

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
January 17, 2019
6:30 PM

Call to Order

President Lopez called the January 17, 2019 meeting of the Village of Jerome Board of Trustees to order at 6:30 pm.

President Lopez asked for a moment of silence in memory of State Trooper Christopher Lambert who was fatally struck while investigating a crash.

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

January 3, 2019 Regular Meeting Minutes

A motion was made by Trustee Irons to approve the Minutes of the January 3, 2019 Regular Meeting of the Board of Trustees. 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.

Approval of Amended Warrant List 19-17

Treasurer Roth explained that Trustee Tripp and Dave Wilken had worked with Landmark regarding the cost of the new dump truck. Trustee Tripp said that Dave had been able to negotiate a lower price. Warrant List 19-17 was therefore amended to reflect the actual cost of \$28,500 for the truck rather than the \$30,000 on the original warrant list.

A motion was made by Trustee Irons to approve Amended Warrant List 19-17 dated January 8, 2019 for a total of \$37,206.69. 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.

Approval of Warrant List 19-18

Treasurer Roth noted that Warrant List 19-18 dated January 17, 2019 totaled \$50,076.01. Treasurer Roth added that of this amount \$32,915.79 will be paid from the Water Fund and the remaining \$17,160.22 will be paid from the General Revenue Fund.

A motion was made by Trustee Hendricks to approve Warrant List 19-18 dated January 17, 2019 for a total of \$50,076.01. 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.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:34 pm.

Presentations from County Clerk Don Gray and State's Attorney Dan Wright

County Clerk Don Gray reported that preparations are in full swing for the April 2nd Consolidated Election. Early voting starts February 21st at the County Clerk's Election office, Room 101 in the County Building. Extended hours and weekend hours are scheduled closer to the election date. His office is heavily promoting the opportunity for people to vote by mail. Voters can apply online for a mail-in ballot. Nearly 1,000 requests have been submitted already. The ballots will be mailed on February 21st. County Clerk Gray expressed appreciation for the hard work done by election judges and thanked the Village for use of the Civic Center as a polling place. He also mentioned that during the second quarter of the year his office would be conducting mobile document events throughout the County, including in Jerome.

State's Attorney Dan Wright was unable to attend the meeting.

James May of Quincy asked to address the Board regarding his interest in purchasing the Marathon gas station on Wabash Avenue in Jerome. He currently has a contract to purchase the business and would like to upgrade the property and install video gaming terminals which will require a liquor license. Mr. May owns several restaurants and gas stations and feels this property is in a good location. The current owner is a national company that is looking to sell some of their stores while maintaining the wholesale fuel division

Jack Felkamp from Accel Entertainment would provide the video gaming terminals. Mr. Felkamp addressed the Board stating that Accel Entertainment has 1,600 locations in Illinois including several at businesses owned by James May. From what he has seen at these other locations he has no doubt that Mr. May would make massive improvements to the gas station/convenience store. A question arose regarding the negative impact an additional

gaming facility could have on other gaming parlors in the immediate area. Mr. Felkamp responded that generally when a new gaming facility goes in traffic at nearby gaming parlors increases. He said that gaming enthusiasts tend to have a circuit they patronize so a new gaming facility can bring in new regular customers to nearby facilities.

Board members encouraged Mr. May to submit an initial liquor license application and video gaming application to review as they consider permitting another liquor license in the Village.

President Lopez thanked Dave Wilken and Matt Cassens for all their work during the recent snowstorm. They did a great job making the streets clean and drivable. Dave and Matt came in three to four times last weekend and will be on the job this upcoming weekend as another snowstorm is predicted. President Lopez will be addressing on-street parking issues on the courts and Lincoln Street. There have been problems getting the snowplows through as well as fire trucks and ambulances.

Resident Connie Seebok stated that there have been couch cushions in the yard across the street from her house on Maple Avenue for two weeks. She tried talking to the renter about them, but to no avail. Trustee Irons said she would look into the matter.

Kevin Kuhn, from the Village's engineering firm Kuhn & Trello, apologized to the Board for the behavior of their engineer who attended the previous Board meeting. He appreciated that President Lopez and Trustee Tripp had brought to his attention the issues with this individual, who is no longer employed at the firm. Mr. Kuhn stated that the Board should have confidence in the people working for them and the \$4,000 of work already undertaken for the West Grand Court project would not be charged to the Village. Mr. Kuhn will be overseeing this project, which is still in the initial design phase, going forward. The cost of construction is still expected to be about \$240,000. Using MFT funds will not delay the project or make it more expensive. Trustee Lael reminded Mr. Kuhn that their firm has a copy of plans for West Grand Court that were prepared several years ago.

