

Village of Mapleton

Board Meeting Minutes

Mapleton Village Hall, 8524 Main St.

14 February 2017 at 6:30 p.m.

Meeting to be recorded

- I. **Call to Order** -- at 6:30 pm by Mayor pro tem Sherry Boswell
- II. **Pledge of Allegiance**
- III. **Roll Call** -- Present were Sherry Boswell, Mark Brining, Alice Dailey, Justin Egan, Patti Monks, Liz Rensch. Also present were William Connor, Village Attorney; Rhonda Hodges, Treasurer; Carolyn Kelly Village Clerk. Absent – Mayor Aaron Stone.

- IV. **Addressing the Board**
 - A. Tony Segree – Homeowner of new construction on Monks Lane. Water department had contacted him about digging a new well on his property. Well is already in existence and will be used only for outdoor watering. Water department had received a JULIE ticket noting well construction and had requested homeowner permission to photograph the trenching area and where line ends up for verification that there will be no cross connection. Indoor connections are not complete. Both parties agreed that water line documentation can be completed during a future home inspection.
 - B. Mike Choudhari – Mapleton Mini-Mart additional liquor license. Mr. Choudhari currently has a Class B. He is requesting the village to grant him a Class A license as well so that open alcohol may be served at Mike’s Kitchen only. Trustee Brining said that he has no knowledge of any gas stations in Peoria County with an open liquor license. Attorney Connor said that an ordinance would need to be written as current Village Code only allows 1 each Class A and Class B. Trustee Monks was concerned about children being around open liquor at the gas station. Acting Mayor Boswell asked Mr. Choudhari to provide a list for review of Peoria County gas stations that are operating with alcohol being served at the attached restaurant. This liquor license change cannot be granted without revision to current village code.
 - C. Stan Bersin – Water Report shows a significant increase in billable residential water. Monthly analysis will continue.

- V. **Consent Agenda**

All items listed under Consent Agenda are considered routine by the Village Board and will be enacted by one motion with no separate discussion of the items. If discussion of an item is desired, that item will be removed from the consent agenda to be considered separately.

- A. Minutes from Board Meeting January 10, 2017
 - B. Minutes from Finance Committee Meeting February 01, 2017
 - C. Delete Audio from 01/10/2017 and 02/01/2017 on/after March 14, 2017
 - D. Treasurer's Report
 - E. Correspondence and Bills-January 2017 and Correction to December 2016
- Trustee Dailey requests approval for items A,B,D, and E, leaving C up for discussion. Trustee Rench motioned and Brining seconded. Roll call vote – Boswell, Brining, Dailey, Egan, Monks, and Rench all “Yes.” Motion carried. Trustee Dailey said she has found audio records to be helpful. Attorney Connor said that audio records can be kept as long as desired. Village Clerk said that accepted minutes are a record of the meeting. Attorney Connor said that state requirements are such that audio should be kept for 30 days. He also said that courts are deferential to the record of the minutes. Trustee Rench motions that our village policy will require keeping audio for at least 90 days after acceptance. Seconded by Dailey. Item C is changed to 3 months after approval. Voting “Yes” to accepting Item C with changes was Boswell, Brining, Dailey, Egan, Monks, and Rench. Motion carried.

VI. Old Business

- A. Vacating Road (Attorney) – Mr. Connor has received some correspondence from Evonik's attorney.
- B. Truck Purchase (Mark) – Hollis Park is still looking for a replacement truck, so the old truck is not yet available.

VII. Committee Reports

- A. **Streets and Alleys** – Liz Rench reports that a culvert was replaced on West First Street and culvert replacement continued down Hickory Street. Work in two alleys will be completed soon. Credit lines have been requested from material suppliers. Rench stated that a 48” metal culvert replacement for 7825 West First Street is \$3316, \$2470 from Metamora. The material and labor cost is estimated at \$10,000. Similar work will need to be done at the park area also on West First Street. Trustee Boswell said that there are holes at the shoulder at the intersection of Mapleton Road and West First Street that are hazardous. Rench is also coordinating work with the township for hot patching on West First Street. 2017-18 budget will be planned to include more street projects. Trustee Boswell said that Monks Lane is in need of some maintenance.
- B. **Health and Water** – ~~Shut-offs and Turn-ons for Vacationers~~ -- Brining reported that the meter project is essentially completed with the exception of a meter replacement at Matheson Tri-Gas. The plant continuously uses water in round the clock processes. Brining is in discussion with the plant manager for plans for handling water disruption so the meter can be replaced. Walker Excavating could shore up the water lines and use

