

Village of San Jose Regular Board Meeting

March 17, 2014

Regular Board Meeting called to order by acting Mayor Worlow at 7:00 pm. Meeting was held at Village Hall, 309 S. 2nd Street San Jose, Illinois.

Roll call taken: Present: Blackstock, Smith, Coon, Nolan and Karker

Absent: Tibbs

President Worlow introduced Attorney Luke Taylor who was in attendance.

Also in attendance: Acting President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, Water Supervisor Albers, Maintenance Supervisor Conrad.

Meeting agenda was posted more than forty-eight hours in advance of the meeting on the outside and inside bulletin boards at Village Hall and is attached to and made part of the minutes.

Consent agenda: Coon made motion to approve the minutes from the February 17, 2014 regular board meeting, as issued in print, the minutes from the March 4, 2014 special board meeting, as issued in print, and the treasurer's report, subject to audit with 2nd from Nolan. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried

Chief Cupi made the presentation to the two individuals that had won the new police patch contest and unveiled the combined efforts of both winners into the new patch design. The first place winner was David Thomas and the second place winner was Bailey Paskach. Both winners were awarded prizes that Cupi had gotten donated from various locations, i.e. Havana National Bank and Casey's.

Citizen Concerns:

1. Citizen Bill Blackstock had submitted a request to speak on getting gravel placed at the East end of the alley, near Payne Street between Vine and Race Streets.
- B. Blackstock expressed his problems with this area. President Worlow asked that maintenance take care of this matter when the gravel pile thaws enough for gravel to be moved.

Maintenance Personnel:

2. The maintenance men reported that there were seven households without water during the worst of the frozen pipe time. Currently it is reported that only one household remains without water.

Mayor:

3. Attorney Taylor reported that there has been no response to date from Mr. Richard's attorney after a letter was written by Blake Lindner. Taylor to keep the board advised of any new correspondence as it becomes necessary.
4. The ordinance to repeal the existing recreational vehicle ordinances was discussed. Trustee Blackstock reported that it was her understanding that the state issued stickers have been put on hold pending legalities and it is unknown when they will be issued. This subject is to be postponed to the April 2014 regular board meeting.
5. Worlow asked that the matter of the railroad property be moved to the closed session portion of the agenda.

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Clerk:

6. There was a discussion about the security of the website designers "gov.office". Worlow explained that he did not have any further quotes to submit. Nolan made a motion to implement a village website and work the cost into the 2014-2015 budget with 2nd from Smith. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried

7. Clerk Coon gave an update that there has been much work done on the codification workbook. The final questions for the attorney will be compiled and taken to Attorney Taylor's office and gone over once the trustee's complete their portion of the workbook.

8. Clerk Coon explained what the requirements of the agreement for use and occupancy of village hall building by the American Legion Post #1269. In this agreement it is "provided that the village will provide a locked storage area inside the municipal center building for the purpose of storing its flags and other equipment with the specifications that said storage room will be no smaller than 4' x 4' and 8' high and shall be selected at a site selected by the village officials". Smith made a motion, with second from Nolan to provide a secure storage room measuring 4' x 4' x 8' for the American Legion Post #1269 for storage of their flags and other equipment and to provide one key to the appropriate door(s). **Viva Voce:** 5-0 Absent: 1 Motion Carried

The meeting skipped to water & sewer due to Engineer Burris not in attendance.

-COMMITTEE MEETING-

Water & Sewer:

13. The board reviewed the report submitted by Water Superintendent K. Albers. There were no questions or comments about the report.

