

Village of Peoria Heights  
Departmental Meeting  
March 23, 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: 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, and Village Clerk Stephanie Turner.

Trustee Wisenburg made a motion to approve the minutes from March 2, 2021. Trustee DeVore seconded the motion. The Board voted 5-0 to approve the minutes.

Mayor Phelan opened the meeting to public comment. Hearing no public comment, he closed the meeting to public comment and moved on to old business. Hearing no old business, the Board moved on to new business.

Trustee Khazzam invited Mr. Sam Heppard forward to speak about the request to use Tower Park for on Friday nights for the Friday Night Heights events. Mr. Heppard, owner of Clink, requested to use Tower Park to on the first Fridays from May – October for his business as a sort of monthly “happy hour” from 5:00 pm – 10:00 pm. Mr. Heppard noted he hadn’t reached an agreement with a Heights restaurant for the event and questioned if a nonlocal business would be acceptable. Trustee Khazzam thanked Mr. Heppard for the event idea and noted she, as well as Mayor Phelan, really hoped the event would include Peoria Heights vendors. Mr. Heppard explained his efforts to work with local restaurants. Trustee DeVore offered the suggestion that Mr. Heppard reach out to local residents, the Fosters, who own Hick’ry Sticks which has frequently served food at previous Village events. Trustee DeVore asked about the request for in kind donations, and Chief Sutton recommended the Board approve the event dates first before requesting donation requests. Trustee Khazzam asked that Mr. Heppard to prioritize Peoria Heights businesses.

Trustee Khazzam invited Ms. Jane Johnson and Ms. Julie Bielfeldt forward to explain the request for a donation to the Bridge to Bridge River Drive event. Ms. Johnson explained the event would link communities along the river going north including Chillicothe, Lacon, and Spring Bay. The communities are requested to plan events around the dates. Ms. Johnson explained Lacon had approved participation and was planning a market and activities at the docks. Each community is requested to donate toward the total funding goal of \$10,000. Trustee Khazzam asked if Ms. Johnson had artists lined up. Ms. Johnson explained that the Arts Collaborative was acting as a link between communities, but each community would be responsible for planning their own events. Trustee Carter questioned who would be organizing events for Peoria Heights. Ms. Bielfeldt noted they would be approaching the Peoria Heights Chamber of Commerce, but there weren’t currently any organizers identified yet. She explained that the Peoria Heights Art Collaborative was functioning to organize finances for the event. Trustee Carter questioned what the funds were for, and Ms. Johnson explained it was for marketing. Trustee Carter speculated additional funds would be for organizing events. Trustee Khazzam thanked Ms. Bielfeldt and Ms. Johnson for their initiative in advertising the area as a collective. Trustee DeVore noted that the Peoria Heights Chamber of Commerce was planning the Taste of the Heights around the

same time and questioned if the Chamber could organize two major events in such a short time frame. She asked how many event guides would be created. Ms. Johnson stated there would be 10,000 printed at a cost of \$5,000. Trustee DeVore asked how the guides would be distributed, and Ms. Johnson explained the Arts Collab hasn't discussed the logistics. Ms. Bielfeldt spoke about the vision for the guide. Trustee DeVore noted that marketing dollars might be better spent on online advertising. Trustee DeVore asked how the Peoria Heights Arts Collaborative would make funds from the events. Ms. Bielfeldt explained there were 10% in administrative fees, but the event was primarily conceived to benefit the businesses without extra cost to them. Trustee DeVore agreed the idea was wonderful but noted the Village had just agreed to \$5,000 for the Peoria Heights Fine Art Fair and the current request was not budgeted. She asked how the Peoria Heights Arts Collaborative would start to fund itself. Ms. Bielfeldt explained that the Arts Collab had plans to get to a point where it got seed money for the next event from the current event. Trustee DeVore noted that the event would be beneficial for the Village, but she had concerns about the sustainability for the Arts Collab. Ms. Johnson explained the Arts Collab purposefully didn't fundraise in an effort not to conflict with donation requests from events like the Peoria Heights Fine Art Fair and the Peoria Heights Taste of the Heights. Trustee Wisenburg expressed concern that the Arts Collab wasn't fundraising. Trustee DeVore noted the additional costs of approving marketing for an event that would need to be funded separately including port-a-potties, music, and activities. Mayor Phelan asked Trustee Khazzam if she wanted the item placed on the next agenda for action. Trustee Khazzam stated she wanted to place it on the next agenda, but she'll need additional information from Ms. Johnson and Ms. Bielfeldt to understand the details.

Trustee Goett made a motion to approve the review of Chuck's Auto Sales Quarterly Special Use Permit. Trustee DeVore seconded the motion. Trustee Goett noted Officer Vaughn had reviewed the property, and it was in compliance. The special use permit was approved 5-0.

Trustee Goett introduced the final review of the FY 21-22 budget. Chief Sutton thanked the Board of Trustees and staff for their work on the budget. The budget is balanced, and the public hearing will be on April 6, 2021 with the budget approved on April 20, 2021. There were no questions on the budget.

Trustee Wisenburg introduced the request to purchase turn out gear in the amount of \$10,470.80. Trustee Wisenburg noted that the request was for 3 sets of protective gear and 1 coat. Fire Chief Thompson explained that the gear was being replaced due to a mandate requiring replacement every 10 years. Fire Chief Thompson stated that the company donated a pair of pants last year because of a fitting issue. Trustees Carter and DeVore questioned future purchases, and Fire Chief Thompson noted it was budgeted for the following year as well. The item will be moved to the Board meeting for action.

Trustee DeVore explained the request for approval of a one-time transfer to the Police Pension Fund. Trustee DeVore noted that the Village is behind on payments to the Police Pension Fund. She stated the Village must transfer \$62,275 to stay in compliance with state mandates. She noted that the Village had received CARES funding through qualified expenses within the police department. She stated that funding freed up additional general funds. She noted that the total transfer would be \$312,275 and was included in the budget. Trustee DeVore explained that any payments made accrue interest and save the Village funds in the future. Mayor Phelan noted that Chief Sutton had stepped aside as a police member to avoid a conflict of interest. The recommendation to make a one-time transfer had come from Trustee DeVore, Mayor Phelan, and Village Clerk Turner.

Trustee Goett made a motion to adjourn, and Trustee Wisenburg seconded the motion. The Board voted 5-0 to adjourn at 6:49 pm.

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Michael Phelan, Mayor

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Stephanie Turner, Village Clerk