

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

Call to Order

President Lopez called the December 6, 2018 meeting of the Village of Jerome Board of Trustees to order at 6:33 pm.

Pledge of Allegiance

President Lopez led all those present in the Pledge of Allegiance.

Roll Call

Present:

President Mike Lopez

Trustees Kathy DeHart, Leigh Irons, Shirley Johnson, Jake Tripp

Clerk Linda Wheeland

Attorney Jason Brokaw

Absent: Trustee Brian Hendricks, Trustee Dale Lael, Treasurer Steve Roth

President Lopez asked for a moment of silence in memory of former President George H. W. Bush and in remembrance of the lost lives at Pearl Harbor.

Approval of Minutes

November 15, 2018 Regular Meeting Minutes

A motion was made by Trustee Irons to approve the Minutes of the November 15, 2018 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

November 1, Executive Session Minutes

A motion was made by Trustee Irons to approve the Minutes of the November 1, 2018 Executive Session of the Board of Trustees. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee DeHart, Trustee Johnson, Trustee Irons, President Lopez

Present: Trustee Tripp

The motion carried.

Approval of Warrant List 19-15

President Lopez noted that Warrant List 19-15 dated December 6, 2018 totaled \$164,103.94. He explained that the initial annual insurance payment and the payment for road projects over the past year contributed to the higher than usual total. Trustee Tripp stated that \$13,357 would be paid from the Motor Fuel Tax Fund.

A motion was made by Trustee Tripp to approve Warrant List 19-15 dated December 6, 2018 for a total of \$164,103.94. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:36 pm.

There were no public comments and this portion of the meeting closed at 6:37 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- Many residents were caught off guard by the early snow and didn't complete their leaf cleanup.
- A letter is being sent to a property on Park Street regarding trash in the yard.

B. Public Works

Trustee Tripp reported the following:

- The new Public Works Supervisor, Dave Wilken, is doing a great job and is very mechanical. He has already done some welding on one of the trucks and is assessing the garage equipment. He will provide a report of his findings to Board members prior to the next meeting when he will discuss his findings.
- The staff has fixed leaks in a number of meter pits.
- There was a water main break last Wednesday night at Vernon Avenue and Corbin Street. Dave was on hand to coordinate with City Water, Light and Power (CWLP) personnel, who fixed the break.
- Another fire hydrant is leaking on Reed Avenue and CWLP is in the process of replacing it.
- At the time of the first snow event of the winter the staff spent more time getting the equipment going than plowing. They were faced with several equipment issues. Trustee Tripp commended Supervisor Wilken for his efforts.
- The new Public Works Laborer, Matt Cassens, started this week.

C. Public Property

Trustee DeHart reported the following:

- She met with Supervisor Wilken regarding property work and budget. He was very helpful and identified some problems. She feels he is very serious about his job and is improving things.
- Another box of light bulbs arrived from the company in Florida. She and Secretary Debbie Denk have talked with the company and will be returning this box along with the previous delivered box that was paid for. Our money will be refunded.
- She accompanied the Public Works staff on some water meter readings and found the conditions for reading the meters horrible.
- She pointed out that new Library volunteer, Dottie, was in the audience. The volunteers are putting more books on the shelves and organizing the books. A draft calendar of Library events has been prepared for next year. The expansion of Library hours is still in the works.
- Holiday decorations are up at the Library and about 50% complete at the park. Some challenges were encountered at the park including the lack of an outside outlet. Tomorrow decorations will be installed in front of the Municipal Center.
- A resident called to request a wreath be put on the Welcome to Jerome sign on Iles Avenue.

