

Village of San Jose  
Regular Board Meeting Minutes  
May 11, 2015

Regular 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: Smith, Coon, Nolan, Blackstock, Karker and Tibbs

Absent: None

Also in attendance: President Worlow, Clerk Coon, Treasurer Shelley, Chief Cupi, Engineer Burris (8:55pm); Maintenance Supervisor Conrad, Maintenance McCormick and five (5) 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.

Blackstock made a motion, with 2<sup>nd</sup> from Coon, to approve the consent agenda consisting of the minutes from the April 20, 2015 Board meeting, and the treasurer's report. **Roll Call Vote: Smith, Aye; Coon, Aye; Nolan, Aye; Blackstock, Aye; Karker, Aye; Tibbs, Aye; motion carried**

Outstanding Matters:

1. There was a general discussion pertaining to the requested culvert installation at 108 ½ S. Logan Street. The general consensus of the board was not in favor of allowing a culvert to be placed at this address. Nolan made a motion to deny the request of the owner of 108 ½ S. Logan Street to insert a culvert beyond the existing culvert with 2<sup>nd</sup> from Tibbs. **Viva Voce Vote: 6-0 Motion Carried**

2. There was a general discussion pertaining to the culvert requested by the homeowner at 207 W Race Street. The length of the culvert and the allotment for such a culvert was discussed. Nolan made a motion to allow the twenty foot (20') culvert to be installed at 207 W Race Street as per the village's allotment for each addressed parcel with 2<sup>nd</sup> from Karker. **Roll Call Vote: Smith, Aye; Coon, Aye; Nolan, Aye; Blackstock, Aye; Karker, Aye; Tibbs, Aye; motion carried**

Finance:

3. There was a short break taken to allow for the board to review all paid bills and outstanding bills as submitted by Treasurer Shelley.

4. Upon return from break, Nolan made a motion to approve all paid bills and to pay all outstanding bills with 2<sup>nd</sup> from Smith. **Roll Call Vote: Smith, Aye; Coon, Aye; Nolan, Aye; Blackstock, Aye; Karker, Aye; Tibbs, Aye; motion carried**

5. Trustee Blackstock and Trustee Karker were released as acting board members and thanked for their service to the community.

6. Clerk Coon swore in Duane Worlow as Elected President, Denise Allen as Elected Trustee, Dianna Nolan as Elected Trustee and Joshua Skelton as Elected Trustee; so seated.

Citizen Concerns:

7. There were no citizen concerns brought before the board during this time.

Mayor:

8. Worlow introduced a map that has been received from Casey's General Stores showing the intentions of their company for improvements to the land currently owned by the Village of San Jose to the West of their existing building and property. The board reviewed this map and a general discussion was held in regards to the layout. Clerk Coon reported that the letter, accompanying the map, had been forwarded to the Village's engineering firm for the proper response to be generated.

Village of San Jose  
Regular Board Meeting Minutes  
May 11, 2015

9. Mayor handed out his rendition of the standing committee assignments for review by the board. There were various opinions stated and concerns addressed regarding the assignments as proposed. There were concerns voiced by Nolan regarding how the assignments were divided and the reasoning behind such division. These concerns were discussed until Coon made a motion to accept the committee assignments as written and submitted by Mayor Worlow with 2<sup>nd</sup> from Allen.

**Roll Call Vote: Smith, Aye; Coon, Aye; Nolan, Nay; Allen, Aye; Skelton, Nay; Tibbs, Nay; Tied Vote Mayor Worlow, Aye Motion Carried**

As a result of this change the following signature changes will be made on the various bank accounts: signatures to be removed: TyLinda Blackstock and Dianna Nolan; Signatures to be added: Denise Allen and Ralph Coon due to the change in the finance committee members.

Clerk:

10. Clerk Coon announced that the annual audit would begin on May 12, 2015 and was anticipated to be completed by May 15<sup>th</sup> but would continue until its completion.

11. Clerk Coon presented Resolution #15-496R: "A Resolution Urging the Governor and General Assembly to protect full funding of Local Government Distributive Fund Revenues" for board consideration. Clerk Coon explained that this was a movement by several municipalities in the state in an effort to influence the decision the Governor is making regarding this revenue. Smith made a motion to accept Resolution #15-496R with 2<sup>nd</sup> from Nolan. **Roll Call Vote: Smith, Aye; Coon, Aye; Nolan, Aye; Allen, Aye; Skelton, Aye; Tibbs, Aye; Motion Carried**

The Engineer portion of the agenda was postponed to later in the agenda due to Burris' attendance.

Finance:

14. Skelton voiced his idea in regards to donating his trustee pay back to the town for use towards a civic event or into the general reserves. There were various thoughts and opinions voiced on this matter with each individual trustee encouraged to make their own personal decision regarding this matter and advise Treasurer Shelley on their preference. There was discussion on how this money could potentially be used to help create a more positive outlook for the citizens.

15. Skelton voiced concerns over where funds could be found to cover any reduction in the annual revenue received from the state. Treasurer Shelley explained her understanding of the Governors' intentions. There was a discussion about possible ways to cut back on the current budget with few places being identified. Skelton will review the current working budget and meet with Shelley with any further questions if needed.

Maintenance Personnel:

16. Conrad reported there was a sewer back up on South 3<sup>rd</sup> street which occurred on Sunday, May 10, 2015 that caused for Hunter Hydro-Vac to be called in for jetting of the sewer line.

17. Conrad reported a tree located at 300 S. 1<sup>st</sup> Street that was in need of removal due to safety concerns. Conrad updated the board on the current stability of two other trees that had been questioned previous: 200 E. Race and 214 W. Walnut. Conrad reported that both trees had been evaluated by the tree service and neither tree was in need of any form of manicuring at this time. Conrad expressed that the new mower is running great when questioned.

