

MINUTES
VILLAGE OF JEROME BOARD OF TRUSTEES
2901 LEONARD STREET, JEROME CIVIC CENTER
REGULAR BOARD MEETING
April 18, 2019
6:30 PM

Call to Order

Trustee Lael called the April 18, 2019 meeting of the Village of Jerome Board of Trustees to order at 6:34 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, Dale Lael, Christina Smith, Jake Tripp
Clerk Linda Wheeland
Treasurer Steve Roth
Attorney Jason Brokaw

Absent: President Mike Lopez

Approval of Minutes

April 4, 2019 Regular Meeting Minutes

A motion was made by Trustee Hendricks to approve the Minutes of the April 4, 2019 Regular Meeting 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 Smith, Trustee Irons

The motion carried.

March 21, 2019 Executive Session Minutes

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

The motion carried.

Approval of Warrant List 19-24

Trustee Lael noted that Warrant List 19-24 dated April 18, 2019 totaled \$48,995.49. Treasurer Roth added that of this amount \$11,462.52 will be paid from the General Revenue Fund and the remaining \$37,532.97 will be paid from the Water Fund.

A motion was made by Trustee Irons to approve Warrant List 19-24 dated April 18, 2019 for a total of \$48,995.49. The motion was seconded by Trustee Hendricks.

Roll Call Vote:

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

The motion carried.

Visitors Acknowledgement

Trustee Lael opened the Visitors Acknowledgement portion of the meeting at 6:37 pm.

Kathy Segobiano asked what the Village would be doing to correct the damage done to the lawn at property she has on Reed Avenue after it was dug up to replace the water meter. She is also concerned because water is sitting in the driveway culvert now, when it never has before.

Trustee Lael said grass seed would be put down sometime over the next few weeks. Dave Wilken explained they were waiting for the weather to improve so the soil clods could be broken up. Public Works will get to it as soon as the soil dries out. The culvert is rusted and full of dirt. This was exposed when the meter work was done. The culvert needs to be replaced; however, that is the responsibility of the property owner.

Ms. Segobiano stated that she has been trying to get answers regarding her property but no one from the Village has responded. Trustee Tripp said that he was the person to talk to and agreed to meet with her after this meeting.

Salvador Lopez stated that he is interested in opening a Mexican restaurant in the building previously occupied by Hunan Chinese Restaurant. He currently operates a restaurant on Ninth Street in Springfield at the former Sunrise Donuts location. He would like to sell alcoholic beverages and requested that a restaurant liquor license be added to the Village ordinance. Board members expressed support for his request.

Patty Knight of Iles Avenue stated that she has filed complaints on the condition of her neighbor's backyard and nothing has changed. There is trash in that yard and now rodents are coming onto her property from that yard.

Trustee Irons explained that she will handle the complaint and that she needs to view the backyard from Ms. Knight's property.

Ms. Knight also complained that she has called a number of times about the neighbors drinking in the driveway and being loud.

Chief Estill advised her to indicate to police dispatch when she calls that she will file a complaint related to the nuisance.

Ms. Knight also reported that she has looked into the process of filing a petition with the City of Springfield, as suggested by President Lopez at a previous meeting, requesting that the entrance on Iles Street to the MacArthur Boulevard apartment complex be closed. It is a very complicated process. She has instead contacted her friend Representative Tim Butler who said he would contact President Lopez and work with him on resolving this issue.

This portion of the meeting closed at 6:51 pm.

Reports from Village Departments

A. Public Health

Trustee Irons reported the following:

- She has recently received 12 fire permit applications.
- She received a complaint about a pink chair in a front yard on Iles Avenue. She contacted the property owner who said their garbage disposal company, Waste Management, would not pick up the chair. The hope had been someone would take it. The chair will be taken care of one way or another next week.

B. Public Works

Trustee Tripp reported the following:

- The Public Works Department will be applying permanent patches to potholes on Jerome streets starting Monday at Iles Avenue and Leonard Street. Retrofitting to the trucks was required before the new Durapatch machine could be used.
- Last Saturday a sinkhole on Iles Avenue appeared. Dave came in twice that day to deal with it. Flowable fill was used to correct the problem.
- The culvert at Iles Avenue and Leonard Street has deteriorated and needs to be replaced. Iles Avenue will be closed between Welch Street and Leonard Street for at least a day when the replacement is done. A new culvert is being purchased from a company in Havana. Cost of the purchase, including delivery, is \$500.
- Dave Wilken has determined that the Durapatch machine can make the rumble strip suggested for Thayer Avenue at Wabash Avenue, so there would be no outside cost to putting it in. Trustee DeHart noted that the Village Engineer is still looking in to whether or not the rumble strip is a viable option.

C. Public Property

Trustee DeHart reported the following:

- The Library garage has been cleaned out with the Christmas decorations that had been stored there moved to the Library basement where all other event decorations and supplies are kept. The garage will now be utilized by the Public Works Department.
- Two students separately earned service credit over spring break by picking up trash along Village roads. They both enjoyed doing it and wanted to come back with a friend. All students must have an adult with them.
- Dottie has been opening the Library on Saturday mornings.

