

COMMITTEE-AT-LARGE MINUTES: OCTOBER 17, 2011

The Committee-at-Large Meeting was held Monday, October 17, 2011, at the New Baden Village Hall, 1 East Hanover Street. The meeting started at 7:00 p.m.

Present: Mayor Brandmeyer, Trustees Malina, Oster, Picard, Nielsen, and Gunn.
Board Members Absent: Trustee Linthicum. **Staff Members Present:** Clerk Crane; Administrator Morani; Public Works Commissioner Renth; Chief Building & Zoning Official Green; Police Chief Riley; Treasurer Pollmann and Attorney John Long.

Water/Sewer Accounts for Tenant- Occupied Residences

Clerk Crane brought up a concern regarding Occupancy Inspections and water/sewer accounts; landlords are keeping water/sewer accounts in their name to avoid obtaining occupancy permits. Occupancy permits are required by code to be obtained whenever there is a change in residency. Administrator Morani has researched the issue and is recommending that the Board should consider adopting a policy that will improve the enforcement of the village's occupancy permit code on residences that have water/sewer accounts in the landlord's name. Discussion on ways to verify occupancy. Attorney Long will research what is enforceable by statute and/or a way to enforce current policy. This topic will be addressed at the November Committee-at-Large meeting.

Citizen Request/ Workflow Management

Administrator Morani has been researching process improvement methods for citizen requests and workflow management/work orders. This would be an administrative tool to manage day to day servicing needs. The Board participated in a webinar from GovQA about a program that may be beneficial to accomplishing these goals. This program is currently utilized by the City of Collinsville and many others. There is a one-time fee of \$1,000 and \$195 per month; technical support is included with the fees. Trustee Picard brought up the return-on-investment (ROI); the representative from WebQA stated that it would require additional work of the staff to set-up the system, but it does become more efficient and more effective over time. This will be addressed at the November Committee-at-Large meeting.

Village Property: East Illinois Street

As a follow-up to a Community and Economic Development Committee meeting held on August 8, 2011; discussed options for the Village property located at East Illinois Street and South 4th Street (the frontage); sell as commercial property or multi-family residential. A plat of the property was reviewed; it is approximately 330 feet by 150 feet. It is currently zoned Commercial Business (CB-2); would require a zoning change depending on what would be constructed at location. Discussion on having property appraised for Fair Market Value (FMV) or soliciting for proposals; setting parameters for what could be constructed if sold. There is a ten (10) foot easement going through the property for a sewer main; this would be changed to a thirty (30) foot easement. Public Works Commissioner Renth did state that a separate sewer line would need to be installed; the main on the property could not be tapped; access would have to be gained from the lane road running to the Village Maintenance shed. Also mentioned was retaining the property for a future Village building (Village Hall, Police Dept., Ambulance Service, etc.). This will be discussed again at a future date.

Village Property: 207 East Hanover Street

This property is still for sale; a sales contract was not received.

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Tax Levy 2011/2012

Information was provided to the Board members via the Agenda Packets. Mayor Brandmeyer asked them to please review. Trustee Malina will schedule a Finance Committee meeting to review.

Splash Pad at Pool

The Community Coordination Committee met at 5:30 p.m. prior to his meeting at the Legion Memorial Pool to discuss concerns regarding the Splash Pad. Chris DePaul, a representative from Westport Pools, was also in attendance. It was decided that if there are any problems with the splash pad when the Pool opens next season, it would be classified as warranty work. It was recommended that the final payment be made to Westport Pools; this payment was originally tabled until a meeting could be held with Westport.

There being no further business to be discussed by the Village Board, a motion was made by Trustee Picard and seconded by Trustee Oster to adjourn the meeting.

Ayes: Malina, Oster, Picard, Nielsen, Gunn.

Nays: None.

Absent: Linthicum.

A majority of the Board voting aye, the motion carried and the meeting was adjourned at 8:26 p.m.

Teri Crane, Village Clerk
Approved: November 7, 2011