

Village of Peoria Heights
Departmental Meeting
May 5, 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, Beth Khazzam, Jeff Goett, Brandon Wisenburg, and Sarah DeVore. Trustees Carter, Mariscal, Khazzam, and DeVore attended by phone. Others present included Mayor Michael Phelan, Village Administrator and Chief of Police Dustin Sutton, and Village Clerk Stephanie Turner.

Trustee Goett made a motion to approve the minutes from the meeting on April 28, 2020. Trustee Wisenburg seconded the motion. Approval of the minutes passed 6-0.

Mayor Phelan opened the meeting to public comment. Hearing no public comments, Mayor Phelan moved on to old business. Hearing no old business, Mayor Phelan moved on to new business.

Trustee Khazzam made a motion to approve 2020-1627: an Ordinance Approving and Adopting the Business Development District (BDD) Commercial Lease Payment Grant Program for the Peoria Heights Business Development Districts BDD No.1 and BDD No. 2. Trustee Goett seconded the motion. Trustee Khazzam stated her comments applied for the current item and the next. She explained the grant program was carefully considered and set up by Mayor Phelan, Chief Sutton, and Mr. Steve Kline to benefit businesses. Trustee Khazzam explained the programs would offer up to \$1,500 to be applied toward a lease or mortgage payment. Mr. Kline, of the Economic Development Group, applauded the Village for helping businesses noting the programs were unique. Trustee Goett said the programs were a great idea and expressed how fortunate the Village was to have funds for them. Trustee Carter agreed and asked if the Board voted to award grants. Mayor Phelan noted grants would be awarded based on eligibility, and Chief Sutton stated he would be verifying and signing off on the applications to decrease response time. Chief Sutton stated there would be safeguards for the programs. Trustee Carter asked about the cost of the programs, and Chief Sutton stated there was a total of \$330,000 in grant funds. Trustee Carter asked about assistance programs for businesses outside of TIF. Mayor Phelan and Chief Sutton emphasized that the funds were not TIF but rather BDD. Chief Sutton explained that there were approximately 25 businesses not in the BDD along Galena Road. He noted that the Village was discussing how to help those businesses. Trustee DeVore stated her business was eligible for the program, and, as such, she would be abstaining from voting. Trustee Wisenburg asked if businesses must contribute sales tax to be eligible for the grant. Clerk Turner stated they didn't. Trustee Wisenburg asked about a potential conflict of interest, and Chief Sutton stated when he had questioned counsel about another trustee he had been advised that trustee should abstain. Trustee Mariscal asked Trustee Khazzam if she would be abstaining. Trustee Khazzam stated she was not as she didn't feel there was a conflict of interest. Trustee Mariscal asked why the applications weren't coming back to the Board for approval. Chief Sutton stated it was important to streamlining the program. He noted the time that would be added to processing applications by bringing them back to the Board. Chief Sutton noted the program offered a 10 day turn around and included verification by the Economic Development Group as part of the process. Trustee Mariscal asked if the program would be able to provide a grant for every business. Chief Sutton stated it was likely but the programs were first come first serve. Trustee Mariscal expressed that the press release circulated to the Board should have

recognized the Board of Trustees. Chief Sutton noted it was a preliminary press release discussing the agenda items, but, after a vote, the Board would certainly be recognized. Mr. Kline reminded the Board that the programs are emergency stimulus programs that will last until June 5, 2020, and time was of the essence for some businesses. Ordinance 2020-1627 passed 5-0. Trustee DeVore abstained. Mayor Phelan thanked the Board for approving the item. He also thanked Chief Sutton, Mr. Kline, and Clerk Turner for their work organizing the programs.

Trustee Khazzam made a motion to approve Ordinance 2020-1628: an Ordinance Approving and Adopting the COVID-19 Emergency Mortgage Subsidy Grant Program for the Peoria Heights Development Districts BDD No.1 and BDD No. 2 Redevelopment Project Areas. Trustee Goett seconded the motion. Trustee Khazzam clarified there were two ordinances to cover leases and mortgages. Trustee Wisenburg asked about business owners who outright own the building. Mr. Kline stated such a business owner would not be eligible for this grant program. He explained the statutory authority which allowed the Village to use BDD funds excluded such a use. Mr. Kline stated any such program would have to come from general funds, and he cautioned the Board to consider availability of funds when considering such a program. Mr. Kline noted that BDD funds were being used for the program under discussion to preserve the general fund for its other obligations. Trustee DeVore asked if the applications were the same. Mr. Kline noted they're roughly the same with slightly different information required. The Board voted 5-0 to approve Ordinance 2020-1628. Trustee DeVore abstained.

