

**Thomasboro Village Board of Trustees  
Regular Board Meeting  
February 1, 2016**

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*Thomasboro Village Hall  
101 W. Main Street, Thomasboro, Illinois*

A Regular Meeting of the Board of Trustees of the Village of Thomasboro was held on Monday, February 1, 2016, President Brad Morris presiding. President Morris called the meeting to order at 7:00pm.

**Roll Call**

The Village Clerk called the roll, finding the following members physically present: Village President Brad Morris; and Trustees Jeff Robertson, Anthony Grilo, Kyle Henegar, Anna Martin, Dustin Rhodes and Mickey Wilson.

Other Village officials present: Keith Willis, Chief of Police; Leon Albers, Treasurer; Tyler Martin, Public Works Superintendent; Karen Eller, Office Manager; Laurel Zook, ESDA Coordinator; and Jeremy Reale, Village Clerk.

**Pledge of Allegiance**

Following roll call, the Pledge of Allegiance was recited.

**Discussion/Approval of Minutes of Previous Meeting**

Trustee Grilo moved to approve the minutes of the January 4, 2016 regular meeting, as prepared. Trustee Robertson seconded the motion. Motion carried, all present voting "aye".

**Presentation of Bills**

Following review and discussion of the monthly bills, Trustee Grilo moved to approve the payment of the bills listed and the regular bills yet to be received. Trustee Henegar seconded the motion.

The Village Clerk called the roll:

<b>YEAS:</b>	Robertson, Grilo, Henegar, Martin, Rhodes, and Wilson – 6
<b>NAYS:</b>	None – 0
<b>ABSENT:</b>	None – 0

**Motion carried by roll call vote of 6 to 0.**

**Committee Reports**

**Police & Safety:** Chair Martin presented the monthly activity reports. Chief Willis reported that the annual intruder drill had successfully been conducted at the grade school on January 29. He also noted that he would be on vacation from February 24 through March 1, with Senior Officer Martinez set to assume command of the department in his absence.

**Discussion/Action on Parking Regulations**

Chief Willis distributed a memorandum outlining possible amendments to the village code to resolve various ongoing parking issues through the community. Among the proposed changes were the following:

- Prohibiting parking any vehicle on private property without the consent of the property owner
- Mandating that all vehicles parked on private property be located on a weed-free surface made of gravel, crushed stone, asphalt, Portland cement concrete or brick pavers, as approved by the Public Works Superintendent
- Prohibiting the parking of a vehicle on any street, alley or Village-owned parking area in excess of 72 consecutive hours
- Regulating stopping, standing or parking in specified areas
- Amending the on-street parking prohibition on North Church Street to permit parking on the east side of the street from an area commencing at the northern edge of the Petmecky Tree Service property and extending to a point 30 feet south of the existing stop sign at Church and Main Streets
- Enforcing snow routes on designated Village streets to allow for Public Works personnel to easily clear roadways after snowfall of two inches or more. Vehicles in violation of any snow route restriction would be towed at the owner's expense, with no further penalty or fine from the Village

Discussion on the proposal followed. Trustee Grilo inquired as to how the 72-hour parking restriction would be enforced. Chief Willis acknowledged that the department did not want to get involved in the practice of marking tires, suggesting that a stipulation could be added that the vehicle would have to be moved by a distance 2/10 of a mile or some other easily-recognizable benchmark. Tom Kilhoffer, proprietor of TK Custom at 503 N. Church Street, addressed the Board with respect to the parking area that the Village had previously authorized him to construct along the east side of Church Street, immediately across from his business. He noted that he had created the parking area at a significant personal expense and it had essentially been taken away when the Village permitted the construction of the Petmecky Tree Service building on the site. He also noted several areas in which the Village's parking ordinances were deficient, citing as an example that there was not sufficient signage to designate all no parking sections of Church Street. Chief Willis responded that the lifting of the parking prohibitions north of the property were intended as a compromise solution to accommodate customers at Mr. Kilhoffer's business. He noted that the parking on the existing lot was blocking access to the drive into Petmecky's business; therefore, this was presented as a fair solution to both parties. Mr. Kilhoffer suggested that the Village should construct a similar parking area on the parcel north of Petmecky to accommodate his customers and he would then accept the compromise. There was additional discussion on the necessity of signage for the designated snow routes. Mr. Martin proposed that signs be placed on existing four-way stop signs posts at those intersections in the Village, thereby eliminating the need to install additional posts along all streets.

Trustee Grilo moved forward the proposal to the Village Attorney with instructions to draft an amending ordinance accordingly. Trustee Martin seconded the motion. Motion carried, all voting "aye".

**Personnel:** Chair Wilson reported that Ms. Eller would be stepping down from the position of office manager, although it was noted that she was flexible as to her final date of employment in order to ensure a smooth transition. Following discussion, Mr. Reale was directed to publish an

advertisement for the position soliciting applicants until February 18, 2016. The Board agreed to schedule a special meeting for February 23, 2016 at 6:00pm to interview candidates for the office manager position. It was also decided that the annual budget study session and employee performance evaluations would be held in conjunction with that meeting. Trustee Henegar reported that he had received inquiries about the use of compensatory time by Mr. Martin. He noted that Mr. Martin was using his time properly and with prior approval; however, he suggested that a possible way to resolve any questions would be to eliminate the future accumulation of compensatory time and instead compensate Mr. Martin with a higher salary. This would then allow him to use his vacation leave for any time off without the need to first exhaust his earned comp time.

