

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
February 7, 2019
6:30 PM

Call to Order

President Lopez called the February 7, 2019 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, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Jason Brokaw

Approval of Minutes

January 17, 2019 Regular Meeting Minutes

A motion was made by Trustee Irons to approve the Minutes of the January 17, 2019 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 Tripp, Trustee Johnson, Trustee Irons

The motion carried.

Approval of Warrant List 19-19

Treasurer Roth noted that Warrant List 19-19 dated February 7, 2019 totaled \$14,186.47.

Treasurer Roth added that of this amount \$4,923.65 will be paid from the Water Fund and the remaining \$9,262.82 will be paid from the General Revenue Fund.

A motion was made by Trustee Lael to approve Warrant List 19-19 dated February 7, 2019 for a total of \$14,186.47. 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.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:33 pm.

Pastor Donn Stephens from the United Methodist Church in Jerome announced that his congregation is interested in holding an ice cream social in the church parking lot sometime in late July or early August in celebration of the 75th anniversary of the church and the 80th anniversary of the Village. Village residents would be invited to attend at no charge. Trustee DeHart said she would have the library open during the event. Chief Estill suggested closing Leonard Street between the Church and Municipal Center so there would be safe passage to the Library and Park. The Board and Church will work together to create an engaging community event.

This portion of the meeting closed at 6:39 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- She expressed thanks to the Public Works staff and CWLP for their outstanding work repairing the recent water main break on Welch Street.
- A couple of complaints were received about Christmas trees still in yards.

B. Public Works

Trustee Tripp reported the following:

- A lot of maintenance work has been undertaken by the Public Works staff including the repair of a tie rod on the F250 truck (which also needs an alignment and new tires), the retrofit with LED lights on the new dump truck, and repair of a broken chain on a salt spreader. Doing this work in-house has saved the Village money.
- The purchase of tools approved by the Board continues.
- The main garage has been cleaned and organized.
- Trustee Tripp is working with Dave on the FY 2020 budget. Patching the streets will be a priority. There are some good-sized potholes on Reed, Leonard, and Iles. They are looking into the cost of purchasing a Durapatcher.
- Several water meters had to be replaced when the Public Works staff was sent to turn off water due to non-payment of water bills and found issues.
- The Public Works staff, Dave and Matt, are doing a great job.

Kevin Kuhn, of Kuhn & Trello Engineers, reported that the plans for reconstruction of West Grand Court are 85% complete. The project should be ready to go out for bid in March with work to begin in May.

C. Public Property

Trustee DeHart reported the following:

- Dave and Matt moved two bookcases from the Library garage into the Library. Other shelving units in the garage are in bad shape and cannot be used.
- All Christmas decorations will be moved out of the garage and into the Library basement.

- She is trying to contact people who have expressed an interest in volunteering at the Library.
- She is getting estimates on the cost of replacing signs for consideration in the FY 2020 budget.

D. Building & Zoning

Trustee Lael reported the following:

- He has heard nothing from Pizza Hut regarding their proposed restaurant in the Jerome Mini-Mall.
- Work has resumed at Oh Icee.
- Work is underway at the new Hunan Chinese Restaurant location. Sangamon County Department of Public Health has conducted building inspections.
- The former Hunan location is on the market.
- He has heard nothing more about the expansion of Food Fantasies.
- The house at 1500 Jerome Avenue that had been a group home is on the market. The parent company has consolidated three of their homes for financial reasons.

E. Public Safety

Trustee Johnson stated she had no report.

Chief Estill provided the following Police Department statistics for the time period from December 15, 2018 to January 14, 2019:

- 191 calls for service, including traffic stops and traffic accidents
- 66 traffic citations/warnings written
- 3 accident reports
- 1 burglary report
- 1 report for burglary to a motor vehicle
- 2 criminal trespasses to a motor vehicle
- 1 warrant arrest

Chief Estill further reported:

- Patrol Officers continue to check the homes of vacationing residents when requested and check the Village Garage, Civic Center, and Library daily.
- The 2016 Ford Explorer had a tune-up and two wheel bearings replaced. Other than routine maintenance there have been no other repair costs to this vehicle.
- Officers working the IDOT grant campaign from December 17th to January 2nd stopped 25 vehicles and wrote 34 citations for:
 - 9 seat belt violations
 - 4 uninsured motorists
 - 3 speeding violations
 - 15 cell phone violations
 - 1 passing a stopped school bus violation
 - 2 registration violations

These IDOT grant-funded campaigns are also being done by the Springfield, Leland Grove, and Southern View police departments and the Sangamon County Sheriff's office.