D. Building & Zoning

President Lopez reported the following:

- Oh Icee is scheduled to open in two weeks.
- Pizza Hut will be going into the Jerome Mini-Mall.
- Uptaste restaurant will also be going into the Jerome Mini-Mall.
- There is some movement on the AT&T property.
- He has been trying to set up an appointment with the Sangamon County Economic Council to discuss the situation in Jerome but without any luck. Springfield Mayor Langfelder has also experienced difficulty in communicating with the Council.
- There are many rumors about what is to become of the Shop 'n Save property but nothing concrete. They have been selling fixtures but will be shutting down completely tomorrow.
- Governor-elect Pritzker has inquired about the billboard on Chatham Road at Jerome Avenue that has one blank side and has expressed interest in working out a solution. The State had denied use of the south face due to its proximity to Wabash Avenue, a portion of Historic Route 66.

E. Public Safety

Trustee Johnson reported the following:

- Maintenance cost savings have been realized on the leased police trucks.
- The 2016 Ford SUV has 50,000 miles on it and is getting older.
- Chief Estill had installed the lights and computers on the vehicles which saved us money. He has shown great leadership which is appreciated.
- The part-time officers have been working to fill-in when needed.
- The Police Department is looking to create cost savings where possible.
- She appreciates our police officers for keeping us safe and for educating residents on safety issues.

F. Water Department

President Lopez reported the following:

- The new protocol to have someone from Public Works on-site for a water main break fix worked well during the recent incident at Vernon Avenue and Corbin Street.
Trustee Tripp added that on the day the water main broke Debbie Denk stayed late to answer phone calls coming in about the break and sent emails to residents about the water being shut off.
- During the recent fire hydrant replacement, it was discovered that the leather seal, common on the 1950s-era fire hydrants, is no longer available. President Lopez is looking to replace three fire hydrants per year going forward.
- Terry will be leaving the Public Works Department at the end of the month. He will train Supervisor Wilken and Matt on reading meters which they will both have to do. The meters must be read in December in case inclement weather in January and February prevents reading. Three months in a row of estimates can cause big problems.

G. Village Treasurer

President Lopez read the financial report prepared by Treasurer Roth.

- The Gaming revenue amount for October has been identified, but we have not received the check yet. Those revenues increased in October, cutting our deficit in that fund almost in half.
- We have received the MFT funds for October. The figure for the November MFT funds has not yet been received.
- Checks for the November 15th warrants were mailed out right after that meeting. Payroll was met for November 30th. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:
 - Illinois Funds General Revenue Account - \$284,000
 - Motor Fuel Tax Fund - \$24,600
 - INB General Revenue Account - \$9,000
 - INB Water Account - \$402,000
 - 1% Account - \$339,130. Of this amount \$103,776 will be transferred to the General Revenue Fund to pay for the recent road projects. This will leave a balance of around \$235,354. An additional \$13,362 will be transferred to the GRF from the Road and Bridge Fund to cover a portion of the bill for road work. This will fully expend our funds for this year as required by law.
- The issues with Comcast appear to have been worked out. Their records show all the equipment has been returned and we are currently getting credits on the bills governing our Internet and fax lines. Therefore, the only bills you will see for a few more months are the ones for the phone service itself.

H. Village Clerk

Clerk Wheeland reported the following:

- Candidate petitions for the open trustee positions to be on the April 2, 2019 Consolidated Election ballot can be submitted at the Village Office from December 10th – 14th from 10:00 am to 4:00 pm and on December 17th from 10:00 am to 5:00 pm.
- A Records Disposal Certificate was sent to the Secretary of State last Monday requesting permission to destroy office documents from FY 11 and previous years. Approval was received in two days. Because the certificate must be sent in 30 days

before disposal, destruction of the documents will start after Christmas. Clerk Wheeland is considering alternative methods that would not involve paying for shredding.

