

Minutes of the Regular Board Meeting of the  
Village of Jerome Board

**CALL TO ORDER:** The President and the Board of Trustees held a regular meeting on Thursday, September 1, 2022, at the Jerome Civic Center, 2901 Leonard Street, Jerome, Illinois. The meeting was called to order at 6:30 pm by President Lopez, followed by Roll call and the Pledge of Allegiance.

**ROLL CALL:** The following were present:

Mike Lopez, Village President  
Kathy DeHart, Trustee of Public Property & Co Trustee Public Health  
Leigh Irons, Trustee of Public Safety  
Ralph Irons, Trustee of Water Department  
Christina Smith, Co-Trustee of Public Health  
Dale Lael, Trustee of Building & Zoning  
Phil Raftis, Trustee of Public Works

Also Present:

Jason Brokaw, Attorney, Giffin, Winning, Cohen & Bodewes, P.C.,  
Steve Roth, Village Treasurer, via telephone  
Lisa Cave, Village Clerk

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**APPROVAL OF THE MINUTES:** President Lopez asked whether the Board had reviewed the August 18, 2022, Minutes and if they found need for any changes, corrections, or amendments. President Lopez asked the August 18, 2022, minutes would stand approved as presented.

Motion to approve the August 18, 2022, Meeting Minutes as presented by:  
Trustee Leigh Irons and 2nd by Trustee Smith  
Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez introduced Nathan Boyd with Matrix Systems regarding items on the agenda. Nathan stated that the Village Complex IT project has been challenging although they have found cabling in the mechanical room that will allow for the building to be expandable with minimum exposure to the outside elements and vandalism. The costs for the project is \$4,286.56.

Nathan also explained the Library IT project, with adding technology from the Police Department and each building will be operating and running separately. The costs for this project is \$660.00.

Nathan stated that the Jerome Police Department is in need of upgrading all the wiring throughout the building, the project cost is \$2,000.00.

Nathan also advised the board to purchase 2 additional Microsoft licenses for the Jerome Police Department that will allow functions and productivity tools to the officers. The costs for these are \$459.64 per year for both subscriptions.

President Lopez asked how long will the upgrades take? Nathan Boyd stated that he feels that the projects should be completed within 30 days. The equipment has a warranty of 1 year, the updated refurbished laptops for all board members have a 2 year warranty and the computers in the office will have a full warranty from Dell.

Attorney Brokaw stated the board could lump agenda items G, H, I and J together and vote omnibus vote for those items under one motion.

President Lopez asked for a motion to approve the cabling/wiring necessary for the Village Complex IT project for \$4,286.56, cabling/wiring necessary for the Library IT project for \$660.00, cabling/wiring for the Jerome Police Department for \$2,000 and the purchase of 2 Microsoft 365 business for the Jerome Police Department with a yearly cost of \$459.64 by omnibus vote as presented.

Motion to Approve by omnibus vote as presented by Trustee DeHart and 2nd by Trustee Smith.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

**APPROVAL TO PAY BILLS:** President Lopez asked whether the board had reviewed Warrant List 23-09 dated September 1, 2022, totaling \$30,067.21. Treasurer Roth added that of this amount \$11,148.35 will be paid from the General Revenue Fund, \$15,007.78 will be paid from the Water Fund, \$1,437.08 will be paid from the 1% Fund, \$1,925.00 will be paid from the ARPA funds and \$549.00 will be paid from the Motor Fuel Account. Treasurer Roth stated that there were a few errors on the spreadsheet, page 1 add Winters for the Ray O'Herron bill and on page 3 under Visa ARPA should be removed.

President Lopez asked for a motion to approve Warrant List 23-09 as amended. Motion to Approve the Bills to be Paid as amended by Trustee Leigh Irons and 2nd by Trustee Ralph Irons.

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

Treasurer Roth asked for the Amendment to Prior Warrants be tabled until the next meeting.

**PUBLIC COMMENTS:**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 7:00 pm.

Clerk Cave had no comments to read and there were no residents who addressed the board.

This portion of the meeting closed at 7:01 pm.

## **REPORTS:**

Trustee Smith stated that she rode through the Village with Dave noting all the residents with limb piles and overhanging limbs. Trustee Smith will be sending out letters and will be contacting Throop to schedule the tree trimming. Trustee Smith reminded the board that Sangamon County Public Health will hold a Flu Clinic at the Jerome Civic Center on October 24, 2022, from 2:00 pm to 3:00pm.

Trustee Raftis had nothing to report.

Trustee DeHart reported several yard and junk complaints have come in.

Trustee Lael had nothing to report.

Trustee Leigh Irons reported Alison is on her second week and Officer Winters starts tomorrow night. The Police Department is training, patrolling on Iles and motorists rolling through the stop signs. The Police Department will be sending one more through the academy in January.

Trustee Ralph Irons had nothing to report.

Clerk Cave had nothing to report.

