

Village of Prairie Grove
Meeting Minutes
July 15, 2008

1. Call to Order: President Breseman called the meeting to order at 7:05 PM.

2. Roll Call: President Breseman, Administrator Smith, Clerk Minor, Attorney McArdle, Trustees Baudin, Connelly, Duda, McConnell and Robak all present. Trustee Greenwald absent.

3. Public Comment:

None

4. Consent Agenda:

Motion was made by Trustee Baudin, 2nd by Trustee Duda to approve the Meeting Minutes of June 17, 2008 with changes, the Special Working Meeting Minutes of May 17, 2008, the Expenditure Reports of June 30 & July 7, 2008, the Revenues of June 2008 and the following Motions: Motion to Approve Ordinance #451, Village of Prairie Grove Annual Appropriation Ordinance, Motion to Approve Ordinance #452, Amending Storm Water Management Ordinance, Motion to Execute the Clarke Environmental EMM Contract with Payment Amount not to Exceed \$15,500.00.

Discussion: Trustee McConnell thanked Clerk Minor for making the adjustments to the meeting minutes. He had a question on item e, the Annual Appropriation Ordinance. He asked if there were any differences between the Appropriation Ordinance and the budget that was recently passed. Administrator Smith stated that there are incredible differences. On this ordinance these are the ceiling amounts.

Administrator Smith asked to pull item f: Motion to Approve Ordinance #452, Amending Storm Water Management Ordinance from the consent agenda and move it to New Business.

Previous motion withdrawn by Trustee Baudin and 2nd withdrawn by Trustee Duda.

New Motion made by Trustee Baudin, 2nd by Trustee Robak to approve items a through g from the Consent Agenda, moving item f to New Business.

On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.

5. Committee Reports and meeting dates:

The Parks & Recreation Committee had their July meeting this morning. President Breseman was in attendance. President Breseman has offered to design the buildings in the Village Hall Park. President Breseman stated that he wants the buildings to reflect what the Village represents by using recycled barn materials.

President Breseman stated that he was really impressed with this committee he asked the Village Board about what roll the Parks Committee should play in the future once this park is finished. Administrator Smith stated that she really likes working with this Committee; they have great ideas and enthusiasm. They are in the process of creating a mission statement. Currently this Committee is an ad hoc Committee. Would the board like to consider having this Committee move forward to plan future parks and special events? The Village Board stated that they would like for this Committee to move forward.

Mike Magnussen of our ARC Commission had emailed Stan Duda about his concern of using the Police Department time for the delivery packets. He didn't feel that this was a good use of Police time. Trustee Duda will follow up with Mike and let him know that we are moving in the direction of receiving more information via email. Administrator Smith stated that information being sent to the ARC Commission usually includes plans, these could not be sent by email.

6. Staff/Consultant reports or comments:

a. Introduction of Ronald L. Lyons, Director of Public Safety:

Administrator Smith stated that Ron has been hired as a Consultant in our Police Department as the Director of Public Safety. He will assist us with the development and transition of the Police Department. He has been here for 2 weeks and already has applied for 2 grants for the purchase of new radios and laptops. Administrator Smith has met individually with all officers. She said they were all positive and ready to move forward in a new direction. On Wednesday Ron Lyons, Randy Baudin, President Breseman and Administrator Smith met with all Police staff. Some of following issues were discussed: safety, back up, vests, working radios and getting out into the Community. Ron would like to see the Police Department become a more active player in the Community. Ron is currently working on a new report process so that officers can spend more time on the streets.

Ron is concentrating on three basic areas at this time for the Police Department:

1. Improving Equipment
2. New Policies and Procedures
3. Training

Administrator Smith stated that a CCTV recorder was discussed during the budget hearing and it received mixed reviews. The PD feels that a camera is very important to have in the interview room. This would protect our officers from any false allegations. Ron stated that at the Crystal Lake Park District they have a Clover system. They have been using it for around 2 – 4 years. The cost of the system was approximately \$900.00. He would check into one for the PD.

Trustee McConnell questioned, with the number of adjustments being recommended and new eyes looking at the budget, is the amount we have budgeted for the Police Department enough? Ron stated that it was.

