

Village of Prairie Grove, Illinois

Meeting Minutes



January 19, 2010

1. **Call to Order:** President Duda called the Regular Monthly Board Meeting to order at 7:00 PM.
2. **Roll Call:** Trustees Baudin, Behm, Handera, McConnell and Robak all present. Trustee Greenwald absent.
Administrator Smith, Clerk Minor and Attorney McArdle also present.

(Trustee Greenwald arrives at 7:03 PM)

3. **Public Comment:**
None

7. **New Business/Board Comments;**

- a. **Discussion of New Legislation Regarding the Illinois Freedom of Information Act:**

Ruth Schlossberg from Zukowski, Rogers, Flood & McArdle gave a presentation of the new act that went into effect on January 1, 2010. This new legislation is an unfunded mandate which Municipalities must comply with since the cost of reproduction cannot be passed on to the requester.

- b. **Motion to Approve The Village and the Illinois Freedom of Information Act as Required by Section 4 of the Act (FOIA) Summary of Purpose:**

Motion by Trustee Handera, 2nd by Trustee Robak to Approve The Village and the Illinois Freedom of Information Act as Required by Section 4 of the Act (FOIA) Summary of Purpose. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

- c. **Motion to Adopt Draft Electronic Mail Retention Policy as Presented:**

Motion by Trustee Handera, 2nd by Trustee Robak to Adopt The Draft Email Retention Policy as Presented.

Discussion: After a brief discussion the Village Board stated that they would like to have one central location to forward emails to for retention. It was decided that they will forward their emails for retention to Clerk Minor.

On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.

- d. **Motion to Appoint Village FOIA Officers, Kim Minor, Jeannine Smith and Laura Jonasen:**

Village of Prairie Grove, Illinois

Meeting Minutes



Motion by Trustee Robak, 2nd by Trustee Baudin to Appoint Village FOIA Officers, Kim Minor, Jeannine Smith and Laura Jonasen. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

4. **Consent Agenda Motion to Approve:**
 - a. **Special Meeting Minutes of December 28, 2009**
 - b. **Cash Disbursements Journal from December 22, 2009 to January 12, 2010**
 - c. **Cash Receipts Journal from December 1, 2009 to December 31, 2009**
 - d. **Authorization for the Annual Sales Tax Reimbursement to Crystal Lake Chrysler**
 - e. **Motion to Keep the Executive Session Minutes dated October 28, 2008, November 18, 2008 (x2), April 21, 2009 and June 16, 2009 private and not released at this time.**

Motion by Trustee Handera, 2nd by Trustee Baudin to approve items A through D on the consent agenda and to Move Item E. to Executive Session for Discussion. Motion to approve items A through D include the approval of Meeting Minutes of December 28, 2009, the Cash Disbursements Journal of December 22, 2009 to January 12, 2010 the Cash Receipts Journal from December 1, 2009 to December 31, 2009 and the Authorization for the Annual Sales Tax Reimbursement to Crystal Lake Chrysler. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

5. **Committee Reports and Meeting Dates;**

a. **ARC:**

Chairman Radwanski stated that ARC has been quiet and the last 2 meetings have been cancelled.

b. **EDC:**

Trustee McConnell stated that they would be meeting again in the next month and that he recently had three people contact him regarding joining the Economic Development Commission.

c. **Parks & Recreation Committee:**

Trustee Behm stated that they were working on a new lay out of the new park in order to watch the costs. Their next fundraiser a Super Raffle is slated for March 3, 2010, 6:30 PM at Kief's Reef.

d. **Planning & Zoning Commission:**

Motion to Adopt an Ordinance, Amending Chapter 21 of the Prairie Grove Municipal Code Regarding the Definition of the Term Swimming Pool:

Village of Prairie Grove, Illinois

Meeting Minutes



Motion by Trustee Baudin, 2nd by Trustee Robak to Adopt an Ordinance, Amending Chapter 21 of the Prairie Grove Municipal Code Regarding the Definition of the Term Swimming Pool.

