

Village of Peoria Heights
Board of Trustees Meeting
November 19, 2019

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, Diane Mariscal, Elizabeth Khazzam, Jeffrey Goett, Brandon Wisenburg, and Sarah DeVore. Others present included Mayor Michael Phelan, Administrator and Chief of Police Dustin Sutton, Deputy Clerk Sarah Witbracht, and Village Counsel Mr. Mark Walton.

Trustee Goett made a motion to approve the minutes from the Board of Trustees Meeting held on October 15th, 2019 and the motion was seconded by Trustee Khazzam. Trustee Goett made a motion to approve the minutes from the Public Hearing for TIF No. 2 Amendment held on October 15th, 2019 and the motion was seconded by Trustee Khazzam. They both passed 6-0.

Mayor Phelan updated everyone that there was a great turnout at the final community meeting at the library. He thanked everyone for their input and involvement.

There were no comments from the audience.

Mayor Phelan requested committee reports from the trustees.

Trustee Carter explained that a plate was placed over the top of the sinkhole behind the VFW. Trustee Carter clarified that the D's autobody work is almost complete as well as the park district property parallel to the Rock Island Trail. She also reminded everyone about Mark Gauf's retirement party on December 2nd. Dave Marfell updated that a sample for Well #11 was dropped off today and that it will be soon up and running. He also explained that our new public works employee has received his CDL and is working on getting his water license.

Trustee Khazzam gave an update on the Chamber of Commerce sponsored holiday events and tree lighting event on December 7th. She also gave an update on the 4th meeting for the River Coalition meeting and explained that it was very well attended. She explained that a lot of headway is being made and that there is an opportunity to be included to be included in a high-traffic website that the KDB Group will be contributing towards for two years.

Mayor Phelan added that there is an upcoming meeting with Steve Kline to discuss a residential housing program.

Trustee Goett updated that evaluations will begin this month for Public Works and the Police Department.

Trustee Wisenburg explained that there is a meeting scheduled with the Fire Chief next week in regards for a resolution to the residents on Grandview Terrace and that they will also be meeting with AMT. He also explained that they are waiting on an updated server quote from Pearl, however we have received a maintenance quote and shared the quotes that were received. Trustee Wisenburg feels they are a bit high but explained that the initiation fee is waived.

Trustee Carter confirmed with Administrator Sutton that there is currently a backup only for the police department. Chief explained that he will confirm with Pearl, but that they are currently doing a week by week update. Trustee Wisenburg also updated that the cloud-based software was installed without any glitches and that all critical data is now being hosted by the vendor. Chief Sutton explained that the water department is currently being backed up with the police department contract.

Trustee Devore updated that the recreational cannabis ordinance was passed at the previous Zoning Board of Appeals meeting and that the Board of Trustees will be voting on December 17th. Trustee Khazzam reminded everyone that each proposed use would go through the zoning hearing process and then the Board of Trustees will have final vote. Trustee Devore also pointed out that the guidelines will not allow for this business to be conducted outside of B-2. Attorney Walton pointed out that there will be a lot of trial and error and that the board will be able to change as they see fit.

The board moved on to New Business.

Trustee Khazzam made a motion to approve a contract in the amount of \$95,201 with Houseal Lavigne and Farnsworth Group for a comprehensive plan for the Village of Peoria Heights. Trustee Goett seconded the motion. Ray Lees from Tri-County Regional Planning Commission came forward to explain the history with their involvement in preparing the RFP for the comprehensive plan and that Houseal Lavigne and Farnsworth Group were selected for this project. He would like to show support of their response given Houseal Lavigne's past and current relationship with the Village of Peoria Heights. Nik Davis from Houseal Lavigne and Jeff Martin from Farnsworth Group came forward to present the response in greater detail. Houseal Lavigne specializes in urban planning and community outreach across the nation and located in Chicago. Nik explained that they have focused on specific areas in the community in some of their past studies, however they are excited to move forward in a community-wide comprehensive plan. Nik pointed out that each project they are involved in are unique from one another and that they keep the community very involved through outreach. The recommendations will be made only after the community is involved. Nik reminded the board of Houseal Lavigne's involvement with the Commercial Corridors Master Plan adopted in 2015. Mayor Phelan inquired about any communities similar in size to Peoria Heights who have experienced similar challenges. Nik explained the importance of having goals and objectives laid out for investors and making sure that they are working alongside the village so that the goals can be achieved. Nik briefly reviewed the project approach and project schedule before taking questions. The project timeline will all depend on the community outreach sessions. Trustee Khazzam inquired about what prompted them to team up with Farnsworth and how it would affect costs and wanted to know if they would streamline our zoning code, and then thanked them for how helpful the Commercial Corridors Master Plan was. Nik explained that they do specialize in zoning and that logical changes will be made in response to the project. Regarding Farnsworth, he did point out that they are cautious in who they partner with and that he feels that their level of expertise will be helpful in the sub-area's studies. Trustee Devore inquired if the previous projects will be incorporated into this community-wide project. He explained that they will need revisited and tweaked depending on the result of community outreach, but a lot of the ideas from the previous projects will be incorporated. Trustee Devore also inquired about how residents will be reached out to and the costs associated with it. Nik responded that they will provide literature for press releases and social media but that the message must come from the village. They will help the village strategize the best way to do so.

