

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
December 20, 2018
6:30 PM

Call to Order

Trustee Lael called the December 20, 2018 meeting of the Village of Jerome Board of Trustees to order at 6:30 pm.

Pledge of Allegiance

Trustee Lael led all those present in the Pledge of Allegiance.

Roll Call

Present:

Trustees Kathy DeHart, Brian Hendricks, Leigh Irons, Shirley Johnson, Dale Lael, Jake Tripp
Clerk Linda Wheeland
Treasurer Steve Roth
Attorney Jason Brokaw

Absent during roll call: President Mike Lopez

Approval of Minutes

December 6, 2018 Regular Meeting Minutes

A motion was made by Trustee Irons to approve the Minutes of the December 6, 2018 Regular Meeting of the Board of Trustees. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

November 15, 2018 Executive Session Minutes

A motion was made by Trustee Johnson to approve the Minutes of the November 15, 2018 Executive Session of the Board of Trustees. 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.

Approval of Warrant List 19-16

Trustee Lael stated that Warrant List 19-16 dated December 20, 2018 totaled \$40,128.53. He

noted that some of the higher warrants were for sewer costs, risk management insurance, employee health insurance, accounting services, and repairs to a truck.

A motion was made by Trustee Irons to approve Warrant List 19-16 dated December 20, 2018 for a total of \$40,128.53. 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.

Treasurer Roth later noted that \$20,580.08 will be paid from the Water Fund and the remaining \$19,548.45 will be paid from the General Revenue Fund.

Visitors Acknowledgement

Trustee Lael opened the Visitors Acknowledgement portion of the meeting at 6:35 pm.

There were no visitor comments and this portion of the meeting closed at 6:36 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- A couple of complaints were submitted recently.
- With the nicer weather, residents have been cleaning up their leaves.

B. Public Works

Trustee Tripp reported the following:

- Dave Wilken has been assessing the situation in the Public Works Department. First, at one time there were three employees, now there are two and we are trying to maintain the same level of service, particularly with limb pickup and the Village clean-up. This is not sustainable. Secondly, because of the emphasis on these two services, the day-to-day tasks and required maintenance have been ignored. Mr. Wilken has been identifying problems since his first day, has organized the garage, and has prepared a report for the Board.

Dave Wilken presented his assessment of the Public Works Department summarized as follows:

- The cost of limb pickup, including manhours, fuel costs, and dumping fees, over Fiscal Years 2016 -2018 was \$34,900. Equipment repairs are also needed every time.
- The cost of the Village clean-up, including manhours and fuel costs (dumping is free), over those same three fiscal years was \$13,075.
- Total cost for these two non-essential services was \$47,975 over the three-year period.

Trustee Tripp noted that temporary help is also needed to maintain these two programs.

- The 1995 IH 4900 dump truck has been the least expensive to repair and maintain although he is waiting on an estimate to repair the power steering. The power steering

pump is weak due to running for a long time with a bad steering gear. Total costs of repair and maintenance for this truck over three years was approximately \$10,000. Annual maintenance costs for this truck have been between \$420 and \$515 through Sangamon Diesel. Mr. Wilken estimates this work could be done in-house for \$295.

- The 1991 IH 4900 dump truck has been costlier to maintain at \$14,000 over the three-year period. Due to improper storage of salt in the truck the salt spreader rusted out and must be replaced and there is rust and corrosion in the truck bed. Annual maintenance costs for this truck have been between \$380 and \$470 through Sangamon Diesel. Mr. Wilken estimates this work could be done in-house for \$276. He recommends replacing this truck with a newer, used truck due to the excessive rust and damage caused by the limb pickup and Village cleanup. A smaller truck that would work better for snowplowing in the courts would be best. He provided cost-comparison information on potential vehicles available for purchase.
- The Komatsu backhoe has cost the most to maintain with \$26,000 spent on it over the three-year period, and there are more major repairs needed. The front wheel axle did not work during the first snowfall this year. After investigation it was discovered that the front drive shaft was gone. Rebuilding the entire transmission will cost around \$16,000. The backhoe is currently worth \$10,000. Annual maintenance costs for the backhoe have been \$3,400 through Roland Machinery. Mr. Wilken estimates this work could be done in-house for \$364. A new backhoe could be leased for \$12,000 per year.
- There are numerous issues with the small power equipment due to improper maintenance and improper storage. This equipment needs to be ready at a moment's notice.
- He would like to spend \$2,080 on new tools and locked tool storage for the garage (a list of what is needed was supplied to the Board). With the correct tools, basic maintenance and basic repairs can be done by the Public Works staff.
- He has been making space in the Village garages so all vehicles can be stored inside.