This portion of the meeting closed at 7:02 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- There are still several yard waste bags that have not been picked up. She will be writing letters to these property owners.

B. Public Works

Trustee Tripp reported the following:

- Dave Wilken did a great job in managing the recent snow. The streets were pre-treated with salt and the Public Works staff's previous snowplowing experience was reflected in the work they did. Jerome streets were in better condition than anywhere else around.
- The new dump truck has been acquired although there was an air leak in the brakes. Public Works staff fixed this problem for \$4.00.

- Purchase of tools as approved by the Board for the Public Works Department has begun.

C. Public Property

Trustee DeHart reported the following:

- She has been meeting with the Library volunteers every Monday. They have gone through all of the boxes of books. Eight additional shelves have been installed in the paperback book section. They will work on the children's room next. Public Works staff will secure all shelving units.
- Public Works staff will be installing a book drop in the side door of the Library to make it more convenient for residents to return materials.
- A list of desired books has been compiled and will be included in the next bulletin.
- She will meet with the Boy Scout troop associated with the Methodist Church in Jerome to talk with them about volunteering at the Library on weekends.

D. Building & Zoning

Trustee Lael reported the following:

- He met with Joe Hurwitz and his daughter last Wednesday to discuss plans for the former AT&T property that they purchased including:
 - Food Fantasies expanding to twice its current size
 - Used car sales in the AT&T building
 - A taxi company in the AT&T building
- Oh Isee has run into some issues but is still in the works.
- Pizza Hut has a contract to occupy the west end of the Jerome Mini-Mall, although no plans have been submitted.
- He has recently received six complaints related to difficulty entering and exiting businesses on Wabash Avenue due to traffic flow. He has talked with IDOT in the past about installing a traffic signal at Fillmore but needs something more from the Village to bring to the discussion.
- He talked with Gregg Humphrey and Jason Jacobs from the Sangamon County Water Reclamation District regarding the fact that their contractor had not completed all aspects of the manhole replacement project and that there had been no communication with the Village prior to the project beginning. Mr. Humphrey and Mr. Jacobs assured Trustee Lael that all issues would be addressed.
- Asian Market will not be expanding. The owner now plans to lease the property he owns to the east.

E. Public Safety

Trustee Johnson reported the following:

- Things were relatively quiet over the holidays.
- The Chief is managing the staff well and our part-time officers are helping to keep the Village covered.

F. Water Department

Trustee Hendricks reported the following:

- The February water bills will be estimated due to the weather.

- A water repair on Iles Avenue was completed by the Public Works staff after the purchase of \$400 in tools. Not having to contract out for the work saved the Village about \$1,800. He thanked Dave Wilken and Matt Cassens for handling the repair.
- An updated quote from Midwest Meters has been received and will be distributed to Board members.
- An update on providing an online pay option has been received from LOCIS and will also be sent to Board members.
- He has worked with Attorney Brokaw on an Ordinance change that will allow some leverage in waiving late fees on water bills under particular circumstances.

G. Village Treasurer

Treasurer Roth reported the following:

- Sales Tax has dropped only slightly from this time last year and the 1% Tax increased slightly from this time last year. With the closing of Shop 'n Save he will continue to monitor these revenue sources closely.
- All monthly revenues have been received.
- Checks for the January 3rd warrants were mailed out right after that meeting. Payroll was met for January 15th. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:
 - Illinois Funds General Revenue Account - \$263,077
 - Motor Fuel Tax Fund - \$32,021
 - INB General Revenue Account - \$17,573
 - INB Water Account - \$396,765
- He provided a financial assessment of the budget through December to Board members.

H. Village Clerk

Clerk Wheeland reported the following:

- She had received an email from Mark Stevens of BLH Computers forwarding a letter from the Sierra Club encouraging the Village to participate in a special recycling event in April. However, no details were provided and a follow-up email to Mr. Stevens asking for more information has not been answered.

I. Village Attorney

Attorney Brokaw reported the following:

- He distributed a copy of a draft ordinance changing water bill deadlines and authorizing the waiving of a late payment penalty under certain conditions. The Board will address this at the next meeting.
- He also distributed a copy of a draft ordinance prohibiting parking of motor vehicles on certain Village streets. The Board will address this at the next meeting.
- He has been working with Trustee Irons to prepare liens on properties that the Village paid to have mowed last year. The liens are ready to be filed. There is now a process in place to handle these situations in the future.

