

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, April 20, 2023, 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  
Christina Smith, Co-Trustee of Public Health  
Leigh Irons, Trustee of Public Safety  
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  
Zach Sweet, Village Treasurer in Training  
Lisa Cave, Village Clerk

Absent:

Ralph Irons, Trustee of Water Department

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**APPROVAL OF THE MINUTES:** President Lopez asked whether the Board had reviewed the April 6, 2023, Minutes and if they found need for any changes, corrections, or amendments. President Lopez asked the April 6, 2023, minutes would stand approved as presented.

Motion to approve the April 6, 2023, Meeting Minutes as presented by:  
Trustee Leigh Irons and 2nd by Trustee DeHart  
Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez expressed that this meeting may be long due to the agenda. The FY 24 budget shows 3.3 million with 4% raises for the employees and upgrades to the roadways. We have an interview scheduled tonight during executive session and President Lopez asked to limit discussions to allow the Board to get through the agenda items in a timely manner.

**APPROVAL TO PAY BILLS:** President Lopez asked whether the board had reviewed Warrant List 23-24 dated April 20, 2023, totaling \$101,413.99. Treasurer Roth stated that there were a few changes since the original warrant list was sent out, page 1 under Petty Cash the fund is the 1% not BoT & Property, also on page 1 the Wex account, the total is \$1,216.59 and on page 2 the AT&T Wireless service for April 2023 is \$187.71. Unfortunately, AT&T is not sending out paper bills and when Secretary Debbie left the village, no one knew how to obtain the bills online to ensure payment, which now has been corrected and the Village is current with this warrant list of all monies owed. Treasurer Zack Sweet added that of this amount \$27,397.24 will be paid from the General Revenue Fund, \$67,426.59 will be paid from the Water Account, \$1,969.46 will be paid from the 1% Fund and \$4,690.00 will be paid from the ARPA funds. President Lopez asked for a motion to approve Warrant List 23-24 as amended.

Motion to Approve the Warrant List 23-24 totaling \$101,413.99 as presented by  
Trustee Leigh Irons and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

**TREASURER REPORTS:** Treasurer Roth presented to the Board of Trustees the Financial Status as of April 20, 2023, via email: *Revenues: We have reached the end of the fiscal year. As has been the pattern all year, we have had a couple of funds that produced less revenues than last year, particularly Telecom, Sales Tax, and MFT. However, those decreases were clearly offset by the 1%, Local Use Tax, Income Tax, PPRT, Gaming and Cannabis. We are still waiting on the final month's numbers for Gaming and MFT so those final figures can change. Funds: There are approximately \$1,099,275.15 in the Illinois Funds GRF account after I transferred the revenues for April into the 1% and Cannabis accounts. There is \$188,690.22 in the MFT funds. There is approximately \$58,944.61 in the INB GRF account and \$198,687.95 in the INB Water account. The other bank account balances are as follows: Law Enforcement - DUI – \$95.36; Law Enforcement – Vehicle - \$656.89; 1% NHR - \$391,543.87 (with the April revenue included); Road & Bridge - \$19,458.78; Police Equipment Fund - \$2,893.88, Cannabis Fund - \$1016.62 (with the April revenue included); MFT-Rebuild Illinois fund – \$109,136.94; American Rescue Funds - \$102,630.38. Expenditures. For the first time and in a number of years, several departments spent more than their allotted budget. Although the overall expenditures were under budget for the fiscal year, these expenditures will have to be monitored in the future to make sure it does not continue. Further, most of the overages were due to unexpected costs that arose during the year.* Treasurer Roth shared with the Board the financial statement from December 15, 2016 that showed a negative balance in the general account. That was just 6 short years ago and the Village has come a long way. The Village has increased the bank accounts due to diligence of the board members by keeping line items in check.

**PUBLIC COMMENTS:**

President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:35 pm.

Clerk Cave reported receiving no emails.