Trustee Tripp stated that after a number of years without proper maintenance of vehicles and equipment, progress is being made. He thanked Mr. Wilken for all the good work he has been doing.

Trustee DeHart added that an equipment inventory should be maintained.

(President Lopez entered the meeting during the Public Works report.)

C. Public Property

Trustee DeHart reported the following:

- The last package of light bulbs for the garage was returned without being paid. The first shipment received was returned with a refund to be issued in January.
- The Village has a Sam's Club card valid through June 2019 so it will be used to purchase supplies.
- She has clarified that the Jerome Library sign is the responsibility of Public Property and the Welcome to Jerome signs fall under the Public Works Department. She is getting estimates for replacement of the Library sign using a different material that will not fade.
- She almost was involved in a head-on collision at the intersection of Iles Avenue and Chatham Road when a vehicle turning right onto Iles from Chatham crossed over into

the westbound lane. She suggested striping the lanes at the intersection so traffic turning east onto Iles would be directed into the correct lane.

- She suggested that property purchased for staff when employed by the Village should be documented and turned in when the employee leaves.

D. Building & Zoning

Trustee Lael reported the following:

- Food Fantasies is looking to expand by purchasing the adjacent AT&T property. Both properties are zoned the same.

E. Public Safety

Chief Estill provided the following statistics for 2018:

- 2,075 police reports compared to 1,330 in 2017. The Police reporting system has been updated to provide a more accurate number of total incidents. Additionally, only arrests, reports filed with the State's Attorney's office, accidents, registrations, or reports with attachments are printed. All others are kept electronically only. This has cut down on paper copies from four drawers to one-half drawer.
- 1,398 traffic violations, both written and warning citations. Some of the top violations are:
 - 112 cell phone violations
 - 117 operation of uninsured motor vehicles
 - 212 speeding
 - 42 seatbelt violations
 - 45 suspended or revoked driver's licenses
 - 4 fleeing and eluding police
 - 39 expired registrations
 - 22 expired driver's licenses
 - 57 accident reports
 - 1 passing a stopped school bus
- There were several major investigations and at one point all full-time officers were working on these cases, putting in long hours to solve the crimes. There were two armed robberies and a kidnapping along with the following:
 - 6 domestic disturbances
 - 11 aggravated batteries and batteries
 - 7 prowler calls
 - 13 thefts
 - 30 suspicious autos
 - 35 suspicious persons
 - 6 sex offender registrations
 - 24 process services for the Village office
 - 98 burglar alarms
 - 51 disturbance calls
 - 37 911 investigations
 - 22 motorist assists
 - 10 Village Ordinance violations
 - 30 investigations
 - 10 follow up investigations

- 30 welfare checks
- 22 animal calls

Chief Estill added that all members of the Police Department have great pride and dedication to serving the Village of Jerome, protecting its residents, and keeping law and order in our community.

F. Water Department

Trustee Hendricks reported the following:

- The early snow delayed some meter readings and there were multiple re-reads in November. The bills sent out in December were higher because of these delays. In addition, there was a problem at the post office which delayed delivery of the bills. Because of this the deadline to pay was extended to December 26th. The Village Ordinance provides no flexibility for waiving penalties or delaying deadlines and he is looking into changing the Ordinance.

