

Village of Prairie Grove
Meeting Minutes
April 21, 2009

- 1. Call to Order:** President Breseman called the Meeting to order at 7:00 PM.
- 2. Roll Call:** Trustees Baudin, Connelly, Duda, McConnell and President Breseman all present. Trustees Greenwald and Robak absent.
Village Administrator Smith, Clerk Minor and Attorney McArdle also present.
- 3. Public Comment:** None

4. Consent Agenda:

Motion was made by Trustee Baudin, 2nd by Trustee Connelly to approve items A through D on the consent agenda. Items A through D include Motion to Approve the Expenditure Reports of April 6, 2009, Revenues of March 2009, and the following: Motion to Approve Ordinance #469, An Ordinance Classifying the Ben Arvidson & Sons, Inc. Property at 3209 S. Rt. 31 to IT, Special Uses & Granting Exceptions. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda and McConnell all voted Aye, Motion carries.**

5. Committee Reports and Meeting Dates:

- a. ARC:** No Meeting held. There were no petitioners.
- b. EDC:** Trustee McConnell stated that they met in early April. They discussed the responses to questions that they had submitted to our Land Planners, Houseal & Lavigne regarding the Rt. 176 Corridor Plan. They are currently working on the financial impact analysis for the Rt. 176 Corridor Plan.

Re-Appointments of Keith McConnell as Chairman, Bob Gray, Sean Rathjen and Rene Zamudio as Commissioners Term Ending 4/30/2010:

EDC Chairman Keith McConnell stated that he had heard from Mr. Bob Gray and Mr. Sean Rathjen and they do want to participate. He has not heard back from Rene Zamudio and would recommend not re-appointing Rene Zamudio until we've heard from him.

Revised Motion by Trustee Duda, 2nd by Trustee Baudin to Re-Appoint Keith McConnell, as EDC Chairman and Bob Gray and Sean Rathjen as Commissioners Term Ending 4/30/2010. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda and McConnell all voted Aye, Motion carries.**

President Breseman stated for public record that the Pease property located on Rt. 176 will now be zoned B-1 in the County. Mr. Pease had won a lawsuit in the County against their vote. The hope of people was to have it open space.

c. PARKS: Chairman Lisa Behm stated that they have not met and or have any plans to meet until they hear about the OSLAD grant or budget money from the Village. The Easter Egg Hunt was a huge success. Lisa thanked everyone who volunteered their time. Administrator Smith stated that the event had raised \$124.25 in cash and 62.35 pounds of food for the Crystal Lake Food Pantry.

(Trustee Greenwald arrives at 7:10 PM)

d. Planning & Zoning Commission: Re-Appointment of Bob Gray as Chairman (Chairman Term Ending 4/30/2010) & Chris Kremer Commissioner (Term Ending 4/30/2014)

Trustee Duda stated that they've done a great job and he would like to see them continue.

Motion by Trustee Duda, 2nd by Trustee Baudin to Re-Appoint Bob Gray as Chairman (Chairman Term Ending 4/30/2010) & Chris Kremer Commissioner (Term Ending 4/30/2014). **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, Greenwald and McConnell all voted Aye, Motion carries.**

6. Staff/Consultant Reports:

Building: Building Inspector Phil Knudsen stated that the debris in Timberhill at the end of the 4 lots located at the end of Valley View has been cleaned up. The light bulbs have been replaced in the entrance.. He's not sure if they are working or not and he will drive past there in the dark to find out. Mr. Franz may need to get an electrician involved.

Public Works: Superintendent Tim Carone stated that he had nothing else except what's in his report. Trustee Duda questioned Tim if he had any idea when he would complete the balance of the street sweeping. Tim stated that he was still plugging away at it.

Police: Director of Public Safety Ron Lyons mentioned the fatal accident on Rt. 176 and how well Officer Page handled the entire accident scene along with going to the hospital and working with the families of people involved. He gave Officer Page a letter of commendation for doing an excellent job. Officer Page has a level 1 & 2 classification for accident scene investigator. If a level 3 class comes available he would like to send Officer Page to it. The Police Department received a \$3000.00 grant for the Labor Day Traffic Enforcement campaign. On May 13th Ron will be meeting with residents of Oak Grove to start a neighborhood watch program. They will also invite other representatives from all the other neighborhoods as well.

President Breseman asked if someone from Hillview Subdivision had been contacted. They had some issues and talked about starting one up. Ron Lyons stated that they were still in the process of inviting the representatives.

Administrator: Administrator Smith stated that today we hosted our pre-proposal conference for the RTA Transit Oriented Development grant.

50 packets were sent out asking for submittals and 4 came today and an additional 4 couldn't make it but were interested.

