

SAN JOSE VILLAGE BOARD MEETING

MAY 12, 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, Tibbs and Karker

Absent: None

Also in attendance: Acting President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, and 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 with 2nd from Karker to approve the consent agenda: minutes of April 21, 2014 regular board meeting, minutes of April 30, 2014 committee meeting and the treasurer's report. **Roll Call Vote:** Karker-Aye; Tibbs-Aye; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried

1. Citizen Concerns:

There were no citizen concerns brought before the board.

2. Maintenance Report:

Supervisor Conrad reported that the check valve on the pump for the lagoon was being repaired at a cost of \$543.00 for the valve. Tibbs made motion to approve the purchase of said valve with 2nd from Nolan. **Roll Call Vote:** Karker-Aye; Tibbs-Aye; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried

3. Conrad reported that pricing for rental of the equipment needed for the 3rd Street & Linden project would range from \$750.00 to \$1100.00 per week of rental. Conrad has not received a bid from Mark Coers to date, Karker is to contact Coers. There was discussion pertaining to the length of rental needed. Conrad agreed to attempt the project utilizing the current village owned equipment prior to renting equipment. Coers will be asked for a quote for the digging portion of the project only with village maintenance executing the remainder of the work needed for project. Alvin Calvin is to be contacted and asked for a quote for the safety portion of this project. This subject was postponed to the June 2014 regular board meeting.

4. Conrad reported that drill presses range in pricing from \$250.00 to \$300.00. Nolan made a motion to buy the drill press from Menards for a cost not to exceed \$250.00 with 2nd from Coon. **Roll Call Vote:** Karker-Aye; Tibbs-Aye; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried

5. The board discussed the need for safety equipment (i.e. harness, tripod, etc.) for the maintenance personnel to enter into lift stations located in the village. Conrad reported a quote from Sentry Safety for equipment to be between \$2800.00 and \$3000.00. Nolan made a motion to purchase the needed harness and tripod and any other equipment needed per OSHA requirement for the lift station entry with 2nd from Karker. **Roll Call Vote:** Karker-Aye; Tibbs-Aye; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried

Mayor:

6. Clerk Coon handed out the proposed changes to ordinance 4-2-2 (H) for review by the board. There was discussion pertaining to the issue of fencing needed for businesses inside the village. There were concerns debated pertaining to the height and placement of any said fences erected. After discussion it was decided to 1. Change the forty-eight (48) hours in 4-2-2 (H)(2) to thirty (30) days and 2. A privacy fence is to be erected, if required, not to contradict the current fence ordinance, Title 4 Chapters 7 & 8.

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7. Worlow asked the board's permission to look at the standing committee assignments currently in effect for possible suggestions on changes due to the upcoming election. Permission was granted per general acknowledgement. Worlow is to bring suggestions for change to the June 2014 board meeting.

8. Clerk Coon reported that the warranty deed for the property on Main Street, west of Casey's, is currently with Attorney Taylor and is being sent to the village for filing in Logan County. There was then general discussion pertaining to the amount in which the property would be offered to any potential buyers. The price of \$3000.00 was discussed as per the April 30, 2014 committee meeting. Smith made a motion to set the price for the property located on Main Street immediately to the West of Casey's (106 E. Main Street) at \$3000.00 with counter offers to be considered with 2nd from Tibbs. **Viva Voce:** 5-1 (Blackstock: Nay) Motion Carried

-President Worlow announced that he would leave the ethics committee stand with the current members continuing as the committee. All members of said committee were named: Karker-Chairman, Don McIntosh, Sherry Luft, Mary Heimer and Joyce Canada-members.