15. There was a discussion about the aerators at the lagoon. The final purchase price for two replacement aerators purchased through Aeromix was \$11,720.00. Nolan made motion, with 2nd from Karker, to purchase two aerators from Aeromix for \$11,720.00 to replace no longer functioning aerators at the lagoon. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried

-There was a discussion about a pump at the lagoon lift station that has gone out. This is an emergency expense that must be voted on during this meeting due to the need for this piece of equipment. Conrad reported that rebuilding the pump would cost \$7,730.23, would have a one year warranty and would take about 4-5 weeks to complete; a new pump would cost \$9,736.00 with a one year warranty. Albers explained that rebuilding is what has always been done in the past. Blackstock made motion to rebuild the pump at the lagoon lift station at a cost of \$7730.23 with Armature Motor & Pump Company with 2nd from Nolan. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried

14. The board reviewed the report submitted by Water Billing Clerk Coon. There was discussion about the new entries on the report and questions about the leak at 308 W. Walnut Street and the leak at 101 S. 4th Street. All questions were answered and satisfied.

16. The revisions to the water forgiveness policy were discussed but due to no water & sewer committee meeting being held the discussions on possible revisions to the policy will be postponed to the regular board meeting in April 2014.

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17. Clerk Coon reported that two citizens had requested water forgiveness based on the current water forgiveness policy. Account #110B was discussed first with Nolan expressing consideration of working with the citizen to pay the \$246.16 owed back in payments and Karker expressing her concerns over the ongoing amount of the water bill. Clerk Coon explained that account 110B has been keeping their account current and has brought receipts from a licensed plumber showing repairs that have been made in two places inside the house and that the homeowner will make the remainder of repairs that are needed and will pay the water bills that are incurred in the future. Smith made a motion to allow account 110B to pay the normal average bill of \$43.48 and postpone a decision on forgiveness until the April regular board meeting after the water forgiveness policy can be rewritten and adopted with 2nd from Karker. **Viva voce:** 5-0 Absent: 1 Motion carried. Account 0412 was then discussed and Clerk Coon reported that the homeowner had an outside leak on a faucet/spigot that was reported immediately and repaired, proven with receipts and verified by maintenance personnel. Smith made a motion to allow account 0412 to pay the normal average bill of \$53.62 and postpone a decision on forgiveness until the April regular board meeting after the water forgiveness policy can be rewritten and adopted with 2nd from Karker. **Viva voce:** 5-0 Absent: 1 Motion carried. During these discussions it was found that there were two different versions of the existing water forgiveness policy in existence which verified the need for updating the policy. Karker to meet with Tibbs and get a water & sewer committee meeting called before the April 2014 regular board meeting.

Engineer Burris had arrived so went back to Engineer on agenda.

Engineer:

9. Attorney Taylor explained that he had appeared in court with Jeff Fickbaum from Crawford, Murphy & Tilly. No one appeared on behalf of the property at 105 W. Walnut so the judge granted an order to demolish the buildings located at said address with liens and costs to be attached to the property. Burris is to get ahold of Nelson to begin the demolition process.

10. Burris verified that all of the materials have been received and the permits are all secured. The work on the 3rd & Linden water main project will begin as the weather permits.

11. Burris reported that he is working to draft a plan to replace the storm drain and the cost that will be incurred for presentation at the April 2014 board meeting.

12. Burris reported that the 2014 MFT program has been approved. The work will commence as the weather permits.

-Burris reported that he had attended the Mason County Hazards Mitigation committee meeting and was working to get a representative from the Village of San Jose invited to learn about grant possibilities available to the village.

Finance:

18. A break was taken and the board reviewed the outstanding bills as presented by Treasurer Shelley.

19. Upon resuming the meeting, Nolan made a motion to pay all outstanding bills as presented by Treasurer Shelley with 2nd from Blackstock. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried

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20. Treasurer Shelley explained the need using a bank issued credit card in place of the bank issued debit card. Shelley explained that the application had been filled out and that Auditor Myers had no objections with making such a change. Treasurer Shelley suggested a credit limit of \$1,000.00 be placed on the credit card. Nolan made a motion to get a bank issued credit card through Havana National Bank with a \$1,000.00 credit limit with a 2nd from Coon. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried
Treasurer Shelley was asked to advise the board if there were any issues or complications that arise with the use of this credit card so the changes could be made if needed.

