

Village of Peoria Heights
Departmental Meeting
February 25, 2020

The meeting was called to order at 6:00 p.m.

Everyone stood for a moment of silence and the Pledge to the Flag.

Upon calling roll, the following Trustees were present: Sherryl Carter, Diane Mariscal, Jeff Goett, Brandon Wisenburg, and Sarah DeVore. Trustee Khazzam was absent. Others present included Mayor Michael Phelan, Village Administrator and Chief of Police Dustin Sutton, Village Clerk Stephanie Turner, and Village Counsel Attorney Mark Walton.

Trustee Goett made a motion to approve the minutes from the Departmental meeting on February 4, 2020, and Trustee DeVore seconded the motion. The Board voted 5-0 to approve the minutes.

Mayor Phelan opened the meeting to public comment. Hearing no public comments, Mayor Phelan moved on to old business. Trustee Mariscal asked if the Fine Arts Fair had submitted a request for a donation from the Village. Chief Sutton explained the committee had submitted a request which would be presented to the Board in the coming weeks.

Hearing no additional old business, Mayor Phelan moved on to new business.

Mayor Phelan asked Clerk Turner to begin the first presentation on the budget. Clerk Turner explained the presentation primarily covered the 20-21 fiscal year. Clerk Turner provided an overview of the Village's General Fund finances for the last ten years highlighting that the Village's financial position had strengthened the last two years. She showed the totals for each of the Village's funds and noted that both the General Fund and Waterworks, the main operating accounts, budgeted to have surpluses in the coming fiscal year. Clerk Turner provided additional details on the General Fund budget noting that the revenues for the coming year were lower than the current because sales tax had decreased slightly. She noted that while sales tax was the primary source of revenue waste disposal fees, administrative fees, and licensing fees were the next largest sources of income. She provided a summary of the General Fund expenses highlighting the major expenses for next year by department. Purchases include payment for the Village comprehensive plan, an additional transfer to the Police Pension fund, new testing services for the Fire Department equipment, replacement of fire gear, police squad cars, building improvements for Public Works, and professional evaluation of public infrastructure. Clerk Turner presented the Waterworks budgeting explaining the major expenditures for the year would include well rehabilitation work, increased software costs for an upgrade to the meter reading equipment, and additional professional services for waste disposal from water main repairs. Clerk Turner briefly covered the Village's restricted funds including the Police Pension Fund, the Motor Fuel Tax Fund, the Business Development District Fund, the Tax Increment Financing Funds, the Special Service Area Funds, the Infrastructure Maintenance Fund, and the Service Deposit Fund. Clerk Turner noted that the MFT Fund would be doing sealcoating in order to maintain its maintenance schedule but was going to try to start reserving funds for a larger project the next year. Clerk Turner explained the BDD Fund budget included grant funding for the businesses, repairs to sidewalks, Village improvements, and funds for a residential housing program. Clerk Turner explained that the INF Fund was budgeted to expend all projected cash on hand and revenues in order to provide the Village with flexible funding to cover emergencies. Mayor Phelan asked Chief Sutton to comment on the budget. Chief Sutton thanked Clerk Turner for her work

on the budget and explained they had both been meeting with the department heads regarding funding requests. Trustee Mariscal asked if the decrease in the budgeted surplus from FY19-20 to FY20-21 was correct and if the revenues had decreased that amount. Clerk Turner explained it was a combination of decreased revenues and increased spending as departments were starting to address things that had been put on hold. Trustee Mariscal asked about the waste disposal expenditures in the Water budget, and Superintendent of Water, Mr. David Marfell, explained that the cost was for landfill fees as the Village's current dumping site was full. Trustee Mariscal asked if there were funds for sidewalks in the 4400 block of Prospect Road as part of anticipated development in the area. Chief Sutton stated the development was still very early, and any sidewalk improvements would be discussed later in the process. Clerk Turner noted there were a lot of sidewalks that needed improvements, and there were funds included in the BDD Fund to start doing some repairs. Trustee DeVore asked who had set the budget for the BDD Funds, and Clerk Turner explained that the budget was done by Administration. She noted the Business Development District Advisory Committee hadn't met since December so they had not reviewed the budget yet. Trustee DeVore asked about creating an advisory committee for BDD No. 2, and Chief Sutton noted that there was a problem getting a quorum and participation. He noted he was in still in the process of trying to find business owners who were willing to be on the committee. The Board briefly discussed how to balance representation for both business districts on the advisory committee, and Chief Sutton stated he'd look into solutions. Trustee Mariscal asked Clerk Turner about pending transfers she had mentioned earlier. Clerk Turner noted that two annual payments for development agreements would be made in the coming weeks as well as a transfer of BDD tax and possibly a transfer to the police pension fund. Trustee Wisenburg asked for more specifics on increases in line items in Administration, and Clerk Turner explained the increases were the result of the comprehensive plan and a professional contract. Trustee Mariscal asked if contracting fire services with the City of Peoria would be less expensive than the Fire Department's budget. Chief Sutton stated he wasn't sure, but he would research the answer. Trustee Wisenburg asked what the plan was for repairing Village sidewalks. Chief Sutton stated that the costs for repairing sidewalks were very expensive, and the engineers are reviewing the Village's needs as well as looking into grant funding. Superintendent of Streets, Mr. Michael Casey, explained that part of the Streets budget was to pay for an evaluation of the roads and streets in the Village. He said that information would allow the Village to assess the areas that were most in the need of funds for repairs. Trustee Mariscal asked when Prospect Road would need to be rebuilt, and Mayor Phelan stated it would be in 5 years. Mayor Phelan noted that the Village had asked for funding for Prospect Road in the capital bill but had received substantially more funding for repairs to Galena Road instead. He stated that Prospect remained a good candidate for grant funding. While discussing funding options, Clerk Turner noted that although the Village is in a stronger financial position than it had been that it was still important for the Village to approach spending cautiously so as not to overextend itself. Mayor Phelan thanked Chief Sutton for presenting a balanced budget. The budget will be back before the Board for further discussion at the end of March, and it must be passed in April.

