

**Village of Princeville**  
**Minutes of the Regular Board Meeting**  
**December 19, 2017 7:30 p.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 7:30 p.m.

**ROLL CALL**

Roll call showed the following board members were physically present: President Troutman, Trustee Sutherland, Trustee Haley, and Trustee Geiger. Absent: Trustee Gilroy, Trustee Ehnle, and Trustee Delbridge. Trustee Ehnle marked as present at 7:43 p.m. A quorum was present for the meeting. Other Village members present: Treasurer Hofer, Clerk Wilson, and Superintendent of Public Works Gardner.

**MINUTES**

**Police report:** Burglary reported 12/2/2017; Burglary reported 12/3/2017.

**Approve minutes as published:** Minutes for December 4, 2017 were distributed to the Board by Clerk Wilson. Trustee Geiger made a motion to approve minutes as published with a second by Trustee Sutherland.

Approved by roll call vote.

Yeas: Trustee Sutherland, Trustee Haley, Trustee Geiger, Trustee Ehnle, President Troutman;

Nays: None;

Absent: Trustee Gilroy and Trustee Delbridge.

President Troutman declared the motion passed.

**Paying of November 2017 additional bills:** Additional bill sheet for November 2017 was distributed to the Board by Treasurer Hofer. Additional bills for November 2017 totaled \$20,721.13. Total November 2017 Bills were \$72,836.44. President Troutman noted payment of \$200.00 to Owen Design Group was for 2018 golf permit stickers. Trustee Sutherland made a motion to approve paying of the November 2017 additional bills as presented with a second by Trustee Geiger.

Approved by roll call vote.

Yeas: Trustee Sutherland, Trustee Haley, Trustee Geiger, Trustee Ehnle, President Troutman;

Nays: None;

Absent: Trustee Gilroy and Trustee Delbridge.

President Troutman declared the motion passed.

**Committee reports:** Property Committee met on December 12, 2017, at 6 p.m., and in attendance were Trustee Gilroy, Trustee Geiger, Trustee Ehnle, Trustee Delbridge, and Superintendent Gardner. Trustee Geiger advised prices for lots at Aten Acres, Phase 6 discussed. Trustee Geiger noted current lot prices at Aten Acres are currently set around \$29,000 per lot and the Property Committee was recommending Board consider lowering the lot prices to approximately \$5,000 deposit per lot with terms to be established; such as: must begin building within one year after purchase of lot or owe additional monies or return lot to Village and lose deposit. Trustee Geiger noted a builder wouldn't pay if a spec home was built on one of the lots until the house sold.

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**Committee reports** (continued): Superintendent Gardner advised Village is under contract with a realtor to sell the lots with potential of \$3,500 commission for each lot sold. Trustee Geiger inquired when the realtor contractor expired, and Superintendent Gardner responded advising attorney would like to speak with the Board, and Superintendent Gardner would arrange for attorney to speak to Board at the second Regular Board Meeting in January 2018. Trustee Geiger noted Village will lose monies through Ameren if the lots were not sold within next three (3) years. Superintendent Gardner advised attorney wanted to know how much Village had invested in lots, and Trustee Geiger responded advising approximately \$390,000 infrastructure costs and additional \$200,000 in water, sewer, and roads. President Troutman requested Superintendent Gardner set up a meeting with attorney and Property Committee for January 16, 2017 at 6 p.m. and those Board members interested in attending could also attend. Superintendent Gardner made a recommendation of possibly giving a lot to a developer to build a home. Trustee Geiger advised Board could reassess price of lots if demand increased. Trustee Geiger inquired if possible for the Board to get a copy of the realtor's contract, and President Troutman requested Superintendent Gardner obtain a copy of the realtor's contract. Superintendent Gardner noted the attorney had recommendations to present to Board. Trustee Geiger spoke with a developer and concern of developer was being able to get 10% profit margin. Dan Heinz spoke to the Board advising the costs to build a 1600 square foot home would be around \$180,000. Trustee Sutherland recommended waiting on attorney to advise the Property Committee. Personnel Committee met with all full-time Employees of the Village on December 11, 2017 in closed sessions. President Troutman advised a discussion took place with Russ Hyde regarding his spouse turning 65 years old and Village would have a monthly savings in health insurance premiums of approximately \$900 to \$950 per month as Medicare would begin picking up some of the health services. President Troutman noted during the closed meeting with full-time Employees of the Village that a Village Trustee had entered and was asked to leave, but Clerk Wilson learned from the Public Access Counselor for Illinois that Trustee could have stayed in closed session so long as was introduced on the recording and a recommendation made that Trustee observe only for consistency purposes.

**Any action needed to be taken regarding committee reports:** Trustee Geiger made a motion to table considering and voting on a new price and new terms for lots in Aten Acres, Phase 6, until Property Committee met with attorney on January 16, 2018, with a second by Trustee Sutherland.