Online questionnaires and open comments will also be utilized. Trustee Devore asked how the advisory committee will be chosen, and Nik advised that they will work with staff to move forward with selection. Trustee Wisenburg inquired about some of the previous projects the firm completed for the village and Nik reviewed the Commercial Areas Study that was completed in 2015. He also inquired who would be on the project team which Nik confirmed would be a small group from their office as well as a group from Farnsworth which can be found on page 37 of the response. Trustee Wisenburg inquired about the Board's involvement. Nik explained that it will depend on the makeup of the advisory committee and that the board will be able to participate in all community outreach sessions. Trustee Wisenburg would like to see the village board be the advisory committee. Nik wanted to remind everyone that if the board wasn't on the advisory committee, they would be able to give full input along the way at the workshops. Trustee Wisenburg would like the advisory committee decided before voted on. Trustee Wisenburg also wants to make sure that the board decides who the stakeholders are. Nik pointed out that they will have to work with staff to achieve the list. Trustee Mariscal inquired about the village's control on incoming businesses in relation to the comprehensive plan. Nik did remind that this is not a legally binding document, but that the zoning code could be amended to help control the village's vision. He also recommended working with incoming businesses to make sure that they are in line with the comprehensive plan. This could include façade requirements implemented into the zoning code. Trustee Mariscal would like to make sure that we have someone over zoning to make sure that building plans are correctly being constructed. Trustee Goett agrees with Trustee Mariscal. Administrator Sutton reminded everyone that changes have been made and policies and procedures have been put in place. Trustee Devore reminded everyone that the Zoning Board of Appeals have been wanting the code updated for a while. This will be a great first step in moving in that direction. Mayor Phelan wants to make sure citizens are engaged in the proposed schedule. Nik explained that a typical comprehensive plan will take 9-12 months and feels that will fit the village's needs. Trustee Carter questioned if some of the other communities are landlocked that Houseal Lavigne has worked with. She also inquired if there are any available grants that could help with the costs. She also asked about the budget, and Administrator Sutton explained that a majority will come out of the 2020 budget. She would also like to not focus on parking in the comprehensive plan. The motion passed 6-0.

Trustee Goett made a motion to approve Ordinance 2019-1612; an Ordinance Amending the Village Code for the Purpose of Establishing Regulations Applicable to the Display of Mural Signs in the Business Zones. Trustee Khazzam seconded the motion. With the recent interest in murals, this will establish rules and regulations moving forward and separate murals from signs. Trustee Wisenburg inquired about the residential clause. Mark Walton explained that this only applies to businesses, and only protects the mixed-use areas where residential would be affected adjacent to a business. This ordinance does not govern private residences, the ordinance passed 6-0.

Trustee Goett made a motion to approve Resolution 2019-10; A Resolution Approving Sale of Vacant Lots. Trustee Devore seconded the motion. These will be used for residential construction. The motion passed 6-0.

Trustee Carter made a motion to approve Ordinance 2019- 1613; an Ordinance Amending Title 8, Chapter 2A of the Village Code of the Village of Peoria Heights, for the Purpose of Establishing Water Rates in the Village of Peoria Heights. Trustee Goett seconded the motion. Trustee Mariscal inquired about revenues and how they can be used. Attorney Walton explained that water fees are dedicated to the water system. Trustee Khazzam clarified that these fees will

not cover all requested projects. Trustee Wisenburg shared that he would like to see the water rate increase expire once projects have been covered. He would like a conversation to be had on how people are being billed for their water. Administrator Sutton explained that infrastructure has been ignored for years and that some catching-up must be done, and therefore the rates were proposed the way they were. Trustee Devore explained that she understood that this increase is not solely for capital projects but for an emergency fund. Water Technician Dave Marfell explained that this is just a small number of projects shown on the tip of the iceberg, and that there are many other projects that the water department must complete. Trustee Wisenburg would like to see a set fee charged so that residents can easily plan their budgets. Attorney Walton reminded everyone that this will be revisited annually. Trustee Wisenburg would like to sunset these new rates at the completion of the projects and come up with a comprehensive plan at the end of one-year. Trustee Wisenburg would like to see an amendment made to only approve a one-year increase at nine percent, sunsetting at one year, at which that time the rates will be reviewed. Trustee Carter would like to see rates slowly rise. Trustee Khazzam would like to pass this at one year and have it reviewed annually. Attorney Walton reminded everyone that this is not a binding ordinance. The ordinance passed 5-1 with Trustee Wisenburg voting nay, as presented.

Trustee Wisenburg read a proclamation in support of Donovan Sculpture Garden. Trustee Wisenburg made a motion in support of the proclamation, with Trustee Khazzam seconding. The support was 6-0.

Hearing no additional miscellaneous business to come before the Board of Trustees, Mayor Phelan moved on to accepting the Treasurer's report.

Deputy Clerk Sarah Witbracht read the Treasurer's report. As of the end of October, there was \$2,493,712.45 in Village controlled accounts, and there was \$980,423.02 in Water controlled accounts. Trustee Goett made a motion to accept the Treasurer's Report, and Trustee Devore seconded. Motion passed 6-0.

Trustee Goett made a motion to adjourn. Trustee Mariscal seconded the motion. Motion passed 6-0. The meeting was adjourned at 7:58pm.

Michael Phelan, Mayor
Clerk

Sarah Witbracht, Deputy Village