



July 20, 2010

- 1. Call to Order:** President Duda called the Regular Monthly Board Meeting to order at 7:04 PM.
- 2. Roll Call:** Trustees Baudin, Behm, Greenwald, Handera and McConnell and President Duda all present. Trustee Robak absent.
Administrator Smith, Clerk Minor and Attorney McArdle also present, as were Treasurer Smith, Public Works Superintendent Carone and Building Inspector Knudsen.
- 3. Public Comment:** None
- 4. Consent Agenda Motion to Approve:**
 - a. Meeting Minutes of June 15, 2010**
 - b. Cash Disbursements Journal from June 12, 2010 to July 12, 2010**
 - c. Cash Receipts Journal from June 1, 2010 to June 30, 2010**
 - d. Authorization to Disburse Ben Arvidson & Son's Tax Incentive Funds for the period of April 1, 2009 through March 31, 2010**

Motion by Trustee Behm, 2nd by Trustee Baudin to approve items A through D on the consent agenda. Motion to approve items A through D include the approval of Meeting Minutes of June 15, 2010, the Cash Disbursements Journal of June 12, 2010 to July 12, 2010 and the Cash Receipts Journal from June 1, 2010 to June 30, 2010 and the Authorization to Disburse Ben Arvidson & Son's Tax Incentive Funds for the period of April 1, 2009 through March 31, 2010. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera and McConnell all voted aye. Motion carried.**

5. Committee Reports and Meeting Dates;

a. ARC: Nothing new at this time.

b. EDC: Nothing new at this time.

c. Parks & Recreation Committee:

Chairman Behm stated that at their last meeting their primary focus was updating construction cost estimates for the new park. They have received a quote from Bleck Engineering of \$7500.00 for engineering of the new park. The Parks Committee would like to move forward with the engineering at this time. Some of the costs are difficult to determine without the engineering being completed. OSLAD would reimburse the Village at 50%. The Committee feels that the estimates are conservative and would consider scaling the scope of the project back if they must. Direction could be given now and ratified at the next board meeting. President Duda suggested that it was ok to

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move forward with the engineering and table the rest until the next meeting. The Village Board was in agreement.

6. Staff/Consultant Reports or Comments;

a. Administrator: Administrator Smith stated that she had nothing additional than what's in her report.

Building Department:

• **Motion to Authorize Temporary use of Tent for Crystal Lake Chrysler Jeep Motion by Trustee Behm, 2nd by Trustee Greenwald to Authorize Temporary use of Tent for Crystal Lake Chrysler Jeep. On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera and McConnell all voted aye. Motion carried.**

Inspector Knudsen asked for direction regarding similar requests that currently need Village Board approval. He suggested amending the current ordinance to giving staff authority to approve some of these minor requests without bringing them to the board for approval. The Village Board would review the amended ordinance next month.

Public Works: Nothing additional at this time.

Treasurer:

• **Motion to Approve the Village of Prairie Grove General Purpose Financial Report for the Fiscal Year Ending April 30, 2010 (Presented by Eder & Casella) Motion by Trustee Greenwald, 2nd by Trustee Baudin to Approve the Village of Prairie Grove General Purpose Financial Report for the Fiscal Year Ending April 30, 2010 (Presented by Eder & Casella).**

Discussion: Treasurer Smith stated that as of part of our 2008/2009 annual audit, Eder & Casella requested that staff review the Parks records to try to determine what amount was to be restricted for prior years. Once staff completed their review they were able to identify donations and expenditures leaving a park balance of \$95,072.07. Once the bank account in which the park funds had been reviewed with the help of Eder & Casella, staff identified a park balance of \$72,035.42. Eder & Casella has prepared their report using the \$72,035.42 restricted fund balance. After a brief discussion ensued the Village Board agreed to leave the Parks restricted fund balance at \$72,035.42. These funds are held in a separate bank account for Retained Personnel and Restricted funds.

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

7. Old Business/Board Comments;

a. Motion to Adopt Ordinance #499, an Ordinance Regulating Fences in the Village of Prairie Grove:

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Motion by Trustee Baudin, 2nd by Trustee Behm to Adopt Ordinance #499, an Ordinance Regulating Fences in the Village of Prairie Grove.

Discussion: Inspector Knudsen stated that he put together a comparison using comments from the Planning & Zoning Commission and the Village Board, he then incorporated all changes into an ordinance for review tonight. After a discussion the Village Board directed Inspector Knudsen to base the ordinance using the lot size of 1/2 acre and bring it back to the Village Board for review.

Trustee Baudin and Trustee Behm withdrew their motions.

b. Discussion Regarding Personnel Policy and Procedures Manual - Amendment: President Duda would like to table this until the next meeting.

