

Village of San Jose
Regular Board Meeting Minutes
July 20, 2015

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

Roll call taken: Present: Tibbs, Skelton, Nolan, Allen, Coon and Smith Absent: None

Also in attendance: President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, Engineer Burris (7:10 pm); Water Superintendent Albers, Maintenance Supervisor Conrad, Maintenance McCormick and ten (10) 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.

Smith made a motion to approve the consent agenda consisting of the minutes from the June 15, 2015 board meeting; minutes of the July 6, 2015 committee meeting and the Treasurer's Report with 2nd from Coon. **Roll Call: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried**

Citizen Concerns:

1. Citizen T. Jones expressed his concerns about the storm drain located between his property at 11 Furlane and his neighbor. Jones explained that said drain accumulates debris in times of heavy rainfall that has to be removed to allow for proper drainage to occur. Jones stated that his opinion was that the drain cover needed to be replaced with a "top-hat" style cover instead of the existing flat cover. Conrad explained his understanding of previous changes/improvements that had been done to the ditch and drain. Worlow explained that this matter would be looked into and a solution considered if one was available.

Mayor:

2. Worlow reported to the board that correspondence from Crawford, Murphy & Tilly (CMT) had been sent to Casey's engineer firm with some questions stated that would need clarified prior to the continuation of the project.

Clerk:

3. Clerk Coon brought no matters to the board nor was any matters questioned or comments heard.

Maintenance Personnel:

6. Conrad reported that all is going well. Maintenance is working to keep the mowing done because of all the rain, it has been difficult.

7. Conrad reported that the old metal detector no longer is working. Conrad quoted a cost of \$550.00 for a new one equivalent to the current one. Conrad was asked to explain the reasons and need for a metal detector, that being locating water valves and lines, which is done frequently. There was a short discussion about funds being received from the state to which Treasurer Shelley reported that some funds have been received as well as the tax monies from the counties will be forthcoming.

Skelton made a motion to purchase the metal detector for a cost of \$550.00 with 2nd from Smith. **Roll Call: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried**

Zoning Board:

8. There was nothing brought forward from the zoning board at this time.

Village of San Jose
Regular Board Meeting Minutes
July 20, 2015

-COMMITTEE REPORTS-

Water & Sewer:

9. The board reviewed the report as submitted by Water Superintendent Albers. Smith questioned the broken window to which Albers explained had occurred approximately two weeks prior. Conrad is to repair said window. Smith questioned the temporary repair that was reported on at the lift station. Conrad reported this should be tended to and repaired within the week.

10. The board reviewed the report as submitted by Clerk Coon. The decrease in the monthly water loss was discussed.

11. Conrad explained that there was a problem of three residents' water lines hooked together on the same line in the 200 block of East Vine Street. Conrad explained his solution for fixing the problem stating that one of the homeowners has expressed interest in helping with funding the project. Conrad has not gathered quotes to date but was asked to begin the process of gathering quotes. There was a discussion about homeowner involvement and the question of who pays for the changes that need to be made. It was noted in previous similar instances, the village was responsible for the payment for the changes.

Engineer (7:15):

4. Burris reported he is working with IL Rural Development to secure the final pieces to this project and will report back next month.

5. Burris submitted the updated pricing for the materials needed for the 100 E. Race Street storm drain project. Prices quoted were \$1221.00 for the plastic storm sewer pipe, \$1949.36 for the concrete piping and inlets needed across the road (\$2299.36 with delivery) for a total approximate cost of \$3500.00 for the materials for the project with the village maintenance handling the installation. There were discussions about financial concerns and if this was a project that could be postponed. Smith asked that the subject be tabled until an issue or complaint arose.

-Burris explained that Casey's is waiting to hear from IDOT on a permit but that the proposed drainage was sufficient at twenty-four inches (24") throughout the appropriate places in the plans.

-Burris reported that Logan County will be beginning the MFT work in approximately two weeks, weather permitting.

