

Village of Peoria Heights
Departmental Committee Meeting

October 23, 2018

The meeting was called to order at 6:00 pm.

Everyone stood for the Pledge to the Flag.

Upon roll call, the following Trustees were present: Harn, Dan Mariscal, Diane Mariscal, Reichert, and Carter. Trustee Goett was absent. Others present include: Mayor Phelan, Administrator Sutton, Deputy Village Clerk Witbracht, Water Technician David Marfell, and Foreman Michael Casey.

Trustee Dan Mariscal made a motion to approve the minutes from October 23rd, 2018. Trustee Harn seconded the motion which passed 5-0.

Comments from the Audience: There were no comments.

Old Business: Trustee Diane Mariscal referenced the employee choices memo for health insurance and explained that employees will have three options (enter Trustee Goett) so that employees can chose the best fit plan for themselves and their family. This will in turn be a savings of about \$60,000 to the village including the personnel changes.

Mayor Phelan asked Barb Milaccio to come forward and give an update on the Peoria Heights Fine Arts Fair. She explained that it will be held Mother's Day weekend and gave an update on the times of the event being a Saturday from 6:00am-6:00pm from setup to clean-up. She also explained that Susan G Komen will be getting involved with this event and will help promote it. Trustee Diane Mariscal asked Barb to verify the closed lanes which will only include the westbound lane on Prospect. There were concerns on parking that will need to be addressed before the event. It was suggested to get other businesses involved to allow for private parking.

Mikayla Vincent from the Peoria Heights Chamber of Commerce introduced herself and gave an update on how the Peoria Heights Chamber of Commerce is thriving.

New Business:

- Police: Trustee Carter gave a code enforcement update and explained that there are three changes in zone 1. Chief Sutton explained that they are 90 percent compliant. He also explained that Shane is in the middle of receiving certifications and should be ready in the next month for landlord registration and building inspections. He also explained that payments have been coming in and that the program has been well-received by the residents. Stephanie Turner explained that the program will generate around \$60,000 to \$70,000.
- Fire: Trustee Reichert explained that the payment to Global Emergency Products in the amount of \$3,791.66 needs tabled.

- **Public Works:** Dave Marfell gave an update on the public works department and said that the department has been very efficient. He also explained that he is working with the Illinois Rural Water Association regarding the water system of the year. He also reminded everyone about the water department tour on Saturday at noon. Mike Casey explained that they have been working with Hoerr Construction for the trail eroding issue by D's Autobody. He also explained that the street seats will be stored early November. He also explained that public works will be replacing the lights in the business district. He also gave an update on the new trucks and that they are prepared for the upcoming winter. There were some discussions on who should pay to wrap the street seats in preparation for winter storage.
- **Other:** Trustee Diane Mariscal made a motion to approve the contract between the Village of Peoria Heights and G&O Disposal. Trustee Harn seconded the motion which was approved 6-0.
- **Other:** Bookkeeper Turner gave an update on the budget year-to-date. She stated that state sales tax and home rule sales tax are both up significantly. October was the first month this fiscal year that either tax came in lower than the previous year. Income tax is behind last year, but that was expected and accounted for in the budget, hence adjusting the changes that were made, we are actually ahead of projections for income tax. Telecommunications Tax has been decreasing slightly and continues to do so as more people switch to cell phones, however we still have the ability to increase the tax 1%. This would generate an additional \$20,000 per year. The Landlord Registration Program has begun and approximately 15% of the 900 plus property owners who have received letters have responded and has net over \$10,000 year to date. Waste Disposal Fees have been charged to all three of the water billing cycles. About 17% of the charges have been billed thus far resulting in approximately \$20,000 in revenues. Revenues are higher than last year and generally performing well in relation to the budget and are \$37,000 higher than last year. Salaries and overtime are slightly higher, but the difference is not the full 3% of the payroll increase from raises. The decision to administer the Landlord Registration Program with current staff means that the line will be straight savings. Changes at the police station have resulted in dispatch and dispatch overtime being significantly behind from last year. This gap will continue to widen. Worker's Comp is higher than last year as a result of the timing of billings. The biggest savings is due to the changes in personnel, the cost of benefits has also greatly decreased. Despite the annual increase in costs to health insurance, our current health insurance costs are less than last year. Unemployment, FICA, and IMRF, which are all related directly to salaries, are down significantly when compared to both last years expenses and the budget for this year. Equipment Capital Outlay is almost \$48,000 under last year's expenses. Overall, expenditures are lower than last year and are performing exceptionally well in relation to the budget and are down \$56,000 less than last year. The current projection is that the surplus will be over \$200,000 at of the end of September. Mayor Phelan thanked Stephanie for her hard work and explained that many great things are currently happening and will continue to happen. Trustee Dan Mariscal explained that 3707 N. Vincent is a continuation of the last board meeting regarding the used car lot that was denied at the last Zoning Board of Appeals meeting. Mark Walton explained that he has spoken with Attorney

Casey Kepple and that they have filed an objection against the denial of the special use. Attorney Walton explained that the hearing must take place 1 hour before the next Board of Trustees Meeting which will take place at 5:00 on November 20th. Trustee Diane Mariscal inquired about the findings of fact which was that there were complaints on street parking. Mark Walton explained that the Board of Trustee's role is to make the final decision. Mayor Phelan asked Attorney Walton to explain role of the Zoning Board of Appeals. He explained that the purpose of the Zoning Board of Appeals is to oversee zoning and implementation of the Village zoning ordinance. Trustee Dan Mariscal asked for clarification on what exactly the Zoning Board of Appeals can vote on without recommending to the Board of Appeals, and Attorney Walton did explain that the Zoning Board of Appeals can approve variances without Board of Trustee approval. If they would appeal relating to variances, then it would go through the Board of Trustees. Everything all needs to be based on the Findings of Fact. Trustee Diane Mariscal pointed out that our fees are very low and that they need to be revisited. Mayor Phelan would like her to work with Administrator Sutton on a new fee schedule. Mayor Phelan explained that there are great things happening regarding economic development regarding an interested developer and that if anyone would like information to please work with Sarah. Attorney Walton gave an explanation on a possible hotel tax-imposed stating that the statutory amount is 5% and that the money generated can be used to advertised to solicit potential travelers to visit and stay overnight in Peoria Heights. The ordinance will be placed on the November 20th agenda. Mayor Phelan also inquired about an Air B&B ordinance. Attorney Walton explained that they are slightly complicated, however he will be prepared to address it at the appropriate time.

- Other- Mayor Phelan reminded everyone about the upcoming election and asked Sarah Witbracht to give an update.

Trustee Goett made a motion to enter executive session and seconded by Trustee Reichert. The motion was passed 6-0 at 7:10pm.

The meeting was adjourned at 8:30pm with a motion by Trustee Goett and a second by Trustee Dan Mariscal. The motion was passed 6-0.

Michael E Phelan, Mayor
Clerk

Sarah Witbracht, Deputy Village