- Notice was received that the Village's State Unemployment Tax rate will decrease in 2019 from 0.525% to 0.475%. We are charged the minimum rate and the minimum rate decreased. This will save the Village about \$3.00 per employee annually.
- The Liquor Commission met last Wednesday to review 11 liquor license renewal applications of which six included a video gaming permit renewal application. A summary of the applications included:
 - Three restaurant liquor licenses: Osaka, Barrelhead, and Uptaste
 - Two package liquor licenses: FasMart and Food Fantasies
 - Three limited wine and beer liquor licenses: Pennie's Place, Annie's Place, Little Saigon
 - Three tavern liquor licenses: Lucy's Place, Daisy's Place, It's All About Wine
 - Two liquor licenses were not renewed: Shop 'n Save, since the store closed, and Hunan Restaurant, since operations will close at their current location at the end of the year and a new restaurant liquor license will be applied for at their new location in the former Goodwill store

Background checks will be required of owners and managers once the process is set up with Accurate Biometrics. Liquor licenses will be issued contingent upon background checks being successfully completed.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- The Village is in a better position than last year but money will get tight as we wait to see what becomes of the Shop 'n Save property. All purchases must be discussed with the appropriate Trustee or the President before being made. The Board must know ahead of time what expenses are coming.
- The Village is lucky to have retail businesses but vacant buildings must be filled.
- In January each Board member will sit down with Treasurer Roth and Clerk Wheeland to discuss their department's budget. The supervisors should be included in the meetings.
- The Board should plan to look at leasing vehicles for Public Works and the Police Department since the savings in maintenance costs is an advantage.
- The Village insurance premium is similar to last year even with the inclusion of additional coverage under the Public Employee Disability Act.
- Quarterly webinars on safety will be started for employees in January per consultation with our insurance carrier.

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 Ordinance 19-09 Amending the Number of Liquor Licenses

Attorney Brokaw explained that the ordinance was being amended to reflect the number and types of liquor licenses requested for renewal as previously outlined by the Clerk.

A motion was made by Trustee Irons to approve Ordinance 19-09 amending the number of liquor licenses. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

D. Discussion and Approval of Ordinance 19-13 Levying and Assessing Taxes for Streetlighting and Police Protection

Attorney Brokaw explained that the proposed taxes for streetlighting and police protection had been presented at the last meeting. Board members had looked over the numbers and no changes were communicated to him.

A motion was made by Trustee Johnson to approve Ordinance 19-13 levying and assessing taxes for streetlighting and police protection. The motion was seconded by Trustee Irons.

Roll Call Vote:

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

The motion carried.

New Business

A. Discussion and Approval of Resolution 19-11 Listing the Date, Time, and Place of 2019 Village of Jerome Board Meetings

President Lopez noted that the first meeting in July 2019 would be held on Wednesday July 3rd.

A motion was made by Trustee Tripp to approve Resolution 19-11 listing the date, time and place of 2019 Village of Jerome Board meetings. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

The motion carried.

B. Discussion and Approval of Rate of Pay Related to IDOT STEP Grant FFY 2019 for Part-Time Officer

Chief Estill explained that the Police Department had received a grant from IDOT to provide extra details over holidays starting this November at Thanksgiving. Full-time officers receive time and a-half for working these details. Part-time officers should receive the same rate of pay. Brian Brewer would be the main part-time officer to work under this grant.

President Lopez noted that Chief Estill, Officer Brewer, Treasurer Roth, and Clerk Wheeland had met on Tuesday to discuss the grant payroll in consultation with IDOT liaison Jim Wolf. Part-time officers have been paid the overtime rate in the past when working under a similar grant. Officers will be paid with a separate check to keep the accounting records clear.

Trustee Johnson stated that the overtime pay would be an incentive for a part-time officer to take the details.

Attorney Brokaw explained that Board approval is required because the Village Ordinance is silent on the matter of part-time officers working the STEP grant.

A motion was made by Trustee Johnson to approve a rate of pay of 1.5 for part-time officers working the IDOT STEP grant for FFY 2019. The motion was seconded by Trustee Irons.

Roll Call Vote:

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

The motion carried.

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 the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member (5 ILCS 120/2(c)(12)). Trustee DeHart seconded the motion.

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 7:39 pm.

The Board returned from Executive Session at 8:30 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

Trustees Kathy Dehart, Leigh Irons, Shirley Johnson, 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 Johnson.

Roll Call Vote:

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

The motion carried and the meeting adjourned at 8:33 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

December 20, 2018
Dated