

Village of Peoria Heights
Board of Trustees
November 16, 2021

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: Sarah DeVore, Jeff Goett, Beth Khazzam, David Marfell, Matthew Wigginton, Brandon Wisenburg. Others present included Mayor Michael Phelan, Village Administrator and Chief of Police Dustin Sutton, Village Clerk Stephanie Turner, and Village Counsel Attorney Mark Walton.

Trustee Marfell made a motion to approve the minutes from the meetings held on October 19, 2021, and the motion was seconded by Trustee Wigginton. The Board voted to approve the minutes 6-0.

Mayor Phelan thanked Public Works for their work decorating Tower Park and the rest of the Village.

Mayor Phelan opened the meeting to public comment.

Mr. Michael Farmer, 1634 N Terrace View Ln, came forward to complain that he feels he has received excessive citations regarding his property. He noted he feels that his neighbor is using law enforcement to harass him. Chief Sutton explained that most of the notices at the house are crime prevention notices rather than fines and the PHPD is working with Mr. Farmer on compliance. He assured Mr. Farmer he wasn't being harassed, and they'd speak after the meeting.

Hearing no additional public comment, Mayor Phelan closed the meeting to public comments and asked for the trustees' reports.

Trustee DeVore updated the Board that Administration is negotiating with its candidate for the Community Development Director position and hopes to have a contract soon. She also asked the trustees to review the list of ARP eligible projects and brainstorm project ideas within their department.

Trustee Goett had nothing to report.

Trustee Khazzam announced the Village's composting bin had been installed, and residents can visit the Village's website for more information on how to obtain kits to use the compost bin.

Trustee Wisenburg reported the work at Lion's Park was complete. He noted the park was seeing increased usage, and there's more work to be completed in the spring.

Trustee Marfell asked residents not to put their leaves in the street and to avoid moving snow into the street. He also asked that residents move their car off the street, if possible, when snow is predicted. Trustee Marfell reminded residents that employees don't respond to posts on social media and requested that residents with questions or issues contact the Water office for assistance.

Trustee Wigginton noted he's been working with Trustee Goett to address an issue at the lower fire station. He also announced the PHPD would be participating in No Shave November to support the

Peoria Heights Food Pantry. They'll continue the event in December to support the South Side Mission. Additionally, officers will hand out meals, as is tradition, on Thanksgiving. Breakfast with Santa will be held on Saturday, December 11 from 8:00 to 11:00 am.

Mayor Phelan asked for old business. Hearing no old business, the Board moved on to new business.

Trustee Khazzam made a motion to approve an agreement with Farnsworth Group for Prospect Road streetscape. Trustee Wisenburg seconded the motion. Trustee Khazzam explained the streetscape plan is to support a grant application due in January. Trustee Khazzam noted that Farnsworth Group is very familiar with the Village's goals. The grant application is to help with traffic calming and widening sidewalks as well as other improvements. Trustee Wigginton noted the services did not include grant writing. Trustee Khazzam explained the Village was taking on grant writing services in house with the help of Mr. Mike Bailey, the work of the trustees, and Administrator Sutton. Trustee Wigginton expressed his appreciation of Farnsworth Group's work, but noted he'd like to see some variety in services. Trustee Khazzam thanked Trustee Wigginton for his comments and explained Farnsworth Group was chosen because of their familiarity with the specific project and the deadline for the application. She stated there would be variety in the future. Trustee DeVore asked where the funds would be paid from, and Chief Sutton stated it would be paid with General Funds. Trustee Khazzam noted the expense may be reimbursed by the grant if it was awarded. The Board voted 6-0 to approve the contract with Farnsworth Group.

Trustee Wisenburg made a motion to approve an agreement with Farnsworth Group for Monroe Avenue streetscape. Trustee Khazzam seconded the motion. Trustee Khazzam stated Monroe Avenue had been selected as a launching point for neighborhood improvements. She cited its importance as a corridor into the Village from War Memorial Drive as well as having two schools. Trustee Wisenburg noted he'd had a lot of feedback from residents that the neighborhood would be very interested in traffic calming. Trustee Wigginton asked if there had been previous studies done in the area. Trustee Khazzam answered there had not. The Board voted 6-0 to approve the contract.

