

Village of Prairie Grove, Illinois

Meeting Minutes



July 19, 2011

Regular Monthly Board Meeting:

1. Call to Order; President Duda called the Regular Monthly Board Meeting to order at 7:02 PM.

2. Roll Call; Trustees Baudin, Behm, Breseman, Greenwald, Pratt, and President Duda present. Trustee Robak absent. Administrator Smith, Clerk Minor and Attorney McArdle also present, as were Treasurer Smith, Public Works Superintendent Carone, Inspector Knudsen and Director of Public Safety Lyons

3. Public Comment; None

4. Consent Agenda Motion to Approve:

- a. Meeting Minutes of June 21, 2011
- b. Cash Receipts Journal from June 1, 2011 to June 30, 2011
- c. Cash Disbursements Journal from June 15, 2011 to July 13, 2011
- d. Motion Authorizing Village President's Execution of School District Indemnification Agreements, School Districts 46 & 47
- e. Motion Authorizing Payment of \$160.00 to the McHenry County Council of Governments

Motion by Trustee Baudin, 2nd by Trustee Pratt to approve items A through E on the consent agenda. **On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald and Pratt all voted aye. Motion carried.**

5. New Business/Board Comments;

a. Motion to Approve the Village of Prairie Grove General Purpose Financial Report for the Fiscal Year Ending April 30, 2011 (Presented by Eder & Casella):

Motion by Trustee Baudin, 2nd by Trustee Behm to Approve the Village of Prairie Grove General Purpose Financial Report for the Fiscal Year Ending April 30, 2011 (Presented by Eder & Casella).

Discussion: Trustee Behm asked if the roads were added to our capital assets this year in the audit. Cheryden Juergensen or Eder Caseslla stated that they were added this year. She also stated that the audit went very well and that Administrator Smith and Treasurer Smith were very well prepared and extremely easy to work with. This makes their job very easy.



On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald and Pratt all voted aye. Motion carried.

b. Motion to Adopt Ordinance #513, An Ordinance Providing for the Appropriations of the Village of Prairie Grove, McHenry County, Illinois: Motion by Trustee Baudin, 2nd by Trustee Behm to Adopt Ordinance #513, An Ordinance Providing for the Appropriations of the Village of Prairie Grove, McHenry County, Illinois. On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald and Pratt all voted aye. Motion carried.

6. Old Business/Board Comments;

a. Discussion Regarding Bids Received Relative to the Village Hall Park Project:

The Engineering was re-evaluated and modifications were made to the bid packet. The amount of the impervious surface was reduced and we held a pre bid conference. 12 Bid packets were sent out to previous bidders and to a couple of others that hadn't submitted a bid. The Bid opening was held on July 19 and the Village received a total of 4 bids for this project. The lowest bidder was Mark Meade Excavators in an amount of \$39,275.

Trustee Pratt asked what we knew about Meade's past performance. Trustee Behm stated that they were bonded. Administrator Smith stated that the Village Engineer is ok with them.

Trustee Pratt asked why the allowances of 20% overage were being asked for. Administrator Smith stated that the 20% is for un-foreseen problems and being precautionous. If there is a change order it will come back to the board for approval. A pre-construction meeting will be held on August 4th or 5th and hopefully the excavating can begin the following Monday. This should take approximately a week. Administrator Smith also stated that she may bring the extension of the OSLAD grant to the Village Board next month.

Motion by Trustee Baudin, 2nd by Trustee Greenwald awarding the Village Hall Park Grading Bid project to Mark Meade Excavators, Inc. in an amount not to exceed \$39,275 and authorizing the Village Administrator to make findings as necessary per the bid rigging statutes to initiate change orders when necessary, not to exceed the 20% of the awarded sum. On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald and Pratt all voted aye. Motion carried.

