

Village of Peoria Heights
Departmental Meeting – Administration & Economic Development
August 6, 2019

The meeting was called to order at 6:35 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, Beth Khazzam, Jeff Goett, Brandon Wisenburg, and Sarah DeVore. Trustee Diane Mariscal 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 July 23, 2019, and the motion was seconded by Trustee Khazzam. The Board of Trustees voted 6-0 to accept the minutes.

Mayor Phelan opened the meeting to public comment. Mr. Hugh Huggins approached the Board of Trustees to state he had received a lot of compliments from his customers regarding the great work by the Peoria Heights Public Works during the sealcoating of Prospect Road. He expressed gratitude for the work. Mr. Higgins continued to state the Peoria Heights Chamber of Commerce would be hosting its first Taste of the Heights on September 12th. He reported there was phenomenal social media interest and thirteen restaurants participating in the event.

Hearing no other comments, Mayor Phelan moved on to announcements. Mayor Phelan greeted Peoria County Board Member Kate Pastucha. Member Pastucha stated she had come to meet the new trustees of the Village Board and invited the Board members and residents to reach out to her regarding any concerns or issues they might have.

Trustee Carter requested Mr. David Marfell, Superintendent of Waterworks, come before the Board of Trustees to speak. Mr. Marfell invited the Board of Trustees to contact him about their availability to attend a tour of the water plant and facilities. Mr. Marfell noted he wanted to open the tours to the public as well. Trustee Carter encouraged everyone to attend one of the water tours.

Mayor Phelan asked Attorney Walton to update the Board of Trustees about the Treasurer and Village Clerk positions. Attorney Walton stated that Clerk Turner had submitted to Mayor Phelan her resignation as Treasurer. Attorney Walton stated that Treasurer was an appointed position named by the Mayor. Attorney Walton continued his update to explain the duties of the Treasurer needed to be updated as they currently overlapped with the job description and position of the Bookkeeper. He stated that he'd be bringing an amendment to the position before the Board of Trustees soon. Trustee Goett asked if there was an issue with Clerk Turner, who is also the Bookkeeper, continuing to fulfill the duties in the interim. Attorney Walton stated there was a problem with compensation, and the issue would have to be addressed by the Board of Trustees. Trustee Carter requested to see both job descriptions before they were changed. Trustee DeVore asked that there be an action item on the next agenda.

Chief Sutton updated the Board of Trustees on quotes received for repairs of the stone sign in Tower Park. He noted that all of the options that had been researched were expensive. Trustee Khazzam stated that a digital sign would be upwards of \$20,000. Chief Sutton stated he wasn't recommending a

replacement for this year, but he had brought the issue back before the Board of Trustees for review. Mayor Phelan expressed his desire to repair the stone out of respect for the families who had donated funds to complete the transformation of Tower Park. Trustee Khazzam asked if there were funds in the budget for the expense. Clerk Turner explained that the Tower Park budget was already heavily spent due to emergency repairs of the elevator in the Observation Tower, and there were not funds for repairs of the sign in this fiscal year. Trustee Wisenburg stated he thought the expense was not justifiable since there were sidewalks and streets in need of repairs. Trustee DeVore asked where the stone had been purchased from originally. Chief Sutton stated he had spoken to Wayne Baum, the donator of the stone, and Mr. Baum could not recall what company had originally manufactured the sign. Chief Sutton agreed to follow up with the Village's consultants to determine if the expense was eligible for use of TIF funds.

Trustee Carter made a motion to approve Resolution 2019-06: A Resolution by the Village of Peoria Heights Appropriating Motor Fuel Tax Funds Buildings Maintenance, and Trustee Goett seconded the motion. It was explained that the resolution was an annual matter which allowed the Village to use MFT Funds to pay its annual PPUATS dues. Resolution 2019-06 was approved by the Board of Trustees 6-0.

Trustee Goett made a motion to approve the Ruyle quote to repair the HVAC system at the police station in the amount of \$8,080, and Trustee Wisenburg seconded the motion. Chief Sutton explained that one of the air conditioning units down at the police station had broken down and needed to be replaced. He also stated that there were funds in the police department budget. The motion to approve the repairs to the HVAC system at the police station passed 6-0.

