

Village of San Jose
Board Meeting Minutes
June 20, 2016

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: McCormick, Skelton, Tibbs, Nolan, Allen and Smith (7:07) Absent: none

Also in attendance: President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, Maintenance McCormick, Maintenance Larmore, Engineer Burris, and six (6) 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.

Nolan made motion to approve the consent agenda consisting of the minutes of the May 9, 2016 board meeting and the treasurer's report with 2nd from McCormick. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

President Worlow announced that item number 23: Update on bathroom installation was going to be struck from the agenda.

Citizen Concerns:

1. Citizen Chris Thomas asked to take his complaints and concerns into closed session to which Trustee McCormick agreed and asked President Worlow for consent. Worlow agreed to move item to closed session later in the meeting. Attorney Bosich inquired what the exception would be for going into closed session and McCormick stated it was to discuss personnel matters. (5ILCS 120/2 (c) (5))

2. Citizen Laura Karker addressed the board with her intentions toward purchasing the property known as 407 W. Walnut Street. Karker asked if the board would be willing to allow the maintenance personnel to remove the trailer, garage and cut the grass one time once the property was purchased. There were several matters regarding this purchase discussed, i.e. ownership of the trailer, liability matters with removing the trailer, liability matters with maintenance personnel mowing the yard of privately owned property. Attorney Bosich explained that Karker would need to speak with an attorney or the Secretary of State office to determine the next steps towards purchasing the property. The board explained that if the yard gets mowed, a lien would be placed on the property by the village for the mowing but that the maintenance personnel could only remove the trailer on their personal time, not during working hours, if they so choose to accept the task.

President:

3. There were no comments or concerns brought before the board during this time.

Clerk:

4. Skelton explained to the board his thoughts towards implementing a plan for the electronic attendance to meetings held by the board but due to the current state of the budget, Skelton felt this would not be possible at this time.

5. Coon pointed the board's attention to the insert in their packets marked Ordinance 16-505: Prevailing Wage. After review, McCormick made a motion to accept Ordinance 16-505: Prevailing Wage with 2nd from Smith. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

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Engineer:

6. Burris reported to the board that he is finishing the paperwork needed to send the water main project to the underwriters for funding. Burris reported that the interest rate has dropped to 1.625% for the life of the 40 year loan. Poverty level will not be determined until the letter of conditions is compiled and received by the village. This letter will outline all of the aspects of the grant/loan amounts and distribution. Burris stated that this project would replace all the undersized pipes left in the village.

-Burris reported that Logan County will be working in the village in July with the N. 5th street project being completed in August.

Maintenance Personnel:

7. McCormick reported that there was a hole in the pavement at on Arch Street at 2nd Street. This hole was due to clay storm sewer tile collapsing but is now repaired and filled in. The cost of the project was \$125.00 for metal culverts to be bought and inserted.

8. McCormick asked is the 1992 Dodge pickup work truck could be placed out for sealed bid due to no longer needing the truck. Nolan made a motion to sell the 1992 Dodge truck placing it out for sealed bids to be opened up at the August 15, 2016 board meeting with 2nd from Allen. . **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

9. McCormick reported that the tree at the corner of Walnut & 4th street needs to be trimmed and that the tree in front of the address of 312 W. Vine Street needs to be completely cut down. Randy's Tree Service has entered a bid of \$450.00 for both projects. Nolan made motion to trim the tree at Walnut & 4th and to cut down and remove the tree at 312 W. Vine Street using Randy's tree service with 2nd from McCormick. . **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

10. The discussion of the purchase of a concrete saw was postponed until after the budget could be reviewed.

11. McCormick reported that the mosquito abatement spray was gone. There were concerns voiced over the new bug sprayer being left outside in sunlight and high temperatures. McCormick will look into this potential issue. Nolan made a motion, with 2nd from Skelton, to purchase another barrel of bug spray at a cost of approximately \$2400.00. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

-Tibbs reported that a new bug sprayer was purchased due to the old one breaking beyond repair. Tibbs explained that the board had been polled individually to get support for the purchase of the new sprayer. Tibbs asked to move forward with approval for the purchase but was told that the village insurance company had already been notified and reimbursed the village for the purchase of the new sprayer so no further action was necessary.

-B. McCormick asked the board how often the bug spraying should be done. After a discussion it was decided that the spraying could be taken to once per week with B. McCormick given authority to change the schedule as needed.

-B. McCormick informed the board of the permit obtained from the IL Department of Natural Resources that will allow trapping and humanely euthanizing of raccoons, and certain other animals, excluding cats or dogs.

Zoning Board:

12. There were no matter brought before the board during this portion of the meeting.

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-COMMITTEE REPORTS-

Water & Sewer:

13. The board reviewed the report as submitted by Water Superintendent Albers with no comments, questions or concerns voiced.