This portion of the meeting closed at 6:36 pm.

**OLD BUSINESS DISCUSSION:** Trustee Leigh Irons asked to table the Hiring of the Police Chief and the Hiring of Police Officers until the next meeting.

President Lopez opened discussion and approval of the Retainer Agreement and Fee Increase for KEB. Treasurer Roth added that the retainer has a small increase, and the costs would be raised to \$1,750 per month. Treasurer Roth stated that Clerk Cave has verified that there are no extra costs to change the pay periods to bi-weekly.

Motion to approve the Retainer Agreement and Fee Increase for KEB by Trustee Leigh 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 Chairs and Tables for the Civic Center paid out of ARPA funds. Trustee DeHart stated the total is \$3,300.00 for 112 chairs and 5 tables all commercial grade. Trustee Lael asked what the Village will do with the chairs and tables we are replacing. Trustee DeHart stated they should probably be surplus but that has not been discussed yet.

Motion to approve of the Purchase of Chairs and Tables for the Civic Center paid out of ARPA funds totaling up to \$3,300.00 by Trustee DeHart and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval of the Purchase of Security Master Lock and Key System paid out of ARPA funds. Trustee DeHart stated this will finish tightening up security around the complex. The total last year when we first contacted them was \$6,000.00 unfortunately, we added interior locks, changed round doorknobs to levers instead of rounded knobs and this will secure the inside locks in the police department, administration area and the shop. The total cost is \$7,500.00 with all changes.

Motion to approve of the Purchase of Security Master Lock and Key System paid out of ARPA funds totaling up to \$7,500.00 by Trustee DeHart and 2nd by Trustee Smith

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

Trustee DeHart asked to table the Contract for Paving and Concrete Work for Municipal Complex to meet ADA Requirements.

President Lopez opened discussion and approval on Changing the Pay Periods from a Bi-Monthly to a Bi-Weekly Pay Period. Attorney Brokaw stated changing the pay period would go into effect starting the next Fiscal Year. President Lopez asked Clerk Cave to create a schedule of the pay periods and payroll dates for each employee.

Motion to approve of the Change to a Bi-Weekly Pay Periods effective May 1, 2023, by Trustee DeHart and 2nd by Trustee Smith  
Upon roll call vote, all voted AYE, except Trustee Raftis voted NO;  
**MOTION PASSES.**

**NEW BUSINESS DISCUSSION:** President Lopez opened discussion and approval of the Purchase of Additional Mulch to finish the Municipal Complex Landscaping. Trustee DeHart stated that Public Works needs 10 more yards of mulch totaling \$525.00.

Motion to approve of the Purchase of Additional Mulch to finish the Municipal Complex not to exceed \$525.00 by Trustee DeHart and 2nd by Trustee Smith  
Upon roll call vote, all voted AYE,

President Lopez opened discussion and approval of the Addition of One Limited Beer and Wine Liquor License. President Lopez stated there are members of the public that has submitted an application for a limited beer and wine liquor license and the Village has none available. They want to have a smoke shop, gaming room, lotto and offer vape supplies. President Lopez stated that there were some omissions to the application, and they are going to resubmit the application to the board.

President Lopez opened discussion and approval of the Purchase of Motorola Hand Radios for the Police Department. Trustee Leigh Irons stated that she wants to purchase 4 hand held radios totaling \$11,850.20. The radios that the Police Department are using need updated.

Motion to approve the Purchase of four Motorola Hand Radios for the Police Department not to exceed \$11,850.20 by Trustee Leigh Irons and 2nd by Trustee DeHart  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

Trustee Leigh Irons asked to remove item F from the Agenda, Discuss and Approve Part-Time Police Academy Attendance for New Officer.

#### **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 Raftis seconded the motion.

The Board went into Executive Session at 7:10 pm.

The Board returned from Executive Session at 7:56 pm.