Administrator Smith stated that she would take care of safety issues first.

Trustee Baudin stated that the Police Department would not be concentrating on the number of tickets or revenue. His desire is to improve the image of our department. The Police Department will be hosting their 1st Annual National Night Out. This is a nation wide program used to promote the relationship between the residents and Police. He would also invite Nunda Township Fire District to come with some of their trucks. Trustee Baudin stated that he be providing free hot dogs, chips & lemonade.

President Breseman was glad to hear that the Police Officers were welcoming the new direction of the department.

The Police Officers are working on a mission statement for their department. Ron has already had 3 statements turned in to him.

Trustee Baudin stated that the misconduct investigation for Officer Sechovec was over. Officer Sechovec was cleared and the claim was unfounded. Officer Sechovec is back on the streets. The audio tape that the claimant was said to have had has not been produced. Trustee Baudin stated that immediately there has been a change in procedure. Police Officers will not be taking any money for bond on the street. This could be seen as an impropriety.

Sgt. David Faurot asked if the Village Board would consider paying Officer Sechovec for his lost wages due to this false allegation. Sgt. Faurot stated that this was Officer Sechovec's only job. Normally if an officer is full time he would be paid for this until the investigation was finished. Sgt. Faurot also suggested if this happened again that the officer could help in Public Works until the investigation ended. The Village Board has no objection to paying Officer Sechovec for the time he lost during the investigation.

b. Village Board Direction Regarding Chapter 21, section 21.3.18 Fences in the Village Municipal Code:

Administrator Smith stated that the Board received a memo from Building Inspector, Phil Knudson in their packet regarding a neighbor dispute over a fence. A neighbor war situation takes up considerable time from staff, consultants and the Village Attorney. In this situation the ARC Commission and the Building Inspector followed our current codes. Our current zoning ordinance is pretty liberal and it allowed for this fence.

Trustee Duda suggested putting something in place for different zonings.

President Breseman suggested that neighbors be notified before an ARC hearing took place.

Trustee Baudin stated that property owners have rights. Make the current ordinance more restrictive.

Administrator Smith stated that she has a good idea now of what the Village Board is looking for. They will look at green fencing for lots that are smaller and they'll also look at it from a zoning perspective. She will work with Inspector Knudson to come up with a new fence ordinance.

The ARC Review Board can always reject the request and the resident can then go to the Village Board on an appeal process.

Trustee McConnell stated that a fence on the side yard shouldn't go any further than the front of the house or parallel to the front of the house.

President Breseman stated that a notification process and posting notice should also be in place.

c. Gypsy Moth Spraying Invoices:

There is a problem with some of the residents that signed up for the spraying but have not yet paid for the service. President Breseman suggested sending another invoice or sending a letter. Next year the Village should get the money up front.

7. Old Business/Board Comments:

Administrator Smith stated that we have 3 quotes for the roof repair at the Public Works Facility. She would like to have the roof repaired now before any more rain or snow comes. The lowest bid is for \$5,500.00 and this amount needs board approval. The Board is ok with this if this amount has been approved in the budget.

Trustee McConnell had a question on Jeannine's report regarding Mr. Hellyer. Was he in violation of the County Ordinance also? Administrator Smith stated that he was in violation at the County before he was annexed into the Village. Trustee McConnell just wanted to make sure that the Village had given him enough leniencies to correct the problem.

Trustee McConnell asked about the Preserves Subdivision. Have we been fair in our timeline or are we putting undue burden on him? Administrator Smith stated that we have been fair with Mr. Greenberg. Staff has been working diligently on this. The Village has received numerous complaints from residents regarding the conditions of their subdivision. Trustee McConnell wants to make sure that we're being fair to him or putting undue burden on him.

Trustee McConnell asked if the Public Works building was insured. The building is insured. Trustee Duda asked about an alarm system for the Public Works facility. He remembered talking about it over a year ago. Tim Carone stated that it was discussed and nothing had been installed. Tim will get quotes for the Public Works facility and the Village Hall.

Trustee McConnell asked if there had been a policy change in locking the vehicles? Superintendent Carone stated that now keys are kept in a file cabinet, not in the trucks.

