

**Village of Princeville**  
**Minutes of the Regular Board Meeting**  
**March 17, 2020 7:00p.m.**

The Princeville Village Board met on the above date and time at the Village Hall, 206 N. Walnut Street, Princeville, Illinois 61559. President Troutman called the meeting to order at 7:00p.m.

**ROLL CALL**

Roll call showed the following board members were physically present: President Troutman, Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy and Trustee Wilson. A quorum was present for the meeting. Other Village members present: Treasurer J. Delbridge, Supervisor of Public Works Gardner.

**MINUTES**

**President Troutman added to the agenda as item #6 Jim Plattner, on behalf of Akron-Princeville Ambulance, with a question regarding TIF funds.**

**Police Report:** Officer Martinez had no report.

**Treasurer's Report:** Treasurer J. Delbridge reported that some residents had been using the Courtmoney credit/debit card payment option on the Village website to pay their water bills. The first half of March, fifteen residents had utilized this option.

J. Delbridge addressed a previous question from Trustee Gilroy regarding the posting of revenue to the miscellaneous income account. J. Delbridge consulted Tom Peffer, Tom agreed that the Village received more funds to miscellaneous general fund than was initially planned. The refund from United Healthcare should be split back into general, water and sewer as the premiums were paid out of those accounts and the other amounts in question could remain in general miscellaneous. J. Delbridge advised Trustee Gilroy she would move the UHC refund as directed by T. Peffer.

**Paying of February 2020 Additional Bills:** Additional bills for February 2020 distributed to the Board by Treasurer J. Delbridge. Total of February 2020 Additional Bills as presented were \$45,842.48. Trustee Gilroy made a motion to approve paying of the additional February 2020 Bills and seconded by Trustee Wilson.

Approved by roll call vote.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson.

Nays: None

President Troutman declared the motion passed.

**Nick Dippel to Address the Board Regarding Ambit Energy:** Mr. Dippel addressed the board regarding a previous visit in 2019 to the board, regarding the Village using Ambit Energy as a provider for Village of Princeville electric bills. This would be for energy provided only to Village buildings and property, not residential electric aggregation. Mr. Dippel told the board that Ambit provides no contract, no fees and that the Village could opt out at any time. The board asked Mr. Dippel about transmission fees, and if they could get it in writing that they would not have those fees charged. Mr. Dippel said he would get more information to the board before the April 6 meeting.

**Jim Plattner on behalf of Akron-Princeville Ambulance** Mr. Plattner came to the Village Board to ask about the Village repairing the black top driveway in front of the APA building on Main St. When it rains, the water is running down into the ambulance bays. President Troutman stated the property that the ambulance garage sits on is Village property and the Village can use TIF funds for the repair of the black top. President Troutman stated the Village would need to inquire from Unity Point Medical Clinic if they have any plans to work on their driveway in the near future, as the driveways meet up. President Troutman indicated to SPW Gardner to begin the process of soliciting bids for the work. Trustee Gilroy made a motion to include the repair of the blacktop driveway in front of the APA Building into the Summer 2020 TIF projects. This is to include Village workers doing the tear out and the Village paying to have the drive reshaped and blacktopped. Trustee Peterson seconded the motion.

Approved by roll call vote.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson.

Nays: None

President Troutman declared the motion passed.

Mr. Plattner also inquired if TIF funding could help the APA purchase lift cots for the ambulances. President Troutman will check into if that would be TIF eligible.

**A Resolution Authorizing Execution of a Service Agreement with the Lowest Responsible Bidder for the Supply of Electricity for Residential and Small Commercial Retail Customers Who Do Not Opt Out of Such a Program:** President Troutman instructed the board that prior to bids, he must e-sign the contract, although this signature does not bind the Village to have to go with whomever comes in lowest. Motion to approve authorizing the execution of a service agreement with the lowest responsible bidder for the supply of electricity for residential and small commercial retail customers who do not opt out of such a program by Trustee Delbridge, motion was seconded by Trustee Wilson.

Approved by roll call vote.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson.

Nays: None

President Troutman declared the motion passed.

**Discussion of the Draft Version of the New Village Code Book:** President Troutman asked the board to review the emailed version of the New Village Code Book. Treasurer J. Delbridge asked that any board members preferring a paper copy, to let her know and one would be printed. Troutman also asked the board as they review the New Code Book and find questions or issues, to please tag everyone in the email to Scott Brunton. Once the new code book is adopted, it will be found on the Village website and 1-2 paper copies will be available at the Village Hall office. Possibility of consider and vote on the new book at the April 6 meeting.

**Vote to Approve the Purchase of Accounting and Payroll Software for the Village of Princeville:** Treasurer J. Delbridge had narrowed down the search for a new accounting and payroll software company to two different choices. gWorks which includes the payroll time and attendance for the cost of \$24,500.00 and the second choice of ClerkBooks Municipal Accounting which did not include payroll time and attendance in their package for \$4,950.00. J. Delbridge informed the board she liked both options, but was more comfortable on the pricing from ClerkBooks. A motion was made by Trustee

Wilson to approve the purchase of ClerkBooks Accounting Software which would include software, support, set up and training to Treasurer J. Delbridge for the quote of \$4,950.00, with a final bill to be presented and reviewed by the trustees, seconded by Trustee Gilroy.

Approved by roll call vote.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson.

Nays: None

President Troutman declared the motion passed.