Trustee DeVore made a motion to approve a contract with the Peoria Area Convention Visitors Bureau. Trustee Khazzam seconded the motion. Trustee DeVore stated the PACVB has a lot of creative ideas and energy to expand on its mission to promote the region. She praised their website and how the organization is linking communities together. Trustee Khazzam noted the organization was both an economic and community development tool. Trustee DeVore stated one of the benefits of membership is a representative on the PACVB's Board which would allow the Village to advocate for its interests. Trustee DeVore and Khazzam shared further details about the composition of the PACVB's website in linking to the Village's local businesses. Trustee Wisenburg noted the website markets "Discover Peoria" but doesn't mention other communities by name. Trustee Khazzam explained the website was optimized for searches. Trustee Wisenburg agreed search optimization is important but noted that the Forest Park Nature Center is promoted as if it were within Peoria. Trustee DeVore expressed that the Village could have conversations regarding details and pointed out articles on the website detailing activities broken down by community. Trustee Wisenburg asked if there was a way to demonstrate a return from the investment. Attorney Walton explained there were some expectations detailed within the contract. Trustee Wisenburg noted that the Village was already listed on the website and questioned what additional benefits were. Trustee Khazzam explained the Village would have more detailed articles, and, more importantly, the website will link to Peoria Heights businesses. Trustee DeVore stated that the PACVB worked closely with local Chambers of Commerce which would be a great asset for the Peoria Heights Chamber of Commerce. Trustee Marfell asked Attorney Walton for

clarification on the length of the contract. Attorney Walton noted it was for five years with a renewal option after two years. He also noted from his experience the organization may be willing to cancelling the contract after one year if the partnership didn't work. Trustee Wigginton asked if the PACVB was a 501(c)3 or a business, and no one was able to answer. Trustee Wigginton expressed concern funding the PACVB after the previous meeting's discussion regarding funding Chamber of Commerce's request for donation. Trustee DeVore noted the history of the Village's funding of the Chamber of Commerce. Trustee Marfell explained he viewed the agreement short-term, a 2 year agreement, due to the renewal clause in the contract. Trustee Wisenburg noted he viewed it differently because the money was for a service rather than events. He agreed with Trustee Marfell that the contract should be reviewed after 2 years. The contract with the PACVB was approved 5-1. Trustee Wigginton voted nay.

Attorney Walton prefaced the next agenda item by explaining that in the previous meeting the vote to donate funds to the Chamber was classified as a substitution, rather than a motion, because there was a pending motion on the floor. He noted that a new motion that addresses the topic on the floor, even if it is different, is treated as an amendment. The Board is then required to vote on the motion as an amendment for final action. Mayor Phelan also explained the Village would need to approve a development agreement with the Chamber of Commerce to take funds out of the Business Development District. Trustee Khazzam made a motion to approve a donation for the Kris Kringle Market in the amount of \$6,000. Trustee DeVore seconded the motion. Trustee Wisenburg expressed his desire for a requirement that the Chamber of Commerce complete an audit. Trustee DeVore explained the Chamber lacked the paperwork to complete an audit, but the Village had previously requested a review. Chief Sutton explained the history of the request for an audit. He noted that going forward the Chamber would submit bills to the Village for payment so the bills would fall under the Village's audit. He also stated the Board needs to consider the issue of Chamber funding during the budget process. Mayor Phelan asked for confirmation that the PACVB would be doing the marketing for the Kris Kringle Market, and Trustee Khazzam agreed. Trustee Wisenburg asked if the Village would fund both the Chamber of Commerce and the PACVB in the future. Mayor Phelan stated that was a policy decision. Trustee Wisenburg said he views the Chamber as a special interest group for its members while the PACVB has been hired to promote the Village as a whole. Trustee Wigginton stated his view that the Chamber has a more specialized purpose while the PACVB focuses more the entire region. The donation request was approved 6-0.

Trustee Marfell made a motion to approve the request for proposals for Water System Capital Improvement Plan Consultant Services. Trustee DeVore seconded the motion. Attorney Walton explained the request is for engineering services to evaluate the water infrastructure for its status and necessary improvements. The proposals will be brought back before the Board for evaluation including costs and services. Trustee Marfell noted the date was left blank. Attorney Walton stated it would need to be December 16, 2021 in order to be completed by the next agenda. The Board voted 6-0 to approve the RFP for water system consultant services.

