

VILLAGE OF POPLAR GROVE

ADMINISTRATION COMMITTEE MINUTES – DRAFT Pending Committee Approval

February 22, 2010 – 6:30 PM

(Unless noted otherwise – all motions approved are Unanimous. All funding requests go to the Finance Committee for approval at the next Village Board meeting).

Present:

Chairman Kris Campbell, Trustee Judi Zangs, Trustee Ronald Quimby, Trustee Cliff Stetter, Trustee John Neitzel, Attorney Charlotte LeClercq, Secretary Maureen Brzinski, Nancy Stetter and Public Audience. Absent: President Bradley Rightnowar

Minutes of January 21, 2010:

A motion was made by Zangs, 2nd by Quimby to approve minutes as presented.

A motion was made by Zangs, 2nd by Campbell to approve the executive minutes. Motion was carried 2-1 / Abstained: Quimby.

Public Comments:

No comments from the public this evening

Old Business:

Park Commission:

Ron Quimby stated he had a few people interested in being part of the Park Commission, one of them being Ron Maxy.

Quimby also spoke with Tom Kinzer, who's on the school board, and the PTO is raising money to redo their playgrounds at Manchester and Wooddale Elementary and have raised approximately \$10,000 each school, with private donations. Quimby stated by raising this amount of money privately shows a big interest by the public. With the Lions Club and private donations, Mr. Kinzer mentioned the possibility of pooling the money together and taking care of Lions Park as well.

Park Commission continued:

Mr. Kinzer also brought up the possibility of grants. If the PTO already has the money, Quimby felt we shouldn't hold them back, but if they're not going to fix their playgrounds immediately, maybe it would give us enough time to apply for a grant or look at private donations or something like that.

Mr. Kinzer also stated he would like to do more with Lions Park than just replacing the park equipment. Go with a large grant to redevelop the whole park; baseball complex, soccer field, etc. In order to do something like that, Quimby said it would cost around \$800,000 - \$1.2 million. Quimby also mentioned he has a friend who could teach him how to write grants and the correct process by which to get one.

Quimby would like to call these groups advisory committees instead of commissions and have these committees fall under the Administration Committee as well as an Economic Advisory Committee. With everyone being blessed with a full time job, it would be more efficient if there was a larger group to get the work done.

Quimby also discussed, with Mr. Kinzer, the possibility of having classes on different subjects for the community, having the gymnasium open on weekends for basketball and volleyball leagues, junior high dances, etc. for the children. Quimby felt these types of gatherings would bring cohesion to the community.

Community Garden Development Project:

Nancy Stetter, the Chairperson, went to a meeting two weeks ago to the City of Rockford Human Resources Department and University of IL Extension Winnebago County who is going to be giving grants to groups in Boone County and Belvidere to start community gardens. She will be attending a meeting Wednesday evening, February 24th, to get the specifics. We could get as much as \$1,500 which could help in what she thought were the two biggest areas of concern, watering and fencing of the area. The second week in March is when the grant application is due.

Nothing has been done yet regarding Arbor Days.

Planning Commission:

Per Secretary Brzinski, President Rightnowar is currently looking at resumes and wanting to increase the Planning Commission by at least three more members.

Quimby would like to see the Planning Commission be staffed with members who are engineers by trade who could help the Village when we begin the process of commercial development and the responsibilities associated with it.

Fire Department Training Tower:

Campbell stated it would be nice not to have a tower erected between the Fire Station and the Village Hall for esthetic purposes.

Permits / Zoning:

Lane's:

Per Kurt Dunlap, Lane was fined for putting up a sign without a permit and has until March 4th to take the sign down located off of Route 173 and cannot open his stand until the proper paperwork has been completed. Mr. Lane appears before the court again in June.

Sign Permit Form:

Zangs stated the form should reference the ordinance, fees and Campbell stated drawings should be attached. Quimby also stated it should have style requirements on it. Mr. Dunlap stated Mr. Bawden, along with Phil and Kurt, are still working on designing and establishing a procedure for a sign permit.

Village Sign:

Stetter brought up having an electronic village sign. Quimby suggested contacting Watchfire Signs.com and having the first sign erected by the Fire Department off of Route 173 and having the businesses in town donate to it so they can advertise anything they might have going on.

Ordinances:

Secretary Brzinski will get together with Village Clerk to review the ordinance process after it has been signed. It looks as if the most current ordinances are not posted by Sterling Codifiers, Inc. Brzinski will also look into other codifiers such as Muni Code, which was recommended by Attorney LeClercq.

Motion was made by Quimby, 2nd by Zangs to amend current Liquor Ordinance to include employees serving alcoholic beverages cannot be under the age of 21.

Police Referendum:

Quimby stated the consensus of the public was to renegotiate the contract. The conclusion the Village came to was to negotiate with the Police Department and Chief to bring the cost down by half and to pay on a monthly basis based on extra days of coverage.

Police Referendum continued:

Zangs felt the Village needs to educate and inform the public regarding the Police Referendum.

Ordinance Officer:

Kurt Dunlap stated things are going pretty well. For the most part, 99% of the letters sent out for ordinance violations have been taken care of, but there have been some items put on hold because of the change in legal services, such as letters sent to homeowners regarding unlicensed vehicles. Now with Attorney LeClercq, Kurt feels he will know how to proceed regarding towing and fines for these unlicensed vehicles.

Dunlap also brought up the calls he had to go on regarding barking dogs. Zangs will have a Domestic Pet Ordinance ready for review at the March 22nd meeting.

State of Illinois Vehicle Code:

Motion was made by Quimby, 2nd by Zangs to adopt the State of Illinois Vehicle Code.

Other Administrative:

Prairie Green: Quimby had concern about the flooding that took place because of the contour of the land that runs into the retention area. Stetter stated what caused the sewer back-up was the non installation of a gate at the lift station which regulates the flow of water into the retention pond.

The Village has agreed to pay for legal services, but once the Association is formed, the Association will reimburse the Village for legal services rendered.

Commercial Development Committee: As stated above, Quimby suggested these be called Advisory Committees and should be sub-committees of either the Administration or Finance Committee.

Quimby stated we should ask for help and tap into the community utilizing the great resources and knowledge from the different businesses and the specific talents and strengths of the populace.

Character of the Village:

Zangs stated we need to be proactive as to what type of buildings we want to have in the Village. Quimby suggested when traveling if you see a unique strip-mall, little shopping plaza, take a picture of it so the committee can look at the different styles and determine what would be ecstatically right for the Village.

New Business:

IL Department of Natural Resources:

Quimby attended the IL Dept. of Natural Resources open house. A press release was posted February 23rd to all Citizens of Poplar Grove to view the new digital FEMA flood plain maps, at the Village Hall, and make comments as to there accuracy of boundaries, names, streams, creeks, water retention basins, and other notable structure differences.

The comment portion will be closed on March 5th, at which time all changes will be noted and forwarded to the Village Board of Trustees for final tabulation at the meeting on March 8th. Upon approval, the changes will be submitted to the IL Dept. of Natural Resources to be adjusted and incorporated into the final FEMA plan area. At that point, the Village has six months to adopt a flood plain ordinance. Attorney LeClercq will help with the ordinance process.

Quimby stated the Village might be able to get grant money from IL Dept. of Natural Resources because we adopted a phosphorous plant.

Snow Emergency Parking Restrictions:

The consensus of the Administration Committee was to enforce the snow emergency parking restrictions as they currently are.

Adjournment:

Motion made by Quimby, 2nd by Zangs to adjourn at 9:10 pm.