

Village of Princeville
Minutes of the Regular Board Meeting
June 1, 2020 7:00 PM

This was a Remote Meeting held via Google Meet. Public attendance was prohibited due to the Governor’s Executive Order regarding COVID-19 and the relaxing of the Open Meetings Act requirements. The meeting was held remotely via Google Meet without an in-person meeting location for the public to attend.

**For the Trustees, or public to join in the meeting, they were asked to follow this link:
Download Google Meet, when prompted enter XBU-SCMH-DXJ then click “Ask to Join”**

**By phone, dial-in and listen to the meeting and comment during public comment period as follows:
4614-758-9158, PIN: 738-703-275#**

Prior to the meeting, you can also submit a public comment remotely by email, by sending an email to the Village Clerk at villagehall@princeville.org and inserting in the subject line of the email, “Public Comment for meeting June 1, 2020”.

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

Roll Call

Roll Call showed the following board members were physically present: President Troutman, Trustee Ehle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Wilson, and Trustee Gilroy

Trustees through Google Meet: None

A quorum was present for the meeting.

Other Village members physically present: Treasurer J. Delbridge, Superintendent of Public Works C. Gardner, Joe Sarnes, and Russ Hyde

Others present through Google Meet: Municipal Code Officer D. Sullivan

Others present: Ellen Donsbach, Brian Donsbach, and Rich Knapp

Police Report

There was no police business to report.

Approve Minutes as Published

May 4 and May 19 Board Meeting Minutes were made available to the trustees for review. Sarah Cordis had one correction for the May 19th minutes, Officer Buckley was listed in attendance twice.

Trustee Gilroy moved to accept the May 4 and May 19 minutes, with the correction. Trustee Peterson seconded the motion.

Approved by roll call vote.

Yeas: Trustee Ehle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson

Nays: None

President Troutman declared the motion as passed.

PAYING OF BILLS

J. Delbridge presented the May 2020 bills.

A motion by Trustee Delbridge was made to approve the May 2020 bills. Trustee Wilson seconded.

Approved by roll call vote.

Yeas: Trustee Ehle, Trustee Delbridge, Trustee Hughes, Trustee Peterson, Trustee Gilroy, Trustee Wilson

Nays: None

President Troutman declared the motion as passed.

Report from the Municipal Code Officer

D. Sullivan reported that second notices would be sent out to those who hadn't completed projects since first notices were sent. A few of the warnings were for expired vehicle stickers, and he understood the DMV had been closed. Some of the notices had been for exterior painting, which he would allow extra time to complete, however no one contacted him to discuss their individual circumstances. Notices are being sent.

There was discussion about some of the properties on the list, and what next steps may be. D. Sullivan may need some direction from the Board on a few of the properties.

D. Sullivan asked the Board for their input on the revised letter. All liked it. D. Sullivan will use the revised letter.

Trustee Ehle suggested D. Sullivan take a look at the corner of Craig and Santa Fe. The pine trees are obstructing the view of traffic and pedestrians.

Adam Merrick Realty to Speak to the Board Regarding Aten Acres Phase 6 Lots

President Troutman reported that he had a conversation with one of the realtors at Adam Merrick Realty about the lots at Aten Acres. The current contract with the realtor expired May 31st. The realtor suggested removing the incentive and lowering the sale price of the lots. Trustee Gilroy asked if lowering the cost of the lots would effect the tax rate? President Troutman stated that it is better to sell lots than have them sit empty or vacant. Trustee Wilson stated that in 2023 the incentive deals get cut off. He suggested that someone meet with the realtor, in-person, to negotiate lot rates rather than just lower the price.

President Troutman would like to see some better marketing, to move the lots, rather than lower the price. The suggestion was made to give the realtor a 30-day renewal, have Steve Klein run the numbers about the TIF benefits, and take this to the property committee. The property committee will meet to discuss this June 11 at 6:00 PM.

Consider and Vote on the Village Participating in Phased Reopening Plan

President Troutman said there is no longer a phased reopening plan once the state progressed to Phase 3. (Illinois is now operating under the State's Phase 3 plan.) He did advise the Board that Ellen Donsbach, Ellen's Diner, would like to use up to three (3) parking spots for outdoor seating. He has not heard anything from Princeville Tap.

Trustee Delbridge asked how long she planned to offer outdoor seating. President Troutman said that it would terminate when the dine-in options are phased in at 50%. (Phase 4, tentatively set for June 26.)

Ellen Donsbach to Speak to the Board Regarding Outdoor Seating

Ellen Donsbach, of Ellen's Diner, stated that she was interested in using three parking spaces in front of her restaurant, to offer outdoor seating. Ellen's Diner has the adequate licensing, would follow health

department guidelines (hand-washing station outside, tables 6 feet apart, garbage cans with lids, etc.) Patrons would be able to use the indoor restroom.

President Troutman said that the Board had no issues with this.

Consider and Vote on the Use and License Agreement for the Village of Property & Right-of-Way for Outdoor Service for Ellen’s Diner

Trustee Gilroy made a motion to allow Ellen’s Diner to use up to three (3) parking spots for outdoor dining. Trustee Wilson 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 as passed.

Consider and Vote on Commercial Exterior Beautification and Renovation Program Application Princeville TIF District 1 from Ellen’s Diner

The Board reviewed the beautification and renovation program application submitted by Ellen’s Diner. The plan is to pressure wash the front of the building and tuck point any holes in mortar joints, with a request amount of \$2,776.37.