President Lopez opened discussion and approval of the Retainer Agreement and Fee for Pehman and Dold Auditors. Treasurer Roth stated the total for the audit would be \$10,750.00.

Motion to approve the Retainer Agreement and Fee for Pehman and Dold Auditors not to exceed \$10,750.00 by Trustee Lael and 2nd by Trustee Leigh Irons

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval of the Purchase of Water Supplies for West Grand Ct. Supervisor of Public Works Dave Wilken stated these are items that are needed to repair West Grand Ct totaling \$2,124.00.

Motion to approve the Water Supplies for West Grand Ct totaling \$2,124.00 by Trustee Leigh 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 Water Supplies for Maintenance and Fire Hydrant Repairs. Supervisor of Public Works Dave Wilken stated these are items that are needed to repair Fire Hydrants repairs and stock for the water main repairs totaling \$14,577.00.

Motion to approve the Purchase of Water Supplies for Maintenance and Fire Hydrant Repairs not to exceed \$14,577.00 by Trustee Leigh Irons and 2nd by Trustee DeHart

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval of Resolution No 08-23 Adopting Sangamon County Multi-Jurisdictional Natural Hazards Mitigation Plan Update. Trustee Lael stated this resolution adopts the plan for Sangamon County to submit to FEMA the final plan for approval.

Motion to approve the Resolution No 08-23 Adopting Sangamon County Multi-Jurisdictional Natural Hazards Mitigation Plan Update by Trustee Lael and 2nd by Trustee Leigh Irons

Upon roll call vote, all voted AYE;

**MOTION PASSES.**

President Lopez opened discussion and approval of Ordinance No. 23-10 Amending Section 602.1 of the Jerome Village Code Regulating Connections with the Public Water Supply System and Adopting Related Rules and Regulations. Attorney Brokaw stated that the Village Code needed to be updated due to the latest IEPA requirements for the Village.

Motion to approve Ordinance No. 23-10 Amending Section 602.1 of the Jerome Village Code Regulating Connections with the Public Water Supply System and Adopting Related Rules and Regulations by Trustee Raftis and 2nd by Trustee Leigh Irons  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

President Lopez opened discussion and approval of the Budget for Fiscal Year 2024. Treasurer Roth stated that the Budget includes a 4% increase for all employees. Trustee Lael asked if the Board was going to review the numbers by line item. President Lopez stated that no, the Board was advised to reach out to Treasurer Roth at the end of the last meeting to go over any item in the budget before this meeting.

Motion to approve the Budget for Fiscal Year 2024 by Trustee Smith and 2nd by Trustee Leigh Irons  
Upon roll call vote, all voted AYE, except Trustee Lael voted NO;  
**MOTION PASSES.**

President Lopez opened discussion and approval of the Hiring of a Water Clerk.

Motion to approve the Hiring of Beth Monnat as the Village Water Clerk at \$20 per hour and 20 hours per week starting April 25, 2023 by Trustee Leigh Irons and 2nd by Trustee Lael  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

#### **REPORTS:**

Trustee Smith stated she is working on fire pit permits.

Trustee Raftis stated that the Public Works Dept picked up 18 loads of limbs.

Trustee DeHart had nothing to report.

Trustee Lael reported that Wing Stop is looking at next week for their final inspection.

Trustee Leigh Irons had nothing to report.

Trustee Ralph Irons was absent but Public Works Supervisor Dave stated that the lead and copper surveys are going out and the CCR to all water customers.

Clerk Cave reminded the Trustees to fill out their Economic Interest Statements that has been emailed to you from Sangamon County before the deadline or they will fine you daily.

Attorney Brokaw stated he had nothing to report.

**ADJOURNMENT:** With no further business, President Lopez asked for a motion to close the meeting at 8:36 pm. Motion was made by Trustee Leigh Irons and 2nd by Trustee DeHart.

**PREPARED BY:** Lisa Cave, Clerk

**DATE APPROVED:** May 4, 2023

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Village Clerk

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Date