

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

**Call to Order**

President Lopez called the March 21, 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, Dale Lael, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Christopher Sherer

**Approval of Minutes**

**March 7, 2019 Regular Meeting Minutes**

A motion was made by Trustee Irons to approve the Minutes of the March 7, 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 Irons

The motion carried.

**February 21, 2019 Executive Session Minutes**

A motion was made by Trustee Irons to approve the Minutes of the February 21, 2019 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 Irons

The motion carried.

**Approval of Warrant List 19-22**

Treasurer Roth noted that Warrant List 19-22 dated March 21, 2019 totaled \$53,509.54.

Treasurer Roth added that of this amount \$4,572.72 will be paid from the General Revenue Fund and the remaining \$48,936.82 will be paid from the Water Fund.

A motion was made by Trustee Irons to approve Warrant List 19-22 dated March 21, 2019 for a total of \$53,509.54. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

### **Visitors Acknowledgement**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:39 pm.

Steve Buckman of Park Street stated that he was having trouble with loud music coming from a neighbor's vehicle and asked if there was a law against this. Chief Estill responded that there is a Village ordinance addressing nuisance noise and advised him to call the police dispatch number whenever this occurs and an officer would come, document the incident, and talk to the offender.

Dorothy Keys of Fillmore Street asked why the only branch pickup was scheduled for April 1<sup>st</sup>, so early in the year. Trustee Tripp explained that a lot of branches are already out and there will be no temporary summer help hired this year so the two Public Works staff members will be busy with mowing and other seasonal activities in addition to their regular work after April.

Patty Knight of Iles Avenue said with the reduced number of police officers in the Village there has been a negative effect. Drivers are speeding and running stop signs on Iles Avenue because there is not as much patrol. There are more rental properties and not all the tenants are screened so she is concerned with the effect this may have on property values. President Lopez explained that because Jerome is a non-home rule municipality, the Village can place no restrictions on rentals. Attorney Scherer explained that non-home rule communities cannot take actions beyond those granted to them by the State Legislature. Ms. Knight asked if a speed monitoring sign could be put up. President Lopez said this was done in the past and could be done again. Ms. Knight also asked if anything could be done about properties that are not kept up. President Lopez noted that Trustee Irons does take steps to address any public health violations on properties and liens were put on some properties last year after the Village did clean-up work.

Chief Estill interjected that almost all of the part-time officers have been lost and full-time officer schedules have been adjusted. He is trying to fulfill his position as chief as well as patrol.

Steve Adkins of Evergreen Court said that about a month ago someone came over the fence from the MacArthur Park Apartments into his yard. He subsequently installed a camera and caught the person on camera. He told the Jerome police officers that he will not hesitate to protect his property next time the person shows up. There is no lighting in the area and he is concerned about the safety of his two daughters, one of whom left the house 20 minutes after the person came over the fence. Mr. Adkins asked if there was any way to get a street light installed. President Lopez said he would contact the City of Springfield the next day to get the light installed. Mr. Adkins also has an issue related to the work Prairie State did in the area on the sewer system. They left a lot of rock, pipe, and girder work. He is also having drainage problems on his property, particularly in heavy rains when water pools on the driveway.

President Lopez said he would contact Gregg Humphrey at the Sangamon County Water Reclamation District regarding this issue.

Sue Dennis of Park Street expressed concern about the increase in crime in her neighborhood. She understands that adjustments to police schedules have been necessary but suggested that special operations be undertaken on nights when the Chief has reports that there are higher numbers of crimes, such as on the weekends. Chief Estill noted that last week he took Thursday off and worked with the on-duty officers Friday and Saturday from 11:00 p.m. to 4:00 a.m. to saturate the east side of the Village. A couple of arrests were made. Ms. Dennis noted that three weeks ago she was dog sitting for some people on Scott Court and their truck was stolen. Ms. Dennis stated that the main reason she moved to Jerome was because of the police protection.