Attorney Brokaw had nothing to report.

President Lopez reported that in the future the Village will send out postcards to every address in the Village regarding events etc. President Lopez reminded the Trustees to send in any agenda items to the Clerk by noon on Friday for Tuesday's posting. President Lopez has reached out to several businesses on supporting a Halloween Gathering. The Springfield Fire Department will be installing a Knockbox on the Village, after speaking with the company, once purchased the lockbox is sent to the fire department and they are the ones that have to install the box.

**TREASURER REPORTS:** Treasurer Roth presented to the Board of Trustees the Financial Status as of September 1, 2022, via email: *Revenues: We have received no revenue for September as of yet. Funds: Currently there is approximately \$965,077.14 in the Illinois Funds GRF account and \$146,540.96 in the MFT funds. There is approximately \$19,583.87 in the INB GRF account and \$169,247.81 in the INB Water account. The other bank account balances are as follows: Law Enforcement - DUI – \$595.00; Law Enforcement – Vehicle - \$712.43; 1% NHR - \$526,155.81; Road & Bridge - \$18,991.94; and Police Equipment Fund - \$2,893.88, Cannabis Fund - \$4,467.16, MFT-Rebuild Illinois fund – \$90,947.45, and the American Rescue Plan Fund \$65,505.79. I contacted the auditors and they are writing the audit as we speak and should have to proofing next week. I anticipate having the report for our next meeting.*

**OLD BUSINESS DISCUSSION:** Trustee DeHart asked to table the Leasing of the Jerome Civic Center until the next meeting. Trustee DeHart is still waiting on the information by USPS.

Trustee Raftis asked to table the Large Item Pick Up. Trustee Leigh Irons will be obtaining a quote and Trustee Raftis will also be obtaining a quote next week.

President Lopez opened discussion and approval of appointing Alan Dietrich to the Zoning Board of Appeals and Plan Commission.

Motion to appoint Alan Dietrich to the Zoning Board of Appeals and Plan Commission by Trustee DeHart and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

**NEW BUSINESS DISCUSSION:** President Lopez opened discussion and approval for the Public Works Supervisor attending the IRWA Conference in Rockford, IL on Oct 11 and Oct 12, 2022, 2 nights lodging and registration costs not to exceed \$500.00. Trustee Ralph Irons stated this is for the hotel only and is one of many conferences he would like to send Dave to.

Motion to approve Public Works Supervisor attending the IRWA Conference in Rockford, IL on Oct 11 and Oct 12, 2022, 2 nights lodging and registration costs not to exceed \$500.00 by Trustee Ralph Irons and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval to Purchase a Valve Box Riser and Caps from IMCO not to exceed \$529.00. Trustee Ralph Irons stated that these are in need for our inventory, we have several that are cracked and need replaced, also with the street repairs in the future the Village will need to raise some of them.

Motion to approve the Purchase a Valve Box Riser and Caps from IMCO not to exceed \$529.00 by Trustee Ralph Irons and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval of the Purchase of Meter Pit Lids from Midwest Meter not to exceed \$340.00. Trustee Ralph Irons stated that these are needed for inventory.

Motion to approve the Purchase of Meter Pit Lids from Midwest Meter not to exceed \$340.00 by Trustee Ralph Irons and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval on the Meter Point Resets for # 5 Alberta and #6 Alberta Lane. Trustee Ralph Irons stated that the agenda was in error as the water adjustments have already been passed at the last meeting and the only thing that is needed is the Board needs to approve the meter resets to be adjusted in the water software program to reflect the water meters.

Motion to approve the Meter Point Resets to be adjusted in the water software program for # 5 Alberta and #6 Alberta Lane by Trustee Ralph Irons and 2nd by Trustee Smith  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

President Lopez opened discussion and approval on Part time Police Officers Hourly Rate of \$21.00 per hour. Trustee Leigh Irons stated that when the Board hired Officer Winters at \$21.00 per hour that amount was more than the current part time officer was making. Trustee Leigh Irons recommends raising the hourly rate to \$21.00 per hour for all part time officers. Trustee Raftis asked if we are raising the pay of Officer Montgomery? Trustee Leigh Irons stated yes, at the time of hiring Officer Winters she had mistakenly thought Officer Montgomery had made more than \$21.00 and realized that he did not and she would like to correct that and make it fair across the board for all part time officers receiving the same amount of pay.

Motion to approve Part time Police Officers Hourly Rate at \$21.00 per hour effective September 1, 2022 by Trustee Leigh Irons and 2nd by Trustee Smith  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

President Lopez opened discussion and approval on the Starfleet Lock and Key Upgrades to Master Key Systems in the Garage for \$670.00. Trustee Raftis stated that there were some oddities in the garage where papers were shuffled, and computers were unplugged at various times. Trustee Raftis authorized the rekeying of the shop to avoid any future issues. Trustee DeHart asked if they keyed the shop as part of the rekeying plan that has already been discussed. Dave Wilken, Supervisor of Public Works stated yes, this is unifying the keys.