F. Water Department

Trustee Hendricks reported the following:

- He expressed gratitude that the water main break on Welch Street on January 29th was the only one during that month.
- Former Water Clerk, Kathrin Roberts, gave birth to a baby girl on January 23rd.
- Brian Browning is the new Water Clerk.
- The water bills sent out this week were estimated.

G. Village Treasurer

Treasurer Roth reported the following:

- Since it is early in the month no revenues have yet been received.
- Checks for the January 17th warrants were mailed out right after that meeting. Payroll was met for January 30th. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:
 - Illinois Funds General Revenue Account - \$225,558
 - Motor Fuel Tax Fund - \$32,086
 - INB General Revenue Account -\$25,086
 - INB Water Account - \$390,622
- He asked Board members to email him some dates later in the month when they would be available to meet with him and the Clerk to discuss FY 2020 budgets for their departments.

H. Village Clerk

Clerk Wheeland reported the following:

- She submitted a list of people required to complete a Statement of Economic Interest to the County Clerk. Board members will be receiving an email from that office with information on completing this form.
- On February 1st the office hours changed to 10:00 to 3:00. The Secretary is now working 10:00 to 2:00 and the Water Clerk hours are 1:00 to 4:00. The office is closed during the last hour of the Water Clerk's schedule to provide uninterrupted time to complete paperwork.
- She provided a plan to prepare the Spring Bulletin. Since it may be the only bulletin sent out on 2019, it will include information on all events and services planned throughout the year. Board members were asked to get any information for the bulletin to the Clerk by next Thursday to facilitate mailing of the bulletins by the first week in March.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- He thought the ice cream social proposed by the United Methodist Church was a great idea. He noted that his in-laws helped to build the church.
- He expressed thanks to Dave and Matt for all their hard work and the money they have saved the Village.
- He is planning a cookout for the Village staff once the weather warms up.
- There is still no word on the Shop 'n Save property.
- He emphasized the need to have Board members schedule budget meetings with the Treasurer.

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

Trustee Hendricks had provided updated quotes from Midwest Meters for smart water meters along Wabash Avenue and throughout the Village to the Board. He will ask a representative from that company to attend the next Board meeting to address any questions.

Attorney Brokaw suggested asking for clarification on the payment conditions.

Trustee Tripp noted that the need to start with replacing meters along Wabash Avenue is due to the difficulty in accessing them, although all meters in the Village should be upgraded. A full system replacement would be time-consuming for the Public Works staff and would be done over several years. The sooner the project gets started the better as in the end having the smart meters will take a lot of pressure off the Public Works staff and provide many advantages to the Water Department.

C. Discussion and Approval of Cost Savings Measures

Treasurer Roth addressed some of the cost savings suggestions as follows:

- As of January, the hours spent by Public Works staff on Water Department functions are being charged to the Water Department.
- The purchase of smart water meters was just discussed.
- Determining the actual overhead costs for maintenance of the Civic Center, so these can be reflected in the rental rates, will be discussed during budget development.
- The Public Works staff is being trained in pesticide use so an outside company will not be needed.
- A specific process has been created for the return of Village property when an employee leaves the employment of the Village.
- A moratorium has been placed on the annual large item pickup.
- A reduced branch pickup program will be discussed later in the meeting.
- The contractor's permit application has been revised to include an email address so in the future reminders can be sent electronically rather than through the mail.
- The hours of the Water Clerk and Secretary have been reduced.
- The office hours have been reduced to save overhead costs.
- An inventory system is being created for each department.

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

Trustee DeHart asked Board members to submit comments to her before the next Board meeting on her suggestions for addressing litter in the Village.

New Business

A. Discussion and Approval of Participating in BLH Computers Recycling Event

Clerk Wheeland explained that Mark Stephens from BLH Computers had emailed information on a recycling event proposed for April in collaboration with the Sierra Club. He had agreed to

send a representative to this meeting to answer any questions, however no one from BLH Computers was in attendance. Clerk Wheeland had forwarded the information received to Board members. Although the details were not completely clear, the cost to the Village would be \$600. It was the consensus of the Board not to participate in the recycling event.

B. Discussion and Approval of Ordinance 19-17 Authorizing Board of Trustees to Change Water Bill Deadlines and Authorizing the Waiving of a Late Payment Penalty Under Certain Conditions

Attorney Brokaw explained that one of the intents of Ordinance 19-17 is to address unusual events, such as the issue in December when problems at the post office delayed the delivery of water bills, that would warrant the adjustment of a water bill payment deadline. Although this seemed like a straightforward fix, after closer scrutiny it became apparent that the wording for the establishment of water bill deadlines is more complicated. The change should be made in a way that cleans up any confusion about the standard for setting deadlines while allowing for flexibility in making adjustments. Attorney Brokaw would like to know from staff what makes sense. He asked Board members to submit comments to him on this ordinance by next Thursday so he can provide an amended draft ordinance prior to the next meeting.