Ms. Knight noted that years ago when she lived in Jerome the entrance to MacArthur Park Apartments on Iles Avenue was closed but is now open. President Lopez explained that the apartment complex is in the City of Springfield and the Village does not have control over the entrance. It was opened about two years ago. Ms. Knight asked if submitting petitions to the City might help. President Lopez advised her to try.

Keith Klockenga of Scott Court stated that his was the truck that had been stolen. There have been six incidents between himself and his neighbors. He suspects these have happened when it is known that there are no police patrolling. He moved here because of the police force. He will not move out of the Village because of bad roads. He will move out if he continues to have problems.

Trustee Tripp stated that he appreciated the comments made and explained that at one time there were eight police officers with two officers on patrol at times. Unfortunately to maintain this size of a police force required going into savings and cashing in bonds. It couldn't be maintained at the time. We eventually got to the point where money wasn't available to pay all the salaries.

Matt Scott of Park Street stated that one night he walked outside about 8:30 to find someone going through his son's truck. His wife called the police and Officer Brewer was there in about 30 seconds.

Chief Estill said that the police department has been cut to minimum staffing and any other cuts would be a total catastrophe. The dedicated officers in the department are trying their hardest.

Trustee DeHart asked Chief Estill why the part-timers are no longer available. Chief Estill responded that part-timers are not reliable at all and that their life and work situations change. We had between five and six part-time officers up until recently. Now the department is down to one.

There were several suggestions from residents that additional money be found for the Police Department. Trustee Lael noted that the recently proposed property tax increase was defeated by Jerome voters by a two to one margin. This funding would have supported the Police Department.

This portion of the meeting closed at 7:08 pm.

## Reports from Village Departments

### A. Public Health

Trustee Irons reported the following:

- Fire permit applications are being submitted.
- One complaint on a backyard has been received.
- She reminded residents that after the one scheduled branch pickup on April 1<sup>st</sup> fines will be assessed for any branch piles.

### B. Public Works

Trustee Tripp reported the following:

- Branches must be put out by 7:00 a.m. on April 1<sup>st</sup>. Branches put out after that time will not be picked up by the Village.
- Potholes are bad this year. The Public Works Department is working to obtain the right equipment for repairs.
- A letter was written to encourage consideration of the Iles Avenue project in the State capital bill.
- The Public Works staff have been performing a lot of work that was previously done by outside vendors, such as maintenance on mowers and repairs to vehicles.

### C. Public Property

Trustee DeHart reported the following:

- The Village park is open and the swings will be installed tomorrow.
- An article was included in the recent bulletin encouraging residents, including students needing service hours, to spruce up their neighborhood by cleaning up trash. One student has earned service hours already. Trustee DeHart and her grandson also have picked up trash along Iles Avenue.

### D. Building & Zoning

Trustee Lael reported the following:

- Pitman's popcorn shop is still open in the Village, although part of the sign was blown off.
- Food Fantasies has plans to double the size of their existing building.
- Owners of the old AT&T building may be going in a new direction with that property.
- Owners of the old Shop 'n Save building have nothing in the works for that property. One sticking point with selling the property is that the corner of the lot is owned by someone else. Shop 'n Save rented that piece of land when they were operating there.

### E. Public Safety

Chief Estill reported the following statistics for responses inside and outside the Village for the time period from February 15<sup>th</sup> to March 14<sup>th</sup>:

- 129 calls for service including traffic stops and traffic accidents.
- 24 traffic citations/written warnings issued.
- 9 suspicious person calls.
- 2 armed robbery calls (Hucks and Famous Liquor).
- 1 armed robbery to a person in the 1700 block of Wabash Avenue.
- 11 burglaries to motor vehicles.

- 1 burglary in progress.
- 5 medical emergencies.
- 5 aggravated battery, battery, and domestic violence calls.
- 1 criminal damage to property.
- 2 tavern fights or disturbances.
- 1 warrant arrest.
- 1 speeding violation.
- On a daily basis officers check the homes of vacationing residents when requested.
- Officers check the Village garage, Civic Center, and Library daily.
- 11 reports of burglary to a motor vehicle.
- 1 theft of a motor vehicle.