Approved by roll call vote.

Yeas: Trustee Sutherland, Trustee Haley, Trustee Geiger, Trustee Ehnle, President Troutman;

Nays: None;

Absent: Trustee Gilroy and Trustee Delbridge.

President Troutman declared the motion tabled until January 16, 2018.

**Discuss goal plans and performance reviews for full-time employees:** Trustee Geiger recommending establishing goals for Employees of the Village stating it was a good idea to add a goal plan and Superintendent Gardner should establish the plans for those Employees of the Village reporting to Superintendent Gardner and President Troutman could establish the goal plan for Treasurer Hofer and Superintendent Gardner. Trustee Sutherland noted the goals should be broad, and Trustee Geiger agreed stating Employees of the Village should write goal plan for review.

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**Discuss goals and performance reviews for full-time employees** (continued): Superintendent Gardner noted companies Trustees work for are mostly profit-based companies and since 2013 the Superintendent and Employees of the Public Works' Department have had job descriptions in place. Trustee Geiger noted goal could be written to show what was done, and Superintendent Gardner responded advising the job descriptions are the oversight and stated goals are within the job descriptions and Trustees could adjust the job description as needed. Trustee Geiger responded advising would like to have goals in place so Trustees could answer questions when accountability was questioned, and Superintendent Gardner responded advising should residents have concerns about Employees of the Village that those questions should be brought up at the Regular Board Meetings. Trustee Geiger inquired what the goals were for the Public Works' Department in 2018, and Superintendent Gardner responded advising goals were to take care of Village. Trustee Geiger offered to assist Employees of the Village in drafting goal plans. President Troutman noted the goals should be tied into the fiscal year. Superintendent Gardner advised a goal would be to take additional training classes, and Trustee Geiger responded advising this would be a goal along with how the Superintendent would want to see Employees of the Public Works' Department developed. Superintendent Gardner noted this was reason felt closed sessions held without discussion with Superintendent of Public Works present may not have provided all information to the Personnel Committee. President Troutman advised would work with Superintendent Gardner on updating Employee Handbook. Trustee Geiger recommended the Employee Handbook be reviewed by attorney for Village. Superintendent Gardner understood Board's reasoning behind wanting to establish goals but did not want it to be one sided, and President Troutman noted the current version of the Employee Handbook does not cover reviews for Employees of the Village. Trustee Geiger believed there should be a formal review period included in the Employee Handbook for Employees of the Village, and Trustee Sutherland noted the Personnel Committee had done reviews with Employees of the Village. President Troutman noted reviews are already done with Employees of the Village but written reviews should be done. Trustee Haley noted the Board is not looking to dismiss anyone but to have a formal performance review process in place. Superintendent Gardner noted the Board is not in charge of the Employees of the Public Works' Department and doesn't believe the Board realizes all the duties performed by the Employees of the Public Works' Department. Trustee Ehnle recommended more communication needed to know what duties the Employees of the Public Works' Department perform. Trustee Geiger noted a formal review process would provide protection and accountability for all. Superintendent Gardner inquired if exempt employees would be treated the same as non-exempt employees, and Trustee Geiger responded advising these are the things that needed to be reviewed. President Troutman stated as Superintendent Gardner pointed out if there are issues with Employees of the Public Works' Department that Superintendent Gardner and President Troutman should meet to discuss in order to know how the issue(s) would be addressed by Superintendent Gardner. Superintendent Gardner noted it would be difficult to set specific goals for Employees of the Public Works' Department, and Trustee Geiger responded advising goals could be defined easily for Employees of the Public Works' Department and Trustee Geiger offered to work with Superintendent Gardner on establishing those goals. Trustee Sutherland recommended the Personnel Committee meet and set parameters for goals. Superintendent Gardner noted the Employee Handbook should not have 8 a.m. to 5 p.m. as a time frame for Employees of the Public Works' Department. Trustee Geiger noted the need to open and have better communications with Employees of the Village, and President Troutman noted prior Mayor would visit with Russ Hyde and questions on job duties from time to time. Trustee Geiger noted establishing goals for the Employees of the Village would be a positive development, and Superintendent Gardner advised wants to be sure goals established treat Employees of the Village fairly. President Troutman noted the Personnel Committee would hold a meeting after the first of the year to discuss the aforementioned in more detail.

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**Consider and vote on engineer's estimate for South Cottage Grove:** President Troutman advised first engineer's estimate of \$12,500 is for design services and second engineer's estimate of \$12,000 was for construction services. Trustee Sutherland made a motion to approve paying \$12,500 of engineer's cost for design services and hold off on approving the engineer's \$12,000 estimate for construction services with a second by Trustee Geiger.

Approved by roll call vote.