14. The board reviewed the report as submitted by Clerk Coon. Coon explained the format and reasons for the new report as submitted. There were no comments, questions or concerns voiced about the report.

15. J. McCormick voiced concerns of possible incorrect information being discussed and followed in regards to the water forgiveness matter for R. Davis at the address 201 W. Walnut Street. J. McCormick encouraged the board to reconsider the decision made on this issue. J. McCormick voiced his concerns about the new policy and suggested a water & sewer committee meeting be held to discuss this matter further.

Finance:

16. There was a break taken so the board members could review all paid and outstanding bills.

17. Upon completion of the break, Nolan made a motion, with 2nd from J. McCormick, to pay all outstanding bills and approve all paid bills for the month. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

18. The budget, as proposed by Treasurer Shelley and Finance Chairman Skelton, was reviewed by all board members. There was a line by line review of all the expenditure proposals with several changes and deductions made from the submitted budget. The budget was still in the negative upon completion of the review. Shelley assured the board that if all the expenditures were needed to be made that there was emergency money and certificates of deposit that could be cashed in and used. Shelley made the appropriate adjustments and handed out a revised budget for the board to review. After review of the final budget proposed, Smith made a motion to accept the FYE 17 budget as amended and submitted with 2nd from Allen. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

19. Shelley explained the reasoning for closing the emergency fund at First Farmer's State Bank in Delavan, IL. Shelley explained that the money taken from this account would be deposited into the current emergency fund that is on deposit at Havana National Bank. Skelton made a motion to close the emergency fund at First Farmer's State Bank in Delavan, IL and move all the money into the emergency fund at the Havana National Bank. The motion was 2nd by Tibbs. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

-There was a concern voiced regarding placing all the money into one bank to which Shelley assured the board that the money would be insured through FDIC.

21. Shelley and Coon explained the findings of the FYE 16 audit which were all favorable with the exception of three deposit transfers that were needed. Shelley outlined the manner in which the money received from water billing needed to be distributed and explained the need for three new checking accounts to be opened with the Havana National Bank. One account will be for all water bill money to be deposited into; one will be for specific for sewer and the third will be for the new capital improvement money to be held in. The current "operations & maintenance" account will be changed to only hold the water money collected. Coon will generate a report monthly showing how the money collected should be distributed to the above mentioned accounts. Smith made a motion to open the necessary accounts at the Havana National Bank and change the name of the current account needed with 2nd from McCormick. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

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20. Shelley explained to the board the need to convert the outstanding Certificates of Deposit from their current length to different time frames. Shelley and Skelton will look into this and report back to the board at the August 15, 2016 general board meeting.

Police:

22. Cupi reviewed the report she had submitted in the board packets. The report showed a total of fifty-nine (59) calls for the month of May with thirty-one (31) total traffic stops resulting in thirteen (13) citations written. There were fifteen (15) ordinance violation warnings handed out, there was \$248.00 used for gasoline and 300 total man hours worked. Cupi reported that Austin Johnson would be graduating from the Academy on June 23, 2016 and would begin on-duty training on June 24, 2016. Cupi will attend the graduation ceremony in Champaign on June 23, 2016.

Buildings & Grounds:

24. This subject matter was discussed earlier in the meeting under citizen concerns.

25. Attorney Bosich addressed the board inquiring of their intentions towards the old high school building. The timeline of events was reviewed and the board instructed Bosich to draft and send a letter to the current owner of the property, John Richards, in regards to the nature of the building and the need for repair or demolition. Park board members were present and addressed the board explaining past promises made by Mr. Richards and that there had been new pictures taken of the roof of the building that will be sent to Clerk Coon for printing and forwarding to Attorney Bosich. There were concerns of Richards' having proper insurance for the property. The board asked Bosich to make this matter top priority and to send Clerk Coon a copy of the letter once drafted and sent.

Streets & Alleys:

26. There was nothing brought before the board during this time.

Health:

27. There was nothing brought before the board during this time.

Old Business:

28. There was nothing brought before the board during this time.

New Business:

29. There was nothing brought before the board during this time.

Nolan made a motion to enter into closed session per 5ILCS 120/2 (c) (5) with 2nd from McCormick. **Roll call vote: Allen, Aye; Tibbs, Aye; Nolan, Aye; Skelton, Aye; McCormick, Aye and Smith, Aye Absent: None Motion carried**

Entered into closed session at 9:21 pm

Came out of closed session at 9:32 pm

Nolan made motion to note the minutes that Chris Thomas was given time during closed session to plead his case but he refused and left the building vehemently.
2nd by Allen **Viva Voce: 6-0 Motion Carried**

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There was a discussion with Attorney Bosich in regards to responding to citizens who threaten lawsuits and address the board in a negative manner. Bosich explained the procedures in such a case.

McCormick made a motion to adjourn with 2nd from Smith.

Meeting adjourned at 9:38 pm

Recorded by: Stacy Coon, Village Clerk