- Twenty-six people attended the flu shot clinic on Monday.

B. Public Works

Trustee Tripp reported the following:

- The new truck was purchased from Central Management Services. It is nicer and more heavy duty than the truck the Public Works staff has been using. It will be taken to Mathews Auto Body to have the transmission flushed and to be checked for any issues.
- Brian Myers has been working on getting a used dump truck at a reasonable price.
- Tomorrow is Brian's last day. With the smaller Public Works staff the Board will need to look closely at what services can continue in the next year.
- He appreciated Treasurer Roth's assistance in going through the many applications submitted for the Public Works Supervisor position.
- The Public Works staff is getting close to finishing the limb pickup for October.

C. Public Property

Trustee DeHart reported the following:

- The Office furnace was not working on Monday when it was turned on for the first time since being installed earlier in the summer. It turned out that it was shipped with the heating control in the locked position so the matter was easily resolved with no cost for the service call.
- She worked with Clerk Wheeland on the remaining items in the Library basement to identify those for disposal.
- The front door of the Office Building was left unlocked recently so she will be working with Chief Estill on security measures for the building.

D. Building & Zoning

Trustee Lael reported the following:

- Attorney Brokaw is working on creating a fee schedule for rental properties in the Village.
- Attorney Brokaw is also researching the regulation of Airbnb rentals.
- There has been some talk of other businesses going into the Jerome Mini-Mall but he has received no paperwork on any units other than the ice cream shop.

E. Public Safety

Trustee Johnson reported the following:

- Chief Estill was instrumental in the apprehension of suspects who were stealing packages from residences, not only in Jerome but also in surrounding communities.
- The officers are doing a great job and she appreciates their commitment and dedication to the Village.

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

- 177 police reports and calls for service, including traffic stops and traffic accidents
- 49 traffic stops
- 68 traffic citations written
- 11 accident reports taken

So far this month:

- no burglary reports
- no reports for theft from a motor vehicle
- no motor vehicle thefts
- no criminal trespass to a motor vehicle
- 1 armed robbery
- 1 warrant arrest

Chief Estill further reported:

- Patrol officers have been busy and on alert. There has been a string of armed robberies in the area including Dollar General (robbed twice), Marathon Gas Station in Jerome, Papa John's Pizza, and Famous Liquors. It appears to be the same person in all robberies. The Jerome officers have worked with the Springfield Police Department and a suspect is in custody.
- Winter uniforms for officers will need to be ordered soon.

- A computer monitor in the Chief's office had to be replaced.
- New part-time police officer Jeff Clatfelter has received training from Chief Estill and Corporal Maybury and is working his first shift on his own tonight.

F. Water Department

Trustee Hendricks reported the following:

- He distributed information from LOCIS on the cost of adding direct debit or online payment for water bills. He asked Board members to review the information and contact him with any questions before the next meeting.

Attorney Brokaw noted that units of local government can pass bank fees on to anyone utilizing this form of payment.

G. Village Treasurer

Treasurer Roth reported the following:

- Revenues for October have been received.
- MFT funds for September have been received.
- Gaming revenues have not been received for September.
- Checks for the October 4th warrants were mailed out right after that meeting. Payroll was met for October 15th. Checks will be mailed out following this meeting.
- The balances of various accounts are:
 - Illinois Funds General Revenue Account - \$299,000
 - Motor Fuel Tax Fund - \$20,500
 - INB General Revenue Account -\$11,000
 - INB Water Account - \$395,000
- Video gaming revenues have been down for four months in a row.

H. Village Clerk

Clerk Wheeland reported the following:

- She is working with Chief Estill and Corporal Schroeder on document disposal for this year and a request to dispose of specific documents will be sent to the State on November 1st.

I. Village Attorney

Attorney Brokaw reported the following:

- Certified letters were sent to owners and other responsible parties of the four nuisance properties in the Village. A letter was received by at least one party associated with three of the properties, not the one on Chatham Road, and Trustee Irons can now proceed with cleanup at the three properties and the owners will be charged for the cost.

J. Village President

President Lopez reported the following:

- He thanked the Police Department for their work. At a MacArthur Boulevard Association meeting he attended this week the City of Springfield talked highly of our officers and recognized the great assistance they provide.
- The annual Village Halloween Party will be held next Saturday, October 27th with lineup starting at 10:15. Candy donations are still needed. He thanked Trustee Irons for

working with Schnucks to get a good price on hotdogs and buns. Ameren will be donating 50 pencils to the event.

- Hard decisions need to be made over the next two meetings in anticipation of Shop 'n Save closing. The Village needs to be proactive and adjust the budget now to address the potential lost revenue.
- He asked all trustees overseeing Village staff to please meet with them at least twice a month.

Old Business

A. Discussion of Changing Weight Limits for Waste Disposal Vehicles

This item was tabled until the next meeting.

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

This item was tabled until the next meeting.

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

Attorney Brokaw presented an updated ordinance with the number of premises changed to reflect the research Clerk Wheeland had done. He asked Board members to review the ordinance for a vote at the next meeting.

New Business

A. Discussion and Approval of Resolution 19-08 Authorizing the Release of Executive Session Minutes

Attorney Brokaw explained that the Board had conducted a semi-annual review of executive session minutes and determined which could be made public at this time. The resolution also authorizes the destruction of verbatim recordings of executive session minutes approved more than 18 months ago.

A motion was made by Trustee Johnson to approve Resolution 19-08 authorizing the release of executive session minutes. 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.

B. Discussion and Approval of Extending Short-term Public Works Personnel through November 30, 2018

Trustee Tripp explained that with Brian Myers leaving a temporary Public Works employee will still be needed.

A motion was made by Trustee Tripp to approve extending short-term Public Works personnel up to November 30, 2018. 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.

Executive Session

A motion was made by Trustee Irons 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 Tripp, Trustee Johnson, Trustee Irons

The motion carried.

The Board went into Executive Session at 7:15 pm.

The Board returned from Executive Session at 7:45 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

Treasurer Roth

Attorney Jason Brokaw

Trustee DeHart reported that Brian Myers had conducted a playground safety inspection on October 17th.

Treasurer Roth reported that a letter had been received from the Illinois Department of Revenue confirming that the Village is receiving our share of sales tax from NAPA and Advance Auto Parts. However, Treasurer Roth's initial correspondence asked if these two businesses were charging the correct amount of sales tax since customers have been charged the Springfield rate of 8.25% rather than the 7.25% rate that should be charged in Jerome. This question was not answered.

President Lopez noted that a special Board meeting will be held next Thursday for the purpose of interviewing candidates for the Public Works Supervisor position and to approve a stipend for Terence Mays for the time between when Brian leaves and a new supervisor is hired.

Adjournment

A motion was made by Trustee Johnson to adjourn the meeting. 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 and the meeting adjourned at 7:51 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

November 1, 2018
Dated