

Village of San Jose  
Monthly Board Meeting July 17, 2023

Monthly Board Meeting was called to order by President Worlow at 7:02pm, on Monday, July 17, 2023. Meeting was held at Village Hall, 309 S 2<sup>nd</sup> Street San Jose, Illinois. Roll call taken: Present: Allen; Blackstock; Nolan; Price, R Tillquist, Cross; 6 present. Also, in attendance: President Worlow and Clerk Shelley. Citizen attendance was Craig Miller. Meeting agenda was posted more than forty-eight in advance on the village website, outside and inside bulletin boards at Village Hall and is attached to and made part of the minutes.

**Consent Agenda:**

Motion made by Allen to approve the consent agenda minus, seconded by Nolan. Allen aye, Price aye, Blackstock aye, Cross aye, Tillquist aye and Nolan aye. Motion carries.

**Citizen's Concerns:**

Mr. Miller asked if the village priority is to fine residents. Trustee Price explained the village is attempting to keep the town clean. Mr. Miller also questioned the agenda item dealing with residents responsibility for care for easements. He was advised the item will be discussed later in the meeting.

**President:**

Mayor Worlow will follow up with Nikolai regarding repainting the "Welcome to San Jose" signs on 136.

Trustees Tillquist and Price have completed FOIA training.

**CLERK:**

Trustee Allen made motion to update 4-1-8 to clarify homeowner's responsibility for keeping easements free of tall grass, weeds and similar vegetation. Motion was made by Allen and seconded by Price. Allen aye, Price aye, Blackstock aye, Cross aye, Tillquist aye and Nolan aye. Motion carries.

Clerk Shelley advised the board that Catalyst will allow the village to keep the existing website with a 6% increase. Motion made by Allen and seconded by Price to revisit new website provider in 2024. Allen aye, Price aye, Blackstock aye, Cross aye, Tillquist aye and Nolan aye. Motion carries.

Clerk Shelley stated that each trustee and mayor were provided a Parliamentary Motion Guide to review.

Clerk Shelley discussed the actual price to establish a domain and due to budget constraints, suggested the issue be deferred to 2024.

Clerk Shelley provided her notes from the clerk training and offered to discuss any bullet item with trustees or mayor.

**ENGINEER:**

Nothing to Report.

**FINANCE:**

Trustee Allen made a motion to pay bills and seconded by Trustee Nolan. Allen aye, Price aye, Blackstock aye, Tillquist aye, Cross aye and Nolan aye. Motion carries.

Treasurer Shelley shared auditor's concern regarding a payment from water to sewer during FY23. Since auditor has all invoice copies and bank statements, This item will be tabled until auditor returns files.

**ZONING:**

Nothing to report.

**MAINTENANCE:**

Mayor Worlow agreed to check on repair costs for the red pick-up truck.

Trustee Blackstock suggested the roof at the village hall and the garage doors for the village hall and water works building need repainted. Trustee Blackstock agreed to table this item until the FY24 fiscal year.

Trustees agreed to hire a part time maintenance person at \$15 per hour. The position will require a GED or high school diploma equivalent and the person be amenable to flexible hours. The job will be posted on the village website and village Facebook page.

**WATER, SEWER & GARBAGE:**

Clerk Shelley advised board that water clerk sent out questionnaire with July water bills asking if residents are interested in ebilling and autopay. Results will be available at the August 2023 meeting.

Clerk Shelley discussed the auditor's suggestion to split Capital Improvement into Water and Sewer. A new bank account will be opened under the Sewer Company in QuickBooks and \$61,503.86 will be transferred from the existing Capital Improvement Fund under the Water Company. Trustee Allen made a motion to establish a new bank account for Sewer Capital Improvement and transfer \$61,503.86 from Water Capital Improvement and seconded by Trustee Cross. Allen aye, Price aye, Blackstock aye, Tillquist aye, Cross aye and Nolan aye. Motion carries.

Clerk Shelley shared auditor Meyer and lawyer McGrath's opinion that the village should consider a loan to pay for lagoon lift station rather than transfer money from other funds. Meyer also stated the appropriations ordinance could be changed to support the funds transfers. Shelley agreed to continue to track this item.

Trustee Allen stated an aerator part needs to be replaced and she advised maintenance to order the part. Trustee Nolan made a motion to approve ~\$1,200 to pay for aerator part and seconded by Price. Allen aye, Price aye, Blackstock aye, Tillquist aye, Cross aye and Nolan aye. Motion carries.

The water leak at MC Two Investments has not been repaired and Trustee Allen tabled the item until the water clerk returns from vacation.

**POLICE:**

Trustee Price discussed the police monthly report. Trustee Price advised the board of her actions to find a police chief and possible incentives. She reviewed the job posting and checklist for the new police chief.

**BUILDING & GROUNDS:**

Nothing to report.

**STREETS & ALLEYS:**

Nothing to report.

**HEALTH & SAFETY:**

Clerk Shelley agreed to provide Trustee Tillquist an email with spreadsheet regarding ordinance violation letters sent to residents.

**Unfinished BUSINESS:**

Steps for white pick-up truck have been ordered.

**NEW BUSINESS:**

Clerk Shelley provided all trustees and mayor with a new Revised Illinois Employee Withholding Form that required completion.

Clerk Shelley advised board of letter from San Jose Back-To-School committee requesting donation. Trustee Allen made motion to donate \$250 to San Jose Back-To-School committee and seconded by Price. Clerk Shelley will use the village Amazon account to order supplies. Allen aye, Price aye, Blackstock nay, Tillquist aye, Cross aye and Nolan aye. Motion carries.

Motion to adjourn at 8:18 pm by Trustee Allen, seconded by Trustee Nolan, unanimous approval.

Respectfully submitted, Patti Shelley, Village Clerk