Finance:

12. There was a break taken to allow for the board members to review all outstanding and paid bills.

13. Upon return from the break Allen made a motion to pay all outstanding bills and approve all bills previously paid for the month with 2nd from Smith. **Roll Call: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried**

14. The board reviewed the audit report as submitted by Craig Myers, CPA. Nolan made a motion to accept the audit as submitted with 2nd from Allen. **Roll Call: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried**

15. Treasurer Shelley reported that funds were transferred as a result of the audit in the following amounts: \$6483.06 from the general account into the insurance fund; \$202.70 from MFT to general and \$2886.44 from Operation & Maintenance to general. Nolan made motion to approve transfers as made with 2nd from Tibbs. **Roll Call: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried**

July 20, 2015

16. Skelton explained a handout that he had compiled which consisted of hiring an assistant village clerk. The handout was reviewed by the board. Smith explained his opinions of the Clerk & Treasurer cross training to allot for any possible concerns of missed working days. Smith explained his solution of paying the clerk's pay out of operation & maintenance fund for hours worked between 8:00 am and noon and the paying any remaining hours worked from the general fund. Allen voiced her opinion of possibly hiring a part-time as needed (PRN) person. Allen expressed her concerns of having the clerk position in charge of the water billing and the person possibly changing with each election. Smith explained the problems with extra payments needed for extra personnel (i.e. medicare, unemployment, etc). There was discussion about leaving the position alone for now and looking at possible changes in the future. Clerk Coon was asked to create instructions for using the water billing program. The splitting of the maintenance's personnel hours was discussed with Smith explaining why this isn't possible for the Clerk position. The majority consensus was to leave the position and hour billings done as is with possible changes to be considered in the future.

Police:

21. Shelley explained her question of holiday pay for police because the current ordinance does not state clearly the policy. After a short discussion it was decided to send this subject to committee for a recommendation to be established for presentation to the board at the August board meeting.

17. Cupi reviewed her report with the board. The report showed fifty-seven (57) total calls for the month of June with seven (7) ordinance violation tickets issued. There were one hundred and twenty (120) total traffic stops made with ninety (90) citations issued. There was \$437.00 spent in gasoline and approximately 425 hours worked per week in June. Cupi reported that all equipment for the new Explorer has been ordered and delivered. Ragan Communications is ordering the remainder of the equipment needed to outfit the Explorer. Cupi explained that Alex Hill will be leaving on August 26, 2015 for the full-time police academy.

18. Clerk Coon read the committee meeting recommendations of: 1. Leave the curfew hours set as they currently are written; 2. a) pay the inspection fee only and leave the vehicle (2007 Charger) sit until a decision is made in the future b) consider accepting closed bids on the vehicle to sell it. Tibbs made a motion to approve leaving the curfew hours set as currently in the ordinance with 2nd from Nolan. **Viva Voce: 4-2 (Smith and Coon-nay) Motion carried**

19. Coon explained that the Charger had been taken to Roland Rich and outlined the findings of needing new sway bar bushings and an internal rebuild due to burning oil. There was discussion about retaining the vehicle for repairs in the future versus placing the vehicle out for bid. Smith made a motion to pay the inspection fee and put the 2007 Dodge Charge up for sale by sealed bids to be received until October 12, 2015 with bids to be opened at the October 19, 2015 regular board meeting with 2nd Allen. **Viva Voce: 5-1 (Skelton-nay) Motion carried**

20. Coon explained the need for a replacement base radio in the police office. Coon reported that repairs on the existing radio would cost \$483.50 plus a new power supply for \$198.00 for a total of the repairs being \$681.50. A new radio would cost \$633.50 for the model that is comparable to the current one which includes the power supply. Coon made a motion to purchase the Nextedge Digital Radio from Ragan Communications for a price of \$633.50. with 2nd from Allen. **Roll Call: Tibbs, Aye; Skelton, Aye; Nolan, Aye; Allen, Aye; Coon, Aye; Smith, Aye Motion Carried**