8. New Business/Board Comments:

a. Motion to Approve New 2008 Public Works Truck & Equipment Replacement:

Public Works Superintendent Carone stated that the Insurance Company had given us \$22,100.00 towards the purchase of a new Public Works Truck. They are also giving us over \$5000.00 to replace the contents and the additional items on the truck.

Tim stated that he had quotes from Ford & Chevrolet to replace the truck. Trustee Duda asked if we could pick up a used truck? The additional money for the replacement truck was not in the budget. After a brief discussion the Board decided to give authority to Trustee Duda and Trustee Baudin to work with Tim and Jeannine with a not to exceed amount.

Motion by Trustee Duda, 2nd by Trustee Baudin Authorize the purchase of a replacement truck for Public Works with a not to exceed amount of \$30,000.00. Giving Trustee Baudin and Trustee Duda authority to work with Superintendent Carone and Administrator Smith on the purchase. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.**

b. Motion to Approve the Execution of BLR 05520 – Engineering Agreement for Road Program:

Motion by Trustee Duda, 2nd by Trustee Baudin to Approve the Execution of BLR 05520 – Engineering Agreement for the 2008 Road Program.

Discussion: Trustee McConnell questioned that since there are concerns over the safety of bicycles on Village roads could we use the bond money to widen the road? Administrator Smith stated that this bond money is for road maintenance. Village Engineer, Pat Bleck stated that this bond money could only be used for maintaining existing roadways.

On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.

c. Motion to Authorize Execution of the Estimate of Cost Document as Presented for the 2008 Road Program:

Motion by Trustee McConnell, 2nd by Trustee Robak to Authorize Execution of the Estimate of Cost Document as Presented for the 2008 Road Program.

Discussion: Village Engineer, Pat Bleck had a comment the he had just received a price increase of \$6.00 a ton yesterday. His original estimate may be light because of the new increases. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.**

d. Motion to Approve the Specifications and Contract Proposal Booklet as Presented for 2008 Road Program:

Motion by Trustee Robak, 2nd by Trustee Baudin to Approve the Specifications and Contract Proposal Booklet as Presented for 2008 Road Program. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.**

e. Motion to Authorize Staff to Conduct the Prairie Grove 2008 Road Program Bid Opening:

Motion by Trustee Duda, 2nd by Trustee Baudin to Authorize Staff to Conduct the Prairie Grove 2008 Road Program Bid Opening. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.**

Item f. moved from the Consent Agenda: Motion to Approve Ordinance #452,

Amending Storm Water Management Ordinance:

Discussion: Motion should read subject to Village Engineer and Village Attorney approval. We are a certified community. This is the re-certification process needed bi annually.

Motion by Trustee Baudin, 2nd by Trustee Robak to Approve Ordinance #452, Amending Storm Water Management Ordinance subject to Village Engineer and Village Attorney approval. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.**

f. Discussion Regarding Rt. 31 Annexations:

After the recent annexation of the Hicks property this puts the Village in the position of annexing property to the east. Trustee Duda thought it would be a good idea to notify the property owners by sending a letter.

Trustee McConnell thought that we should offer the standard deal as we have in the past. After a brief discussion the Village Board decided to notify property owners with the option of voluntarily annexing and giving them the option of either the property tax rebate or the sales tax rebate. If they decided not to annex the Village would then later forcibly annex them. Attorney McArdle will draft the letter.

Executive Session:

Motion by Trustee Duda, 2nd by Trustee Robak to enter into Executive Session at 8:50 PM for discussion regarding personnel matters. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, McConnell and Robak all voted Aye, Motion carries.**

No action taken in Executive Session.

Return to open session at 9:13 PM.

Roll Call: Trustees Baudin, Connelly, Duda, McConnell, Robak and President Breseman all answered aye.

10. Adjournment: Motion was made by Trustee Baudin, 2nd by Trustee Duda to adjourn this Village Board Meeting at 9:14 PM. **On a Roll Call Vote: Trustees all voted Aye, Motion carries.**

Respectfully Submitted by: _____
Kim Minor, Village Clerk