Trustee Khazzam encouraged business owners to continue to apply for the Payroll Protection Program in order to take advantage of funds as they become available. She noted that these funds could be used for payroll and general operating expenses unlike the Village's program. Trustee Khazzam updated the Board that the comprehensive plan was progressing, and its meeting schedule was on track for June. Mayor Phelan noted there was a lot of good news to announce tomorrow at the Village's press conference including development in the Village, a budget surplus, and the grant program.

Trustee Goett and Chief Sutton introduced the non-union and non-contractual employee raises. Chief Sutton stated it was an annual agenda item explaining it was a cost of living increase for the employees not covered by union contracts. Trustee Goett stated he'd like to put it on the agenda for May 19, 2020 for a vote. Trustee Wisenburg asked when the raises would be effective. Chief Sutton stated they'd be retroactive to May 1, 2020. Trustee Wisenburg stated he was concerned with the economy and noted that a lot of employees were furloughed at other employers. He asked if the raises should be held. Trustee Goett noted the Village had just finished its fiscal year with a large surplus. Chief Sutton stated the raises were for six employees, and he was making a recommendation to approve based off the surplus. Chief Sutton stated he understood the concern but noted the Village's strong financial performance allowed it to afford the raises which were well deserved. Trustee DeVore asked for the total cost, and Clerk Turner estimated it was \$7,000. Trustee DeVore asked if the union employees were getting a 3% adjustment. Chief Sutton stated the police union contract was still under negotiation, but Public Works had negotiated a 3% increase. Trustee Wisenburg asked about merit based bonuses, and Chief Sutton stated those weren't included. Chief Sutton stated there would be an executive session for to discuss bonuses. Trustee Goett had nothing else to report.

Trustee Carter indicated she would be in touch with Chief Sutton and Clerk Turner regarding financial questions. She praised the departments for all being under budget.

Trustee Wisenburg questioned when the Board would review executive minutes. Chief Sutton noted it had been discussed with counsel, and the Village wasn't able to hold an executive session.

Mayor Phelan stated he had a conference call with Senator Koehler and had some positive news regarding reopening businesses. He stated he would be speaking with Mayor Ardis and local mayors.

Trustee Goett made a motion to pay the bills. Trustee DeVore seconded the motion. Trustee Carter asked Mayor Phelan if he would speak more about reopening Peoria Heights. Mayor Phelan explained Mayor Ardis' efforts to make sure that reopening kept public safety in mind. Trustee Carter expressed the opinion that the Village needed to reopen. Trustee Wisenburg asked about the impact of the pandemic on income tax. Clerk Turner noted that it was more likely that the pandemic would cause income tax to be delayed rather than decreased. Trustee Wisenburg asked about the transfer of the Treasurer's pay from General Fund to Waterworks, and Clerk Turner explained the Treasurer was employed by the Waterworks though the salary should be paid by the Village. Trustee Wisenburg noted that the Village had paid Mr. Mike Bailey \$3,000 several months and asked if the position should be posted. Mayor Phelan noted the cost of adding a position, including benefits, was more than what was paid to Mr. Bailey as a consultant. Chief Sutton reminded the Board that when it had been previously discussed the Board stated costs were not to exceed \$3,000 per month. Chief Sutton noted there had been a lot of charges recently, but there had been lower costs in the past. Trustee Mariscal stated she disagreed with the consultant's hourly wage. Trustee Khazzam said she had worked with Mike Bailey on multiple issues, and he put in a lot of work for the charges billed. She pointed out all the press the Village has gotten since hiring Mr. Bailey. Mayor Phelan noted that Mr. Bailey was part of the team helping to administer the Village. He noted that contractual and consultant workers received higher wages because of payroll taxes. Chief Sutton expressed Mr. Bailey's fees were worthwhile. Mayor Phelan stated Mr. Bailey had helped to craft and promote the Heights brand to attract businesses and residents to the community. He noted if the Board wanted to create a position then the Administrator would hire for that position. The Board voted to approve the bills 6-0.

Trustee Wisenburg commented he valued Mayor Phelan's leadership. Mayor Phelan noted the state is being broken down into regions, and he would continue to follow the directives of the governor. He noted that everyone is anxious to get back to normal, but his primary role is to protect public safety.

Trustee Carter asked about if Public Works would be hiring seasonal summer help. Superintendent of Water, Mr. David Marfell, explained that summer help will be starting June 4, 2020. He noted that the Village had rehired its groundskeeper and was looking for an assistant for her.

Trustee Goett made a motion to adjourn, and Trustee Wisenburg seconded. The Board voted 6-0 to adjourn at 7:03 pm.

Michael Phelan, Mayor

Stephanie Turner, Village Clerk