

Village of Prairie Grove, Illinois

Special Meeting Minutes



May 27, 2010

- 1. Call to Order:** President Duda called the Special Board Meeting to order at 7:07 PM.
- 2. Roll Call:** Trustees Behm, McConnell, Robak and President Duda all present. Trustees Baudin, Greenwald and Handera absent.
Administrator Smith and Clerk Minor also present, as were Treasurer Smith, Public Works Superintendent Carone, Director of Public Safety Lyons and Building Inspector Knudsen.
- 3. Public Comment:**
Mary LaRosa of 3118 Kristen Trail, Crystal Lake formally presented a letter to the Village Board regarding her concerns over the new TOD Town Center Development Plan that was presented at the Planning & Zoning Hearing on May 25, 2010. Her neighbor Bill Westermann also signed Mrs. LaRosa's letter dated May 27, 2010 that will be entered into public record. The letter is regarding increased traffic impact for the residents of McMillan Meadows. Mrs. LaRosa stated that the TOD Plan was approved through Planning & Zoning Hearing with the contingency that further study would need to be done on traffic impact. If the Village creates a task force they would be happy to serve in this capacity.

(Trustee Handera arrived at 7:09 PM)

- 4. Consent Agenda Motion to Approve:**
 - a. Meeting Minutes of April 20, 2010**
 - b. Cash Disbursements Journal from April 14, 2010 to May 19, 2010**
 - c. Cash Receipts Journal from April 1, 2010 to April 30, 2010**
 - d. Motion to Approve Bond Interest Payment to the Bank of New York Mellon in an Amount Not to Exceed \$18,823.75**

Motion by Trustee Behm, 2nd by Trustee Robak to approve items A through D on the consent agenda. Motion to approve items A through C include the approval of Special Meeting Minutes of April 20, 2010, the Cash Disbursements Journal of April 14, 2010 to May 19, 2010 and the Cash Receipts Journal from April 1, 2010 to April 30, 2010 and the Motion to Approve Bond Interest Payment to the Bank of New York Mellon in an Amount Not to Exceed \$18,823.75. **On a Roll Call Vote: Trustees Behm, Handera, McConnell and Robak all voted aye. Motion carries.**

- 5. Committee Reports and Meeting Dates;**
 - a. ARC:**

Chairman Radwanski stated that they've had one meeting for a shed. The shed was approved and they will meet again this Saturday for two additional items.

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b. EDC:

Chairman McConnell stated that the EDC has not met since the last Village Board Meeting. They will continue working on a discussion guide for local businesses.

President Duda stated that one of the Village Administrator's largest responsibilities is to bring in appropriate businesses to create our commercial tax base. This will keep resident taxes as low as possible and stay in line with the Village's over all plan.

c. Parks & Recreation Committee:

Trustee Behm stated that the Parks Committee has done a complete 180 on the OSLAD grant. Finding out that money for the OSLAD grant is earmarked at the State put the members at ease. The Parks Committee will work on getting new estimates and move forward with the park plan. Trustee Behm stated that there was a separate grant available for bike paths through the IDNR. They have slated another golf outing fundraiser for September. They will be looking into scaling back on the grant after they get new estimates for the park. They are considering eliminating the bathroom on the original plan to cut costs. The Parks Committee will work on cost revisions of the park for the next meeting.

d. Planning & Zoning Commission:

Inspector Knudsen stated that a Planning & Zoning Hearing was held on Tuesday night and one of the items for consideration was the re-submittal of the T-Mobile/Faith Community Church Special Use Permit. The Planning & Zoning Commission voted in favor of the revised location next to BayView Beach Road and the Com-Ed power lines.

Administrator Smith stated that the Town Center TOD Development Plan was also presented. It received a positive recommendation and will be an agenda item for the June Village Board Meeting.

Trustee McConnell stated that the height of the buildings was of public concern at the Planning & Zoning Hearing. Is this something we want to restrict? This is something we should be considering. However, it was noted that the Village is bound by an existing annexation agreement.

Jim Hicks stated that density was also a concern.

6. Staff/Consultant Reports or Comments;

a. Administrator:

Administrator Smith stated that she has been sending out information on the Town Center TOD Development Plan and she asked if everyone had been getting the links.

The Illinois American Water rate case is still pending. Water bills have increased as much as 30% for Prairie Grove residents. Administrator Smith was told that Illinois American would hold the line for this year and once the rate case was settled they should see a decrease.

On June 1st Schod Graves will begin working for our Public Works Department. Schod's wages are paid for through the McHenry County Workforce Network.

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Administrator Smith stated that everyone should have received information on the Energy Grant or ARRA EECBG. She attended a meeting last Friday and submittal is due by June 11th. This grant can be used to retrofit existing lights or energy sources. This grant is offered through the DCEO and the Village would not be obligated once approved. The Village has been mandated to adopt the most recent version of the International Energy Conservation Code (IECC) for residential buildings and if we were to receive the grant, the monies could be used to establish the (IECC) code amendments and to retrofit our buildings. It is estimated at \$40,000.00 to retrofit our lighting. The Village Board gave direction to complete the grant application.

