

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
November 15, 2018
6:30 PM

Call to Order

President Lopez called the November 15, 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

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Herman Bodewes

Absent: Trustee Jake Tripp

Approval of Minutes

November 1, 2018 Regular Meeting Minutes

A motion was made by Trustee Irons to approve the Minutes of the November 1, 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, Trustee Irons

The motion carried.

October 18, 2018 Executive Session Minutes

A motion was made by Trustee Irons to approve the Minutes of the October 18, 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 Johnson, Trustee Irons

The motion carried.

October 25, 2018 Executive Session Minutes

A motion was made by Trustee Irons to approve the Minutes of the October 25, 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 Johnson, Trustee Irons

The motion carried.

Approval of Warrant List 19-14

Treasurer Roth noted that Warrant List 19-14 dated November 15, 2018 totaled \$32,804.33. He added that of this amount \$20,090.22 will be paid from the Water Fund and the remaining \$12,714.11 will be paid from the General Revenue Fund.

Trustee Irons stated that she would like to talk with Trustee Tripp for an explanation of why the Public Works Department purchased gloves and mulching forks.

Trustee DeHart brought to the attention of the Board a purchase of ballasts and light bulbs by former Public Works Supervisor Myers. These were purchased from an out-of-town vendor at a cost of more than \$500 and included a \$46 shipping and handling fee. The purchase was made without prior approval of a trustee or the Board. It is not known why he didn't purchase these items locally.

President Lopez explained that a memo had recently been distributed to Village staff requiring any purchase greater than \$50 to receive prior approval from a trustee. This policy is in response to the budget uncertainty related to the closing of Shop 'n Save.

Trustee DeHart noted that the process for procurements was included on the list of Public Works responsibilities prepared by the Clerk and provided to David Wilken upon his employment as Public Works Supervisor.

Treasurer Roth pointed out that the current procedure for processing warrants is different than the former process when trustees received the bills, prepared a warrant, and then submitted to the Village Secretary.

A motion was made by Trustee Hendricks to approve Warrant List 19-14 dated November 15, 2018 for a total of \$32,804.33. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:41 pm.

Jackie Bordewick of Homewood Court complained about the way snow was plowed on her court after the recent snowstorm. Rather than put the snow in the middle of the court and then plow around the edge as has been done in the past, the plowing was done in such a way that large amounts of snow were left at the end of each driveway making it impossible for residents to exit. She also noted that her requests to have the grates on Calland Drive cleaned off had not been

heeded and that street will likely flood after the snow melts. She does not blame new employees, but rather the lack of communication to them.

President Lopez stated that he and Trustee Tripp were scheduled to meet with the Public Works staff on Monday and would address these issues. He also explained the various vehicle problems faced by the staff the day of the snow and the many efforts undertaken under adverse conditions by the staff to clean the Village streets.

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

Reports from Village Departments

A. Public Health

Trustee Irons stated she had no report.

B. Public Works

Trustee Tripp was not in attendance and there was no Public Works report.

C. Public Property

Trustee DeHart reported the following:

- The flagpole lanyard was repaired before election day.
- The Office furnace went out twice this week. Pipes leading to the roof were frozen but are now insulated against cold temperatures.
- The problem with the Civic Center water fountain has not been resolved.
- There is one new volunteer working behind the desk at the Library and two new volunteers who are inventorying and organizing books.
- Trustee DeHart has had two meetings with the Library volunteers to brainstorm ideas for the Library. They plan to prepare an event calendar for 2019 which may include guest readers for kids, a summer reading program, Easter egg hunt, movies, games/music exchange, a book club, among other things.
- A decision will be made on the fate of VHS tapes currently in the Library collection.
- Additional library hours are still under consideration.

D. Building & Zoning

Trustee Lael reported the following:

- The former Goodwill Store at 1333 Wabash Avenue is being remodeled for the relocation of Hunan Restaurant.
- The current Hunan Restaurant building has some issues that will need to be resolved before a new business goes in there.
- Today was the last day for Shop 'n Save.

E. Public Safety

Trustee Johnson had no report.

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

- 194 police reports and calls for service, including traffic stops and traffic accidents
- 52 traffic stops

- 61 traffic citations written
- 2 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
- no armed robberies
- 1 warrant arrest

Chief Estill further reported:

- So far this month there have been no burglaries or burglaries to motor vehicles, probably due to the Department's patrol methods and the weather change.
- The Halloween night Police event in front of the municipal building was a huge success. The officers interacted with kids and their parents, giving out candy, socializing, and taking pictures. Residents commented about feeling safe in the Village of Jerome because of the Police Department and its officers. Chief Estill gave special thanks to former trustee Beth Monnat, Trustee Leigh Irons, Mary Ann Schroeder, and President Mike Lopez for assisting that night.
- Winter uniforms have been ordered for officers needing them.
- He had purchased two video cameras out of his own pocket to test in the police trucks. They are not the high dollar cameras he would like, but they are good quality and document the officers' traffic stops. He feels this is of the utmost importance for our officers and the Village. Treasurer Roth confirmed that the cameras could be paid for out of the Vehicle Fund.
- Because of the recent staff shortages in the Police Department the officers are behind in training but they will work to catch up over the coming year. Corporal Maybury, Corporal Schroeder, and Officer Clatfelter will be attending a one-day class at the Law Enforcement Training Academy in Springfield for criminal law updates.