Buildings & Grounds:

22. Clerk Coon read the following recommendations from the committee meeting for consideration: 1) Open bids for the property located at 316 W> Walnut to be received and opened at the August 17, 2015 regular board meeting. Clerk Coon was instructed to place an advertisement in the Banner Times reflecting this matter and to include that the "village reserves the right to refuse all bids". Skelton made a motion to approve the recommendation as read with 2nd from Allen. **Viva Voce: 5-0-1 (Tibbs Abstain) Motion Carried**

23. Tibbs reported that Mark Mattingly was not interested in removing the trailer from 407 W. Walnut Street for scrap. The past situations of ownership with this property and trailer were explained to Skelton. There was a discussion about possibly filing for abandoned property. This subject was tabled to a later date.

Village of San Jose
Regular Board Meeting Minutes
July 20, 2015

24. Worlow explained the tripping hazard with the sidewalk beside the property located at 301 W. Linden Street. The side for repair needed, options for repair and cost of repair were all discussed. Conrad suggested that area be removed and dirt be packed into the area until funds for new sidewalk could be acquired. There was question pertaining to the money received monthly from the cell tower and its use for sidewalks. Coon made motion to remove the section(s) of sidewalk needing repaired and replace it/them with dirt to be placed with concrete when the money is available with 2nd from Allen. **Viva Voce: 6-0 Motion Carried**

-Nolan reported that the storm cellar at the West Park that was concerning due to no padlock being in place has been taken care of and a new lock has been secured.

Streets & Alleys:

25. Worlow read the following recommendations from the committee meeting for consideration: 1) Leave the stop signs (at E. Vine & Locust and at E. Vine & S. 1st Streets) in their current locations and do not change anything; 2) Conrad has been asked to look at the alleys of concern and use grindings on the holes on the alley in the block between Vine/Race and Logan/Payne streets 3) Leave the vote stand on this matter (sidewalk in front of 214 W. Walnut) as was voted on at the June 15, 2015 board meeting. Smith asked that #3 be voted on separate from the other two recommendations. Skelton made a motion to accept recommendations 1 & 2 as read with 2nd from Smith. **Viva Voce: 5-1 (Coon-nay) Motion Carried**
Skelton made motion to accept recommendation 3 with 2nd from Tibbs. **Viva Voce: 5-1 (Smith-nay) Motion Carried**

-Nolan voiced her concerns of more alleys than just the one in the recommendation needing considered for repair. Nolan is to work with the maintenance personnel in reviewing the alleys and creating a list for repairs. Burriss explained problems with repairing alleys given the amount of rain and the washing out of any materials used for patching. Nolan explained the need for these repairs with Burriss giving another option for repair.

Health:

26. Worlow explained the reason for the board to consider a compost ordinance given that the village currently does not have any form of regulatory measures to govern a compost pile. Smith explained that the current odor ordinance might govern these some. Worlow asked that the board be in consideration of creating an ordinance covering this matter with further discussion to be postponed until a later date.

-There was a discussion about possibly spraying three times per week for mosquitoes. Tibbs is to talk with Reiners about this possibility. The board agreed that if Reiners felt this additional spraying would help to control the mosquito problem then it would be allowed to commence immediately. There was discussion pertaining to a non-work related injury suffered by Reiners which rendered him unable to drive. Maintenance personnel and Tibbs will drive Reiners around for spraying until Reiners is able to drive or McCormick obtains his proper licensing.

Old Business:

-Nolan inquired with Burriss of concerns with postponing the repairs to the storm drain at 100 E. Race Street noting possible road erosion. Burriss explained that this is a possibility but that the effected road is slated to be replaced upon completion of the project.

-Nolan asked Burriss about the "top-hat" style drain that is being considered on Furlane Drive. Burriss explained the problems found in the area and will look at the area again for possible changes to allow for better draining.

There was no further business brought before the board. Smith made motion to adjourn at 8:55 pm with 2nd from Allen. Meeting adjourned