Administrator Smith stated that she has been asked to participate in the Leadership of McHenry County. This would require a time commitment of one day a month and a scholarship is available. The Village Board agreed that this would be part of professional development for Administrator Smith.

b. Building Department:

Inspector Knudsen stated that the activity has increased slightly. He has also been working on many code compliance issues such as mowing issues and signage.

c. Police:

Director Lyons stated that he had just received notification that the Prairie Grove Police Department had taken 1st place for the 2nd year in a row for the 2010 Illinois Traffic Challenge. By winning the Police Department is entered into a raffle for a new squad car.

d. Public Works:

Superintendent Carone stated that he had sent information out to Board Members a few days ago regarding the McHenry County Natural Hazard Mitigation Plan. Participating Municipalities will be eligible for hazard mitigation grant funding through IEMA and FEMA. Superintendent Carone stated that he had been working on some recent drainage issues. He additionally asked for direction regarding the use of a boom mower to do some mowing along the roadside for better visibility. The Village Board agreed that it needed to be done.

e. Treasurer:

Treasurer Smith stated that the Village Audit is scheduled for the week of June 14th, she asked for a volunteer from the Village Board to be the Audit Liaison. President Duda stated that he would be available for this.

7. New Business/Board Comments

a. Motion to Authorize Purchase of New Village Hall Server & Software in an Amount Not to Exceed \$1,500.00:

Discussion: Administrator Smith stated the Village's current server is 8 years old and this new server would have an automated backup process.

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Motion by Trustee Behm, 2nd by Trustee Handera to Authorize Purchase of New Village Hall Server & Software in an Amount Not to Exceed \$1,500.00. On a Roll Call Vote: Trustees Behm, Handera, McConnell and Robak all voted aye, Motion carries.

b. Direction Regarding ARRA EECBG, Request for Applications:

Administrator Smith stated this was covered during her report.

c. Motion to Adopt Ordinance #494, Amending the Prairie Grove Municipal Code, Regarding Reclaimed Vehicles and Administrative Fees:

Discussion:

Director Lyons stated that the \$75.00 administration fee would be an additional fee put on overweight truck fines. This fee will be credited to a separate line item for the Police Department and used for annual certification and or equipment repairs. Director Lyons stated that he would like to see Section 2: F. of the Ordinance state that "the funds of which will be dedicated to the Police Department truck enforcement equipment repair."

Motion by Trustee Robak 2nd by Trustee Handera to Adopt Ordinance #494, Amending the Prairie Grove Municipal Code, Regarding Reclaimed Vehicles and Administrative Fees using the amended language for Section 2: F. "the funds of which will be dedicated to the Police Department truck enforcement equipment repair." On a Roll Call Vote: Trustees Behm, Handera, McConnell and Robak all voted aye, Motion carries.

8. Old Business/Board Comments;

a. Motion to Adopt FY 2010-2011 Budget:

Motion by Trustee Robak, 2nd by Trustee Behm to Adopt FY 2010-2011 Budget.

Discussion: (Please see attached detailed memo regarding budget discussion)

President Duda addressed his list of concerns with the Village Board: He would like to see the 10% decrease in State revenue reflected on this budget. Regarding the increase listed for Public Works, maintenance or repairs, he would like to see the Public Works Department do a spread sheet or log of scheduled maintenance and routine maintenance for each piece of equipment and/or vehicle in their department. He would like to look at rescaling or revising the OSLAD grant park project. He was okay in the purchase of a new Police 4 wheel drive vehicle and extending the payments to three years. He would like to see the Village pursue more grant opportunities.

Administrator Smith stated that she would be creating a capitol project program.

President Duda would like to see the options for employee health care. Administrator Smith stated that with the slight changes to the existing healthcare plan there was a negligible cost

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difference. President Duda stated that going forward this is not something for staff to decide. He stated that this was a policy issue that we need to address.

He would like to hold off on the purchase of a Defibulator if no requirement exists.

On a Roll Call Vote: Trustees Behm, 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 Behm, 2nd by Trustee Handera to go into Executive Session at 9:13 PM for the purpose of discussing personnel matters. **On a Roll Call Vote: Trustees Behm, Handera, McConnell and Robak all voted aye, Motion carries.**

Re-Enter Open Meeting at 9:37 PM:

Roll Call:

Trustees Behm, Handera, McConnell, Robak and President Duda all present. Trustees Baudin and Greenwald absent. Administrator Smith, Clerk Minor and Director of Public Safety Lyons present.

10. Adjournment:

Motion by Trustee Robak, 2nd by Trustee Handera to Adjourn this Monthly Board Meeting at 9:38 PM. **On a Roll Call Vote: Trustees Behm, Handera, McConnell and Robak all voted aye, Motion carries.**

Respectfully Submitted By:
Kim Minor, Village Clerk