

Village of Peoria Heights
Departmental Meeting
April 23, 2019

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: Bryan Harn, Jeffrey Goett, Debra Reichert, and Sherryl Carter. Trustees Daniel Mariscal and Diane Mariscal were absent. Others present included Mayor Michael Phelan, Administrator Dustin Sutton, Mr. David Marfell, Supervisor of Water, Mr. Michael Casey, and Mr. Shane Murphy, Housing Inspector. Treasurer Stephanie Turner was also present and acted as Deputy Clerk Pro Tem.

Trustee Goett made a motion to approve the minutes from the Departmental Meeting held on April 2, 2019, and the motion was seconded by Trustee Harn. Motion passed 4-0.

Trustee Goett made a motion to approve the minutes from the Budget Public Hearing Meeting held on April 2, 2019, and the motion was seconded by Trustee Harn. Motion passed 4-0.

Public comments were opened to the audience, and there were no comments from the audience.

Mayor Phelan asked there was any old business. Hearing none, the Board moved on to new business.

As there were attendees in the audience waiting to make presentations, Mayor Phelan asked to move to the Ride of Silence agenda item. Trustee Goett made a motion to approve use of Tower Park on May 15, 2019 for the Ride of Silence with Trustee Harn seconding the motion. Mr. Brian Baker approached the Board to explain the Ride of Silence is a national event to honor bicyclists who have been injured or killed by vehicles in the previous year. Motion was passed 4-0.

Mayor Phelan requested any representatives from the Notre Dame Run approach the podium. Trustee Goett made a motion to approve the use of Tower Park for the Peoria Notre Dame Run on May 25, 2019, and Trustee Harn seconded. Ms. Jill Plunkett explained that Notre Dame had used Tower Park in the past for other events, and students wanted to start a new run in memory of the school's principal who had recently passed away. The race would start at 6:00 p.m. and finish at 7:00 p.m. Registration would begin at 5:00 p.m. with everything completed by 8:00 p.m. Motion was passed 4-0.

Trustee Carter turned the floor over to the Housing Inspector Mr. Shane Murphy to give the Board of Trustees an update on the Landlord Registration Program. Prior to the presentation, Administrator Sutton explained Mr. Murphy had been employed by the Village of Peoria Heights for 25 years and had worked his way from a part-time dispatcher to a supervisory role. Mr. Murphy had recently been certified as a residential housing inspector through the American Society of Home Inspectors as well as certified by the State of Illinois. Mr. Murphy explained to the Board of Trustees his process for inspecting a home and shared two examples of the itemized report he provides for the homeowners. One example showed the report of a rental home that passed the inspection, and the other example was a rental home that had failed its initial inspection. Mr. Murphy shared the details of how the program improved the life of that resident. To date, Mr. Murphy inspected 73 properties and completed 4 reinspections. Trustee Goett commended Mr. Murphy for his work saying that people had

approached him to compliment Mr. Murphy's professionalism. Trustee Goett noted that people in his area were grateful for the program. Mr. Murphy explained that one of the unexpected benefits of the program was that he has become an approachable, non-uniformed liaison to the community for the Police Department. Mayor Phelan reemphasized how proud the Village is of Mr. Murphy's work and asked about properties that are rented through websites like Air-BnB. Mr. Murphy explained that those properties are inspected the same as other rental properties. Trustee Harn complimented Mr. Murphy on his report and noted most of the complaints he had heard were from landlords regarding the fees. Trustee Harn remarked he had also heard of concerns regarding renters' rights. Administrator Sutton explained that it is not a matter of searching for illegal activity, and the police have other tools for addressing those issues. Administrator Sutton explained the program is for life safety concerns, and, after meeting with certain parties, he believes those concerns have been addressed. Mr. Murphy noted that tenants appreciate his presence because he will ensure issues are addressed, and landlords appreciate his presence because it gives them an opportunity to get into the property and check for repair concerns. Administrator Sutton pointed out that this program is about updating the houses and retaining families for the school district. Trustee Reichert asked if the landlords attended the inspections. Mr. Murphy answered it was evenly split, but that he welcomed the landlord and was happy to point out potential issues to the landlord if present. Trustee Carter remarked on the percentage of properties that passed their inspections and was pleased to discover the properties were in better condition than previously thought. Mr. Murphy noted that only 5 properties passed without any violations. He explained that he only schedules reinspections for life safety and code violation issues because the program is not intended to be a burden on landlords and tenants. Trustee Carter had nothing else to report for Police.

Trustee Reichert had nothing to report for Fire.

Trustee Harn called on Mr. Casey and Mr. Marfell for updates on Public Works. Mr. Marfell told the Board of Trustees that Public Works had completed its search for a new laborer to replace Mr. Mark Gauf who will be retiring. The new hire, Mr. Eric Quinn, is a Peoria Heights resident, a veteran, and will be starting June 10, 2019, but he's already begun doing some job shadowing. Trustee Carter asked about summer help for Public Works, and Mr. Marfell explained Public Works is looking to hire 3 people for mowing. He also explained the process of advertising the position and that, while the Village had received some applications, they were looking for more to apply. Mayor Phelan noted that Tower Park was also hiring, and Treasurer Turner explained there were 11 applicants being interviewed for 4 positions the following day. Mr. Marfell said the Village is also looking for a part-time groundskeeper. Trustee Carter suggested reaching out to the churches with the job postings. Trustee Harn had nothing else to report for Public Works.

Trustee Goett opened the discussion regarding the Tower Park elevator and Kone maintenance agreement by noting that he thinks it is important for the Village to look toward the future with the repairs and maintenance of the tower elevator. He pointed out that the tower is the focal point of the Village, and it needs care. Mayor Phelan agreed and said he wanted to put together a capital improvement plan so the Village could proactively respond to issues rather than reactively. Trustee Goett agreed to look into solutions, including enclosing the elevator car, and report back to the Board of Trustees. He also noted that the repairs being made would ensure the tower was in good repair for this year. Trustee Goett had nothing else to report for Building Maintenance.

Mayor Phelan called for a motion to approve the request for a donation to the Peoria Heights Community Band in the amount of \$1,000. Trustee Goett made a motion to approve the donation, and

Trustee Harn seconded the motion. Administrator Sutton recommended that the donation to the band be made. Trustee Reichert asked if the money would be spent out of the 18-19 fiscal year and if funds were in the budget. Treasurer Turner said it would be from the 18-19 fiscal year, and there were funds in the Marketing budget line for the donation. Motion passed 4-0.

Mayor Phelan advised the Board of Trustees about the events relating the Strong Towns event upcoming May 6 – May 8, 2019. He explained the KDB Group, alongside donors, were paying for the speaker and event. The event will be focused on economic development and sustainable growth for small communities. Administrator Sutton encouraged everyone who was able to attend the events. Because of the event, the regularly scheduled Departmental Meeting on May 7, 2019 had been canceled and rescheduled to May 6, 2019. Mayor Phelan noted it was a short meeting to swear-in new officers, and that all the requirements for the Open Meeting Act would be followed. Hearing no objection, Administrator Sutton said he would move forward with rescheduling the meeting.

After a request for any other business, Mayor Phelan asked for a motion to adjourn. Trustee Goett moved to adjourn the meeting and Trustee Harn seconded. The meeting was adjourned at 6:44p.m.

Michael Phelan, Mayor

Stephanie Turner, Deputy Clerk Pro Tem