

VILLAGE OF POPLAR GROVE  
“A *GREAT* PLACE TO CALL HOME”  
(subject to approval of the committee)

ADMINISTRATION COMMITTEE MINUTES for 11/23/09 – 6:30 PM

Members – Kris Campbell (Chair)\*  
Judi Zangs (Vice Chair)\*  
Ron Quimby\*

\*=Present, also present Also present were Brad Rightnowar, Charlie Sewell, John Neitzel, Adam Tegan (Planner for Belvidere and Boone County), Tim Miller (Lawyer with information on Prairie Green), and public audience.

1. Review and Approval of Minutes - **Motioned by Judi, seconded by Ron, motion carried.**
2. Old Business
  - a. Lane’s permit – In litigation, however more unapproved building has been noticed. Charlie will add an injunction and a TRO (Temporary Restraining Order).
  - b. Sheriff’s report - available. Also discussion of minors in bars and capacities over fire limits and how the police could be aided by ordinance work. **Motioned by Ron, seconded by Judi, motion carried** to recommend Charlie draft an ordinance or change to more strongly enforce age and occupancy limits in bars.
  - c. Prairie Green – legal assistance discussed in executive session. Brad is to call Carl Roppollo with the intent to get the village in control of the Home Owners Association (HOA) and eliminate the \$80k debt. **Motioned by Judi, seconded by Ron, motion carried.**
  - d. Energy efficient building ordinances – nothing at this time.
  - e. Bicycle friendly community – Kris will forward information to Ron.
  - f. Park commission – there has been one letter of intent in addition to the two people appearing personally at the last meeting. Brad will see that letters get sent out, particularly to the Lion’s club.
  - g. RAMP – Judi is working on it and needs to talk to Jeff Strate.
  - h. Census 2010 – Nothing new, but some discussion of our partner status.
  - i. Ordinance enforcement – nothing at this time.
  - j. Planning Commission Items – Adam Tegan addressed the committee proposing \$1000 a month for eight hours minimum planning services. **Motioned by Ron, seconded by Judi, motion carried** to suggest these services to Finance. Adam will then receive all of the following, review, and make recommendations.
    - i. Responsibilities for Zoning Discussions/Decisions
      1. Make Planning and Zoning Commission
      2. Zoning Committee becomes Zoning Board of Appeals
    - ii. Ordinance updating in preparation for commercial development
    - iii. Future New Business

- iv. 9.5.B – Building plans, e.g. new church
  - k. Ordinances
    - i. Room policy – recommend as presented by Charlie. **Motioned by Ron, seconded by Judi, motion carried.** Existing agreements will be grandfathered in.
    - ii. Beaver creek watershed recommendations – Brad will see that Adam also gets a copy of these for review and comment.
  - l. Annexations – some discussion of how future agreements might proceed.
  - m. Permits – none at this time.
  - n. Emmanuel Lutheran – not in the village, will be removed from agenda.
  - o. Village credit card – Brad will take this to Finance. While we need some additional means to pay for things, perhaps a debit card or P card would be better.
3. New Business
- a. Employment – administrative assistant position – there were several fine candidates. A second round of interviews will be held with three of them, conducted by different village employees. Also under employment, business cards and ID badges are desired. **Motioned by Ron, seconded by Judi, motion carried** to request these for all employees from Finance. Shirts or uniforms may come later.
4. Adjournment
- a. Next regular meeting currently scheduled for December 28, 6:30 PM to be rescheduled to December 21, 6:30 PM. **Motioned by Judi, seconded by Ron, motion carried.**
  - b. **Motioned by Ron, seconded by Judi, motion carried** to go into executive session with Tim Miller to discuss potential litigation.
  - c. Returned to open session - **Motioned by Judi, seconded by Ron, motion carried.**
  - d. Meeting adjourned - **Motioned by Judi, seconded by Ron, motion carried.**