the bypass, but this would be a day long process and cost at least \$2000. Trustee Rench said that the previous company had been able to truck non-potable from Village Hall to the facility during water line breaks. Trustee Rench and the water operator said that the trucking arrangements and costs were handled by that company. Brining said that it would be better to do a shut off because that would take pressure off the lines while the meter is changed. The meter change itself is estimated to take about 20 minutes, so possibly the water interruption would not disrupt processing. There have been service interruptions in the past that plant managers have found a way to work around. Gate replacement at the water tower needs to be done because it is too narrow for truck and trailer access. Ground storage tank maintenance costs will go into next year's budget.

- C. **Zoning** – Trustee Egan said that the property at 8707 West First Street is in extreme disrepair and the village is taking legal action to mitigate the hazard. No one is currently living at the address and there are multiple and ongoing code violations. The board is in agreement to the enforcement of village code and will pursue legal action to view the interior of the property for structural integrity. The homeowner will be cited again for unresolved code violations. Owner of vacant lot between 8810-8820 West Main Street has requested consideration of rezoning from residential to commercial. He would like to construct a convenience or novelty store. The board has no interest in changing the zoning. Trustee Rench says there have been complaints of a resident at 8625 W Main Street junking a vehicle and burning noxious materials in the right of way near the culvert. Zoning will contact the owner about the nuisance violations. Trustee Brining noted that with warmer weather coming that residents need to address code violations such as inoperable vehicles and overgrown vegetation.
- D. **Finance** – Patti Monks reported that Finance met with an account manager of Steven D. Greim. The finance committee is amenable to acceptance of their service proposal when it is presented later this year. The firm is in possession of our records from Eric Jones. The treasurer said that a finance committee meeting will be needed for budgeting 2017-2018 fiscal year.
- E. **Liquor** – No report. Aaron Stone was absent.

VIII. Mayor's Report – No report.

IX. New Business

- A. **Assigning Plat Officer Role** – Bill Connor said that the village needs a plat officer, who functions as the legal signer for documents. Trustee Dailey motioned to appoint Justin Egan, the current Zoning Chairperson, as the Village of Mapleton Plat Officer. Mark Brining seconded. Voting "Yes" were Boswell, Brining, Dailey, Egan, Monks, and Rench. Motion carried.
- B. **Adoption of 2015 Illinois Energy Code // Update Ordinance 5-1(.1)** – Mayor Stone pointed out that the Illinois Energy Code was outdated in the village ordinances. Motion from Rench to approve amending Ordinance 5-1.1 with the current 2015 Illinois Energy Code; Egan seconded. Boswell, Brining, Egan, Dailey, Monks, and Rench all voted "Yes".

Ordinance 17-0214-01 is approved.

- C. **2017 Tax Levy Letters to reassigned properties** – Alice Dailey said that the County Clerk will not be adding the properties to the 2016 tax rolls. Work will probably be done for 2017 taxes billed in 2018. Peoria County suggested not sending out any letters until the tax work is completed. The village boundaries on the map the county was working from does not conform to the current parcel divisions. Property annexations and deannexations since 1959 are also complicating the task. Research is still ongoing at the Peoria County Clerk's office. The changes will need to be approved by several county offices, so completion time is still quite far off. Bill Connor handed out a sample resident letter. Recommendations are to wait until the property assignments are complete.
- D. **Right of Way Opening Ordinance with deposit of funds** – Bill Connor prepared an ordinance and permit form for opening the right of way. Stan Bersin mentioned that a similar document was prepared several years ago when ITV-3 ran fiber optic line through the village. The permit and application was requested after Ameren had commenced their planning. As written, Ameren will need to complete the permit within 24 hours after any emergency work. Rench motioned that we do not accept this ordinance; seconded by Monks. Bersin said that it might be good to compare it to the prior form. Rench rescinds the motion on the basis that the ordinance needs some changes; Seconded by Egan. Voting on the ROW ordinance needs more work before further action- "Yes" by Boswell, Brining, Dailey, Egan, Monks, and Rench. Ordinance to be re-drafted after board and staff get comments to Attorney Connor.
- E. **2016-2017 Budget Review** – Treasurer Hodges distributed active budget with current financial standings. Legal fees and insurance bond costs are to be shared with Water, with division completed in April when all bills are received. Revenue from Illinois income tax and 1% share of sales tax is down. Budget was planned with \$40,000 received from 1% share as we had received in 2015. Currently (as of January 31) the village has received \$17,480, well below the estimated revenue. Village departments have been operating under budget which has been beneficial since the income is reduced. The village should still be under budget when the fiscal year ends. Water sales and penalties are down about 20%. The 2016-17 final budget may only need line item changes and not amended. The water tower will have maintenance expenses in the next budget. Monthly deposits are made to the Capital Development Fund; current balance is \$28,000. This is currently under General. Stan Bersin asked if this comes from the water bill payments. The treasurer said that it was; Bersin said this was to build a fund for water distribution system maintenance. Treasurer Hodges has said that it has been a General fund since she has started. It can be changed.
- F. **Mowing** – No active contracts per Trustee Rench. She said that the village can solicit bids or use current employees for the work. She thought last year's company mowed unnecessarily. Trustee Monks said she had observed this at the water tower. Monks Lane roadsides were never properly mowed by the company. Rench recommends that Will, Fred, or Phil could mow. The village would need to purchase a mower. Treasurer Hodges said that \$3653 mowing costs were shared by General and Water, which ended