A motion was made by Trustee Gilroy to approve the application from Ellen’s Diner in the amount of \$2,776.37. Trustee Petersen 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 as passed.

Consider and Vote on Commercial Exterior Beautification and Renovation Program Application Princeville TIF District 1 from Princeville Pharmacy LLC.

The Board reviewed the beautification and renovation program application submitted by the Princeville Pharmacy. The plan is to repair some of the blacktop in the parking lot, replace bushes, and mulch around the bushes, for a request of \$673.50.

Trustee Delbridge made a motion to approve the \$673.50 request from the Princeville Pharmacy. The motion was 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 as passed.

Consider Engineer’s Recommendation and Vote on Kennedy Street Improvements

Superintendent Gardener stated that there were four (4) bidders for this project. The low bidder was Hein Construction, in the amount of \$313,156.47. This quote is lower than that of the engineer’s estimate. Hein Construction would provide construction engineering services to include administration, staking, and material testing for a fee not to exceed \$20,000.

Gardner mentioned that their asphalt design was very thick. As they do the work, the cost could be a savings of \$10,000-\$15,000 depending on how much they use.

Gardner budgeted \$350,000 for this project.

Gardner and the construction company will work on the logistics, while construction is taking place, so residents can still drive up/down, can receive their mail, etc.

Consider Engineer's Recommendation and Vote on Main Street Alley Improvements

Gardner stated OttoBaum was the low bidder for the Main Street Alley project at \$19,884. OttoBaum would propose to provide construction engineering services to include administration, staking, and material testing for a fee not to exceed \$4,000.

He budgeted \$20,000 for this project.

Gardner suggests doing Kennedy Street and Main Street Alley, and foregoing the Cottage Grove Avenue project.

Trustee Delbridge made a motion to accept Hein Construction's low bid of \$313,156.47, for the Kennedy Street project. Trustee Gilroy 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 as passed.

Trustee Gilroy made a motion to accept the low bid for Main Street Alley project, \$19,884.50, from OttoBaum. Trustee Wilson seconded the motion.

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

Nays: None

President Troutman declared the motion as passed.

Consider Engineer's Recommendation and Vote on Cottage Grove Avenue Improvements

Trustee Delbridge made a motion to table the Cottage Grove improvement indefinitely. The motion was seconded by Trustee Hughes.

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

Nays: None

President Troutman declared the motion as passed.

Committee Reports

Personnel Committee: President Troutman said that the committee met tonight, prior to the Board meeting. They reviewed the personnel handbook, making some minor changes. Gardner will schedule a meeting with an IMRF representative, to make sure we have the most accurate information. The handbook will also be sent to the attorney, to have appropriate language added. No action was taken.

Finance Committee: Nothing to report.

License Committee: Nothing to report.

Property Committee: The committee discussed the shed on North Kellar. The recommendation is to approve their permit. Aten Acres talked about using an unsold lot as a community garden. That idea was not approved, as residents can use their own property for that. The new home in Aten Acres does not have a certificate of occupancy yet. It was not clear when the home would be assessed. The committee did not discuss the lights (light-poles) in the front yards.

The property at 115 West Main wants to install a partially enclosed garage. The lot is 85 ½ ft deep. The structure they want to put up is a 16 foot structure, one car width wide. The zoning board passed this. The structure is treated lumber with a steal roof, which will be attached to the house.

Trustee Delbridge made a motion to approve the Zoning Boards recommendation. The motion was seconded by Wilson.

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

Nays: None

President Troutman declared the motion as passed.

Trustee Wilson made a motion to approve the shed permit on 613 North Kellar. Trustee Delbridge seconded the motion.

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

Nays: None

President Troutman declared the motion as passed.

Past Due Water Bill Review

Treasurer Delbridge distributed the list of those thirty (30) days or more past due on the water, sewer, garbage and recycle. COVID is no longer the courtesy. Julie will send letters out to those who are 60-90 days overdue. The customer will need to make a payment or make arrangements with the Village.

Building Permits

- 115 West Main – Open door garage
- 510 West Heinz Drive – building single family home
- 504 East Main Street – deck around swimming pool

Report from the Superintendent of Public Works

- Gardner – started seal coating streets today. They are half done and will finish tomorrow. They will let vehicles drive on it for a few days, sweep, and then stripe it in a week.
- Rep. Spain application – Gardner said that this needed to be completed by a grant person or our attorney. Gardner is working with Representative Spain's office for more guidance.
- Staff is working on tearing out sidewalks and pouring new concrete.
- Gardner stated that there was still a person interested in purchasing the patching machine. This may have to go out for bid. Gardner will call the attorney to confirm if it needs to go out to bid.
- A tree on South Street and a tree on Stanton Street need to be taken down.

Any Other Business to be brought before the Board

Jason Talley came to the Village Hall today to work on TV. Before he installed the TV, he wanted to make sure it was installed on the correct wall. It should go on the West wall. Confirm which wall.

Trustee Wilson commented that Jake Wilson could assist Julie with MicroSoft Suite, so there could be sharing of documents rather than emailing documents.

Nate Rice should bring his pool hours up to the Village Hall.

Julie is going to order a time-clock.

Trustee Hughes said she was contacted by the little league, asking what they should do with the sponsorship money. It was suggested that they apply it to next year.

Adjourn

Trustee Delbridge made a motion to adjourn the meeting at 8:35 PM. Trustee Wilson seconded the motion.

Respectfully Submitted,

Sarah Cordis, Village of Princeville Clerk