

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
November 1, 2018
6:30 PM

Call to Order

President Lopez called the November 1, 2018 meeting of the Village of Jerome Board of Trustees to order at 6:31 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 Jason Brokaw

Absent: Jake Tripp was absent during roll call. He joined the meeting at a later point.

Approval of Minutes

October 18, 2018 Regular Meeting Minutes

A motion was made by Trustee Irons to approve the Minutes of the October 18, 2018 Regular Meeting 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

Absent: Trustee Tripp

The motion carried.

October 25, 2018 Special Meeting Minutes

A motion was made by Trustee Johnson to approve the Minutes of the October 25, 2018 Special 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

Absent: Trustee Tripp

The motion carried.

October 4, Executive Session Minutes

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

Absent: Trustee Tripp

The motion carried.

Approval of Warrant List 19-13

President Lopez noted that Warrant List 19-13 dated November 1, 2018 totaled \$24,406.91.

Treasurer Roth added that of this amount \$14,078.01 will be paid from the Water Fund and the remaining \$10,328.90 will be paid from the General Revenue Fund.

A motion was made by Trustee Hendricks to approve Warrant List 19-13 dated November 1, 2018 for a total of \$24,406.91. The motion was seconded by Trustee Johnson.

Roll Call Vote:

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

Absent: Trustee Tripp

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:

- A contractor was hired to clean up abandoned overgrown properties in the Village. He came out on the Monday after the last Board meeting and did a great job. He will do work a couple of more times at each site.
- Twenty-six flu immunizations were given at the Flu Clinic in October.

B. Public Works

Trustee Tripp reported the following after arriving later in the meeting:

- Many residents helped with handing out candy at the Halloween party and with clean-up afterwards. Public Works staff was not required to assist with clean-up after the party, saving the Village overtime pay.
- The Public Works staff are very happy with the new truck.
- Temporary employee, Water Williams, will be leaving in two weeks to join the Navy.
- Limb pickup will start next Wednesday. Joe Gragg will help with operating the backhoe.
- Second interviews for the Public Works positions will be conducted tonight. He thanked Treasurer Roth for all his assistance with the hiring process.

C. Public Property

Trustee DeHart reported the following:

- Volunteers decorated the Civic Center for the Halloween party so Public Works staff time was not needed. There was a nice crowd at the party. She thanked all the volunteers.
- The Halloween inflatable decorations in front of the office will need to dry out before being put in storage.
- The water fountain in the Civic Center is in need of repair. Allied Plumbing and Heating will look at it on Monday.
- The flagpole needs a new lanyard. Ace Sign Company will repair the flagpole on Monday.
- She displayed a Village of Jerome sign that was found in the garage. Treasurer Roth said it was a mock-up sign from some time ago. Trustee DeHart had spoken briefly with Ace Sign Company about replacing Village of Jerome signs.

D. Building & Zoning

Trustee Lael reported the following:

- He asked Attorney Brokaw about his research on assessing fees on rental property and the recent inquiry about Airbnb rental in the Village. They will meet to discuss these two issues.
- Work is still underway at Oh Icee in the Jerome Mini-Mall. A copy of the proposed signage has been submitted.

E. Public Safety

Trustee Johnson reported the following:

- The Police Department held a special event on Halloween night in front of the Civic Center. It was a big hit, lots of candy was given out, and it was nice that the police officers met with the kids. Photos of the evening are posted on the Police Department Facebook page.

F. Water Department

Trustee Hendricks reported the following:

- He is consulting with Trustee Tripp on limiting the water meter re-reads to one day a week.
- He will organize the feedback he received from Board members on the LOCIS proposal to allow online water payments and send a letter to the company to get a bottom-line cost for the Village.

G. Village Treasurer

Treasurer Roth reported the following:

- No revenues have been received yet in November.
- Checks for the October 18th warrants were mailed out right after that meeting. Payroll was met for October 30th. Checks will be mailed out following this meeting.
- The balances of various accounts are:
 - Illinois Funds General Revenue Account - \$241,500
 - Motor Fuel Tax Fund - \$20,600
 - INB General Revenue Account -\$30,300
 - INB Water Account - \$387,000

- The annual Treasurer's Report was filed with the Clerk, posted on the Village website, and published in the State Journal Register on October 26th.
- Sales Tax records have been received from the Illinois Department of Revenue. He will report on these at the next meeting.