J. Village President

President Lopez reported the following:

- Cost savings will be discussed later tonight. If an ordinance is needed Attorney Brokaw will draft it for the next meeting.

- There is a big void with the closing of Shop 'n Save and it will take months before another business starts operating there. In the meantime, there will be a decrease in revenues to the Village. There have been suggestions and rumors as to what might go in the building but nothing more.
- He contacted IDOT to ask for a variance to allow a sign face on the south side of the billboard at Chatham Road and Jerome Avenue.
- A big storm is predicted this weekend and a snow emergency will be declared.
- He is working to obtain 'Snow Emergency Route' signs from Springfield.
- With budget concerns in mind, he asked Board members if a Spring bulletin should be sent out. Board members expressed the need to communicate many items to residents and the consensus was to prepare a Spring bulletin. A time frame for the bulletin will be discussed at the next meeting.
- The siren test on January 1st experienced some glitches due to a key not being turned on. Some sirens went off late and some more than once. This situation is being addressed.

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 Cost Savings Measures

Treasurer Roth presented a list of potential cost savings measures compiled from discussions with Board members. These will be discussed more specifically at the next Board meeting. Treasurer Roth noted that \$50,000 must be cut from this year's budget and \$120,000 from next year's budget.

New Business

A. Discussion of Budget Process

Treasurer Roth stated that budget worksheets were emailed to Board members for use in preparing their FY 20 budget over the next couple of weeks. The Clerk is preparing the payroll numbers. Individual meetings will be set up with each Board member as in the past. Department heads will be part of the process this year.

B. Discussion and Approval of Ordinance 19-15 Amending Section 100.6 Related to Secretary and Water Clerk Hours

Attorney Brokaw stated that this ordinance reflects the change in hours for the secretary and water clerk as agreed to at the last meeting.

A motion was made by Trustee Hendricks to approve Ordinance 19-15 amending section 100.6 related to secretary and water clerk hours. 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.

C. Discussion and Approval of Ordinance 19-16 Amending Section 600.1-5 Related to Water Department Hours

Attorney Brokaw stated that this ordinance reflects the change in Water Department hours as agreed to at the last meeting

A motion was made by Trustee Hendricks to approve Ordinance 19-16 amending section 600.1-5 related to water department hours. 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.

D. Discussion and Approval of Ways to Address Litter in the Village

Trustee DeHart explained that she had put an article in the last bulletin about cleaning up litter in the Village but had not gotten much reaction from it. She had several suggestions for addressing this issue including:

- Promote a Spring Village Clean-up Initiative around the first day of Spring and Earth Day.
- Highlight this topic in the next bulletin.
- Develop and hand deliver handouts to promote a clean-up initiative to residents on Iles Avenue. This street appears to receive a lot of trash from passing cars.
- Put emphasis also on SMTD bus stops.
- Encourage families to work together, students to help with litter pickup to fulfill community service hours, and residents to make a commitment to continue the work year-round.
- Encourage donations from businesses for supplies and/or thank you recognition.

Trustee DeHart asked for Board feedback at the next meeting.

E. Discussion and Approval of Eliminating Branch Pickup

Trustee Tripp explained that the large item pickup and monthly branch pickup both cost a lot of money and take the Public Works staff away from work on essential services such as roads, water infrastructure, and community facilities. These two programs can take 800 hours of staff time a year while requiring the hiring of temporary employees to assist and to help keep up with other tasks such as mowing. The fuel costs and wear and tear on Village vehicles take a toll. Additionally, not all residents follow the guidelines for these programs, which causes issues. With the failure of the tax levy question on the ballot in November and the fact that the property

taxes paid to the Village on a home valued at \$100,000 is only \$21, these programs are a drain on the Village budget.

It was the consensus of the Board to authorize one limb pickup in the spring this year, to determine in July if there is enough money in the budget to pay for another limb pickup in the fall, and to enforce fines for anyone violating Village Ordinance relating to branch piles. The Board will vote on this issue at the next meeting.

F. Discussion and Approval of Eliminating Large Item Pickup

A motion was made by Trustee Tripp to approve cancellation of the large item pickup in 2019. 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.

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 8:23 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

February 7, 2019
Dated