Discussion: Building Inspector Knudsen gave a brief history of how this new ordinance came about and the recommendation made by the Planning & Zoning Commission. The Planning & Zoning Commission gave this a positive recommendation to change the definition of a swimming pool. This ordinance would regulate any swimming pool with a height of 18 inches or more and had a surface area of 50 square feet. Most other Municipalities regulate pools at 24 inches and above. This would mean that most of the kiddie pools intended for short time use would need a fence. President Duda stated that the Village was not in favor of putting up more fences. Trustee McConnell stated that if it would make it safer he would be in favor, although he was not sure if this change would do so.

On a Roll Call Vote: Trustee Robak voted aye and Trustees Baudin, Behm, Greenwald, Handera and McConnell voted nay. Motion fails.

6. Staff/Consultant Reports or Comments;

a. Administrator

Town Center Grant Concept Plan Presentation (Teska & Associates)

Kon Savoy and Nick Patera of Teska and Associates gave a brief presentation of where we were to date on the Town Center Grant project. They are currently at Phase 5 in the project and should wrap up in early Spring. They will host a public open house on February 24th at Prairie Isle Golf Club. Everything is current on the project website at www.prairiegrove.tod.org. The future Prairie Grove Transit Oriented Development should reach for project elements that clearly convey the Villages' truly unique character and identity. President Duda wanted the plan to be sensitive to nearby homeowners regarding the placement of ball fields. More discussion regarding the ball fields ensued. The Village Board was asked to convey their future ideas to the Steering Committee members, Trustee Handera and Trustee McConnell.

b. Building Department:

Inspector Knudsen stated that he was working on research for the Planning & Zoning Commission regarding a wind and solar power ordinance.

c. Police:

See report.

d. Public Works:

See report.

e. Treasurer:

Village of Prairie Grove, Illinois

Meeting Minutes



They are starting work on the budget process. Administrator Smith stated that she will direct the Department Heads to get their budgets into her by the end of the month so she could bring the budget for discussion to the Village Board in February and March with the adoption slated for April.

7. New Business/Board Comments

e. **Motion to Approve Addendum to Agreement for Police Department Dispatch Service:**

Discussion: Director Lyons stated that this would be an extension of their current agreement for dispatch. The fees have decreased slightly from the amount budgeted. Director Lyons stated that this was due to the fact that the annual fees are based on the annual numbers of calls for service for the previous year. The Police Department has gone to an internal report numbering system effectively reducing the number of reports generated by dispatch.

Motion by Trustee Baudin, 2nd by Trustee Behm to Approve Addendum to Agreement for Police Department Dispatch Service. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

f. **Motion to Adopt Ordinance #492, Amendment to Chapter 9, Nuisances to the Village of Prairie Grove Municipal Code:**

Motion by Trustee Behm, 2nd by Trustee Baudin to Adopt Ordinance #492, Amendment to Chapter 9, Nuisances to the Village of Prairie Grove Municipal Code. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

g. **Motion to Authorize Village President to Execute IDOT's BLR 14310:**

Motion by Trustee Handera, 2nd by Trustee Baudin to Authorize Village President to Execute IDOT's BLR 14310. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

8. Old Business/Board Comments;

a. **Motion to Adopt Ordinance #482, Amending Various Provisions of the Prairie Grove Municipal Code Regarding the Architectural Review Commission:**

Motion by Trustee Baudin, 2nd by Trustee Behm to Adopt Ordinance #482, Amending Various Provisions of the Prairie Grove Municipal Code Regarding the Architectural Review Commission. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**



9. Executive Session for the Purpose of Personnel, Litigation or to Acquire or Lease Real Property:

Motion by Trustee Baudin, 2nd by Trustee McConnell to go into Executive Session for the semi annual review of Executive Session Meeting Minutes. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

Re-Enter Open Meeting:

Roll Call: Trustees Baudin, Behm, Greenwald, Handera, McConnell, Robak and President Duda all present. Clerk Minor and Attorney McArdle also present.

Motion by Trustee Greenwald, 2nd by Trustee Baudin to keep the Executive Session Minutes of October 28, 2008, November 18, 2009 (x@), April 21, 2009 and June 16, 2009 private and not released at this time. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

10. Adjournment:

Motion by Trustee Baudin, 2nd by Trustee Behm to Adjourn this Monthly Board Meeting at 9:55 PM. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera, McConnell and Robak all voted aye. Motion carries.**

Posted by: _____ Date: _____
Kim Minor, Village Clerk