C. Discussion and Approval of Ordinance 19-18 Prohibiting Parking of Motor Vehicles on Certain Village Streets

Attorney Brokaw noted that the Village Code of Ordinances provides for the establishment of snow routes so during snow emergencies plows can traverse streets unimpeded. Ordinance 19-18 would prohibit parking on the west side of Lincoln Street during snow emergencies.

President Lopez noted that during the last big snow Public Works staff could not get a plow down the street due to vehicles being parked on both sides. This has been a problem for years and also affects the access of emergency response vehicles.

There was some discussion on the wisdom of restricting parking to one side of Lincoln Street all the time and also looking at similar restrictions on Alberta Street. The consensus was to ask for input from residents along these streets before taking action beyond this ordinance.

A motion was made by Trustee Irons to approve Ordinance 19-18 prohibiting parking of motor vehicles on certain Village streets. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

Nay: Trustee Lael

The motion carried.

D. Discussion and Approval of Ordinance 19-19 Related to Branch Pickup

Attorney Brokaw asked for feedback from Board members to be submitted to him by next Thursday after they review this ordinance. Trustee DeHart suggested including a specific fee to be charged to residents with large piles of branches. Trustee Tripp also suggested a fee be charged if branches are too long and the Public Works staff needs to use a chainsaw to shorten the branches. He would like the wording regarding branch pickup to be very specific. Attorney Brokaw suggested establishing a height/width/length metric for piles.

E. Discussion and Approval of Ordinance 19-20 Amending the Number of Liquor Licenses in the Village of Jerome

Attorney Brokaw explained that a liquor license application for the service of alcoholic beverages at the Jerome Marathon to support video gaming was pending and would require the addition of a liquor license to the Village Code of Ordinances.

Trustee Lael explained that the liquor license applicant, and proposed purchaser of the Jerome Marathon, Jim May had planned to attend this meeting but icy weather to the west had prohibited him from traveling.

The Board discussed various aspects of allowing video gaming at this business.

A motion was made by Trustee Lael to approve Ordinance 19-20 amending the number of liquor licenses in the Village of Jerome. The motion was seconded by Trustee DeHart.

Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Tripp, Trustee Irons

Nays: Trustee Hendricks, Trustee Johnson

The motion carried.

F. Discussion and Approval of Ordinance 19-21 Designating Locations for Stop Signs and Amending Section 801.1-1 of the Jerome Village Code

Attorney Brokaw explained that this ordinance would update the Village Code to include the location of all stop signs in Jerome. He asked Board members and Chief Estill to review the locations added through Ordinance 19-21 to assure the Jerome Village Code is accurate.

This item was tabled until the next meeting.

G. Discussion and Approval of INB Web Based Deposit System

Treasurer Roth explained that currently a police officer takes deposits to the bank each day. Illinois National Bank has a web-based system that would allow checks to be scanned and deposited through this system. Eighty-five to ninety percent of the time payments are received by check. Using this system would increase efficiency of Village resources by freeing up police officer time, generating reports that are now done manually, and reducing errors. The cost to the Village is \$25 per month.

Trustee Irons asked if the checks would have to be retained by the Village for a certain period of time and what liability the Village might be taking on related to the processing and retention of the checks.

Treasurer Roth stated that he would contact the bank regarding Trustee Irons' questions and report his findings at the next meeting.

H. Discussion and Approval of Purchase of LOCIS Online Water Payment Module

Trustee Hendricks noted that he had provided a general quote on the cost of obtaining a module from LOCIS that would allow the online payment of water bills. He wanted to research the additional cost of training.

This item was tabled until the next meeting.

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)); collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2)); 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 8:25 pm.

The Board returned from Executive Session at 9:05 pm.

Clerk Wheeland called the roll.

Present:

President Mike López

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

Clerk Linda Wheeland

Attorney Jason Brokaw

Adjournment

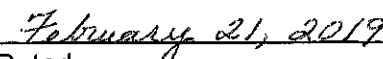
A motion was made by Trustee Irons to adjourn the meeting. The motion was seconded by Trustee Lael.

Roll Call Vote:

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

The motion carried and the meeting adjourned at 9:05 pm.


Linda Wheeland, Village Clerk


Dated