

Village of San Jose  
Board Meeting Minutes  
December 19, 2016

Board Meeting called to order by President Worlow at 7:00 pm. Meeting was held at Village Hall, 309 S. 2<sup>nd</sup> Street San Jose, Illinois.

Roll call taken: Present: Nolan, Skelton, Tibbs, McCormick and Allen                      Absent: Smith

Also in attendance: President Worlow, Clerk Coon, Treasurer Shelley, Engineer Burris (7:38pm), Water Superintendent Albers, Maintenance Ben McCormick and Joey Larmore, Chief Cupi and eight (8) citizens.

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.

Mayor Worlow announced that agenda item #14 would be struck due to no further action being taken on the matter.

Skelton made motion to approve the consent agenda consisting of the minutes of the November 14, 2016, Special Board Meeting November 21, 2016 and the treasurer's report with 2<sup>nd</sup> from McCormick. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye      Motion carried**

Citizen Concerns:

1. There was nothing brought before the board at this time.

President:

2. Worlow reported that the liquor license for Melissa Lowe was submitted, an inspection was completed and the license was issued.

Clerk:

3. Clerk Coon presented the board with Ordinance #16-507: Tax Levy. After reviewing the ordinance a motion was made by Nolan, 2<sup>nd</sup> by McCormick to accept Ordinance #16-507: Tax Levy. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye      Motion carried**

Engineer portion of the agenda was moved to later in the meeting to allow Burris time to arrive at the meeting.

Maintenance:

5. Larmore reported that all systems were working as normal with no issues to report.

6. There was discussion pertaining to three trees that need to be removed. Randy from Randy's Tree Service was introduced. A bid for the removal of the trees was submitted showing the tree on Linden needing removed \$300.00 and the two trees on E. Arch needing removed at a cost of \$700.00 & \$800.00 respectively.

Skelton made a motion to remove all three trees as recommended with 2<sup>nd</sup> from Nolan. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye      Motion carried**

-There was a discussion about a tree branch located at 516 S. 3<sup>rd</sup> street. This will be tended to by maintenance if needed.

7. It was brought to the attention of the board that there are tree stumps that need to be removed on South 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> streets as well as at 310 Vine and 216 Mulberry. The total cost for said removal of all stumps would be \$1100.00. Treasurer Shelley pointed out to the board that the expenditures for tree/stump removal was currently in the red. It was decided that the stump removal would be postponed until further monies were available for such work.

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-Skelton questioned when the downspouts located along the sidewalk and at the entrance of village hall would be relocated to stop concerns of icing on the walkways. Larmore explained that such work cannot be completed as long as freezing of the ground is occurring.

-McCormick asked if the village trucks were ready for snow removal and salt application to which Larmore responded that the trucks were ready.

-Randy from Randy's Tree Services asked that his payment for removal of the trees could be made available immediately upon completion of the work to which the board agreed that Treasurer Shelley could cut the check prior to the January 2017 board meeting.

Zoning Board:

There was nothing brought before the board at this time.

-COMMITTEE REPORTS-

Water & Sewer:

8. The board reviewed the report as submitted by Water Superintendent Albers. There was a discussion pertaining to the ice formation and the function of the aerators.

9. The board reviewed the report as submitted by Water Billing Clerk Karker. There was question pertaining to the lost water percentage. Clerk Coon explained that there had been leaks which may have accounted for the increase in percentage rate.

Finance:

10. There was no need for a break to be taken for the review of bills as this was completed earlier in the meeting.

11. McCormick made a motion, 2<sup>nd</sup> by Allen, to pay all outstanding bills and approve all bills that have been paid. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye Motion carried**

12. There was a discussion pertaining to employee Christmas bonuses. Skelton suggested that Karker should not receive the full amount due to length of employment. McCormick made a motion, 2<sup>nd</sup> by Nolan to give all employees a Christmas of \$100.00 as done in past years with 2<sup>nd</sup> from Nolan.. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye Motion carried**

Police:

13. Cupi report that there was no police report for submission due to a late day call for service on the day of the meeting.

14. Struck at beginning of meeting by Mayor Worlow.

Buildings & Grounds:

15. There was no update available pertaining to the old high school building being condemned or repaired from Attorney Bosich. Citizen J. Higdon voiced his concerns regarding the instability of the building and the close proximity to the West Park.

Streets & Alleys:

16. There was nothing brought before the board at this time for discussion or consideration.

Health:

17. There was no update available pertaining to the sale of energy drinks from Attorney Bosich.

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Old Business:

There was nothing brought before the board at this time for consideration or discussion.

New Business:

There was nothing brought before the board at this time for consideration or discussion.

Nolan made a motion, 2<sup>nd</sup> by McCormick to enter into closed session per 5ILCS 120/2(c)(5)(7)(14) to approve closed session minutes and to discuss personnel matters pertaining to a resignation.

Entered into closed session at 7:21 pm

Exited closed session at 7:38 pm

Upon exiting closed session the board returned to the Engineer portion of the agenda due to Burris' arrival.

Engineer:

4. Burris reported that the grant paperwork was moving along as expected with the exception of the attorney's portion of the paperwork. Burris explained that Attorney Bosich had expressed concerns regarding her lack of knowledge of grant legalities. Bosich had agreed to speak with her associates and report back to the board on the willingness of her firm to represent the village in the grant proceedings and paperwork. To date, Bosich has not expressed a decision that may have been rendered. There was discussion pertaining to the village retaining the law firm of McGrath for such representation with the grant process. Worlow is to contact Bosich to determine the availability of her firm for grant processes. Nolan made a motion, 2<sup>nd</sup> by Skelton, to allow Mayor Worlow to retain the services of McGrath Attorney in Mackinaw, Illinois if Bosich is unable to proceed with the grant proceedings. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye Motion carried**

-The overall work submitted by Attorney Bosich was discussed.

-Burris asked the streets & alleys committee to begin forming a list of repairs that will need to be done during the MFT program for 2017.

18. Nolan made a motion, 2<sup>nd</sup> by Skelton to approve closed session minutes dated November 14, 2016 & November 21, 2016. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye Motion carried**

19. Nolan made a motion, 2<sup>nd</sup> by McCormick to accept the resignations of Maintenance Ben McCormick and Clerk Stacy Coon **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye Motion carried**

-There was discussion pertaining to who should be appointed as interim village clerk. Allen suggested that some time be taken before actually voting on an appointee. There was opinions stated towards asking Water Billing Clerk Karker or Treasurer Shelley to fill this position until the April 2017 consolidated election could be held. Skelton will call the auditor to inquire about the legalities pertaining to the treasurer holding the village clerk position. Karker will be asked to consider the appointment also. Burris explained the need for appointment of one person to act as interim clerk until the next election is held and warned against allowing "tag-teaming" to occur.

-Larmore questioned what the allotted boot allowance currently was set at. After a discussion, McCormick made a motion, with 2<sup>nd</sup> by Tibbs, to increase the annual boot allowance for maintenance personnel to \$100.00 per year. **Roll call vote: Nolan, Aye; Skelton, Aye; Tibbs, Aye; Smith, Absent; McCormick, Aye; Allen, Aye Motion carried**

Allen made motion to adjourn with 2<sup>nd</sup> from Nolan. Meeting adjourned at 8:03 pm.

Recorded by: Stacy Coon, Village Clerk