Chief Estill also reported the following:

- The Department has been stepping up aggressive patrol tactics with several subjects walking in the area stopped, photographed, and documented. The intent is to deter the subjects from returning to the Village. Because they have been identified and documented, the information is shared with other local law enforcement agencies.
- Residents have been supportive and helpful by providing security camera video footage of suspects committing crimes in the area.
- There are at least four groups of individuals committing crimes at random times and days during the week.
- The Department is working with Springfield, Sangamon County, and Leland Grove to catch these individuals.
- Residents are asked to lock homes and vehicles and to not leave valuables or keys in vehicles. Suspicious activity should be reported to Sangamon County Dispatch at 753-6666.
- The armed robber who held up the Marathon gas station, Famous Liquors, and Hucks has been apprehended.
- The Department staffing currently includes three full-time officers and one part-time officer. Two other part-time officers are out on medical leave.

#### **F. Water Department**

Trustee Hendricks reported the following:

- The Water Clerk has reviewed the closed accounts and found 35 that have open balances. Trustee Hendricks will work with Attorney Brokaw to obtain the money.

#### **G. Village Treasurer**

Treasurer Roth reported the following:

- The following revenues were received for March – Sales Tax, 1% Tax, Telecom Tax, Income Tax, and Use Tax.
- Motor Fuel Tax (MFT) revenue was received for February, but Gaming Revenue has not yet been reported.
- March Sales Tax revenue dropped by approximately \$10,000 from this time last year. Overall, Sales Tax is down \$22,000 from last year.
- At a loss of \$10,000 per month, Sales Tax revenue is estimated to decrease by \$120,000 in the next fiscal year. The 1% Tax is estimated to be \$18,000 less.

- In this fiscal year, Telecommunications Tax, 1% Tax, and Income Tax revenues are higher overall than this time last year. Gaming Revenue and MFT Funds are stable.
- Checks for the March 7<sup>th</sup> warrants were mailed out right after that meeting. Payroll was met for March 15<sup>th</sup>. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:
  - Illinois Funds General Revenue Account - \$263,157
  - Motor Fuel Tax Fund - \$39,012
  - INB General Revenue Account - \$36,586
  - INB Water Account - \$399,929

#### **H. Village Clerk**

Clerk Wheeland reported the following:

- E-mails have been sent by the County Clerk with information on completing 2019 Statements of Economic Interest. These are due by May 1<sup>st</sup>.

#### **I. Village Attorney**

Attorney Sherer stated he had no report.

#### **J. Village President**

President Lopez reported the following:

- He, Trustee Tripp, and Kevin Kuhn met with Tim Butler and Mike Murphy at the Statehouse to promote the Iles Avenue reconstruction project. There is currently a high demand for funding under the proposed capital bill. President Lopez will be doing a media interview regarding the state of Iles Avenue which will include a tour of the road.
- He is working with the Greater Springfield Area Chamber of Commerce and the Regional Leadership Council to promote the vacant Shop 'n Save property. Due to the current lease, nothing could happen there before June or July.
- Due to the projected decrease in revenues the Board made cuts to services. If revenues increase the Board will reevaluate these cuts.
- Volunteers are needed for the July 4<sup>th</sup> parade.
- The Jerome Methodist Church will celebrate their 80<sup>th</sup> anniversary with an ice cream social for Jerome residents in August.
- He commended the Police Department on their hard work and success in cracking cases.
- Due to the financial situation, all expenditures must be signed off by a trustee or the President before being made.

### **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**

Dave Wilken reported that he, Justin Conaway from Midwest Meter Inc., and a potential contractor for installation of the smart water meters toured the Village. The contractor has specialized equipment for the installation and estimated replacing water meters for all Jerome

Water customers would take about three weeks at a cost of around \$50 - \$60 per meter. He is waiting to get a final cost.

