

Village of Peoria Heights
Departmental Meeting
August 28, 2021

The meeting was called to order at 8:30 a.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, David Marfell, Matthew Wigginton, and Brandon Wisenburg. Trustee Khazzam was absent. Others present included Mayor Michael Phelan, Village Administrator and Chief of Police Dustin Sutton, and Village Clerk Stephanie Turner. President of the Zoning Board of Appeals, Mr. Rick Picl, Superintendent of Water, Mr. Chris Chandler, Superintendent of Streets, Mr. Michael Casey, and Fire Chief Donovan Thompson were also in attendance. Chief Sutton was in attendance by telephone.

Trustee Goett made a motion to approve the minutes from June 26, 2021, and Trustee Wisenburg seconded the motion. The Board voted 5-0 to approve the minutes.

Mayor Phelan opened the meeting to public comment. Hearing no comments, he closed the meeting to public comment and asked for old business to come before the Board. There was no old business so the Board moved on to new business.

Trustee DeVore made a motion to approve the Peoria Heights Vision 2036 Statement. Trustee Wisenburg seconded the motion. Trustee DeVore suggested the Village begin to narrow down the Vision statement. Trustee Khazzam entered at 8:34 am. The Board discussed how the vision statement relates to each of them individually and reaffirmed approval of the statement. The Board approved the Peoria Heights Vision statement 6-0.

Trustee DeVore made a motion to approve the Peoria Heights Mission Statement. Trustee Wisenburg seconded the motion. Trustee DeVore shared she was happy with the Mission Statement, and Trustee Goett agreed. The Board voted 6-0 to approve the mission statement.

Trustee DeVore made a motion to approve the Peoria Heights Strategic Goals. Trustee Marfell seconded the motion. Trustee DeVore summarized the Village's goals and noted they had been well consolidated from the Board's previous discussions. Trustee Wisenburg shared he liked the weren't prioritized so they could be focused on equally. The Board voted 6-0 to approve the goals.

Trustee DeVore made a motion to approve the Peoria Heights Targets for Action. Trustee Khazzam seconded the motion. Trustee DeVore noted it broke down each strategic goal into smaller goals. Mayor Phelan suggested Administration provide regular progress reports. Trustee Wigginton expressed concern that there was nothing in the goals relating to responsible fiscal policies. He noted that he'd like to make sure the Board keeps fiscal policy in the forefront of their minds. The Board voted 6-0 to approve the targets for action.

Trustee DeVore made a motion to approve Resolution 2021-03: Approving Job Description for Community Development Specialist. Trustee Wisenburg seconded the motion. Trustee DeVore shared she thought the job description was more narrow than she'd originally envisioned. She thinks the job description has room to grow. Trustee DeVore stated salary and additional details will be refined during

the interview process. Trustee Khazzam suggested changing the title from Specialist to Director. The Board agreed that title would be more appropriate. Trustee DeVore and Wisenburg agreed to amend the motion to change the title to Community Development Director. Trustee Khazzam shared additional language she thought was suited for the job description which emphasized the Village's customer focused work environment. Trustee Marfell stated he thought the Village would benefit from having a dedicated employee in charge of grants. Trustee Wigginton asked Chief Sutton to confirm the Village had the resources to fund the position. Trustee DeVore responded to Trustee Wigginton's concerns sharing that the Village's plans including that the position may be amended to part-time. Trustee Wigginton asked if the change in job title might require a change in salary. Mayor Phelan stated the Board could review the necessity of the position every year as part of the budgeting process. Trustee Wigginton noted his concern for looming capital expenses and noted one of the Village's weaknesses is a lack of a capital improvement plan. He stated he appreciated all officials' attention to detail and the improvement of the financial situation. Trustee Khazzam pointed out that grants procured by the position might help offset some of the Village's operational costs. The Board voted 6-0 to approve Resolution 2021-03 approving the job description for a Community Development Director.

Mayor Phelan asked the Board if there was any miscellaneous business to be discussed. Trustee Marfell noted he had been very critical of the Peoria Heights Fire Department in the past, and he wanted to thank Fire Chief Thompson for his hard work. He stated Fire Chief Thompson has done an excellent job.

Trustee Khazzam requested additional conversations around TIF and BDD funds. She suggested that the Board develop more of a plan for the funds. She expressed that her desire to make sure some portion of the funds are used for public infrastructure. Chief Sutton agreed with Trustee Khazzam. He noted that the Village has a draft for the residential program, and it's waiting on funding to begin the program. Trustee Wigginton stated he'd like to see restrictions put on the use of BDD funds specifically relating to businesses that don't contribute to the funds. Trustee Wisenburg noted it had previously been discussed, and the consensus had been that improvements to the facades would improve the business district. Trustee Khazzam suggested limiting funding for non-generating businesses. Trustee Wigginton agreed such a restrictions could be useful. Trustee Wisenburg expressed concern imposing restrictions without seeking the opinion of the business owners. Chief Sutton spoke about the relationship between the Village and business owners. Mayor Phelan noted the Business Development District Advisory Committee was created so the Village could work with business owners, but the Board is in charge of policy and public funds. He stated he believes business owners trust the Village, and he doesn't know there's a need for the BDDAC currently. Trustee Khazzam shared these conversations are the type of conversations she'd like to see regarding BDD and TIF funds.

Trustee Goett made a motion to adjourn, and Trustee Marfell seconded the motion. The meeting was adjourned at 9:20 a.m.

Michael Phelan, Mayor

Stephanie Turner, Village Clerk