up being under the budgeted amount. Brining asked for the estimated employee labor costs. Last year the contracted mowing company was paid per property and not per hour. Trustee Boswell said that the person who mowed Monks Lane last year is interested in providing the service for the 2017 mowing season. Bush hogging on West First Street most likely will only need to be done twice. Phil Calhoun has the equipment for this. Brining and Egan requested a comparison of contractor costs and estimated village employee labor costs and the purchase of a mower.

- G. **Purchase of CUSI Software for Compatible Bill Format** – Mark Brining said that printing the water bills is a two-step process. First the bill form is printed and then the billed amounts are printed on it. Sometimes the amounts do not print in the correct area. CUSI will use our current bill format but will incorporate it into the billing software so the entire bill will print from the computer. This process will decrease the number of copies produced by the printer. Cost for the software and bill design is \$595. Motion from Dailey to approve the CUSI software purchase; seconded by Egan. Voting “Yes” were Boswell, Brining, Dailey, Egan, Monks, and Rench. Motion carried.
- H. **Purchase of New Computer for Water Department** – Mark Brining said the water desktop is aging and is operating more slowly. He states that replacement with a laptop would be beneficial. The water chair could access information and accounts from home and would also be able to use it directly in the field to share account data with our water customers. Trustee Monks offered a donation of a used laptop to save money. The village also has a laptop that is not being utilized. It would need updating and may need installation of increased memory. Brining is to check on the operating requirements for the water billing system to see if the village laptop could be used instead of purchasing a new laptop.
- I. **PDC Performance** – Trustee Brining is unhappy with the service from Area Disposal. One example is the driver walked over to a resident’s garbage cart and placed a notice on it that the bin was not placed close enough to the road and did not take the garbage. He would have liked the driver to remove the garbage and then have his dispatcher either notify the customer or to inform village office of the issue. This also happened at Mapleton Church. The driver has also cut open residents’ bagged garbage and refused to remove the rubbish. Mark has reported these incidents to Area Disposal. Area is to work with the driver to provide better service. Continued service problems may mean the cancellation of the contract. Attorney Connor was asked by the board to review the PDC contract re: whether the contract has been breached by this conduct and remedies available.
- J. **Set Dumpster Days Spring 2017** – Board members decided to set Memorial Day weekend, May 26-29. Dumpster will be placed at the water tower.
- X. **Additional Business (if any)** – Fred Rench said that he had a meeting with IEPA and Illinois Rural Water at the same time. Rural water said the water tower meter is working properly. Brining said that IEPA has requested another sampling of water for copper/lead testing. We have 2 six-month testing periods and if the samples pass we

will be done with testing. Illinois Rural Water has been offering assistance with the paperwork.

- XI. Announcements** - Clerk passed out monthly board meeting dates for 2017-2018. These will need to be approved on the next agenda.

- XII. Adjourn Open Session** – Motion to adjourn from Brining. Seconded by Dailey. Meeting Adjourned at 8:57pm.

Prepared by Carolyn Kelly, Village Clerk
Accepted on March 14, 2017