- Trustee DeHart and the volunteers are still working on the interior of the Library. They have gone through all books that were stored in the attic, basement, and closets. They will next work on the children's room and the hardback books. The Public Works staff will secure the larger bookshelves to the wall.
- She is working on getting replacement signs for the Village.

D. Building & Zoning

Trustee Lael reported the following:

- He has received blueprints for the Pizza Hut going in the Jerome Mini-Mall and will be reviewing them. The restaurant will have a drive-up window.
- Oh Icee is working to open soon.
- Another food-type business is interested in locating at the Mini-Mall.
- He talked with several residents about issues at their property. Letters will be going out to those residents who have not resolved their issues.
- He talked with the owners of the Shop 'n Save building. There are some discussions going on about leasing the building, but he was not able to get any specific information.

E. Public Safety

Chief Estill reported the following statistics for March 16th – April 15th, 2019:

- 150 calls for service including –
 - 5 suspicious persons
 - 3 suspicious autos
 - 1 suspicious circumstance
 - 3 medical emergencies
 - 2 simple battery/aggravated battery incidents
 - 1 criminal damage to property
 - 6 remove subjects
 - 9 disturbances
 - 16 burglar alarms
 - 10 loud music complaints
 - 1 death investigation
 - 4 accident reports
 - 1 stolen vehicle recovery
- 7 traffic citations/written warnings issued
- No burglaries
- No burglaries to motor vehicles

Chief Estill attributed the elimination of motor vehicle burglaries to the aggressive patrol tactics that have deterred car burglars from coming into Jerome for now. At the March 21st Board meeting Chief Estill had explained how Jerome officers were stopping subjects walking in the Village, photographing them, and documenting information about them. The information was shared with other local law enforcement agencies. He feels this has stopped the subjects from coming back to the area and commended our officers for their work.

Chief Estill reminded residents to lock their homes and vehicles, to remove valuables from vehicles, and to not leave keys in their vehicles. Additionally, any suspicious activity should be reported to Sangamon County Dispatch at 753-666 or to 911 for any crime in progress.

F. Water Department

Trustee Hendricks reported the following:

- He collaborated with President Lopez to make decisions on how to handle the 35 overdue water accounts.
- This was his last full meeting. It has been great working with the Board and he thanked President Lopez for having the faith in him to be appointed as trustee.

G. Village Treasurer

Treasurer Roth reported the following:

- The following revenues have been received for March: Telecom, Sales Tax, 1% Tax, Personal Property Replacement Tax, Use Tax, and Motor Fuel Tax.
- Gaming Revenue for March has been reported but not received.
- The following tax revenues increased this fiscal year: Telecom (\$6,463.76), Income (\$10,604.34), Use (\$6,013.78), and Personal Property Replacement Tax (\$73.77). Gaming Revenue will either match or slightly increase above what we received last year, and MFT will be about the same as well.
- Sales Tax revenue declined substantially for this year by about \$34,000, \$12,000 of that in the last month of the fiscal year. Similarly, although the 1% Sales Tax revenue increased this past fiscal year by about \$5,200, that is due to strong revenue in the beginning of the year. We lost approximately \$3,000 in the last month compared to this time last year. With Shop 'n Save gone, these revenues will continue to decline, and if the last month is any indication, we will lose approximately \$144,000 in Sales Tax revenue and approximately \$36,000 in 1% tax revenue this coming fiscal year.
- Checks for the March 21st warrants were mailed out right after that meeting. Payroll was met for April 15th. Checks will be mailed out following this meeting.
- The balances of various accounts are approximately as follows:
 - Illinois Funds General Revenue Account - \$268,572
 - Motor Fuel Tax Fund - \$32,021
 - INB General Revenue Account - \$34,906
 - INB Water Account - \$376,069
 - 1% Account - \$312,564

H. Village Clerk

Clerk Wheeland reported the following:

- She attended a workshop on the Local Government Health Plan and learned that premiums for the next plan year would be going up higher than anticipated in the FY 2020 Budget. Rather than a 3% increase as in past years, there will be a 9% increase resulting in additional expenditures of \$3,400 over that proposed in the FY 2020 Budget.

I. Village Attorney

Attorney Brokaw stated he had no report.

J. Village President

President Lopez was absent and there was no report.

Old Business

A. Discussion of Changing Weight Limits for Waste Disposal Vehicles

This item was tabled.

B. Discussion and Approval of Ordinance 19-24 Awarding Contract for Purchase of Smart Water Meters

Trustee Hendricks noted that Ordinance 19-24 presents the option to replace all water meters in the Village with digitally read meters.

Trustee Brokaw explained that since the time the Board started considering this purchase the interest rate has dropped from 3.795% to 3.494% so the financing costs have decreased. The agreement is set up as a lease agreement with an option to purchase which is authorized by Illinois Statutes. The final lease agreement will be provided once the financing clears, but it will be in substantially the same form as presented with Ordinance 19-24. They have agreed to honor the Board's tentative approval subject to legal review and approval. It is a 5-year lease with annual payments of \$42,950.12. The first payment is due in 2020. The property included in the lease agreement is the same as presented in the proposal provided by Midwest Meters. There are no pre-pay penalties. Approval of Ordinance 19-24 authorizes the president to sign an agreement that is substantially the same as the document attached to the ordinance. The cost of the meters is \$190,155. The total cost with financing is \$214,750.60.