7. Committee Reports and Meeting Dates;

a. ARC: Chairman Ed Radwanski reported that they met last Saturday and they reviewed 4 projects. Chairman Radwanski gave a brief overview of each project and questions that they had concerning each one. On some of these projects neither the petitioner or the builder were present, so questions went un-answered. A discussion



ensued regarding this common occurrence and the need to amend the code to reflect a must appear clause.

b. EDC: Administrator Smith read the new mission statement created by the EDC. Trustee Breseman asked if this was consistent with the Village Comprehensive Plan. President Duda would like to see any vagueness removed. Administrator Smith stated that she would bring this back to EDC to discuss further.

Motion to Approve Village Area Business Survey:

Motion by Trustee Baudin, 2nd by Trustee Pratt to Approve Village Area Business Survey. **On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald and Pratt all voted aye. Motion carried.**

c. Parks & Recreation Committee: Trustee Behm thanked the Village Board for approving the park grading bid tonight.

d. Planning & Zoning: Inspector Knudsen stated that the Commission would be meeting on August 3rd to review three petitions, one of which will be recommending creation of a new zoning district for the TOD plan.

e. Police Committee: Trustee Baudin stated that this new Committee had met and interviewed officers Colatorti and McCombs for the Patrol Supervisors positions. They recommend promoting both candidates as Patrol Supervisors. They also discussed trying to promote more interaction with the community. One of their ideas is to offer citizen ride a longs. The National Night Out is scheduled for August 2nd.

6. Staff/Consultant Reports or Comments;

a. Administrator: Administrator Smith discussed the submission of information to IMLRMA for our annual insurance renewal.

b. Building: Inspector Knudsen stated that he was looking into a FEMA grant to get the Village Hall an emergency generator.

c. Engineer:

Status on Half Mile Trail: Administrator Smith stated that there was no actual status update report. The Village Engineer is working on a method in which we can reduce the cost of the road and he believes we may be able to use the grant.

d. Police: Director Lyons stated that during the IDOT appreciation luncheon the Police Department won a hand held radar unit. The Police Department will also receive a new breathalyzer to use from the MADD pilot program that will be actually owned by the Illinois State Police.

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* **Motion by Trustee Baudin, 2nd by Trustee Behm** to Adopt Resolution #2011-05, a Resolution Authorizing the Sale of Vehicles and Surplus Equipment for the Village of Prairie Grove. **On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald and Pratt all voted aye. Motion carried.**

* **Motion by Trustee Baudin, 2nd by Trustee Behm** Authorizing the Purchase of Two Police Squads for an Amount Not to Exceed \$10,000.00. **On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald and Pratt all voted aye. Motion carried.**

e. Public Works: Superintendent Carone stated that an additional Work Force worker will begin working Monday for the Village and as before funded by McHenry County's grant.

The Village Board thanked Trustee Baudin for the generous donation of a server for the Village Hall. Trustee Greenwald stated that he would take it and get it set up for the Village. Administrator Smith asked Trustee Greenwald if he would be the actual IT/Liaison for the Village and he stated that he would.

f. Treasurer: Treasurer Smith stated she had nothing additional.

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

Motion by Trustee Baudin, 2nd by Trustee Behm to go into Executive Session at 8:20 PM for the purpose of discussing the semi annual review of Executive Session meeting minutes. **On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald, Pratt and Robak all voted aye. Motion carried.**

Motion by Trustee Baudin, 2nd by Trustee Pratt to re-enter the Regular Monthly Board Meeting at 8:27 PM. **On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald, Pratt and Robak all voted aye. Motion carried.**

Motion by Trustee Baudin, 2nd by Trustee Behm to Release the Executive Session Meeting Minutes of January 18, 2011 and April 19, 2011 and to Approve Executive Session Meeting Minutes of May 17, 2011 and June 21, 2011. **On a Roll Call Vote: Trustees Baudin, Behm, Breseman, Greenwald, Pratt and Robak all voted aye. Motion carried.**

10. Adjournment:

Motion by Trustee Baudin, 2nd by Trustee Greenwald to Adjourn this Monthly Board Meeting at 8:28 PM. **On a Roll Call Vote: All Trustees voted aye. Motion carried.**

Respectfully Submitted by Kim Minor, Village Clerk