**Building Permit & Liquor License:** Chair Robertson reported the approval of a building permit for a garage at 706 Morris Street. He also noted that the grain elevator was preparing to begin a major construction project, introducing members of Premier Cooperative to explain the plan. The cooperative planned to construct a new 90ft diameter grain bin on the north end of the property along with a 62,000-gal retention pond on the site. The pond would be regulated by valves to allow for the controlled release of any held water into the system. Premier had been working with engineers from Fehr Graham on the design of the project.

Mr. Martin distributed a sample fee structure for building permits which would more closely align the permit fees with the value of construction. The consensus of the Board was that the current permit fee structure needed to be adjusted and this item would be further reviewed before any final changes were adopted.

**Health, Sanitation & Public Relations:** No report.

**Waterworks & Sewer:** Mr. Martin reported that he had identified a significant water leak in the system and informed the Board that the Village was beginning to take steps to correct the issue. He had managed to narrow the source of the leak to within a 100-yard span along North Church Street, and officials from the Illinois Rural Water Association would be coming to the site to perform a free leak-detection service to determine the actual source in need of repair.

**Streets & Alleys:** Chair Grilo reported that Mr. Martin had performed cold patching of area on Commercial Street after the bump grinding had been completed in December. Mr. Martin stated that he was trying to address any patching needs as they arise, adding that anyone finding areas in need of patching should contact him to report it.

**Civil Defense & Parks:** Chair Rhodes reported that monthly siren testing would be held tomorrow. The repair of the roof at the West Side Park pavilion was now complete, and Village officials had been receiving several positive comments on its appearance. He also distributed a write-up for the spring newsletter to solicit volunteers for a new committee to address park fundraising and improvement needs. Ms. Eller noted that she would prefer to have the town garage sales and community cleanup dates set before taking the newsletter to publication. Following discussion, the Board agreed to set garage sales for May 7, 2016, with spring cleanup day held the following Saturday, May 14, 2016.

## **Old Business**

### **(A) Consolidation of Neighborhood Watch and Park Fund bank accounts**

Trustee Grilo moved to authorize the closing of the existing Park Fund and Neighborhood Watch accounts, and to transfer those funds to a new Park Fund account to be opened at Gifford State Bank. Trustee Rhodes seconded the motion. The Village Clerk called the roll:

**YEAS:** Robertson, Grilo, Henegar, Martin, Rhodes, and Wilson – 6  
**NAYS:** None – 0  
**ABSENT:** None – 0

**Motion carried by roll call vote of 6 to 0.**

## **New Business**

### **(A) Sidewalk and Pedestrian Crossing Improvements**

Trustee Grilo reported that he had been working with Mr. Martin and Tyler Evans to identify potential areas for improvement and obtain cost estimates for budget purposes. Among the areas of interest for new sidewalks were: Central Avenue, between Phillips and Commercial; Shurbet to Frederick; and possible walkways from the neighborhood south of Central Avenue to the school area. Mr. Evans also had some architectural drawings created for improvements to the sidewalk ramp from the railroad to the intersection of Clark and Thomas. The reconfigured design would include a landing and railings to better prevent the high-speed bicycle traffic coming through the street intersection. It was noted that Village officials would be in contact with the Canadian National Railroad on any improvements within its property.

### **Comments and Questions from the Audience**

Jim Richardson commented on the proposed sidewalk servicing pedestrians from the south side of the Village. He noted that the Village would need to get an easement to put a sidewalk through the St. Elizabeth Church area, and that process would require going through the diocesan office in Peoria. He suggested that constructing a sidewalk along Church Street northward to Central might be an easier option. President Morris also stated that the Village would use the information from the engineering design of the Safe Routes to School grant application to help prioritize sidewalk projects.

Peggy Wilson asked about the status of the property at 501 Fredrick. President Morris explained that the Village was currently in litigation to try to obtain title to the property through the judicial deed process so the derelict house could be demolished. He added that the Village hoped to have the legal process settled by April or May.

Mark Ratts addressed the Board concerning the turnoff procedures for unpaid water accounts, stating that his service had been disconnected without warning or any official notice from the Village. He further stated that it was illegal for any service to be disconnected during the December 1-March 31 period without first providing 10-day, 3-day and 48-hour notices prior to turnoff. President Morris responded that Village personnel were following the protocols specified by ordinance, adding that he would consult with the attorney for legal clarification of those procedures. Mr. Martin added that he has never disconnected service without providing notice to the customer. Notices had previously been taped to the door; however, problems with this practice had led staff to being mailing disconnect notices to delinquent accounts. He also noted that he always made two personal attempts to contact delinquent customers on different days prior to turning off service. Ms. Eller estimated that an average of 20 disconnect notices are sent out each month, with the vast majority of notices going to the same customers on a repeat basis. Mr. Ratts also questioned the accuracy of his water meter readings. Mr. Martin

was to schedule a time to examine the functionality of the meter to ensure it was reading properly. Trustee Grilo suggested a compromise of sending his bills and notices by certified mail to ensure receipt. Trustee Rhodes responded that billing follows the same cycle each month and therefore any customer could easily contact the office to ascertain their account balance if the bill was somehow not received via mail.

**Treasurers Report**

There were no comments regarding the Treasurer's Report.

**Adjournment**

There being no further business to come before the Board, Trustee Grilo moved to adjourn the meeting. Trustee Robertson seconded the motion. Motion carried viva voce vote.

The meeting was adjourned at 8:24pm.

Respectfully submitted,

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Jeremy A. Reale, Village Clerk

The undersigned Village Clerk of the Village of Thomasboro, Illinois, does hereby certify that the foregoing minutes are a true and correct copy of the approved minutes of the Regular Meeting of the Board of Trustees held February 1, 2016, as the same appears on the records of the Village now in my custody and keeping.

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Village Clerk