Trustee DeVore began the discussion of speed limit on Terrace View Lane by noting that the item had previously been discussed. Trustee Wisenburg described enlarged speed limit signs which doubled as a notification of residential area as well as reduced speed. Trustee DeVore asked if the speed limits were something that would be discussed as part of the comprehensive plan processing noting her opinion that she believed all the speed limits needed to be lowered. Chief Sutton agreed that it would be discussed during the comprehensive plan. Trustee DeVore asked the process for lowering speed limits, and Chief Sutton stated the Board could lower it in the entire community or lower it in five high traffic areas. He noted the biggest concerns were the cost of replacing signs over the entire Village and enforcement of the new speed limit. He stated he would research costs for presentation to the Board.

Mayor Phelan noted that if the residents wanted speed limits reduced the Board should seek to act and asked if the Board would like to discuss the item again at the next public safety departmental. The item will be brought back to the Board for further discussion.

Trustee DeVore asked Clerk Turner to explain the one time transfer to the Peoria Heights Police Pension Fund. Clerk Turner explained that the Department of Insurance issues an annual report to the Pension Fund advising them how much the municipality should contribute in the coming year to be in compliance with the state law which requires the Pension Fund to be 90% funded by 2040. The amount recommended for FY19-20 was less than the amount the Village levied so staff had recommended an additional contribution in order to not increase unfunded liability. Trustee Wisenburg asked if the Village was on track to meet the goal of 90% funding by 2040. Clerk Turner noted the Village was currently on track, but it would depend on future action if it remained so. Trustee Mariscal noted the Village didn't really have an option, and Clerk Turner agreed. Trustee Wisenburg asked if the recent state consolidation would affect the funds, and Clerk Turner stated it was still too early in the process to know for certain. Chief Sutton explained most of the effects would be on Tier 2 and wouldn't effect the Village as much. He emphasized that it was very early in the consolidation process, and there were still a lot of questions. Clerk Turner noted that the consolidation was primarily to help with investment strategies, and municipalities would still need to dedicate significant funds to the pensions. Trustee Wisenburg asked what the Village's funding level was, and Clerk Turner stated it was 46%. Trustee Wisenburg noted there were multiple bills pending at the state level that would modify the target funding date. The transfer will be brought back to the Board for action at a later date.

Mayor Phelan asked Attorney Walton to explain the next three agenda items prior to moving them to the floor. Attorney Walton stated that there had been three trustees and the mayor at the January board meeting which comprised a quorum according to state statute. He discovered after the meeting that the Village has a local ordinance which defines a quorum as four trustees and does not count the mayor toward quorum total. He stated he wanted to ratify the ordinances which were passed at the meeting so there wouldn't be any question of the ordinances' legality in the future. Trustee Goett asked Attorney Walton to draft a change to the ordinance so that the mayor would count toward quorum in the future. Trustee Wisenburg asked Attorney Walton about the voting procedures, and Attorney Walton explained that the mayor was allowed to vote on any agenda item which got 3 aye votes.

Trustee Goett made a motion to ratify and approve Ordinance 2020-1617: an Ordinance Imposing Responsible Bidder Requirements for Public Works Projects, and Trustee DeVore seconded the motion. There was no discussion on the motion. The motion to ratify Ordinance 2020-1617 passed 5-0.

Trustee Goett made a motion to ratify and approve Ordinance 2020-1618: an Ordinance Abating the General Obligation Taxes Levied for Year 2019 to Pay Debt Service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2016. Trustee Carter seconded. Trustee Mariscal asked Attorney Walton to explain the ordinance again. Attorney Walton noted there was language in several of the development agreements which authorized the Village to levy additional property taxes to pay debt if necessary. The special property tax levy must be abated every year. The motion to ratify Ordinance 2020—1618 passed 5-0.

Trustee Goett made a motion to ratify and approve Ordinance 2020-1619: an Ordinance Abating Special Service Area No. 1 Taxes for the Year 2019 to Pay Debt Service on Taxable General Obligation Bonds (Alternate Revenue Source), Series 2016, and Trustee Carter seconded. There as no discussion. The motion passed 5-0.

Mayor Phelan asked if there was miscellaneous business to come before the Board of Trustees. Trustee DeVore requested that the Board cancel the meeting on March 17, 2020 in order to join the community and attend the St. Patrick's Day event that had been approved earlier in the evening. Trustee Goett and Trustee Mariscal agreed with the idea. Trustee DeVore requested the item be added as an action item to the next agenda.

Trustee Carter requested a summary of the events relating to the comprehensive plan. Chief Sutton noted that there would be meetings on March 4 and 5 during the day with staff, business owners, and stakeholders in the Village, and it would culminate in an open public meeting on March 5, 2020 at the school.

Trustee Wisenburg asked when the Board would review executive minutes. Attorney Walton stated that would be done at the next executive session. Chief Sutton noted he would have an update on a legal matter soon so he was hoping to combine both matters into one executive session.

Trustee Goett made a motion to adjourn, and Trustee Wisenburg seconded the motion. The Board of Trustees voted 5-0 to adjourn at 7:40 pm.

Michael Phelan, Mayor

Stephanie Turner, Village Clerk