8. New Business/Board Comments

a. Motion to Adopt Ordinance #497, 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 #497, An Ordinance Providing for the Appropriations of the Village of Prairie Grove, McHenry County Illinois. On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera and McConnell all voted aye. Motion carried.**

b. Motion Authorizing Village Engineer to Advertise and Conduct Bid Opening for the 2010 Non MFT Road Program: **Motion by Trustee Baudin, 2nd by Trustee Handera to Authorize Village Engineer to Advertise and Conduct Bid Opening for the 2010 Non MFT Road Program. On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera and McConnell all voted aye. Motion carried.**

c. Motion Authorizing Village President to Execute IDOT Form BLR11510, Construction Estimate of Cost (\$130,316.60) for the 2010 Non MFT Road Program: **Motion by Trustee Baudin, 2nd by Trustee Behm to Authorize Village President to Execute IDOT Form BLR11510, Construction Estimate of Cost (\$130,316.60) for the 2010 Non MFT Road Program. On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera and McConnell all voted aye. Motion carried.**

d. Motion Authorizing Village President to Execute IDOT Form BLR05520 for Engineering Services Related to the 2010 Non MFT Road Program: **Motion by Trustee Behm, 2nd by Trustee Greenwald to Authorize Village President to Execute IDOT Form BLR05520 for Engineering Services Related to the 2010 Non MFT Road Program. On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera and McConnell all voted aye. Motion carried.**



e. Motion to Award Bid for 2010 Non MFT Crack Sealing Project:

A public notice was published and only one bidder submitted a bid package. After discussion the board concluded that the one bid package should be returned to the bidder unopened and staff should seek proposals from a larger group of contractors to increase the competition for pricing.

Motion by Trustee McConnell, 2nd by Trustee Greenwald to return unopened bid to bidder and direct staff to solicit quotes. **On a Roll Call Vote: Trustees Baudin, Greenwald, Handera and McConnell all voted aye and Trustee Behm abstained. Motion carried.**

f. Discussion Regarding Execution of Contracts: Currently the Village Code allows for the Village Administrator to approve all purchases in an amount not to exceed \$5000.00. President Duda suggests that this be limited up to \$2500.00 and for any amounts between \$2500.00 - \$5000.00 purchases would need Village President approval, anything exceeding the \$5000.00 would need Village Board approval. After a brief discussion President Duda suggested tabling this item for now and re-evaluate it next month.

g. Discussion Regarding the IMLRMA Renewal Survey: Administrator Smith stated this company provides our Liability Insurance and we levied the amount of \$31,900.00 for our annual renewal. She stated that this is just a survey for our annual renewal and it doesn't obligate the Village to proceed. The Village Board approved submitting the survey and suggested that Staff get quotes on competitive pricing.

h. Motion to Approve Ordinance#498, An Ordinance Amending Section 9.16, Tobacco Products of the Prairie Grove Municipal Code:

Motion by Trustee Baudin, 2nd by Trustee Handera to Approve Ordinance#498, An Ordinance Amending Section 9.16, Tobacco Products of the Prairie Grove Municipal Code. **On a Roll Call Vote: Trustees Baudin, Behm, Greenwald, Handera and McConnell all voted aye. Motion carried.**

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

The Village Board reviewed and voted on the following motions in open session:

a. Semi Annual Review of Executive Session Meeting Minutes: Motion to Release Executive Session Meeting Minutes of October 28, 2008, November 18, 2008, November 18, 2008 (2), June 16, 2009 & January 19, 2010 (Per Memo Sent to Village Board, June 22, 2010) (to be reviewed in Executive Session):

Motion by Trustee Greenwald, 2nd by Trustee Baudin to Release Executive Session Meeting Minutes of October 28, 2008, November 18, 2008, November 18, 2008 (2),

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June 16, 2009 & January 19, 2010. **On a Roll Call Vote: Trustees Baudin, Behm, Handera, Greenwald and McConnell all voted aye, Motion carried.**

b. Motion to Approve Executive Session Meeting Minutes of June 15, 2010:

Motion by Trustee Baudin, 2nd by Trustee McConnell to Approve Executive Session Meeting Minutes of June 15, 2010. On a Roll Call Vote: Trustees Baudin, Behm, Handera, Greenwald and McConnell all voted aye, Motion carried.

10. Adjournment:

Motion by Trustee Baudin, 2nd by Trustee Behm to Adjourn this Monthly Board Meeting at 8:40 PM. On a Roll Call Vote: Trustees Baudin, Behm, Handera, Greenwald and McConnell all voted aye, Motion carried.

Respectfully Submitted By:
Kim Minor, Village Clerk