Trustee Wigginton made a motion to approve the purchase of two police vehicles. Trustee Goett seconded the motion. Trustee Wigginton noted the purchase had been in the works for quite a while, and the expense was budgeted. Chief Sutton explained the vehicles had been ordered a year ago. The PHPD traded in two different vehicles, an administrative vehicle and a squad car, to reduce the costs of the purchases. The purchase was approved 6-0.

Mayor Phelan turned the meeting over to Trustee DeVore as mayor pro-temp and exited the meeting at 7:07 pm.

Trustee Wigginton made a motion to approve Ordinance 2021- 1667: an Ordinance Authorizing the Sale of Surplus Vehicles Formerly Used by the Peoria Heights Fire Department. Trustee Marfell seconded the motion. Trustee Wigginton explained that the PHFD had previously discussed the sale of equipment which is no longer in use. Fire Chief Thompson explained that one of the pieces of equipment was a 1949 engine and the other was a 1976 engine which is being stored offsite. Fire Chief Thompson noted there was not currently a buyer, but he was sure there would be interested parties. The Ordinance was passed 6-0.

Trustee Wigginton made a motion to approve the purchase of turnout gear for the Peoria Heights Fire Department. Trustee Wisenburg seconded the motion. Trustee Wigginton noted this was an annual expense to replace fire gear and was budgeted. Fire Chief Thompson explained the Village needs to continue to replace gear every year to stay on schedule. The Board approved the purchase 6-0.

Trustee DeVore made a motion to approve the cancellation of the departmental meeting on Tuesday, November 23, 2021. Trustee Marfell seconded the motion. Trustee DeVore noted there was nothing currently on the agenda for the meeting. The Board approved the cancellation 6-0.

Trustee Devore asked for miscellaneous business.

Trustee Wisenburg stated there was no street light at Cox Avenue and Prospect Road, and it was extremely dark. Superintendent of Street, Mr. Michael Casey, noted that there was a light out in the area which was making it darker than normal. He stated he'd already reported the problem to Ameren. Trustee Khazzam said there were also issues with the landscaping in the area blocking sight lines. Chief Sutton stated the Village would reach out to the property owner about the issue. Trustee Wisenburg expressed the residents on Toledo Avenue were very happy about the installation of the new lights in their neighborhood.

Trustee Khazzam asked about the schedule for the installation of new fiber optic service. Chief Sutton stated information was available on the Village's website. The Board spoke favorably about the service provider's efforts to minimize disruption to the residents.

Superintendent of Water, Mr. Chris Chandler, urged residents to check their pipes and prepare for cold weather.

Attorney Walton noted the Village was to a point where it was ready to resolve the issue of burying utility lines. He explained the cost was approximately \$69,000 and would be funded with TIF funds to be repaid to the General Fund upon the issuance of the bond for the project. Attorney Walton asked if the Board had any concerns. He noted he needed direction whether the Village should move forward with the project immediately and ratify the item in December or if the Board would like to wait to discuss the issue and construction would begin in the spring. The Board agreed the issue should be addressed immediately.

Trustee Khazzam made a motion to approve payment of the bills. Trustee Goett seconded the motion. Trustee Wisenburg asked about the payment to Azavar. Chief Sutton and Clerk Turner explained the bills were for several months. Trustee Wigginton asked if there would be additional Personal Property Replacement Taxes received noting there was already a majority of funds received. Clerk Turner explained that there would be additional funds and the taxes were much higher than expected for the year. The Board voted 6-0 to approve payment of the bills.

Clerk Turner read the Treasurer's Report. As of the end of October, there was \$5,365,148.32 in the Village controlled accounts and \$1,654,212.51 in the Water controlled accounts. Trustee Wigginton made a motion to approve the Treasurer's Report, and Trustee Marfell seconded. The Treasurer's report was approved 6-0.

Trustee Goett made a motion to adjourn, and Trustee Khazzam seconded the motion. The Board of Trustees voted 6-0 to adjourn at 7:25 pm.

Michael Phelan, Mayor

Stephanie Turner, Village Clerk