7. Old Business/Board Comments:

a. Motion to Approve Request by Covers Family to Honor Jenny Covers as 2009 Prairie Ridge State Champion Gymnast in the All-Around & Vault: Motion by Trustee Baudin, 2nd by Trustee Duda to Approve Request by Covers Family to Honor Jenny Covers as 2009 Prairie Ridge State Champion Gymnast in the All-Around & Vault. On a Roll Call Vote: Trustees Baudin, Connelly, Duda, Greenwald and McConnell all voted Aye, Motion carries.

The Village Board congratulated Bob Covers.

b. Discussion of the 2009/2010 Fiscal Budget: President Breseman stated that we move the budget discussion to the very end.

c. Discussion Regarding Revisions to the ARC Guidelines:

Building Inspector Phil Knudsen stated that he tried to address all the items that were suggested from ARC, the Village Board and local builders and incorporated 4 changes into the Municipal Code. He stated that he would like to know if he has covered all of the changes before it's put into ordinance form.

President Breseman had an issue with the neighbor notification. 2 weeks is not enough time for staff to review and then give it to ARC for review. He suggested giving larger projects such as single family homes, additions and garages a longer submittal time in order for staff to review it. He then suggested that staff do pre-submittal meeting in order to suggest changes that could be made before the plans are finished. He likes 3-4 weeks for major projects.

Phil Knudsen stated that he thought it was reasonable to put a time limit on something major before it goes to ARC. Right now staff can handle the major projects in the 2 week time frame and the minor permits in 1 week before giving them to ARC for review.

Trustee Duda stated that with the lack of development right now and if the staff is able to get it done faster they shouldn't be precluded from advancing it through the process expeditiously. President Breseman stated that at staffs discretion they could move it faster.

d. Discussion Regarding Permit Road Bonds:

Building Inspector Phil Knudsen stated that the intent here is to eliminate the road bonds for smaller projects and increase the bonds for larger ones. He suggested a tiered method for applying the road bonds and impact fees.

Trustee Duda agrees with getting rid of the road bonds for smaller projects.

After a brief discussion over keeping road bonds the Board directed the name road bond to be changed to a Refundable Security Deposit.

8. New Business/Board Comments:

a. Motion to Authorize the Reimbursement of 2007 Taxes (Paid in 2008) Prairie Grove Taxes to Mr. Dan Reycraft for property located at 4315 Rt. 176 in the Amount of \$184.83: Motion by Trustee Baudin, 2nd by Trustee Duda to Authorize the reimbursement of 2007 Taxes (Paid in 2008) Prairie Grove Taxes to Mr. Dan Reycraft for property located at 4315 Rt. 176 in the Amount of \$184.83.

Discussion: Mr. Reycraft stated that he was one of the properties that was forcibly annexed in November 2007. He is asking for the same deal everyone else received.

President Breseman stated that it was Board policy and his policy to give our standard deal. We treat everyone equally. Property taxes are eased into a 4 year period.

Administrator Smith stated that we would reimburse Mr. Reycraft for his 2007 taxes and then after contacting County and we would handle it from there.

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

b. Motion to Authorize the Village President to Execute a Real Estate Tax Abatement Agreement with Mr. Dan Reycraft for the Property Located at 4315 Rt. 176 Upon Attorney Review and Approval: Motion by Trustee Baudin, 2nd by Trustee Robak to Authorize the Village President to Execute a Real Estate Tax Abatement Agreement with Mr. Dan Reycraft for the Property Located at 4315 Rt. 176 Upon Attorney Review and Approval. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, Greenwald and McConnell all voted Aye, Motion carries.**

c. Motion to Approve Ordinance #470, (UIRVDA) A Special Ordinance Authorizing the Ceding of Private Activity Bonding Authority: Motion by Trustee Duda, 2nd by Trustee Connelly to Approve Ordinance #470, (UIRVDA) A Special Ordinance Authorizing the Ceding of Private Activity Bonding Authority.

Discussion: Administrator Smith gave a brief summary on this bonding authority. This agency was created by state government known as UIRVDA. They can pull tax exempt status for certain bonds according to entitled bonding capacity every year and each Municipality has bonding capacity. This enables UIRVDA to pool bonding capacity in the northern part of the state. We can transfer our volume cap of \$154,620.00 to get a better rate.

Trustee Duda asked if there was any cost to the Village and if this is taxable to the residents. Is there any negative to us approving this? Administrator Smith stated that this helps with Economic Development.

Lisa Behm asked if we need to renew this every year. Administrator Smith stated that we

do have the opportunity to approve this yearly.

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

d. Motion to Approve the Village Administrator as the Appropriate Local Official authorized to execute documents as required by County, State and Federal Agencies as they relate the ARRA funding of the Barreville Road project: Motion by Trustee McConnell, 2nd by Trustee Duda to Approve the Village Administrator as the Appropriate Local Official authorized to execute documents as required by County, State and Federal Agencies as they relate the ARRA funding of the Barreville Road project.