Motion to approve Starfleet Lock and Key Upgrades to Master Key Systems in the Garage for \$670.000 by Trustee Raftis and 2nd by Trustee Leigh Irons  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

President Lopez opened discussion and approval on the Purchase of a Cub Cadet Commercial Snowblower from Henry's Service Center for \$2,500.00. Trustee DeHart stated that Dave Wilken, Public Works Supervisor has made calls to various vendors to replace the snowblower that is inoperable and found one at Henry's, this company will service and maintenance the machine. This machine is a self-propelled walk behind snowblower.

Motion to approve Purchase of a Cub Cadet Commercial Snowblower from Henry's Service Center for \$2,500.00 by Trustee DeHart and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval on the Purchase of a Material Rack for the Public Works Truck. Trustee Raftis stated that the previous one the Village purchased did not fit the 2022 Ram Pickup and the costs of purchasing the correct one was more than the board had approved, the correct rack is \$3,055.00.

Motion to approve Purchase of a Material Rack for the 2022 Dodge Ram Pickup not to exceed \$3,055.00 by Trustee Raftis and 2nd by Trustee Ralph Irons

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval on the Purchase and Installation of a Snowplow for the 2022 Ram Pickup. Trustee Raftis stated that we have preseason pricing of \$11,500.00, not current prices so he asked to table the discussion and approval until the next meeting.

President Lopez opened discussion and approval on the Rental of Street Sweeper for Road Project Preparation and Gutter Cleaning. Trustee Raftis stated that the patching is done by the Public Works Department and the Village should clean up the roads prior to Micro surfacing. Total for one week of \$3,750.00 by Quality Rents here in Springfield.

Motion to approve the rental of a Street Sweeper for Road Project Preparation and Gutter Cleaning totaling \$3,750.00 for one week rental by Trustee Raftis and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval on the Bids for Micro surfacing of Village Roads. Trustee Raftis stated that we have received one bid from a company out of St Louis. The bid came in at \$218,930.00. Dave Wilken, Public Works Supervisor, stated it is a single application, 20# per yard, cap seal and micro surfacing 37,420 sq yards. Dave stated the streets are Homewood to Filmore and Welch, Glenn from Filmore and Welch, all of Welch, all of Leonard, all of Maple, all of Urban, all of Thayer and south Lincoln streets. Trustee Lael asked if it will be smooth and durable? Dave stated high traffic areas last 6-7 years, these roads are not high traffic areas so they should last a minimum of 7 years. Micro surfacing will seal the roads, they will fill the small cracks, the Village is filling any cracks that are half inch or more. Trustee DeHart asked will it get rid of the bumpiness? Dave stated the new roller works so much better than the old one.

Motion to approve the Micro surfacing of Village Roads not to exceed \$218,930.00 by Trustee Raftis and 2nd by Trustee Ralph Irons  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

President Lopez opened discussion and approval on the Bids for Milling and Patching of Village Roads in preparation for Micro surfacing of Village Roads. Trustee Raftis stated that we are trying to get the best product result in the Micro surfacing and there needs to be some milling and patching done prior to the micro surfacing. The bid is \$38,980.00 which is 8,400 sq feet of pavement.

Motion to approve the Milling and Patching of Village Roads in preparation for Micro surfacing of Village Roads totaling \$38,980.00 by Trustee Raftis and 2nd by Trustee Smith  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

President Lopez opened discussion and approval on the Asphalt Stone Bid. Trustee Raftis stated that was superseded by the previous motion.

President Lopez opened discussion and approval on the Purchase of Village Wide Garage Sale Signage. Trustee DeHart stated the banners are 6 ft by 2 ft x 3 ft., she would like two of the banners and 8 smaller signs like yard signs that are 24 inches by 18 inches double side. Trustee DeHart stated that they would create stickers each year to put on the banners totaling \$51.00 per year. Trustee Lael asked where the banners will go? Trustee DeHart stated Macarthur and Iles and somewhere on Wabash.

Motion to approve the Purchase of Village Wide Garage Sale Signage from Fast Signs not to exceed \$500.00 by Trustee DeHart and 2nd by Trustee Smith  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

**EXECUTIVE SESSION:**

A motion was made by Trustee Leigh Irons to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel of the public body (5 ILCS 120/2 (c)(1)); minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval by the Body (5ILCS 120/2(c)(21); Trustee Ralph Irons seconded the motion.

The Board went into Executive Session at 7:50 pm.

The Board returned from Executive Session at 8:41 pm.

**ADJOURNMENT:** With no further business, President Lopez asked for a motion to close the meeting at 8:42pm. Motion was made by Trustee Leigh Irons and 2nd by Trustee Ralph Irons.

**PREPARED BY:** Lisa Cave, Clerk

**DATE APPROVED:** September 15, 2022

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Village Clerk

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Date