

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
February 21, 2019
6:30 PM

Call to Order

President Lopez called the February 21, 2019 meeting of the Village of Jerome Board of Trustees to order at 6:32 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

February 7, 2019 Regular Meeting Minutes

A motion was made by Trustee Hendricks to approve the Minutes of the February 7, 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.

December 20, 2018 Executive Session Minutes

A motion was made by Trustee Irons to approve the Minutes of the December 20, 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 Tripp, Trustee Johnson, Trustee Irons

The motion carried.

Approval of Warrant List 19-20

President Lopez noted that Warrant List 19-20 dated February 21, 2019 totaled \$50,833.49. Treasurer Roth added that of this amount \$32,971.37 will be paid from the Water Fund and the remaining \$17,862.12 will be paid from the General Revenue Fund.

A motion was made by Trustee Irons to approve Warrant List 19-20 dated February 21, 2019 for a total of \$50,833.49. 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.

President Lopez explained that he had ordered the flag lowered in honor of the victims of the shooting at the plant in Aurora and in recognition of the first responders who were injured. He asked for a moment of silence in memory of the victims and for the healing of the officers.

Visitors Acknowledgement

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:37 pm.

There were no public comments and this portion of the meeting closed at 6:38 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- Three letters were sent to residents this week regarding items in front yards.

President Lopez noted that garbage trucks have been operating in the Village earlier than allowed by ordinance. He asked Chief Estill to have his officers cite the drivers of these vehicles.

B. Public Works

Trustee Tripp reported the following:

- There is a sinkhole in the 1100 block of Iles Avenue off the side of the road. The sanitary district investigated and found the problem is with the homeowner's sewer line.
- The Public Works staff have been working on several water infrastructure projects.
- A lot of salt has been used this winter and more will need to be purchased.

President Lopez interjected that he has been in contact with the City of Springfield and we should be able to obtain salt from them.

- He is working with the Public Works Supervisor on the budget for FY 2020. Priorities are being realigned with a lot of road patching to be undertaken.
- The large pothole on the west end of Iles Avenue will be repaired tomorrow.
- He is looking into purchasing a hot patch box for patching roads and a trailer to haul it along with the roller.

C. Public Property

Trustee DeHart reported the following:

- The thermostat in the Civic Center refrigerator went out and was replaced by Henry's Appliance Repair a couple of days ago.
- She is a little behind on her budget work but will be contacting Steve to set up a meeting.

D. Building & Zoning

Trustee Lael reported the following:

- Work at Oh Icee in the Jerome Mini-Mall is just a few weeks from being completed.
- In the next few months he expects to get plans for a home to be built on the vacant lot at 1631 Vernon Avenue.
- The same person building that home is also renovating the home at 1624 Vernon Avenue. Both homes will be sold.
- Two complaints about cars being parked in yards on the east side of Lincoln Avenue were recently received. Parking in yards is happening all over the Village in violation of Village Ordinance.
- He received a call from a realtor looking to provide more parking at a house on the market in the Village. However, there is no room at the property for additional parking.
- At the last meeting the Board approved designating the west side of Lincoln Avenue as a snow emergency route. However, parking should be prohibited on one side of that street permanently. Cars are being parked partially in yards and the street is too narrow for parking on both sides.
- He met with the owner of Penny Lane to discuss an expansion of the building to the east and demolition of part of the building to the north to provide more parking.

E. Public Safety

Trustee Johnson reported the following:

- This is her last meeting as she is relocating to the South and will resign from the Board.

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

- 125 calls for service, including traffic stops and traffic accidents
- 10 traffic citations/warnings written
- 1 accident report
- 0 burglary reports
- 0 reports for burglary to a motor vehicle
- 0 criminal trespasses to a motor vehicle
- 0 warrant arrests

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.
- Because of the extreme cold temperatures with ice and snow, traffic stop numbers are down for the past month. Officer safety is a high priority and these numbers will gradually climb back up as the weather conditions begin to let up.
- Officers are being dispatched to an increasing number of domestic disputes, batteries, and violations of orders of protection in Jerome and the surrounding area. These types of calls always put our officers on high alert as emotions and drama connected to these types of calls can escalate out of control quickly. Officers have been to the same addresses several times in a week. Most of these start with social media comments then move to physical incidents or violations of orders of protection.
- The Police Department will be going through training with the Sangamon County Sheriff's Department later in February for state-mandated training consisting of law

updates, use of force, and taser re-certification. The classroom portion of the training will be held at the Sheriff's Department briefing room and the scenario training will be held at the Jerome Civic Center.