Clerk:

9. Clerk Coon explained that the new fiscal year had started and therefore, a village website is open for discussion. There was discussion about being able to take water bill payments online. Clerk Coon and Treasurer Shelley discussed the fees involved in online payments. Treasurer Shelley is to check into the charges involved in online bill payments. Worlow explained the quote for the implementation of a village website through Gov.Office is \$1375.00 with \$425.00 charged annually for renewal. Nolan made a motion to proceed with purchasing a website with Gov.Office as per their proposal with 2nd from Karker. **Roll Call Vote:** Karker-Aye; Tibbs-Aye; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried

10. Clerk Coon explained that Mediacom did a site survey and the switch should be done within the following week or two. There will be five lines total instead of the current 3 lines. The additional two lines will be used for a dedicated fax number for village hall and a dedicated call forward number for the police department.

11. Clerk Coon reported that the ID badge printer and accessories will cost approximately \$1495.00 to \$1575.00. Clerk Coon was instructed to research online for the printing of the ID badges and report back at the June 2014 board meeting.

12. Clerk Coon asked the board to formalize their decision pertaining to the intersection of N. 2nd and Walnut Street. Nolan made motion, with 2nd from Coon to make the intersection of Walnut and N. 2nd Street a four-way stop. There was concerns voiced by Karker over the intersection of Walnut and 3rd Streets due to children being in the roadway with a hill involved. **Roll Call Vote:** Karker-Aye; Tibbs-Nay; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried Clerk Coon will draft such an ordinance for passage at the June 2014 board meeting.

-The engineer's report was moved to later in the meeting to allow Burriss to arrive.

-Committee Reports-

Water & Sewer:

15. The report submitted by Water Superintendent Albers was reviewed by the board with no questions or comments brought forward.

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16. The report submitted by Clerk Coon was reviewed by the board. There was discussion about the repayment plan entered into with account 0412. Clerk Coon reported that a \$20.00/month arrangement has been made with account 0412. There was question about payments from Parent and R. Davis with no payments being made in the month of April. Clerk Coon produced a letter that had been sent to Parent requesting monthly payments be made. Clerk Coon was instructed to send a letter to R. Davis requesting that regular monthly payments be made on the outstanding water bill at 101 S. 4th Street, after discussion about the ordinance violations that have been issued to Mr. Davis.

17. A break was taken for the board to review the outstanding bills.

18. Upon completion of the review of the bills, one mistake was found in payroll which Treasurer Shelley corrected immediately. Nolan made a motion to pay all outstanding bills with the one correction included with 2nd from Smith. **Roll Call Vote:** Karker-Aye; Tibbs-Aye; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye
Motion Carried

Economic Development:

19. Sergeant Spickard explained his thoughts on opening a bicycle park in the village. Spickard reported that the village insurance agent is coming for a meeting on May 30, 2014 at 10:30 am to discuss possible options for said park. Spickard is to submit a completed proposal at the June 2014 board meeting for review and consideration.

Police:

20. Chief Cupi reviewed the monthly packets, which showed fifty-two (52) stops for the month, as submitted to the board. Cupi reported that she is working with Clerk Coon on updating the policy and procedure manual for the police department. Cupi pointed out the scheduling changes that have been made due to the Memorial Day campaign in which the department could win free departmental equipment.

23. Cupi submitted a sample policy regarding the requirement for wearing bullet-proof vests by all officers of the San Jose Police Department. Cupi explained that there are various ways to obtain vests at little to no cost to the village upon the implementation of a "must wear policy". Cupi was asked questions pertaining to a current "pursuit" policy. Cupi explained that each situation would define the distance in which it was acceptable for an officer to pursue a vehicle. Coon made a motion to approve the "must wear policy" as submitted by Chief Cupi with 2nd from Smith. **Viva Voce:** 6-0 Motion carried

21. Chief Cupi discussed the possibility of leasing a new Ford Explorer to be the main police vehicle. Cupi explained that the leased price would be \$33142.08 which is the state bid price and purchasing said vehicle outright would be \$29,575.00. There were concerns voiced by about the amount of increase in fuel. Treasurer Shelley reported that there were sufficient funds in the sales tax account to purchase said vehicle outright and all necessary equipment to save money. Chief Cupi was asked to gather a completed proposal, including equipment needed, to be reviewed and considered at a Police Committee meeting that will be called at a later date.