G. Village Treasurer

Treasurer Roth reported the following:

- We have received MFT funds and gaming revenue for November and other revenue for December.
- We are approximately \$14,000 ahead of where we were last year at this point on revenue received.
- There was a slight drop in sales tax revenue collected in October and received in December. We will receive the last sales tax from Shop 'n Save in January.
- \$17,515 for the annual Road and Bridge money was received.
- Checks for the December 6th warrants were mailed out right after that meeting. Payroll was met for December 15th. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:
 - Illinois Funds General Revenue Account - \$245,000
 - Motor Fuel Tax Fund - \$28,370
 - INB General Revenue Account -\$62,751
 - INB Water Account - \$389,611
 - 1% Account (after a transfer from the INB GRF is made) - \$253,005

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 7:20 pm.

The Board returned from Executive Session at 8:37 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

H. Village Clerk

Clerk Wheeland reported the following:

- Liquor licenses and video gaming permits were delivered on Tuesday. Background checks of owners and managers through Accurate Biometrics are required to be completed by January 15, 2019 to maintain the licenses and permits. Cost of the background checks will be paid by the liquor license holder.
- The Village Secretary has requested all warrants be signed by noon on Thursday, December 27th due to the New Year's holiday.
- Items for the January 3rd agenda should be sent to the Clerk by noon on December 27th as well.

I. Village Attorney

Attorney Brokaw reported the following:

- Liens for clean-up of the four nuisance properties have been prepared and will be reviewed by Trustee Tripp. They will be filed after the holidays.

J. Village President

President Lopez reported the following:

- There is no news on the vacant Shop 'n Save building.
- On January 8th he will be meeting with the Springfield Economic Development Director and representatives of the County Economic Development Council to discuss commercial development in the Village.
- The Village office will be closed on Christmas Eve and New Year's Eve.
- A time frame for the bulletin will be discussed at the next Board meeting.

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.

New Business

A. Discussion and Approval of Hiring a Water Clerk

A motion was made by Trustee Hendricks to approve hiring Brian Browning for the part-time position of Water Clerk effective upon acceptance at a rate of \$14.00 per hour conditioned upon successful completion of a background check. 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.

B. Discussion and Approval of Christmas Tree Pickup

A motion was made by Trustee Tripp to approve the pickup of live Christmas trees put out at the curb by Monday, January 7, 2019. 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.

C. Discussion and Approval of Purchase of Public Works Vehicle

Trustee Tripp explained that the money for purchase of a new Public Works vehicle would come from the Road & Bridge fund (\$17,000) and the 1% fund (\$13,000).

A motion was made by Trustee Tripp to approve the purchase of a vehicle from Landmark Ford for no more than \$30,000 including trade-in, taxes, title, and fees. 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.

D. Discussion and Approval of Purchase of Tools for the Public Works Department

A motion was made by Trustee Tripp to approve the purchase of tools for the Public Works Department not to exceed \$2,100. 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 Ordinance 19-14 Authorizing the Disposal of Surplus Property

A motion was made by Trustee Tripp to approve Ordinance 19-14 authorizing the disposal of surplus property. 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.

F. Discussion and Approval of Financial Savings Suggestions

Treasurer Roth provided the Board with cost saving suggestions for review and discussion at the next meeting.

G. Discussion and Approval of Office Hours

A motion was made by Trustee Hendricks to approve changing the office hours effective February 1, 2019 to 10:00 am to 3:00 pm Monday through Friday except legal holidays. 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.

H. Discussion and Approval of Work Hours for Office Staff

A motion was made by Trustee Hendricks to approve adjusting the work hours for the office staff effective February 1, 2019 with the Village Secretary work shift of 10:00 am to 2:00 pm and the Village Water Clerk work shift of 1:00 pm to 4:00 pm Monday through Friday except legal holidays. 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.

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 9:21 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

January 3, 2019
Dated