



Village Board Meeting Minutes

DATE: Tuesday, **February 7, 2017**
LOCATION: Sherman Village Hall, 401 St. John Drive, Sherman, Illinois 62684
TIME: 6:00 p.m.
TYPE: Regular Meeting of the Sherman Village Board of Trustees

VILLAGE BOARD IN ATTENDANCE

- Trevor J. Clatfelter, President
- Bret Hahn, Trustee
- Brian Long, Trustee
- Kevin Schultz, Trustee
- Krista Sherrock, Trustee
- Jay Timm, Trustee
- Nancy Zibutis, Trustee

OFFICIALS IN ATTENDANCE

Mike Moos, Deputy Village Administrator & EMA Director; Angela Fyans-Jimenez, Legal Counsel; Kevin Kuhn, Village Engineer; Craig Bangert, Chief of Police; Sean Newton, Public Works Director; Bruce Beal, Sewer Coordinator and Jeremy Stuenkel, Treasurer.

PUBLIC IN ATTENDANCE

Mark Gordon, Sandy Walden, Chris Walden, John Miller, Colleen Olsen and Byron Painter.

OPENING

1. Roll Call – Mr. Moos conducted a roll call of village board members. All members present and President Clatfelter indicated a quorum.
2. Pledge of Allegiance – Sean Newton led the group in the Pledge of Allegiance.
3. Set Agenda - President Clatfelter asked the Board for nonvoting items to be added to the agenda. Trustee Zibutis indicated she would like to discuss the Village entrance signs and Trustee Long indicated he wished to discuss a couple of public works items. Nothing further was brought to the Chairs attention, President Clatfelter indicated he would entertain a motion to set the agenda. *Motion by Trustee Zibutis to Set the Agenda, seconded by Trustee Hahn. Voice Vote with the Ayes having it (6/0). Motion Passed.*

CLERK'S REPORT

1. Presentation of Minutes for approval
 - a. January 10, 2017 Meeting Minutes were presented for approval. *Motion to approve by Trustee Hahn, seconded by Trustee Timm. Roll Call Vote with the Ayes having it (5/0)(one abstention as that board member was not present at that meeting). Motion Passed.*
 - b. January 17, 2017 Meeting Minutes were presented for approval. *Motion to approve by Trustee Long, seconded by Trustee Zibutis. Roll Call Vote with the Ayes having it (6/0). Motion Passed.*

2. Presentation of Bills for Approval – President Clatfelter asked Treasurer Stuenkel if there were any items to be highlighted. Treasurer Stuenkel indicated that the Board package was missing a warrant list of services provided and paid to Lloyd IT Services. He also indicated there was a bond payment made to Illini Bank on Rt66 fund. Trustee Long inquired about the costs to Petersburg Plumbing. Sewer Coordinator Beal stated that this was an annual cleaning cost for services provided at the Waterford lift-station. Petersburg must do the work since the Village does not have the equipment to do the job. No other discussion presented to the President so he asked for a motion pay the bills. *Trustee Sherrock made a Motion to Approve Payment of Bills, seconded by Trustee Schutz. Roll Call Vote with the Ayes having it (6/0). Motion Passed.*

TREASURER'S REPORT

Treasurer Stuenkel provided a summary report of accounts and balances. Seeing no further discussion, the Chair asked for a Motion to Approve the Treasurers Report. *Trustee Schultz made the motion, seconded by Trustee Timm. Roll Call vote with the Ayes having it (6/0). Motion Passed.*

ENGINEERING REPORT

Village Engineer Kuhn introduced recommended changes to the Village Ordinance. There will be a month to read and get together to discuss. The attachment has the existing and then the recommended changes so there is a comparison. Engineer Kuhn explained many of the changes are items that are required or normally used in the area and make sense to use. Engineer Kuhn reviewed some of the items that he felt needed further explanation.

