

Village of Peoria Heights  
Departmental Meeting - Administration & Economic Development  
June 4, 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: Sherryl Carter, Diane Mariscal, Jeff Goett, Brandon Wisenburg, and Sarah DeVore. Trustee Beth Khazzam was absent. Others present included Mayor Michael Phelan, Village Administrator and Chief of Police Dustin Sutton, Clerk Stephanie Turner, and Village Counsel Mark Walton.

Trustee Goett made a motion to approve the minutes from the Public Safety Departmental Meeting held on May 28, 2019, and the motion was seconded by Trustee Carter. Motion passed 5-0.

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

There was no old business for the Board of Trustees.

Trustee Mariscal asked Chief Sutton to update the Board of Trustees on the Tower Park sign. Chief Sutton explained that the rock sign placed along Prospect had a large crack in it. He had reached out to companies for quotes and, while he didn't have an exact figure, the estimate had been substantial. Trustee Goett expressed support for repairing the sign as it is very visible. Trustee Carter asked if there were electrical connections near the sign. Superintendent of Streets Mr. Michael Casey and Superintendent of Water Mr. David Marfell both answered affirmatively. Trustee Carter asked for a quote for a digital sign as it might be more practical. Trustee Goett requested costs for both options be brought to the Board. Trustee Mariscal had nothing farther to report.

Mayor Phelan asked Trustee Goett to take responsibility for economic development in Trustee Khazzam's absence. Trustee Goett motioned to send Ordinance 2019-1594: Approving and Adopting Peoria Heights Business Development District No. 1 Commercial Exterior Beautification and Renovation Program to the Board of Trustees Meeting for action. Trustee DeVore seconded the motion. Mr. Kevin Shields, Chairman of the Business Development District Advisory Committee, explained the ordinance would extend the BDD façade grant program for another year and roll over unused funds. He also noted that the ordinance expanded the grant program to include permanent landscaping projects. The changes were made to encourage additional participation. The Board voted 5-0 to send Ordinance 2019-1594 to the Board of Trustees meeting for action.

Trustee Goett made a motion to send the BDD Beautification Grant Application by Edge by Chief Dustin Allen pending resubmission to the Board of Trustees Meeting for action, and Trustee Carter seconded. Mr. Shields explained the grant was for a sign for Twelfth Bar which is operated by Edge. The motion to send the BDD Beautification Grant Application by Edge to the Board of Trustees meeting for action passed 5-0.

Trustee Goett made a motion to send the BDD Beautification Grant Application by Heights Development Company pending resubmission to the Board of Trustees Meeting for action. Trustee Carter seconded the motion. Mr. Shields, the owner of Heritage Square, noted that for this item that he and Mr. Mathisen, a member of the BDDAC who is a tenant at Heritage

Square, had abstained from voting on the item to avoid potential conflicts of interest. Mr. Shields explained that a nonfunctional fountain had been removed from the property and a seating area had been added. Mr. Shields explained that both his application and the previous one submitted by Edge required resubmission because they had been received under the previous year's grant which was no longer active. Trustee Carter asked if the work had already been completed, and Mr. Shields stated it had but the grant allowed submission within 90 days of the work. The motion to send the BDD Beautification Grant Application by Heritage Square to the Board of Trustees meeting for action passed 5-0.

Trustee Goett made a motion to send the BDD expenditure for marketing of Peoria Heights to the Board of Trustees Meeting for action, and Trustee DeVore seconded. Mr. Shields noted that he and Mr. Mathisen had abstained from voting during the BDDAC's vote on this matter as well. Mr. Mathisen explained that the marketing expense was to partially fund the costs of recording and airing the concert series held at his business Pour Bros. Mr. Mathisen stated he anticipated 40,000 attendants to the concerts this year and that he expected the concert series to grow in subsequent years. Mr. Mathisen spoke about the benefits of the marketing video for the Village of Peoria Heights and future plans for the concert series. Mr. Mathisen requested \$30,000 from the BDD for marketing. Trustee Goett commended Mr. Mathisen on his hard work and dedication to the community. Trustee Mariscal asked about the reception of the project at the BDDAC, and Mr. Mathisen said it was well received. Trustee Carter asked if the BDD budget had money for the marketing expenditure. Clerk Turner explained the marketing budget for the BDD was \$10,000 so approving \$30,000 for the project would create an unplanned deficit in the BDD. Trustee Wisenburg asked about the budgeted deficit in the BDD. Clerk Turner explained that the BDD had not spent all its grant funds in the previous fiscal year and had received revenues to cover the expenses so the unspent amount had been rolled into the current fiscal year. Trustee DeVore asked if the cost of the sealcoating project caused the deficit. Clerk Turner replied that the sealcoating expense had been allocated in the budget. Mayor Phelan explained that the BDDAC had recommended the expenditure but the Board of Trustees had ultimate authority and the question of the amount of the marketing expenditure was a policy decision. Mr. Shields stated that the BDDAC had recommended the project because its potential impact and draw with people. Trustee DeVore explained she believed the project is a good project, but she had concerns about draining the reserves of the BDD Fund. Trustee Mariscal asked if commercials or internet ads would be better for drawing visitors. Mr. Mathisen did not believe so as the concert series was more natural and stated that the Village of Peoria Heights would have rights to the videos. The motion to send the BDD marketing expense to the full Board of Trustees for action passed 5-0.