Discussion: Trustee McConnell asked if we were short on grant money do we spend additional monies from the construction bond to do Barreville Road. Administrator Smith stated that 1/3 of Barreville Road wouldn't be able to be done as planned. We made application as presented. If the Village goes back to change it we may be at risk in losing the grant.

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

e. Motion to an approve an amount not to exceed \$134,705 of Construction Bond proceeds toward the Barreville Road project: Motion by Trustee Baudin, 2nd by Trustee Duda to an approve an amount not to exceed \$134,705 of Construction Bond proceeds toward the Barreville Road project. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, and McConnell all voted Aye, Motion carries.**

A presentation was made by Administrator Smith to thank President Breseman, Trustee Connelly and Trustee Duda for serving the residents of Prairie Grove.

Trustee Greenwald wanted to thank Mike, Stan and Stew. He stated that Mike and Stew would be missed.

President Breseman wanted to thank the Village staff especially Laura and Kim. He stated that Jeannine has been a great addition. He added that working with Ron, Jeannine, Phil and David McArdle has made a real difference. He stated that it's been a pleasure to work with this Board. A Board of quality professionals who are actively engaged who worry about policy rather than politics.

Trustee McConnell stated that Mike has done an outstanding job over the last 4 years despite critics.

Executive Session:

Motion by Trustee Baudin, 2nd by Trustee Greenwald to go into Executive Session for Personnel Matters at 8:40 PM.

On a Roll Call Vote: Trustees Baudin, Connelly, Duda, Greenwald and McConnell all

voted Aye, Motion carries.

President Breseman called the meeting back to order at 9:13 PM. Roll Call: Trustees Baudin, Connelly, Duda, Greenwald and McConnell all answered aye.

The Village President with the advice and consent of the Village Board affirmed Administrator Smith's request to accept Police Seargent David Faurot's letter of resignation.

Discussion of 2009/2010 Fiscal Budget:

Administrator Smith stated that this would be discussion of the draft budget that will be placed on the next consent agenda for approval at the next meeting.

Trustee Greenwald wanted to make sure that this item was on the agenda. Trustee Baudin stated that it was under item 7. b. Discussion of 2009/2010 Fiscal Budget.

Trustee McConnell asked about the \$100,000.00 in the Parks budget. The previous budget showed \$50,000.00 as the historical number. The debate is should we spend over \$50,000.00.

President Breseman stated that he would not be in favor of it at this time.

Trustee Duda stated he would tend to agree given where we're at from an overall budget point of view. He is in favor of putting some monies forth but he would like to look at doing some sort of phased approach, but not the \$100,000.00 at this time. It would be dependent on whether or not we get the grant.

Trustee McConnell stated that we have a long term plan for road repairs which is a huge expense. If we can be really conservative in other areas we may be able to do more road repairs without increasing taxes.

Trustee Duda stated that after some feed back from Don Kopsell at Nunda Township they are not in the position of helping the Village the same as they have in the past, so generously which we appreciate. We need to substantially stand up on our own or move toward that direction. His recommendation is that we move along that path rapidly and focus any efforts or additional funds towards Public Works.

Trustee McConnell asked Tim Carone what the annual impact of that would be.

Trustee Duda stated that supplies, additional labor costs, and a salt storage facility would be part of it. Trustee Duda stated that relative to parks he doesn't think we're in a position given the times and what we're going to face to expend a full \$100,000.00. It wouldn't be prudent at this point. We should look at cutting that substantially and focus on core items.

Administrator Smith stated that we can cut the Parks budget to \$50,000.00 this year and if we get the grant we could budget \$200,000.00 next year.

Trustee Duda stated that will we do something for parks yes but, that will be largely dependent

on whether we get the grant.

Trustee McConnell stated that his understanding was that we were going to try and do fundraisers for a substantial amount. He would like to see a lot of that. He stated that the park in Island Lake was done largely by fundraising.

President Breseman suggested getting donations first to prove how much the Community wants it.

Trustee Baudin stated that he would like to serve on the Parks Committee. He would like to spark a fundraising effort.

President Breseman stated that he believes the onus is on the Parks Committee to fundraise and then the Village could match it.

Trustee McConnell asked what the rationale was on why \$100,000.00 was budgeted for Parks.

Administrator Smith stated that \$50,000.00 is historical and the rest is based on if the Village received the OSLAD grant for the first year.

Trustee McConnell asked is having a 6 month reserve of \$455,000.00 in the general fund a good thing.