LEGAL REPORT

Village Attorney Angela Fyans-Jimenez indicated that the Semi-Annual Review of Closed Session Minutes was done and recommended the minutes remain closed. President Clatfelter asked if there was a motion? *Motion to Keep the Minutes Closed from Semi Annual Review held January 17, 2016 was made by Trustee Zibutis and seconded by Trustee Timm. Roll Call Vote with the Ayes having it (6/0). Motion Passed.*

ZONING OFFICER REPORT

Trustee Zibutis indicated there was nothing new to report.

VILLAGE ADMINISTRATOR / ECONOMIC DEVELOPMENT COORDINATOR REPORT

President Clatfelter indicated Economic Development Coordinator Swinford was excused from the meeting and there was nothing new to report.

PRESIDENT'S REPORT

1. Service Agreement for Kuhn & Trello Consulting Engineers to provide engineering services for 2017. President Clatfelter indicated there were no changes in costs from 2016. Engineer Kuhn indicated we are not locked in the whole year. *Motion to Accept the 2017 Service Agreement with Kuhn & Trello Engineering was made by Trustee Sherrock, seconded by Trustee Schultz. Voice Vote with the Ayes having it (6/0). Motion Passed.*

2. Renewal of 1 year subscription to Office 365 through Lloyd IT Services – President Clatfelter asked Deputy Village Administrator to explain the need for this action. Mr. Moos explained that last year we switched to Microsoft Office 365 for email services and licenses to utilize Microsoft Office. This is just a renewal of our subscription and the cost should not have changed. *Motion by Trustee Hahn to Renew the License Subscription for Office 365, Trustee Zibutis seconded the motion. Voice Vote with the Ayes having it (6/0). Motion Passed.*

COMMITTEE / DEPARTMENT REPORTS

Building Permit Update - Trustee Zibutis indicated we have one single family house on Hawthorne Chase being built for approximately \$285,000 with a permit fee of \$920.00. She further reported (1) fence and (1) unattached building permits for \$50.00 each. This year we have collected \$1,020.00 in fees of building costs estimated at \$288,500.00.

Village Entrance Signs – Trustee Zibutis discussed how the MOVE Committee was looking at community improvement projects and the entrance signs were part of that discussion. Trustee Zibutis had asked Mr. Moos to research some options for this project in case the Board decided to do something. Trustee Zibutis explained that the present signs are about 15 years old and that we really need to go digital on the sign to provide relief to public works. It takes much time to setup since each letter of the message is manually mounted (in reverse to read properly) on the board. Examples of styles were provided and Board members were encouraged to go to a vendor’s website to see options. Trustee Zibutis referred to a memo from Mr. Moos. Mr. Moos provided further information of the different options and potential costs and that we also need to arrange for power to be provided to the sites. There was discussion that one sign does fall in a TIF area. President Clatfelter suggested that we might want to use the stone design that is being used in the new park as a theme in the new signs, if we decided to pursue. The Board indicated a preference to researching having the present signs refurbished in a common theme with the new park and have a two-sided sign at the entrance to the park. Mr. Moos and Trustee Zibutis will work on suggestions for the Board in a future meeting.

New Park LED Lights – Trustee Long discussed the problems the Village was having with the walking trail light bulbs in the new park. Approximately 22 bulbs have burned out and because they were out of warranty were not being replaced by the vendor. At that time the bulbs had cost approximately \$120.00 each. Public Works staff indicated that during their research for replacement bulbs they could meet with a salesman that had been involved in the park light initial purchases. He was not satisfied with the service provided to the Village so he got the Village fully reimbursed for all the bulbs that failed and was further able to get us new 5-year warranty bulbs for a cost of \$60.00 each.

Village Employee 457b Plan – Trustee Long asked for the Board to be updated on this. President Clatfelter asked Treasurer Stuenkel to present what has been resolved. We looked at possible switching of plan or providers as the employees were not satisfied with the help they were receiving with the present plan. Treasurer Stuenkel met with different vendors and discussed the possible costs that these vendors could have. The Board discussed that these funds are employee funds and that they are the ones to provide input and the Board will support their wishes.

