

# VILLAGE OF POPLAR GROVE

## ADMINISTRATION COMMITTEE MINUTES - DRAFT

September 27, 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:**

President Bradley Rightnowar, Chairman Kris Campbell, Trustee Judi Zangs, Trustee Ronald Quimby, Attorney Charlotte LeClercq, Secretary Maureen Brzinski, and Public Audience.

### **Call to Order:**

Meeting was called to order at 6:35 pm.

### **Agenda:**

A motion was made by Zangs, 2<sup>nd</sup> by Quimby to approve the agenda as amended:

Add under New Business:

xiii: Appointment of Treasurer and Transfer of Duties from Treasurer to Secretary

### **Minutes:**

A motion was made by Quimby, 2<sup>nd</sup> by Zangs to approve minutes from June 28, 2010 meeting as amended.

A motion was made by Zangs, 2<sup>nd</sup> by Quimby to approve minutes from August 23, 2010 meeting as presented.

### **Public Comments:**

Brian Jukowski: Mr. Jukowski lives at 121 Bullard Street and Mor-Agra is directly behind his backyard. He missed the public hearing regarding the construction of a pole barn at Mor-Agra which has created more traffic.

Mr. Jukowski stated there are no speed limit signs posted to remind the truck drivers of the speed at which they are to travel either arriving or leaving. The trucks were also supposed to use the road on the north side of the company and are also using the south side which passes not only his property but also other neighbors. The speed at which the trucks travel actually shacks his home and creates an enormous amount of dust. At the beginning, Mor-Agra was wetting the road to control the dust problem, but has ceased to do so for a while now.

Quimby stated the Village should talk to Mor-Agra and Rightnowar stated a letter will be sent. Rightnowar asked Mr. Jukowski to call the Village in three weeks.

Carl Johnson: Mr. Johnson spoke of a neighborhood watch program in the Sherman Oaks Subdivision . A half dozen neighbors met with Detective Smith regarding this program. Mr. Johnson is hoping to get this watch up and running within a month.

Some of the ideas brought forward to help stop the vandalism in the area was to know your neighbors habits so you can identify when there is something wrong, if a resident sees vandalism occurring call the police immediately. Also it would help if the Sheriff's department came around more often to stop speeders and let the vandals know there is always an officer nearby. Quimby stated it would also be a good idea to go the schools and talk to the students about vandalism and how they could be a big part of stopping it.

Rightnowar stated the residents running the Sherman Oaks Neighborhood Watch program can come in to the Village and run at least a 100 copies of their fliers.

A Sergeant who was at the meeting suggested the Village change curfew for children 17 and under to the following: Also a fine of \$100 for any violations.

Sunday thru Thursday	10:00 pm
Friday thru Saturday	11:00 pm

State Law Curfew is as follows:

Sunday thru Thursday	11:00 pm
Friday thru Saturday	12:00 am

Attorney LeClercq will look into an curfew ordinance.

#### Vandalism at Village Hall:

Most of the vandalism is to the two outside bathrooms in which kids stuff the toilets with paper towels until they overflow, cover the sink drains with paper towels and sometimes a basketball until they overflow. The Village has had to attain a plumber to unplug the toilets from paper towels and rocks.

The doors of the outside bathrooms also have graffiti written on them.

A security system has been approved for purchase for the Village.

#### Old Business:

##### Parks in the Village:

Brzinski reported there are three parks in the Village – Sherman Oaks, Bel-Air, and Lions Park.

Fry stated there is still a drainage problem at the Bel-Air park. Fry stated \$2500 was paid for excavating and drainage. Zangs stated the drain tiles are probably plugged up with mulch because for the first two years there wasn't a problem with the drainage. Zangs stated the back end of the park is like quick sand when you step on it.

Rightnowar stated in the next budget, the Village needs to create a line item for parks maintenance. Rightnowar also stated if the Village wants to stay with the Belvidere park district for the Village parks south of Orth Road, than the Village can start cooperating with Belvidere for resources.

Zangs stated maybe Mor-Agra would like to donate money towards Poplar Grove parks. The Village might look at other cities, such as Rockfords Park District and see how they apply for park grant money.

One way to stop vandalism in the parks is to post signs stating "Closed at Dusk", "No Loitering", and "Village of Poplar Grove Park". PW Director Strate is to look into the cost signs for the parks.

### **Planning / Zoning:**

P&Z Commission Ordinance / Final Plat Approval: Available at next months meeting.

### **Ordinances:**

Ordinance / Contractor Permit, Bonding & Registration: Quimby to send LeClercq other town ordinances as samples.

Vending Regulations: LeClercq to report to committee at next months meeting.

Police Referendum: A Public Hearing will be held Monday October 11<sup>th</sup>, 6:00 pm to 7:00 pm to discuss the pros and cons of additional police coverage for the Village.

A motion was made by Zangs, 2<sup>nd</sup> by Quimby to recommend approval of the amended Peddlers License, Itinerant Merchant and Photographer License Ordinance.

Dan Lane: Rightnowar stated the Judge told Mr. Lane no one is allowed to go into the fruit stand building, the building has not been cleared for persons to enter. In speaking the Attorney LeClercq, the main goal of the Village is not to Mr. Lane out of business, but he can sell his fruits and vegetables out of a tent which is in Village code. As of November 1<sup>st</sup>, the Village will be seeking to take down the main structure.

### **New Business:**

Village Engineer: Rightnowar stated he has been farming out some projects to different engineers to view their work, such as Fehr-Graham and CES Engineering.

The Village will be setting up an interview process for attaining an engineering firm to represent the Village.

National Flood Plain Insurance Program & IL Dept. of Natural Resources:

Quimby stated the Village needs to members of both organizations in order for our residents to receive FEMA money in case of a disaster. This membership is free.

A motion was made by Quimby, 2<sup>nd</sup> by Zangs to accept membership into the NFPI and IDNR.

Gang Task Force: Zangs will be attending a forum on the networking opportunity to generate ideas for combating gang crime. The meeting is Thursday September 30, 2010 at 6:00 pm at the Community Building Complex.

Appointment of Treasurer: Rightnowar stated when he first came into office, it became clear very soon that the Village needed some expertise in the financial role. The auditors, at that time, provided President Rightnowar with the names of a few professionals and Maria Forrest was one of them. The Board decided to bring Ms. Forrest in on a part-time basis. Ms. Forrest new it wasn't a permanent position.

Rightnowar stated she has filled the role of Treasurer very well. She brings a CPA background to the position and for this size Village that is a level of professionalism that is hard to come by. With many of legal challenges the Village has in the budget process, it is important to have a Treasurer that understands government accounting, therefore her municipality accounting background is vary helpful.

Ms. Forrest helped the Village in the budget process and for the first time it looks as if the Village will be in the black. She also does a wonderful job of keeping track of the dollars.

The position was posted and very limited amount of responses were received. Ms. Forrest was the only applicant with the necessary qualifications.

The appointment is good through July 1, 2013 because if there is a new President elected. President Rightnowar feels this would give them a two month transition period.

A motion was made by Quimby, 2<sup>nd</sup> by Zangs to accept nomination of Maria Forrest for the Treasurers position.

**Adjournment:**

A motion was made by Quimby, 2<sup>nd</sup> by Zangs to adjourn at 8:49 pm.