Due to Attorney Taylor and Clerk Coon being able to confer in regards to the ordinance repealing the recreational vehicle ordinance (Ordinance #14-487) the subject was returned to. There was some discussion pertaining to how the current IL state laws would be upheld without the visible stickers being issued. These questions were answered by the Chief and Sergeant of police. Nolan made motion to adopt Ordinance #14-487: Ordinance Repealing the Recreational Vehicle Title 11 Chapter 8 with 2nd from Smith **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried

Police:

21. Chief Cupi handed out and reviewed her monthly report. Cupi reported that all incidents and stops were down due to the weather conditions and insufficient lighting on the Suburban. Sergeant Spickard talked about possibly sending a letter to the citizens explaining a red door hanger that will be implemented this year for ordinance violations. There were also discussions pertaining to the yard to 300 W. Main Street (Schuch residence) and how the violation fines would be paid to the Village of San Jose. It was decided that the police officers will begin utilizing the red door hangers for notification of any ordinance violation in conjunction with board member's notification to the police of ordinance violations after confirmation of violation. Trustee Coon voiced concerns over the obstruction of view at the intersection of 2nd and Walnut by vehicles being parked in the driveway of citizen Rick Davis (201 W. Walnut). Coon asked the police to monitor the situation and speak with Mr. Davis on this matter to try and reach a civil solution before any type of accident could occur. There were several options discussed for a solution. Cupi and Spickard to look into this matter further and report back with a solution by the April 2014 regular board meeting.

22. Attorney Taylor explained his thoughts on the rough draft of Ordinance #14-486: Seizure and Impound Ordinance. Taylor and Clerk Coon to work on the final copy of the Ordinance to be prepared and ready for consideration by the April 2014 regular board meeting.

Buildings & Grounds:

23. Burris explained that Chicago Title Company is interested in possibly looking into the boundary limits of the Village of San Jose; however, he has not received a quote to date. There was a discussion about what the title company would be able to do in determining the boundaries of the village and how to proceed from there. This matter was postponed to the regular board meeting in April 2014.

24. Smith explained that Luke Christopher was working on a bid for additional cameras to be installed that would tie into the existing system. Worlow explained his concerns about potentially needing as many as four more cameras to watch the outside of the buildings and one for in the squad room at the police station. This matter was postponed to the regular board meeting in April 2014.

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Streets & Alleys:

-The only topic discussed was the fact that gravel would be dispersed once the pile has thawed out.

Health:

-There were no topics or subjects brought for the board to discuss.

Old Business:

-There were no topics or subjects brought for the board to discuss.

New Business:

-There were no topics or subjects brought for the board to discuss.

Executive Session Per 5ILCS 120/2 (C)(1)(21)

Nolan made a motion to enter into executive session per 5ILCS 120/2 (C)(1)(21) with 2nd from Smith at pm. **Viva Voce:** 5-0 Absent: 1 Motion Carried

Exited Executive Session at 11:20pm

25. The employee concerns discussed were a matter for executive session only.

26. Nolan made motion to make the following changes to the employee handbook:

1. Add the words "32 or more and" to part-time employee definition on page 5 line 2
2. Add the words "a full-time or part-time" to overtime definition on page 8 first sentence

With 2nd by Blackstock **Viva voce:** 5-0 Absent: 1 Motion Carried

27. Nolan made a motion to approve all raises as given during executive session pursuant to the 2014-2015 budget with 2nd from Blackstock. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried

28. Nolan made motion to approve the closed session minutes dated 2-17-14 with 2nd by Blackstock. **Viva Voce:** 5-0 Absent: 1 Motion Carried

-Karker made a motion to sell the property on W. Main Street to Casey's for whatever they are willing to pay for the property or \$500.00 with 2nd from Smith. **Roll Call Vote:** Karker; Aye, Tibbs; Absent, Smith; Aye, Coon; Aye, Nolan; Aye, Blackstock; Aye. Motion carried