Trustee Goett explained that Administrative Secretary Sarah Witbracht and the Village intern, Mr. Jack Walton, had done research into the local communities' building permit fee structures. Due to the differences in the communities, it was difficult to equalize all municipalities' fees to get a level basis of comparison. Trustee Wisenburg asked why the Village would increase fees. Trustee Khazzam stated the Village was currently undercharging developers. She noted that Trustee Mariscal had brought the question of permitting costs to the Board of Trustees and started the conversation months ago. Trustee Wisenburg questioned whether residential or commercial applicants were paying the majority of fees. He stated he didn't want to increase fees on the residents, and he'd like to see the residents shielded from increases in fees. Chief Sutton stated that commercial applicants paid the majority of the fees. Trustee Khazzam stated the costs for issuing building permits should be covered by the costs of fees themselves. It was agreed to bring the topic of the building permit fees back to Departmental for more discussion.

Trustee Goett explained that the building inspectors for the Village, Mr. Tony Griffin and Mr. Dick Young, had requested that the Board of Trustees approve an update to the Village Building Code in Accordance with International Building Code Standards. Trustee Carter asked if it would be arranged so the codes would be updated more regularly. Chief Sutton stated that he was meeting with the inspectors regularly, and he would ensure that updates occurred more regularly in the future. The item will appear before the Board of Trustees for a vote at a later date.

Trustee Goett invited Chief Sutton to update the Board of Trustees on the vacant lots owned by the Village. Chief Sutton stated he had been contacted by a developer who was interested in purchasing all five empty lots owned by the Village and developing them with middle income housing. Chief Sutton expressed excitement in the opportunity to invest in the growth of the residential community. Trustee Khazzam agreed this was a great way to bring families into community. She asked if the developer was planning to sell the homes or rent them. Mayor Phelan stated he believed that the developer was

planning to sell the houses. Chief Sutton stated the Board of Trustees could put stipulations on the sale of the property if they wanted to ensure the homes would be sold. Trustee DeVore asked if the cost of the appraisals would be included in the cost of the sale of the property. Discussion of the appropriate costs for the property ensued, and Attorney Walton noted that the sale of the property at 80% of the assessed valuation was a minimum cost for the property. Trustee Wisenburg questioned selling the property for less than full value. Trustee Khazzam noted a sale below the assessed valuation of the property was an incentive to spur development.

Trustee Wisenburg explained the Fire Dept had an old server that had reached the end of its life and its current software was exceeding its hardware capabilities. As such, the Fire Department was requesting approval to purchase a server not to exceed the cost of \$6,840.84. Trustee Wisenburg detailed the numerous pieces of equipment which connect to the server and its use to report data to the State of Illinois. Trustee Wisenburg reported he had requested the Fire Department reach out to Pearl Technology for possible discounts. Trustee DeVore questioned the size of the server the Fire Department requested. Trustee Wisenburg explained he had spoken to the Fire Department who stated there was more equipment the Fire Department was acquiring which would increase use of the server. Trustee DeVore expressed concerns about the size being similar to the server used by the police who have body cams, dash cams, and full-time employees storing data on the server. Trustee Wisenburg agreed with Trustee DeVore's concerns, and the Board of Trustees agreed to discuss the request again at another Departmental Meeting.

Trustee DeVore stated that the police department also needed a new server at a cost not to exceed \$5,714.00 and asked Chief Sutton to explain. Chief Sutton stated that the cost had to be amended because it didn't include \$2,500 in labor costs. Chief Sutton noted that the labor would include set up and data transfer as well. Chief Sutton stated that he had already spoken to Pearl Technology regarding possible discounts if the Fire Department server was purchased there as well. He had been informed that the cost of his server had already included discount but Pearl Technology would be happy to quote a price to the Fire Department as well. Trustee DeVore made a motion to send the police server to the Board of Trustees Meeting for action, and Trustee Goett seconded. Motion to move the request to purchase a server for the Police Department to the next Board of Trustees meeting passed 6-0.

Mayor Phelan asked for miscellaneous business. Hearing none, he moved on to the payment of the bills.

Trustee Goett made a motion to pay the bills, and Trustee Khazzam seconded. The Board of Trustees voted 6-0 to pay the bills.

Trustee Goett made a motion to adjourn and Trustee Wisenburg seconded. The meeting adjourned at 7:39 p.m.

Michael Phelan, Mayor

Stephanie Turner, Village Clerk