Chief Sutton said there was nothing else to report under economic development.

Trustee Goett made a motion to send Resolution 2019-03: a Resolution Approving Village Compensation Policy to the Board of Trustees meeting for action, and Trustee DeVore seconded. Attorney Walton explained the resolution established policies for setting employee salaries and processes for raises. Chief Sutton expanded on the subject and noted the Board of Trustees had discussed the issue previously and Mr. Erik Christian, of HR FIT, had consulted on the matter. Trustee Mariscal stated she had questions and wanted to discuss the policy more prior to voting. Trustee Wisenburg asked if there would be time at the Board of Trustees meeting to discuss questions. Mayor Phelan said if a majority of the Trustees requested an executive session that could be arranged. Attorney Walton reminded the Board of Trustees that policy couldn't be discussed in executive session and that the discussion in executive session would need to be limited to specific employees' salaries. Trustee Mariscal agreed that an executive wasn't necessary as her questions related to policy. Chief Sutton stated that a meeting could be arranged with Mr. Christian. The motion to move Resolution 2019-03 to the Board of Trustees meeting for action passed 5-0.

Trustee Goett made a motion to send Resolution 2019-04: a Resolution Approving Village Raises to the Board of Trustees meeting, and Trustee Carter seconded. Trustee Goett explained the resolution would provide a 3% cost of living increase to the six nonunion staff retroactive to May 1<sup>st</sup> and provide a procedure for up to a 2% merit based bonus at the end of the fiscal year. Trustee Carter asked if the pay would be reviewed annually. Trustee Goett stated it would and that Chief Sutton would be responsible for giving the staff evaluations. Trustee Wisenburg questioned giving nonunion staff the same percentage raise as union members. Trustee Goett noted as a member of a union that his coworkers who were not union had benefited from the union contracts, and he had no problem with it. Chief Sutton explained the raises would help retain employees, and the 3% adjustment would keep pace with inflation. He explained Mr. Christian had researched average market rates to protect the Village. Trustee Goett expressed appreciation for the work of the Village staff. Trustee Wisenburg stated that as an employee from the private sector that his raises were not guaranteed. Mayor Phelan noted neither were the ones under discussion as the resolution only covered the current year, and that employers with unions tend to mirror to the union contracts in the salaries of their nonunion staff. Trustee Wisenburg asked about the details of cost of living increases as opposed to merit based increases. Chief Sutton explained the differences, and Attorney Walton noted that in municipalities it was not uncommon to have both cost of living increases related to inflation and merit based increases. Chief Sutton stated that Mr. Christian had been brought in as an expert to address the issues in question. Chief Sutton explained that he wouldn't have recommended the full cost of living increase if it was not merited. Trustee Wisenburg expressed concern that the cost of living increase was not denoted as being merit based despite being described as merit based. Chief Sutton agreed to clarify the policy. The motion to send Resolution 2019-04 to the Board of Trustees for action passed 5-0.

Trustee Goett made a motion to approve the requested use of Tower Park for Heights Girl Scout Troop #4825 Bridging Ceremony on June 30, 2019 at 2:30 p.m., and Trustee Wisenburg seconded the motion. Trustee Wisenburg stated that he had been approached by a troop which was comprised of 1<sup>st</sup> graders who requested use of Tower Park. Trustee DeVore explained that a bridging ceremony was a Girl Scout tradition when Scouts moved from one level of the organization to another. The Board of Trustees voted 5-0 to approve the use of Tower Park for Girl Scout Troop #4825 on June 30<sup>th</sup> at 2:30 p.m.

