

Minutes of the Regular Board Meeting of the  
Village of Jerome Board

**CALL TO ORDER:** The President and the Board of Trustees held a regular meeting on Wednesday, July 2, 2025, at the Jerome Civic Center, 2901 Leonard Street, Jerome, Illinois. The meeting was called to order at 6:32 pm by President Lopez, followed by Roll call and the Pledge of Allegiance.

**ROLL CALL:** The following were present:  
Mike Lopez, Village President  
Kathy DeHart, Trustee Public Health  
Leigh Irons, Trustee of Public Safety  
Ralph Irons, Trustee of Water Department  
Dale Lael, Trustee of Building & Zoning  
Courtney Wick, Trustee of Public Works

Also Present:  
Jason Brokaw, Attorney, Giffin, Winning, Cohen & Bodewes, PC  
Emily Snow, Village Treasurer  
Steve Roth, Executive Assistant, arrived 7:30 pm

Absent:  
Katrina Christofilakos, Trustee of Public Property  
Lisa Cave, Village Clerk

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**APPROVAL OF THE MINUTES:** President Lopez asked whether the Board had reviewed the June 18, 2025, Meeting Minutes and if they found need for any changes, corrections, or amendments. President Lopez asked the June 18, 2025, minutes would stand approved as presented.

Motion to approve the June 18, 2025, Meeting Minutes as presented by:  
Trustee Lael and 2nd by Trustee Leigh Irons  
Upon roll call vote, all voted AYE;

**MOTION PASSES.**

**APPROVAL TO PAY BILLS:** President Lopez asked whether the board had reviewed Warrant List 26-05 dated July 2, 2025, totaling \$66,611.33. Treasurer Snow stated the breakdown of the amount that \$20,066.11 will be paid from the General Revenue Fund, \$751.57 will be paid out of the 1% Fund, and \$45,793.65 will be paid from the Water Account. President Lopez asked for a motion to approve Warrant List 26-05 as presented.

Motion to Approve the Warrant List 26-05 totaling \$66,611.33 as presented  
by: Trustee Lael and 2nd by Trustee Wick  
Upon roll call vote, all voted AYE;

**MOTION PASSES.**

Stephanie with Benton & Associates provided a progress report on Iles Ave. Stephanie stated that the original agreement was that PH Broughton would put the approaches back in the same materials as they had. Dave stressed the importance of installing the same materials as before. Stephanie stated that PH Broughton suggested it would be much easier for them to install concrete in the approaches no matter what the material was before the project started. President Lopez stated that any resident that would rather have any other material other than concrete that they would be required to sign a waiver. Stephanie asked that agenda items be tabled to the next meeting and that PH Broughton should be milling and relaying the asphalt next week.

President Lopez swore in Mark Houston as the Chief of Police for the Village of Jerome.

President Lopez stated that the Village is moving in the right direction with the Police Department. Chief Houston is a straight shooter and is a benefit to the Village.

**PUBLIC COMMENTS:** President Lopez opened the Visitors Acknowledgement portion of the meeting at 6:41 pm.

There was no public comment.

President Lopez closed the Visitors Acknowledgement portion of the meeting at 6:44 pm.

Stephanie from Benton & Associates stated that PH Broughton is finishing up Iles and should be done by Friday with the final topcoat. Paved parking spots will be concluded after and seeding and leveling the yards will be the last areas to be completed. Stephanie passed out the draft pay estimate for review, and it will be on the next agenda for approval. The parking areas will be the same material that the residents had before.

President Lopez reminded all that the Public Hearing is tomorrow July 3, 2025, at 6:30 pm regarding the TIF District. July 4, 2025, is the 4<sup>th</sup> of July parade at 9:30 am. Please come.

#### **EXECUTIVE SESSION:**

A motion was made by Trustee Ralph Irons to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel of the public body (5 ILCS 120/2 (c)(1)); minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval by the Body (5ILCS 120/2(c)(21); Trustee Wick seconded the motion.

The Board went into Executive Session at 6:59 pm.

The Board returned from Executive Session at 7:35 pm.

**OLD BUSINESS:** President Lopez stated to table agenda items under old business until the July 18, 2025, board meeting. President Lopez will be setting up a meeting between Attorney Brokaw, President Lopez, Trustee Lael and Trustee DeHart regarding the Intergovernmental Agreement with Sangamon County for Building and Property Code Inspections.

**NEW BUSINESS:** President Lopez asked for discussion and approval of Reimbursement of Water & Sewer Charges for 1636 Jerome. No house is on the property, and it is clearing the account of \$375.00.

Motion to Approve Clearing Account at 1636 Jerome of \$375.00 as presented by: Trustee Ralph Irons and 2nd by Trustee Leigh Irons  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

Attorney Brokaw stated it is not good practice to charge a meter fee just because the Village has not pulled the meter. If there is not an active account, there should not be a meter fee per month. Attorney Brokaw stated that staff should be aware not to charge a meter fee on an unactive account.

President Lopez asked for discussion and approval of Hiring a Part-time Employee to Assist Police and Public Works Departments with Administrative Services.

Motion to Approve the Hiring of Chris Jirschele at \$20.00 per hour, up to 25 hours per week to Assist Police and Public Works Departments with Administrative Services as presented by: Trustee Leigh Irons and 2nd by Trustee Ralph Irons  
Upon roll call vote, all voted AYE;  
**MOTION PASSES.**

**REPORTS:**

Trustee DeHart stated 1440 Glenn/Filmore the occupant has made progress on the shrubbery. Trustee DeHart will have Dave go by and check to see if there is more to do. Discussion took place on the TIF Joint Review Board meeting.

Trustee Wick stated Dominice has done a great job and people are talking about how great he is. Trustee Wick has started some google sheets to gather information. Trustee Wick met a resident named Pam who is helping with possible state funding for the library.

Trustee Christofilakos was absent.

Trustee Lael asked if the hearing has been scheduled? Attorney Brokaw stated no not yet, but we are able to do that now. Trustee Lael stated at 1612 Glenn has alot of cars in the driveway. Trustee Lael asked what we can do with 1664 Homewood to demolish. Attorney Brokaw stated that the Village has to give notice to all parties of interest within 60-90 days. 2936 Filmore is running a business out of the home as a massage parlor. There is no sign.

Trustee Leigh Irons wanted to thank everyone for hiring Mark Houston as Chief, he will be a great asset to the Village. Trustee Leigh Irons passed out information on the equipment and marking of the new vehicle. Trustee Leigh Irons stated she will be needing to purchase additional radios and earpieces and will have that in everyone's box for the next board meeting.

Trustee Ralph Irons stated that Public Works has been working hard in the park and the landscaping around the municipal building.

Treasurer Snow stated the Auditors will be in the next two weeks to complete the Audit. They will be in the boardroom. Treasurer Snow will meet with them and facilitate anything they need.

Clerk Cave was absent.

Attorney Brokaw had nothing to report.

President Lopez stated that the TIF Joint Review Board will meet on Monday June 30, 2025, at 11:00 am. The next board meeting will be on July 2, 2025, at 6:30 pm and the TIF Public Hearing will be at 6:30 pm on July 3, 2025. The board will meet as regularly scheduled on July 17, 2025, at 6:30 pm. President Lopez stated the Village has received a handful of entries for the July parade and Hyvee is donating the food and drinks.

**ADJOURNMENT:** With no further business, President Lopez asked for a motion to close the meeting at 8:22 pm. Motion was made by Trustee Lael and 2nd by Trustee Ralph Irons.

**PREPARED BY:** Lisa Cave, Clerk

**DATE APPROVED:** July 18, 2025

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Village Clerk

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Date