Treasurer Stuenkel will meet with Village employees soon to provide information on their options. Presently there are 5 employees that participate in the plan.

SHERMAN POLICE DEPARTMENT REPORT

Chief Bangert provided the following report:

2016 Summary Report

2016 was a year of rebuilding at the police department. Despite all the work dedicated to hiring and training new staff, productivity in other areas continued favorably. The following is a summary of accomplishments.

Manpower

Early in 2016 we completed the hiring process for 1 FT & 2 PT officers. Four PT officers had been hired in late 2015, one of which went to FT status in the March/April 2016 timeframe.

Three of the new PT hires started the 5-month Basic PT Police Academy which graduated in July 2016. Both FT officers and 4 PT officers have completed the departmental Field Training Program. One PT officer is finishing Field Training requirements currently.

The department is staffed by the Chief of Police & Deputy Chief managing the administrative functions. The four FT 12-hour Patrol shifts are filled by a Sergeant and 3 Officers. Five PT officers help with staffing open shifts due to training, sick time, vacations or to augment patrol shifts during times of high activity.

All officers have provided manning for local events like the Village's July 4th Fireworks, the SACC Homecoming and Community Days at the Villa's Senior Care. Staff has also assisted with security coverage at WHS football and basketball home games. Supervisors have attended a few Homeowner's Association meetings this year to maintain community outreach. Officers have also assisted with community blood drives and prescription drug take back events at the PD.

Policy

The police department budget included funding for Lexipol policy manual services. The program provides current state and federally compliant police policies that may also be edited to include local standards. The project has completed the draft phase and is under review at this time. Upon authorized release, all officers will participate in weekly online training of new policies to ensure understanding and document scoring of post testing. Client agencies continue to receive policy updates when required due to new mandates or changes in statutes.

Training

Aside from Basic Training for 3 new PT officers, all officers of the department attend a monthly in-service meeting. In-service training includes annual requirements like CPR/AED, Bloodborne Pathogens, Pistol & Rifle range qualifications. Other upcoming topics include NARCAN administration and use of CAT tourniquets. Officers also meet training requirements via online training for FEMA National Incident Management System (NIMS) training, Hazardous Materials

Awareness, Less Than Full Access LEADS, and Blood Alcohol Operator/Portable Breath Test Operator - Refresher

Field Training of new officers was primarily split between Deputy Chief Fulscher and Sergeant Entringer. Both FTO's communicated current progress of each probationary officer as they switched supervisory duties. Each did an exemplary job in organizing training needs and documentation.

The department is a member agency of LETAC MTU #10 which provides Illinois Law Enforcement Training & Standards Board certified training on a host of topics. The department attended 308 hours this past year.

Investigations

Notable investigations conducted by the department in 2016 are summarized as follows:

- Theft from Family Video. A male subject comes to Family video wearing winter clothing and gloves to hide his identity. He distracts the clerk and steals the cash drawer fleeing the store. Police conduct a search of the area and a canine track but are unable to locate the suspect. Subsequent armed robberies occur in Southern View and Springfield believed to be by the same suspect. Springfield detectives develop a profile and alarmed a store. The suspect is captured in the area of the next robbery after the alarm is sounded. Upon interview by detectives, he makes admissions to the prior thefts/robberies. He was later charged in the Sherman case.
- Multiple vehicle burglaries occurring over different nights (April/5 victims) in which unlocked vehicles were entered and property was stolen throughout the community. Deputy Chief Fulscher was alerted to suspicious activity he observed while driving to work. He identified a suspect vehicle leaving the area which was later linked to a Springfield Police investigation. Springfield detectives subsequently surveilled the suspect vehicle and arrested 3 suspects with stolen property in their possession.
- Multiple vehicle burglaries which occurred on two different nights (May/6 victims, June/7 victims) in which unlocked vehicles were entered and property was stolen throughout the community. Suspects were developed due video surveillance after attempts to use stolen credit cards at Walmart. Attempts to identify a suspect photo via Crime Stoppers and social media post went unanswered. Springfield Police also had an investigation with the same suspects. Walmart staff was briefed and contacted Sherman PD when the suspects returned. Sherman & Springfield officers responded immediately, arresting a suspect still inside the store and a suspect attempting to leave in a vehicle. It was later determined that numerous items observed in the vehicle were stolen in Sherman over the same night. Both suspects were discovered to be from the Peoria area. The main suspect was a convicted felon on parole status with criminal histories in multiple states.
- Fire and Ale Burglary (September). Sherman PD responds to an alarm at the business and discover forced entry to the north side glass door. After clearing the business, officers meet with the owner who reports a theft of the safe and provides surveillance video of the suspect. An image is shared via social media to identify the suspect. At the same time, Springfield Police have taken a suspect into custody at the Freedom Oil gas station after he was discovered slumped at the wheel. He also matched the description of a suspect of a

Springfield home invasion and shooting. The joint investigation with Springfield detectives recovers a stolen safe and clothing he was wearing in the surveillance video. The suspect was charged in the Sherman burglary.

Many other activities occurred without mention in this document. Sherman police officers responded to calls for service, handled traffic crashes, made traffic stops, assisted motorist, opened locked cars, responded to medical emergencies, provided directions to the public, assisted other police agencies and provided many other services in our community.

We also had the opportunity to recognize an officer of the department and a number of area citizens for Life Saving Awards related to a single car accident on State Route 124 in which a child was seriously injured but survived.

As we move forward, we will continue to provide all these services as part of our mission to SERVE & PROTECT the Village of Sherman.

EMERGENCY MANAGEMENT AGENCY REPORT

Director Moos indicated nothing new to report.

DEPARTMENT OF PUBLIC WORKS REPORT

Director Newton indicated nothing new to report.

NEW BUSINESS

President Clatfelter made the following announcements:

- MOVE – the next meeting of the MOVE Committee is scheduled for February 16, 2017 at 6:00pm in Village Hall.
- SACC Homecoming is now being referred to as the SACC Fall Festival. It is scheduled for September 22-23, 2017 in the same area as before.
- Garage Sale date is set for April 28-29, 2017 which is like what has always been done.
- Village Clean-Up Day is set for May 6, 2017.
- Village Website – President Clatfelter announced he is reviewing a proposal for updating the website. More information will be coming.
- Cable Internet – President Clatfelter discussed how he is constantly being asked about service in the village. He has talked to Cass Communications (Casscomm) and asked them to come to a future Village Board meeting to explain their system and to be available to answer questions. More information will be coming.

OLD BUSINESS

No old business to discuss.

CIVIC ORGANIZATION

No civic organizations present.

PUBLIC COMMENT

Mr. John Miller had signed in to speak before the Board. Mr. Miller discussed the concerns he still has about the issues dealing with Teen Court. He was wondering what the backup plan was, is there any support in place for teens. He is concerned about what will happen with teen court out of commission. Trustee Zibutis had mentioned before about it being a good program and I agree with her on that. I think it is a good program, I heard your reports, concerns and decisions and agree with them and the need to be looked into. But completely getting away from it... is that the correct answer? Maybe we should complete the investigation, then stepped out and make a decision. I am concerned what we are going to do with teens. Is this something we revisit again and have available for teens so they do not get trapped in the system? They need something a system where they are supervised and ask you to reconsider your decisions.

EXECUTIVE SESSION

No Executive Session to be held.

ADJOURNMENT

Motion to adjourn was made by Trustee Hahn, seconded by Trustee Schultz. Voice vote with Ayes only. Motion Passed. Meeting adjourned at 7:05pm.

Respectively Submitted by:

Michael P. Moos, Deputy Village Administrator