Trustee DeVore opened the discussion of no parking on Euclid Ave from Kingman Avenue to Park Place by stating she had viewed the area multiple times and she agreed with Chief Sutton the parking situation was not safe. Trustee DeVore noted that residences in the area had driveways which would offset potential hardships. Trustee Wisenburg asked if residents in the area would be in favor of a parking ban. Chief Sutton explained that the officers had been in touch with various residents because of problems with vehicles lingering. Trustee DeVore noted that there was parking available on Kingman. Mayor Phelan stated that the issue was not pressing so the Board of Trustees could review the issue at its leisure. At Mayor Phelan's request, Chief Sutton explained the process for implementing new parking restrictions. Trustee DeVore brought up the possibility that the parking lot for the pending restaurant on Kingman might alleviate any inconvenience brought about by a parking ban. Trustee Goett expressed concern for children at the park in the area if a parking ban was not approved. Trustee Mariscal asked Mr. Marfell, as a resident of that neighborhood, to express his opinions. Mr. Marfell noted that restricting parking on only one side meant that the vehicles would move to the other side rather than addressing the issue, and he expressed support for closing both sides of the street. Mayor Phelan recommended to Trustee DeVore that she bring the issue back to the Board of Trustees when she was ready to act. No action was taken.

Trustee DeVore shared with the Board of Trustees that the Peoria Heights Police Department would be at the Emergency Expo at Grand Prairie on June 5<sup>th</sup> from 4 - 7 pm and in Tower Park at the Night of Hope on June 7<sup>th</sup> from 6-9 pm.

Chief Sutton updated the Board of Trustees about the speeding issues on Glen Elm and Glen. He had the Police Department move the speed trailer to the area and had increased traffic enforcement. Chief Sutton shared that the police department had reached out to the nursing home to ask for assistance and to share with their employees that speeding would not be tolerated. He explained that most of the violations the police department had seen were failure to stop rather than speed. Chief Sutton stated that he had been looking into traffic calming options and noted that traffic was an ongoing issue in every community. He said that the police were very active in enforcing traffic safety in the Village and requested anyone with ideas reach out to him. Mayor Phelan invited Mr. Floyd Baumbacker, a resident who lives in the area, forward to address the Board of Trustees about the issue. Mr. Baumbacker stated that the yield sign from Frances to Glen Elm isn't very effective, but that a stop sign might slow traffic down. Mr. Baumbacker requested consideration for changing the yield sign to a stop sign to help slow down traffic. No action was taken.

Trustee Carter made a motion to reject the bids received on April 25<sup>th</sup> for D's Autobody Pipe Lining, and Trustee Goett seconded. Trustee Carter noted the bids were being rejected because they were high. Clerk Turner noted that this agenda item was for immediate action. The motion to reject the bids for D's Autobody Pipe Lining was passed 5-0.

Trustee Carter made a motion to approve to re-advertise D's Autobody Pipe Lining project with modified specifications, and Trustee DeVore seconded. Trustee Carter noted that this item was also for immediate action. Trustee Goett requested a summary of the work. Mr. Casey explained that there was a drainage issue between the trail and D's Autobody on Village property. A drainage pipe in that area was rotten on the bottom, and, by installing a liner in the pipe, it could be returned to functionality for an estimated 50 years. Trustee DeVore noted that the issue had created a sinkhole in the area. Trustee Carter explained that these repairs wouldn't correct the problems with the VFW but would correct the issue at the trail. Clerk Turner explained the water at the VFW was due in part to a series of pipes that crossed over private property. The motion to re-advertise D's Autobody Pipe Lining project with modified specifications passed 5-0.

Mayor Phelan asked for miscellaneous business. Mayor Phelan informed the Board of Trustees the Village was hosting its first of a summer movie series on June 8<sup>th</sup>. Clerk Turner stated the movie was Hotel Transylvania 3, and that all of the movie nights were currently sponsored. Mayor Phelan introduced Mr. Jack Walton, a college student interning with the Village of Peoria Heights over the summer, to the Board of Trustees.

Trustee Goett made a motion to pay the bills, and Trustee Wisenburg seconded. The Board of Trustees voted 5-0 to pay the bills.

Trustee Goett made a motion to adjourn and Trustee Wisenburg seconded. The meeting adjourned at 8:02 p.m.

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Michael Phelan, Mayor

Stephanie Turner, Village Clerk