Yeas: Trustee Sutherland, Trustee Haley, Trustee Geiger, Trustee Ehnle, President Troutman;

Nays: None;

Absent: Trustee Gilroy and Trustee Delbridge.

President Troutman declared the motion passed to pay \$12,500 of the engineer's estimate for design services.

**Consider and vote on resolution to support the Illinois Bicentennial Celebrations:** Trustee Sutherland made a motion to approve the resolution to support the Illinois Bicentennial Celebrations as presented with a second by Trustee Haley.

Approved by roll call vote.

Yeas: Trustee Sutherland, Trustee Haley, Trustee Geiger, Trustee Ehnle, President Troutman;

Nays: None;

Absent: Trustee Gilroy and Trustee Delbridge.

President Troutman declared the motion passed.

**Review past due water bills:** Report of overdue water bills as of December 19, 2017 was distributed to the Board by Treasurer Hofer. Overdue water bills as of December 19, 2017 amounted to \$4,325.93. Treasurer Hofer noted several residences have brought their water service accounts up-to-date and several other residences were added to the current report as are now 30 or more days overdue. Superintendent Gardner noted per instruction from the Board that water service was shut off to those residences 60 or more days overdue. President Troutman instructed Treasurer Hofer to provide Superintendent Gardner with an updated listing of residences of water bills that are 60 or more days overdue so the Public Works' Department could shut off water service to those residences. Trustee Haley inquired on the status of those residences currently receiving water service from the Village but not receiving a water bill, and Superintendent Gardner advised Employees of the Public Works' Department are providing reports on those residences not showing up to have water meter read. Trustee Sutherland inquired if Village has right to enter homes to shut off water when the shutoff valve is inside the home, and Superintendent Gardner responded the Village does have the right to enter a home to shut off water service. Superintendent Gardner recommended landlord of rental properties have water bill put into tenant's name.

**Consider and vote on cameras for Village Hall if estimate is available:** President Troutman advised estimate is still forthcoming; therefore, consideration and voting on cameras for Village Hall will be considered at new Regular Board Meeting scheduled for January 8, 2018.

**Building permits:** None.

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**Report from Superintendent of Public Works:** Superintendent Gardner distributed the Superintendent Report of December 2017 to the Board. Superintendent Gardner advised two (2) Employees for the Public Works' Department would be attending a water training course from January 29, 2018 through January 30, 2018 in Geneva, Illinois. Superintendent Gardner advised would possibly be looking to purchase additional Christmas lights. President Troutman recommended placing some Christmas lights on Spring Street next year, and Superintendent Gardner responded advising if additional Christmas lights were purchased would look to placing some on Spring Street. Superintendent Gardner advised looked into Verizon for Village phone and noted should Village get 4 lines or more the cost is \$45.00 for the plan, per phone, which does not include the cost of the phone or taxes and fees, and it would add another \$40.00 a month. Superintendent Gardner also noted the attorney for the Village had recommended new Employees be paid a stipend toward their cell phones in light of the Freedom of Information Act. Superintendent Gardner also advised checked with representative at insurance company for Village, in regard to concern with Superintendent stopping at places while in Peoria, Illinois, for Village business. Superintendent Gardner advised insurance coverage would be afforded if Village vehicle would be involved in an accident, and Superintendent Gardner requested an email to confirm insurance coverage would be afforded so it could be passed on to the Board. Superintendent Gardner noted will be on vacation December 30, 2017 through January 2, 2018 and Russ Hyde and the two (2) Employees in Public Works would be covering for him. President Troutman inquired if Superintendent Gardner had anything further with regard to a lawsuit filed against the Village, and Superintendent Gardner responded there was settling on a hole filled by the Village, but it was filled by the Village. Superintendent Gardner further noted there was a protection device on a hole not filled and that the other hole was filled.

**Any other business to be brought before the Board:** President Troutman reminded everyone the Village Christmas party would be held at Alexander's Steakhouse in Peoria, Illinois at 6:30 p.m. on January 27, 2018. President Troutman also noted there will be a Joint Board Meeting at the Princeville High School, in their new addition, on January 18, 2018. President Troutman wanted to remind everyone that Regular Board Meetings will now be held at 7:00 p.m. President Troutman noted Jimadores, Inc. had to address some issues brought up by the Peoria County Health Department before they could open.

**Adjournment:** Trustee Haley made a motion to adjourn the Regular Board Meeting with a second by Trustee Geiger.

Approved by roll call vote.

Yeas: Trustee Sutherland, Trustee Haley, Trustee Geiger, Trustee Ehnle, President Troutman;

Nays: None;

Absent: Trustee Gilroy and Trustee Delbridge.

President Troutman declared the Regular Board Meeting adjourned at 8:49 p.m.

Respectfully Submitted,

*Spencer Wilson, Clerk*  
*Village of Princeville, Illinois*