-Skelton questioned the maintenance personnel about what business was being attended to on 5-8-15 to which Conrad explained the culvert situation that he had been instructed to look into. There was a discussion pertaining to the need for culvert replacement and what criteria residents were allowed new culverts and replacement of existing culverts.

Village of San Jose  
Regular Board Meeting Minutes  
May 11, 2015

18. There was no business brought to the board pertaining to zoning.

-COMMITTEE REPORTS-

Water & Sewer:

19. The board reviewed the report as submitted by Water Superintendent Albers. It was pointed out that there is a need for a new chlorine analyzer to be purchased at a cost of approximately \$450.00 to which all the board acknowledged and did not voice any concerns with purchasing such a piece of equipment. There were no further questions or comments in regards to this report.

20. The board reviewed the report as submitted by Clerk Coon. The water loss percentage was significantly lower than previous months. Conrad reported this is possibly due to a big water leak that was located and repaired in an alley off of south 2<sup>nd</sup> street. There was question about a monthly payment not being received. There were no further questions or comments in regards to this report.

21. Clerk Coon announced that the revisions to the pertinent water ordinances had been forwarded to the attorney for rewriting.

22. There was a discussion regarding no specifications on who is allowed to hook into the village sewer system in the ordinances. Tibbs explained his concerns regarding this matter. Worlow suggested a committee meeting be held to allow for open discussion about any changes that may need to be made. There were further opinions and concerns voiced. Chairman Allen will call a committee meeting to allow for all concerns to be addressed and possible revisions to the ordinances to be explored.

There was a short break taken.

Police:

23. Chief Cupi gave her monthly report showing thirty-six (36) total calls for the month with four investigations conducted, one of which a felony case. One ordinance ticket written and two curfew violations were recorded. There were forty-six (46) total traffic stops made with twenty-five (25) citations issued. There was \$248.94 spent in gas with an average of 79.5 hours worked per week. Cupi reported she is still working on hiring an officer. Nolan questioned the status on Officer Anderson. Cupi explained that insurance issues and military reserves schedule would not allow him to start working until the middle of June. There was a discussion about potentially hiring Alex Hill after working out specifications with Manito Police Chief. There were concerns voiced over Casey's becoming a twenty-four (24) hour store and other matters. Cupi assured the board that she was working diligently to get the needed officers hired and working as soon as possible to help alleviate these concerns. Cupi was commended for a job well done by the board.

Buildings & Grounds:

24. There were no matters brought before the board pertaining to this committee.

Streets & Alleys:

25. Coon reported to the board that he had concerns regarding the condition of the sidewalk in front of the residence at 214 W. Walnut due to the age of the resident living at this residence. This matter was postponed until further discussion could be had at a committee meeting.

Village of San Jose  
Regular Board Meeting Minutes  
May 11, 2015

Health:

26. There were no matters brought before the board pertaining to this committee.

New Business:

27. Skelton asked each board member to comprise a list of priorities that is of concern and bring said list to the next board meeting so they can be comprised and compiled in order of urgency.

Tibbs made motion to enter into closed session per 5ILCS 120/2 (c) (5) to discuss employee salary with 2<sup>nd</sup> from Nolan. **Roll Call Vote: Smith, Aye; Coon, Aye; Nolan, Aye; Allen, Aye; Skelton, Aye; Tibbs, Aye; Motion Carried**

Entered into closed session at 8:25 pm

Returned from closed session at 8:40 pm

-Mayor Worlow requested that any problems or complaints towards village personnel be brought to him personally rather than taken directly to the individual employee first.

- Mayor Worlow reminded the board of the proper procedure for filing an ordinance violation being that any violation noted is to be brought to the village clerk for recording and forwarding to the proper channel for issuance of a notice to comply to be issued.

-Clerk Coon explained how an ordinance violation is handled once turned in with names, addresses and contact information where applicable are attached for proper notification purposes and to verify that duplication has not occurred.

There was a break taken until Engineer Burris could arrive at 8:58 pm.

Engineer:

12. Burris explained that there was no update on the Phase II Water Main Project. He is working with Rural Development on the three tier approach that the board decided to execute. Smith questioned is there was any type of estimate yet on costs to which Burris explained that the estimates already submitted were still going to be reasonably close to current pricing. Burris then explained the process moving forward and how the money would be handled and distributed.

13. Burris reported that the cost for the 100 E. Race storm sewer replacement has gone up approximately \$200.00 and cautioned purchasing any of the materials until the project was scheduled to begin.

-Burris reported that the MFT street work was tentatively slated to begin in late July 2015.

-Burris has been in contact with Mason County highway department in regards to the mile stretch of road to the north of the village on 1<sup>st</sup> Street. There is no contract currently in place for this project so a start date is still unknown.

-There was a question and discussion about the current MFT allotment for the village from the state. Clerk Coon and Smith looked into this and found that the most current allotment had rebounded and was closer in line with the expected amount.

Village of San Jose  
Regular Board Meeting Minutes  
May 11, 2015

-Burriss has a copy of the map that was produced by Casey's and will have Scott DeSplinter review and respond to Farnsworth Engineering who is working for Casey's on this project.

-Clerk Coon announced to the board that all meeting agenda items needed to be turned in at latest forty-eight (48) hours prior to the beginning of a meeting for inclusion and that copies of any handouts given to the board during any form of meeting must include a copy for the clerk to make part of the official minutes of the meeting.

Smith made motion to adjourn the meeting with 2<sup>nd</sup> from Coon. Meeting adjourned at 9:30 pm.

Recorded by: Stacy Coon, Village Clerk