- The Sheriff's Department recently updated their tasers to the x26p and donated the extra batteries they had left from the old tasers to the Jerome Police Department. We received 14 batteries that have a 10-year shelf life, saving the Village \$840.

F. Water Department

Trustee Hendricks reported the following:

- Dave Wilken had provided him with information on the condition of water meters in the Village. There are 200 meters that need to be replaced and 100 of the pits need work as well. Most of the businesses on Wabash Avenue are on the list.
- He has received some calls from residents regarding unusually high water bills. He will talk to the Water Clerk about these.

G. Village Treasurer

Treasurer Roth reported the following:

- Sales Tax, 1% Tax, Telecom Tax, Income Tax, and Use Tax for February have been received.
- Gaming Revenue for December and MFT Revenue for January have been received.
- Revenues in a lot of categories are up, which is good for our overall bottom line. Sales Tax revenues are down over \$12,000 however.
- Checks for the February 7th warrants were mailed out right after that meeting. Payroll was met for February 15th. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:
 - Illinois Funds General Revenue Account - \$241,366
 - Motor Fuel Tax Fund - \$35,679
 - INB General Revenue Account -\$14,245
 - INB Water Account - \$382,186
- Treasurer Roth heard from a couple of Board members about budget meetings but will need to schedule a time to meet with everyone over the next week. With the closing of Shop 'n Save, \$120,000 must be cut from the FY 2020 Budget. He calculated the following amounts that will need to be cut from each department based on their percentage of the total budget. If these amounts are not cut from the designated departments, they will need to be cut from another department.

➤ Board of Trustees	\$27,600
➤ Streets	\$34,800
➤ Property	\$ 4,800
➤ Police	\$51,600
➤ Public Health	\$ 360
➤ Building & Zoning	\$ 840

H. Village Clerk

Clerk Wheeland reported the following:

- Several additional items were submitted for the bulletin over the past couple of days so she will put these together for Trustee Hendricks who will create a second draft. Once completed the bulletin will be sent to Trustees for review.

- The annual worker's compensation audit will be conducted on Monday. Last year the Village received a refund after the audit since the initial premium is based on estimated payroll.
- Jim May had submitted a liquor license application for the Jerome Marathon Station after the Board approved adding a license to Village Ordinance at the last meeting. However, several documents were missing. The Clerk sent Mr. May an email outlining what is still needed but has not heard back from him.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez reported the following:

- He thanked Trustee Johnson for her service to the Village. He appreciates everything she has done for Public Health and the Police Department.
- The financials are appearing more negative than positive on Shop 'n Save. There is a dark lease on the property which means it cannot be leased to someone new for several months. Any buildout for a new tenant would not occur until late Fall.
- The Board will need to work together on budget reductions.
- There is talk of a capital bill at the Statehouse and he is working with the Village engineers for a project to rebuild Iles Avenue from Chatham Road to MacArthur Boulevard.
- He would like to promote local businesses in the next bulletin, encouraging residents to shop local.
- After the April 2nd consolidated election, he will reach out to the newly-elected trustees to arrange for them to meet with our law firm regarding their legal obligations.
- With the resignation of Trustee Johnson, President Lopez will take over Public Safety responsibilities with Trustee Tripp as backup. New Board assignments will be made in May after seating of the new Board.

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

Justin Conway from Midwest Meter Inc. presented proposals for the purchase of a starter kit and 40 smart water meters and for a full system replacement which includes 650 residential meters. Each meter has a 10-year lithium battery. If a contractor was hired to install the system the cost would most likely be \$50 per meter. The billing software would need to be acquired separately and would probably be about \$10,000. The interface with our LOCIS software would be around \$3,000.