H. Village Clerk

Clerk Wheeland stated she had no report.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- He thanked everyone who attended and who helped with the Halloween Party and to Chief Estill and our police officers who participated on Halloween night. There is a suggestion to combine these two events next year, which is under consideration.
- He reminded everyone that November 6th is election day. He will be at the Civic Center by 5:00 am to assist the judges in getting into the building. Flags will be placed along the entry to the front door.
- There is much talk about potential new tenants at the Shop 'n Save building but nothing has been confirmed. He has talked with the Greater Springfield Chamber of Commerce regarding marketing of the property.
- With the closing of Shop 'n Save budget cuts will be needed.
- He will not be in attendance at the November 15th Board meeting.
- A Chiefs Law Enforcement Breakfast will be held at 8:00 am on November 15th at the American Legion Hall. He invited Trustee Johnson to attend.

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 19-11 an Ordinance Renewing an Existing Franchise to Ameren Illinois

Attorney Brokaw explained that this ordinance was presented to Board members for review at the last meeting. He had received no feedback so it is ready to approve.

A motion was made by Trustee Lael to approve Ordinance 19-11 renewing an existing franchise to Ameren Illinois. The motion was seconded by Trustee Johnson.

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

Absent: Trustee Tripp

The motion carried.

New Business

A. Discussion and Approval of Ordinance 19-10 Authorizing the Disposal of Surplus Property

President Lopez explained that work had been undertaken over the past year for timely disposal of surplus property.

A motion was made by Trustee DeHart to approve Ordinance 19-10 authorizing the disposal of surplus property. The motion was seconded by Trustee Irons.

Roll Call Vote:

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

Absent: Trustee Tripp

The motion carried.

B. Discussion and Approval of Resolution 19-09 Casting a Ballot in the 2018 IMRF Executive Trustee Election

Board members discussed the two candidates for IMRF executive trustee.

A motion was made by Trustee DeHart to approve Resolution 19-09 casting a ballot in the 2018 IMRF executive trustee election for Sue Stanish. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

Absent: Trustee Tripp

The motion carried.

C. Discussion and Approval of Open Meetings Act Designees

Attorney Brokaw explained that the Open Meetings Act (OMA) requires two OMA designees who will take online training through the Illinois Attorney General's website and can answer questions about the Act. The two names must be submitted to the Illinois Attorney General.

Trustee Tripp joined the meeting at this point.

A motion was made by Trustee Hendricks to approve Trustee Leigh Irons and Clerk Linda Wheeland as the Jerome Open Meetings Act designees. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

Present: Trustee Tripp

The motion carried.

D. Discussion and Approval of Ordinance 19-12 Amending a Policy to Prohibit Sexual Harassment in the Village of Jerome, Illinois

Attorney Brokaw noted that recently enacted legislation requires a change to municipal sexual harassment policies to state a charge can be filed with the Illinois Department of Human Rights within 300 calendar days rather than 180 calendar days.

A motion was made by Trustee Irons to approve Ordinance 19-12 amending a policy to prohibit sexual harassment in the Village of Jerome. 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 Change to Employee Handbook

Attorney Brokaw explained that the changes made under Ordinance 19-12 must also be made to the Employee Handbook.

A motion was made by Trustee Irons to approve amending the Employee Handbook to indicate that a charge of sexual harassment can be filed with the Illinois Department of Human Rights within 300 calendar days. 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.

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 Irons 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 9:03 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 Steve Roth

Attorney Jason Brokaw

F. Discussion and Approval of Hiring a Public Works Supervisor

A motion was made by Trustee Tripp to approve hiring David Wilkins as the Public Works Supervisor as soon as possible at an annual salary of \$40,000 and contingent upon a background check. 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.

G. Discussion and Approval of Hiring a Public Works Laborer

A motion was made by Trustee Tripp to approve hiring Matt Cassons as Public Works Laborer at an annual salary of \$29,120 with a starting date of December 3, 2018 and contingent on a background check. 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.

Adjournment

A motion was made by Trustee Johnson to adjourn the meeting. 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 and the meeting adjourned at 9:06 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

November 15, 2018
Dated