Trustee Tripp noted that the Water Department generates its own revenue, separate from the General Revenue Fund. There is a strong indication that once the new meters are installed water revenues will increase with the more accurate readings expected.

Trustee Lael reiterated that when the older meters are replaced residents could find their water bill increases. An advantage to these meters is that they will red-flag a leak. Many other communities are already using smart meters.

Trustee Hendricks reminded everyone that there will no longer be a need to do water reading estimates.

Justin Conaway from Midwest Meters explained that after testing some residential meters in Jerome it was discovered that low- and mid-range usage was not even registering on the older meters.

A motion was made by Trustee Hendricks to approve Ordinance 19-24 awarding a contract for the purchase of smart water meters. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

C. Discussion and Approval of Ordinance 19-25 Awarding Contract for Installation of Smart Water Meters

Trustee Hendricks explained that the cost for the installation of the smart water meters by Harvey Dye Plumbing includes the prevailing wage rate for Sangamon County.

Attorney Brokaw stated that the agreement presented was a standard form. The total cost is \$44,590 with work to be completed in three weeks.

A motion was made by Trustee Hendricks to approve Ordinance 19-25 awarding a contract for the installation of smart water meters. The motion was seconded by Trustee Tripp.

Roll Call Vote:

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

The motion carried.

D. Discussion and Approval of Resolution 19-14 Regarding a Financing Agreement for the Purpose of Procuring a Water Meter Project

Attorney Brokaw stated there was no need to act on Resolution 19-14 at this time.

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

Trustee Hendricks explained that this module would allow customers to pay their water bill online. He recommends going with the PSN Online Bill Pay Module for an initial cost of \$500 and a \$5 per month fee to continue using it. Customers could use a smartphone or tablet and pay with a credit card or automatic debit. There is a credit card swipe option although that would not be incorporated at this time. He feels this would be a great convenience for residents and a way to get money owed to the Village that we must pay to CWLP. This could cut down on late payments. PSN will let the Village know who enrolls in the online payment program. This is a LOCIS product is compatible with our current software.

Trustee Irons asked if there would be an extra charge to customers using a credit card. Trustee Hendricks stated it was his understanding that there would be no convenience fee for use of a credit card unless the Village wanted to institute a charge.

Trustee Hendricks noted that the system should be in place by July 1st. Trustee Lael suggested putting a note on the water bills once this payment option is available.

A motion was made by Trustee Hendricks to approve the purchase of the PSN Online Bill Pay Module. The motion was seconded by Trustee DeHart.

Roll Call Vote:

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

The motion carried.

F. Discussion and Approval of FY 2020 Budget

Treasurer Roth noted that he sent the final budget to Board members prior to the meeting which includes the purchase and installation of smart water meters as approved tonight. The budget shows \$678,377 from the General Revenue Fund, a reduction of about \$136,000 from this fiscal year. There are increases in Motor Fuel Tax Fund and Non-Home Rule 1% Tax Fund to reflect planned road projects. The total budget, not including the Water Department, is \$1,091,677, a reduction of \$12,413 from FY 2019. The Water Department budget is \$662,527, an increase of \$109,915 to account for the purchase and installation of smart meters and the online bill payment program. The grand total is \$1,754,204.

A motion was made by Trustee DeHart to approve the FY 2020 Budget. The motion was seconded by Trustee Irons.

Roll Call Vote:

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

The motion carried.

New Business

A. Discussion and Approval of Resolution 19-13 Releasing Certain Closed Session Minutes

Attorney Brokaw explained that Resolution 19-13 was the result of the semi-annual review of closed session minutes by the Board.

Trustee Lael noted that the following closed session minutes were being released: August 2, 2018, September 20, 2018, October 4, 2018, October 18, 2018, October 25, 2018, November 1, 2018, November 15, 2018, December 6, 2018, December 20, 2018, February 7, 2019, and February 21, 2019.

A motion was made by Trustee Irons to approve Resolution 19-13 releasing certain closed session minutes. The motion was seconded by Trustee Smith.

Roll Call Vote:

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

The motion carried.

B. Discussion and Approval of Allowing Personal Time to be Carried Forward for Corporal Maybury

Trustee Lael noted that Corporal Maybury had requested to carry forward 10 hours of personal time that he was unable to use during his past anniversary year due to scheduling issues.

A motion was made by Trustee Irons to allow Corporal Maybury to carry forward 10 hours of personal time. The motion was seconded by Trustee Smith.

Roll Call Vote:

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

The motion carried.

Executive Session

The Board did not go into executive session.

Trustee Irons thanked Trustee Hendricks for serving on the Board of Trustees.

Adjournment

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

Roll Call Vote:

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

The motion carried and the meeting adjourned at 7:42 pm.

Linda Wheeland
Linda Wheeland, Village Clerk

May 2, 2019
Dated