22. Sergeant Spickard explained that there were twenty-two (22) red tag warnings issued between May 3 and May 8th. Spickard submitted number coded pictures of violations warned on for the board's review. Spickard was commended on a job well done.

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Engineer:

13. Burris reported that the demolition at 105 W. Walnut should commence within the next two weeks with the intentions of having the buildings down before the end of the school year.

14. Burris updated the board that the owners of 100 E. Race have been contacted and easement rights are being sought.

Buildings & Grounds:

24. Burris reported that Chicago Title Company referred him to Logan County Title Company for verifying the village boundary limits. Burris quoted a cost of \$200.00-300.00 for the title work to research the property on the East limits of the village, North of Route 136. There was discussion about the maps that have been located pertaining to this property. Blackstock made motion to hire Logan County Title Company to conduct a title search, costing \$200-\$300.00 to determine boundary lines on the east side of the village, north of Route 136 with 2nd from Nolan. **Roll Call Vote:** Karker-Nay; Tibbs-Nay; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried Burris to contact Logan County Title Company and get information to Clerk Coon.

-Burris reported that he had attempted to check on a possible problem in a ditch in front of 309 W. Walnut. Burris explained that no one answered the door; however, the observed potential problems were that 1) the homeowners were burning in the ditch which causes run off issues 2) slippery conditions exist due to the lack of grass because of the burning and 3) the adjoining property has a retaining wall that is potentially too tall. Burris is to meet with Karker for further abatement of the problems.

25. Smith explained that he has not been in contact with the area contractors to discuss the "building inspector" job duties. Burris expressed some points to consider when adopting the International Building Codes as there are specific codes pertaining to residential building (i.e. requirement of sprinklers in all new construction). Subject was postponed to the June 2014 board meeting.

26. Conrad reported on the current problems being seen by the current Craftsman lawn tractors being used by maintenance. Conrad reviewed a quote obtained from John Deere for a four wheel steered, 54" deck mower at a government price of approximately \$6350.00 and a non-four wheel steered at approximately \$3000.00. The areas in which the maintenance personnel are currently responsible for mowing were discussed. Conrad was asked to gather more bids and bring them to the June 2014 board meeting.

Streets & Alleys:

27. Karker handed out a list of fifteen (15) areas of sidewalks that she and Blackstock had enumerated in severity and urgency for repair. Karker suggested that at least the first five (5) on the list be repaired immediately due to the tripping hazard to anyone using said sidewalks. Karker pointed out that repairing all five areas would cause for a potential overage on the budgeted amount for sidewalk work in this fiscal year. Karker requested that the board consider allowing additional funds be used to complete the sidewalk projects as outlined. There was discussion about contractor Bruce Eads agreeing to repair sidewalk section that measured a minimum of one hundred feet (100') per area and the areas in which to repair immediately. Nolan made motion to repair the first five (5) areas as identified on the list provided by Karker and Blackstock to be reviewed at the June 2014 board meeting and more repairs to be considered later in the year with 2nd from Blackstock. **Roll Call Vote:** Karker-Aye; Tibbs-Aye; Smith-Aye; Coon-Aye; Nolan-Aye; Blackstock-Aye Motion Carried

-Coon asked Karker the status on the concrete approaches in front of the firehouse. Karker reported that the Fire Protection District's Board of Trustees has approved the proposal and the work would begin as soon as the contractor could be contacted.

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Health:

There were no problems or concerns brought to the board for discussion.

Old Business:

There were no problems or concerns brought to the board for discussion.

New Business:

There were no problems or concerns brought to the board for discussion.

Seeing no further business to be tended to Mayor Worlow called for a motion to adjourn. Nolan made such a motion with Tibbs 2nd.
Meeting adjourned at 9:30 pm.

Recorded by: Stacy Coon, Village Clerk