Trustee Tripp noted that 200 of the older meters need to be replaced right away because of problems with them, although these would require more time to install than the other 450 meters.

President Lopez asked Trustee Hendricks to contact LOCIS regarding the smart meter system compatibility and asked Trustee Tripp to talk with Dave Wilken about the proposal before the next Board meeting.

C. Discussion and Approval of Cost Savings Measures

This item was tabled.

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

Trustee DeHart suggested putting items in the bulletin encouraging residents to clean up litter that is deposited in their yards and to participate in a Village-wide effort in the spring.

E. 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 the version of Ordinance 19-17 presented at the last meeting contained some issues that had to be resolved. After consulting with Trustee Hendricks, Water Clerk Brian Browning, and Clerk Wheeland, the ordinance now establishes the due date of water bills as 21 days after the billing date (which is noted on the water bills). If there is a cataclysmic event that warrants the adjustment of a payment deadline the Board is granted the ability to make an adjustment. The ordinance also provides the opportunity for a late payment fee to be waived by the President or the President's designee if a customer has a consistent payment record for a 24-month period.

A motion was made by Trustee Hendricks to approve Ordinance 19-17 authorizing Board of Trustees to change water bill deadlines and authorizing the waiving of a late payment penalty under certain conditions. 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.

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

Attorney Brokaw noted there was much discussion at the last meeting about the Village's branch pickup service. He received feedback from Board members and created a revised Ordinance 19-19 based on these comments. The ordinance now provides more concrete details related to branch pickup and establishes specific metrics regarding the size of branch piles, fees for large loads, and the need for residents with large loads to pay in advance of pickups. The Public Works staff will drive through the Village on the morning of branch pickup and document the piles requiring payment and will leave a notice on the door of the residence. The resident must come to the office to pay the fee before Public Works will pick up the branches. Staff will also note all residents with branches out that morning and will not pick up any branches put out later.

A motion was made by Trustee Tripp to approve Ordinance 19-19 related to branch pickup. 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.

G. 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 had been presented at the last Board meeting. In the interim the Public Works staff and Chief Estill reviewed the list of stop signs and concurred with the locations.

A motion was made by Trustee Hendricks to approve Ordinance 19-21 designating locations for stop signs and amending Section 801.1-1 of the Jerome Village Code. 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.

H. Discussion and Approval of INB Web Based Deposit System

Treasurer Roth noted that at the last Board meeting Trustee Irons had some questions regarding the responsibility of the Village in retaining checks presented for payment when using the web-based deposit system. Treasurer Roth contacted Illinois National Bank and found out that the checks would need to be kept for 60 days and then would be shredded by the Village staff. An agreement would be signed with the bank for the services, but it could be cancelled at any time. The cost for the web-based deposit system is \$25.00 per month.

A motion was made by Trustee Tripp to approve the use of the INB web-based deposit system. 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.

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

This item was tabled.

New Business

A. Discussion and Approval of West Grand Court Project

This item was tabled.

B. Discussion and Vote of Confidence in Village of Jerome Engineering Firm Kuhn & Trello

A motion was made by Trustee Tripp to retain Kuhn & Trello as the Village engineers. 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.

C. Discussion and Approval of Public Works Staff Salary Adjustments

Attorney Brokaw explained that when the Village hires employees, their skills and qualifications are assessed based on information provided. Trustees have found that the salaries of personnel recently hired in Public Works need to be adjusted based on the skill sets they brought to the job, which are greater than that were expected.

Trustee Hendricks noted that Dave Wilken and Matt Cassens have already saved the Village a lot of money.

Trustee DeHart stated that they are doing a lot of work in-house that used to be contracted out.

A motion was made by Trustee Tripp to approve salary adjustments retroactive to the date of hire for Dave Wilken and Matt Cassens to correct an oversight at the time of hiring and to realign their salaries with the skills and qualifications each possesses. Dave Wilken's monthly salary should be adjusted to \$3,506.53, and Matt Cassens' monthly salary should be adjusted to \$2,946.67. 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.

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)); 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 Hendricks 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 7:50 pm.

The Board returned from Executive Session at 8:45 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

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

The motion carried and the meeting adjourned at 8:46 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

March 7, 2019
Dated