President Lopez reported he had talked with the Village of New Berlin regarding their installation of the same smart meters. They did not do the whole Village, only the newer developments which amounted to 220 meters. They did the installations in-house, although the Public Works staff is larger than Jerome's. They were able to replace 10 to 12 per day. The biggest issue was coordinating the smart meter software with the LOCIS software. They suggested making sure sub-accounts can be assigned where there is more than one account at an address. The smart meters red flag any account where there appears to be a leak. New Berlin experiences between five and six leak detections per day. This is partially because even a little drip from a faucet will register until fixed by the property owner.

**C. Discussion and Approval of Purchase of LOCIS Online Water Payment Module**

Trustee Hendricks stated he is preparing a comprehensive report on the LOCIS online water payment module for the next meeting.

**New Business**

**A. Discussion and Approval of Purchasing a Dura-patch Machine from Woodside Township**

Trustee Tripp explained he had received a call from Brad Miller at Woodside Township regarding a Dura-patch machine they have for sale. The Township had purchased the machine to patch roads and it only has 400 hours of use on it. The machine creates a permanent patch. Dave Wilken is proficient in its use, having 13 years of experience with the machine.

Mr. Wilken stated that the patching done by the machine is reliable and durable. A new machine costs \$80,000 and a refurbished machine costs \$40,000. Woodside Township is asking \$17,000.

Trustee Irons asked if Motor Fuel Tax funds could be used to purchase the product used in the machine. Engineer Kevin Kuhn confirmed that MFT funds could be used for this purpose.

A motion was made by Trustee Tripp to approve the purchase of a dura-patch machine from Woodside Township for \$17,000 with \$8,000 from the Road and Bridge Fund and \$9,000 from the Water Fund. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

**B. Discussion and Approval of Ordinance 19-22 Making Supplemental Appropriations of Sums of Money to Defray Expenses and Liabilities of the Village of Jerome for the Fiscal Year Ending April 30, 2019**

Treasurer Roth explained that the Board approves an appropriations amount at the beginning of each fiscal year for maximum expenditures. This year the road project expense was posted to the Street Department General Revenue Fund even though the money was reimbursed from the

1% Fund. Ordinance 19-22 is needed to adjust those figures. No additional spending is included.

A motion was made by Trustee Tripp to approve Ordinance 19-22 making supplemental appropriations of sums of money to defray expenses and liabilities of the Village of Jerome for the fiscal year ending April 30, 2019. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

**C. Discussion and Approval of Affirmation of Shared Principles with NAACP Illinois State Conference and Illinois Association of Chiefs of Police**

Chief Estill explained that the Affirmation of Shared Principles document would be signed by police chiefs in Sangamon County at a special ceremony at the Old State Capitol tomorrow. The document reaffirms what the Department is doing on a daily basis.

A motion was made by Trustee Irons to approve the Affirmation of Shared Principles with NAACP Illinois State Conference and Illinois Association of Chiefs of Police. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

**D. Discussion of Draft FY 2020 Budget Proposals**

This item was addressed after the executive session.

**E. Discussion and Approval of West Grand Avenue Project**

Kevin Kuhn, Village Engineer, passed out a summary of plans for the West Grand Court reconstruction project. Pavement in the right-of-way, including driveways, would be removed. A new culvert would be constructed directing drainage to flow north on Fillmore Street. Trustees Lael and DeHart expressed concern with the drainage plan. Mr. Kuhn explained that a water line would have to be moved to direct the water south, which would be very costly. President Lopez asked Mr. Kuhn to provide an estimate of this cost. One other issue that arose is a private fence on the right-of-way at the southeast corner of West Grand Court and Fillmore Street.

Mr. Kuhn presented a resolution required by IDOT when MFT funds are being used for a project. The resolution must be approved by the Board and submitted to the State for review. The resolution indicates the estimated cost of the project is \$300,000.

A motion was made by Trustee Tripp to approve a resolution showing Motor Fuel Tax funds will be used for the reconstruction of West Grand Court for a total estimated cost of \$300,000. The motion was seconded by Trustee Lael.