**Vote to Approve the Resolution to Establish a Fee for Residential Landscape Waste Pick Up for the Village of Princeville:**

Treasurer J. Delbridge presented the board with a resolution to establish a fee of \$2.00 for the pickup of a bag, bundle or container of landscape waste. Landscape waste stickers will be available for purchase at Village Hall for \$2.00 each. Residents would then place the sticker on their bag, bundle or container of landscape waste and Public Works would schedule pickup.

J. Delbridge instructed the board that all the information regarding landscape waste removal options are posted on the Village website.

Public Works will still pick up storm landscape waste when necessary.

Tuesdays will be the set day, but SPW Gardner stated other days could be used for pick up also as the work load allows. A motion to approve the resolution to establish a fee for residential landscape waste pickup was made by Trustee Peterson and seconded by Trustee Gilroy.

Approved by roll call vote.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson.

Nays: None

President Troutman declared the motion passed. **Resolution: 03-20-02**

**Committee Reports:** Trustee Gilroy reported that the Pool Committee had met on March 5, 2020, the committee slated the opening date for May 27 and the closing date is set for August 9. There was a change in admission fees, 18 & up would now be \$5.00, ages 4-17 would be \$4.00 and those 3 and under would still be free of charge. Lifeguard pay set at \$10.00 per hour, Assistant Manager pay set at \$11.00 per hour and lifeguard that had been with the Village for 3 years or more \$10.25. Swim lessons would be June 7-June 26 and second session would be from July 6 to July 24. No increase in price for swim lessons.

Trustee Gilroy asked J. Delbridge to get the ad in the Weekly Post for lifeguard applications to be due back in by April 3 and the committee also had April 20 as their date for the opening lifeguard meeting.

There would be no changes to pool pass fees or pool party fees.

President Troutman reported that the Personnel Committee also met on March 5, 2020. They met to discuss the applications submitted for the vacant clerk position on the board and to interview those applicants. The first interview of Rick Pope and second interview of Sarah Cordis. Troutman stated both candidates are well qualified and both were interested in running at the next election for the clerk's seat. After much discussion, the committee recommends Sarah Cordis to Village Clerk.

Also, the Personnel Committee discussed how the Village will handle accrued sick time by Village employees. The committee stated they are recommending the board to honor the current Village Employee Personnel Handbook as written. President Troutman and the Personnel Committee will review the current handbook and if changes are warranted, the committee will present changes to the board for approval, and then the employees would review and sign off on an updated Village Employee Personnel Handbook.

The Personnel Committee also discussed the Municipal Code Officers position, the board is requesting quicker responses to violations and that MCO must punch a time card while working in the Village and using a Village truck. MCO is also to copy President Troutman into any emails sent out by MCO regarding violations and discussions with Village attorney.

**Any Action Regarding Committee Reports:** A motion to approve Sarah Cordis as Village Clerk was made by Trustee Peterson and seconded by Trustee Gilroy. This term will expire May 2021.

Approved by roll call vote.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson.

Nays: None

President Troutman declared the motion passed Sarah Cordis to be sworn in at the April 6 board meeting.

**Discussion on the Comprehensive Planning and Land Use Map:** President Troutman stated the last meeting was held on March 5. Village of Dunlap officials also attended this meeting. The Village of Princeville updated plan and maps will possibly be ready for presentation at the April 21 meeting.

**Discussion on Village Home Based Businesses and Federal Firearms Licenses:** There is no new information at this time. Initial consultation with Village attorney has found that board needs to review to avoid any issues with infringement on 2<sup>nd</sup> amendment rights. Selling firearms from a homebased business would fall under a zoning issue.

**Past Due Water Bill Review:** Treasurer J. Delbridge distributed to the board members the list of those residents 30 days or more past due on water, sewer, garbage and recycle. President Troutman advised the board the Village may need to look at postponing shut offs if the current situation with the Covid 19 Emergency warrants it.

**Building Permits:** No Permits.

**Report from the Superintendent of Public Works:** C. Gardner reported to the board he met with Cooper, Bruner and Zuck last Thursday to discuss the Kennedy Ave. project. This project will allow for parking on both sides of the street. No date given for bid opening on project yet. S. Santa Fe Ave. street light should be installed within next 2 weeks. Signs warning visitors of cameras within the Village Hall building have been ordered. Ryan Spain's office has contacted C. Gardner regarding possible grant monies available. Princeville currently is near top of list, per their office, as a town that could be receiving monies for future projects. C. Gardner will keep board advised. Central Cable Contractors will be back in town soon to suck up gravel from holes created while digging to install fiber. After gravel is removed, their process is to then fill the holes with dirt. Bills paid by Village, that were incurred by Central Cable Contractors when they hit water mains have been sent onto Central Cable Contractors for payment. Wineingers Country Feed Store will need to utilize the corner of Spring St. and Santa Fe Ave. for a few more weeks, as they are still prepping their building after the fire.

**Any other business to be brought before the board:** None

**Adjourn:** Trustee Delbridge made a motion to adjourn the meeting; seconded by Trustee Peterson.

Approved by roll call vote.

Yeas: Trustee Ehnle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy,  
Trustee Wilson.

Nays: None

President Troutman declared the motion passed and meeting adjourned at 8:57p.m.

Respectfully Submitted,  
Julie Delbridge, Treasurer  
Village of Princeville, Illinois