F. Water Department

Trustee Hendricks reported the following:

- There is nothing new on the proposal to allow electronic water payments through LOCIS.
- A resident had their water turned off for lack of payment; however, the recent meter reading registered water being used. Corporal Schroeder questioned the resident who admitted to stealing water by turning it back on. The meter was then padlocked to prevent further water usage until the bill was paid.
- He will talk with Public Works Supervisor Wilken tomorrow about the procedure when a water main break occurs.

G. Village Treasurer

Treasurer Roth reported the following:

- We have received MFT funds for October and Telecom Tax, Sales Tax and 1% Tax for November.
- Checks for the November 1st warrants were mailed out right after that meeting. Payroll will be met for November 15th. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:

- Illinois Funds General Revenue Account - \$290,000
 - Motor Fuel Tax Fund - \$24,600
 - INB General Revenue Account - \$33,500
 - INB Water Account - \$402,500
- All revenues except sales taxes have seen a slight increase from last fiscal year. Treasurer Roth will monitor the decrease in Sales Tax and 1% Tax funds as Shop 'n Save wraps up operations.

H. Village Clerk

Clerk Wheeland stated she had no report.

I. Village Attorney

Attorney Bodewes stated he had no report.

J. Village President

President Lopez reported the following:

- The Board will need to start having aggressive discussions on budgeting. We will use the same process as last year with each trustee meeting individually with Treasurer Roth and Clerk Wheeland to go over their department's budget. The supervisors will also be included in these meetings since there could be new Board members coming on in FY 2020 after the April election.
- The Deputy Liquor Commission will meet on November 28th to review 2019 Liquor License Renewal Applications.
- The election on November 6th went smoothly for the people working the polls at the Village Civic Center.
- Public Works Supervisor Wilken came in at 4:00 this morning on his own initiative to begin work to clean the Village streets and got Terry to come in early also. He wanted to attend the meeting tonight to explain what they were dealing with today but President Lopez told him to stay home and get some rest.
- He thanked Woodside Township for salting the Village streets after it was discovered that the Village salt spreader was broken.

Old Business

A. Discussion of Changing Weight Limits for Waste Disposal Vehicles

The County should have a draft document addressing this issue for review by the municipalities after the first of the year. This item was tabled.

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

This item was tabled.

New Business

A. Discussion and Approval of 2019 MFT Resolution 19-10

Treasurer Roth explained that a resolution estimating MFT funding to be spent on maintenance must be approved at this time each year. It can be amended later if needed.

A motion was made by Trustee Lael to approve Resolution 19-10 estimating the amount of MFT funding to be used for maintenance in 2019. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

B. Discussion and Approval of Estimated Property Tax Levy

Attorney Bodewes explained that an ordinance estimating the amount of tax levies must be approved each year. The estimated levies proposed for 2019 are:

- Streetlighting - \$8,938.75
- Police Protection - \$14,338.61
- Corporate - \$0

A motion was made by Trustee Johnson to approve property tax levy estimates of \$8,938.75 for streetlighting and \$14,338.61 for police protection. The motion was seconded by Trustee Irons.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, 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)); 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 Hendricks seconded the motion.

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 7:13 pm.

The Board returned from Executive Session at 7:33 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

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

Clerk Linda Wheeland

Treasurer Roth

Attorney Herman Bodewes

Treasurer Roth stated that copies of each department's budget showing the current status of each line item was sent to Board members. The time frame is at 43% of the fiscal year. Each trustee should review their department's spending. With the expected large decrease in sales tax revenue there is an anticipated \$60,000 hole in the budget for this year. By law the Board can only spend up to the amount appropriated, but this year 100% of the appropriation cannot be spent. The Board must look very seriously at spending, even the purchase of inexpensive items. About two years ago the Village could hardly make payroll and the Village came back from that to a stable condition. However, with failure of the IMRF tax referendum the situation is even more dire now. A reduction of \$135,000 will be needed in next year's budget. The General Revenue Fund (GRF) budget this year was about \$800,000. It must drop to approximately \$650,000 in FY 2020. There is \$280,000 in the GRF right now. Employees cannot make purchases without talking to a trustee first. Water and sewer costs are higher than last year as well. The situation is serious and must be addressed now rather than waiting until harder decisions might need to be made later. We must assume a two-year period before a viable use generating sales tax would be operational in the Shop 'n Save building.

President Lopez asked each trustee to look at their specific line items. Cuts for this year will be discussed at the second meeting in December.


Adjournment


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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 7:51 pm.


Linda Wheeland, Village Clerk


Dated