Roll Call Vote:

Ayes: Trustee Lael, Trustee DeHart, Trustee Hendricks, Trustee Tripp, 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)); 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 Irons seconded the motion.

Roll Call Vote:

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

The motion carried.

The Board went into Executive Session at 8:02 pm.

The Board returned from Executive Session at 8:50 pm.

Clerk Wheeland called the roll.

Present:

President Mike Lopez

Trustees Kathy DeHart, Brian Hendricks, Leigh Irons, Dale Lael, Jake Tripp

Clerk Linda Wheeland

Treasurer Steve Roth

Attorney Christopher Sherer

### **Discussion of Draft FY 2020 Budget Proposals**

Treasurer Roth sent copies of the budget proposals to Board members prior to the meeting. He explained that the Police budget would be between \$40,000 and \$60,000 higher than this year. When determining the money available in FY 2020 he distributed the loss of revenue anticipated from the closing of Shop 'n Save among all departments based on their overall percentage of the entire budget. This indicated a \$52,000 cut needed in the Police budget. If the Police budget utilizes more than allotted, additional cuts will have to be made in other departments.

There was some discussion about the comp time portion of the Police budget. Treasurer Roth explained that officers must be paid for any comp time accumulated over 120 hours, but they can request to be paid for comp time earned at any time. This is a liability to the Village. Trustee Irons asked how much had been paid in comp time so far this year. Clerk Wheeland responded the amount was approximately \$23,000. Trustee DeHart expressed concern with how comp time is being authorized and if schedules could be adjusted to decrease the amount of comp time earned.

Trustee Tripp asked for an explanation of the current status of the Police budget for this year. Treasurer Roth explained that it appears that Police expenses for this fiscal year will be about \$25,000 higher than budgeted.

Treasurer Roth explained that there is money set aside for the Village's obligation if major funding is received for the Iles Avenue project. Money from the 1% sales tax fund will be used for the West Grand Court project. The Board could choose to use these funds for the Police Department instead and forego the road projects. He explained that the 1% funds can only be used for operating expenses until January 1, 2020. There is legislation being considered to extend the time frame; however, he reminded the Board that when the 1% tax was presented to Jerome residents, they were told it would be used for streets. He also reminded the Board that just two years ago the Village was struggling to make payroll so dipping into the minimal savings we have now could jeopardize Village finances again. He is using those funds to pay bills and payroll and they get replenished each month. Now that we are seeing the impact of the loss of Shop 'n Save taxes, the savings will diminish.

There was discussion on how comp time is being earned. Officers do get comp time for any holiday. Shift coverage at times includes more than one officer while other shifts then require overtime for coverage. Attorney Scherer noted that even if an officer is not on duty the Sangamon County Sheriff's office must provide coverage. Treasurer Roth explained that our officers provide assistance to the County and other nearby jurisdictions in exchange for their assistance. Trustee Irons said that our officers need to be on duty at night. Trustee DeHart suggested looking at the crime statistics when scheduling officers.

President Lopez said he and Trustee Tripp (backup trustee for the Police Department) would talk with Chief Estill after this meeting. Trustee Irons suggested that Chief Estill may not be familiar with the budget and how it affects his department. Treasurer Roth explained that it was his understanding that the Chief had been receiving monthly financial information related to the budget and that he had talked with the Chief about it several times.

President Lopez reminded the Board that the FY 2020 budget would need to be approved in April requiring Board members to make tough decisions. Treasurer Roth stressed that there is no way everyone is going to get what they want in this budget.

Trustee DeHart expressed concern over statements made earlier in the meeting by Chief Estill regarding the stopping of people in the Village, photographing and documenting their information. There was no mention of the reason for stopping them. She acknowledged that some officers have a gut instinct about people who are bad, but there was no indication in the Chief's comments as to why the stops were being made.

### **Adjournment**

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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 9:11 pm.

Linda Wheeland  
Linda Wheeland, Village Clerk

April 4, 2019  
Dated