Trustee Duda stated that some monies weren't spent in our last fiscal budget in as such our general fund is larger because of conservative spending. Trustee Duda stated that we need to get to a position where we spend some of the money so that we don't carry such a huge balance in our general fund but, we need to address some of the projects that need to be taken care of. He would direct staff to find out what the ratios are in other Municipalities and put that in reserve.

Administrator Smith stated that at our last audit our auditor said that most Municipalities keep a fund reserve of 30% and that us having 6 months is a good thing.

President Breseman stated that we all agree at this point that number is fine.

Trustee McConnell stated that we should set a policy statement that having 30% is typical and that 50% is good and having a balance between 30% to 50% is our objective.

Trustee Duda stated that was very fair. He would like us to get in a situation where we build up money in a capital account. We can build up some reserves where we can make some larger purchases for Public Works equipment.

Trustee McConnell asked if there was any way to indicate why we have a balance and state the purpose.

Trustee Duda suggested a note for what the utilization is.

Trustee Duda stated he would like to see the Police Reports get increased. President Breseman stated that there will be a new policy change of \$10.00 for Police Reports.

Trustee Duda asked about the Gypsy Moth program. It doesn't sound like that's going to happen. Public Works Superintendent Carone stated that only 5 people have responded and they're not contiguous. We have a 10 acre minimum.

Trustee McConnell questioned why the FOIA request was bumped from \$2000.00 to \$4000.00. Administrator Smith was not sure why they bumped it up. The Village Board agreed to drop it back down to the \$2000.00.

Trustee Duda stated that he was ok to budget for increases. We'll have to take a look overall as far as salaries are concerned.

Trustee Duda stated that times are tough and suggested that Administrator Smith try to re-negotiate the contract with our auditor. The Village Board agreed.

Trustee McConnell suggested breaking out the professional fees.

Trustee Duda questioned the \$2000.00 line item for software. After a brief discussion the Village Board wanted that amount lowered to \$1500.00.

Trustee Duda questioned the increase of \$1300.00 in the cleaning budget. The Village Board agreed that the amount in the cleaning line item should be \$3500.00.

Trustee Duda suggested that we lump all of the copier expenses together to properly reflect that expense.

The Village Board agreed to eliminate both of the requested paper stands from the budget and reduce that line item to \$2500.00.

Trustee Duda has concerns he would like to see money budgeted for basic repairs and maintenance of the Public Works facility.

Superintendent Carone stated that the roof is in need of additional repair.

Trustee Duda made suggestions that the paint on the building should be addressed and also that the drain basins should be cleaned out.

Superintendent Carone stated that he would contact his friend at another Municipality and ask him to use his Vactor truck to clean out the drains.

Trustee Duda wanted Superintendent Carone to take a look at the general maintenance of the facility and come up with a comprehensive list of those maintenance items in priority.

Trustee Duda would like to see a line item for training or education expenses for Public Works. He would like all of the administrative aspects done in a more formalized fashion. He pointed out the short summary that Superintendent Carone submits to the Board monthly could be done in more depth. The Village Board agreed to add \$2000.00 for education expenses to the Public Works budget.

President Breseman suggested that we contract out with others to make a nice clean brake from using Nunda Township services.

Superintendent Carone pointed out that he added an additional \$2000.00 for equipment repair.

Superintendent Carone also pointed out that if we stop using Nunda Township services we may need to add third truck for snow plowing. Nunda Township has helped the Village by plowing Ray Street, Berian Estates, Behan, Buhl and Bay View Beach Roads. Trustee Duda stated that we couldn't afford a new truck this year we need to try and limp the old truck along.

The Village Board would like Keith Jonasen to stay at 30-35 hours per week. Administrator Smith stated that we should bring on Keith full-time, he's very responsible and is a CDL driver. Trustee Duda stated that he wasn't opposed to that and he would like to figure it out from a budget prospective.

President Breseman stated that we should bring the budget down for Parks to \$50,000.00 max.

Trustee Duda would like to understand what the total budget numbers are and if we could look at \$50,000.00 or more that's his suggestion.

Trustee McConnell stated that any excess money may need to go to the road program.

Administrator Smith stated that she has no problem getting rid of the Parks budget this year.

President Breseman stated that the Parks Committee needs to fundraise and the Village will match it.

Administrator Smith stated that we could take it out for now and we can always bring it back to the Board if we get the grant approval.

President Breseman stated that we should zero the Parks Budget out and put a foot note of \$50,000.00 in historical funds.

10. Adjournment: Motion made by Trustee Duda, 2nd by Trustee Baudin to adjourn this Village Board Meeting at 11:43 PM. **On a Roll Call Vote: Trustees Baudin, Connelly, Duda, Greenwald and McConnell all voted Aye, Motion carries.**

Respectfully Submitted by: _____
Kim Minor, Village Clerk