VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, December 09, 2019 - 6:30 PM

or immediately following Finance and Public Works Committee Meeting
200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER
Village President Costanza called the meeting to order at 6:30pm

ROLL CALL
PRESENT

President Owen Costanza
Admin Chairman Ron Quimby
Chairman Eric Miller
Trustee Jeff Goings
Trustee Erin Walsh
Trustee Sophia Ramdass
Trustee Ed Wethington
Clerk Karri Anderberg
Attorney Roxanne Sosnowski
Public Works Director Mitch Hilden
Waste Water Director Ion Steer
Treasurer Carina Boyd
Engineer Christopher Dopkins

APPROVAL OF PHONE PARTICIPATION (Roll Call)
No Phone Participation

APPROVAL OF AGENDA (Voice Vote)
Motion made by Trustee Goings, Seconded by Chairman Miller. Motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from the November 11, 2019 meeting.
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. Motion passed by voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

no public comment

DEPARTMENT REPORTS

2. Building and Code, B&F
   Quimby is wondering if a code issue was taken care of over on Sherman. Clerk Anderberg will follow up with code on the matter.

NEW BUSINESS

3. Discussion and possible recommendation to the Village Board to approve **Ordinance 2019-45** An Ordinance of the Village of Poplar Grove, Illinois approving and authorizing the Village to enter into a second renewal to Lease Agreement for the Real Property located at 100 S. State Street, Poplar Grove, Illinois.
   Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington. Motion passed by voice vote.

4. Discussion and possible recommendation to the Village Board to approve **Ordinance 2019-46** An Ordinance amending Chapter 5, Village Board of Trustees, of Title 1 of the Village of Poplar Grove, Illinois Code of Ordinances.
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller for discussion only on the matter. Motion passed by voice vote.
   The ordinance that trustee Miller brought to the board needs to be looked at and changed. Trustee Quimby wants Trustee Miller and Attorney Sosnowski to get together and re look at.
   Motion made by Chairman Miller, Seconded by Trustee Wethington to move the item to the January 2020 Admin. Motion was passed by voice vote.

5. Discussion and possible recommendation to the Village Board to approve **Ordinance 2019-47** An Ordinance of the Village of Poplar Grove, Illinois establishing meeting dates and times of the Board of Trustees of the Village of Poplar Grove and its Committees and Commissions for Calendar Year 2020
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. Motion passed by voice vote.
   Clerks office is asking to change May 2020 Board Meeting. Board will look at the May meeting schedule in April and plan meeting dates at that time.

6. Discussion and possible recommendation to the Village Board to created a Community Relation Committee any necessary appointment there to
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. Motion passed by voice vote.
   Trustee Miller is wondering if the Community Relation Ad Hoc committee will be following OMA and doing agendas and minutes. Per President Costanza yes they will be like any other committee and do agenda and minutes.
   President Costanza states the committee will work closely with village staff aid in helping with events and marketing to business and residents who wish to come into the village.
7. Appointment of Kelly Wood, Neeley Erickson and Kristi Richardson to the Community Relation Committee
   Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington. Motion passed by voice vote.

8. Reminder to all Village staff, department heads, committee members, and officials to complete the sexual harassment course by January 1, 2020
   Admin Chair Ron Quimby would like to remind everyone to do their sexual harassment training that is now required by the state of Illinois every year.

ADJOURNMENT (Voice Vote)

Motion made by Admin Chairman Quimby, Seconded by Finance Chairman Miller. Meeting adjourned at 7:11pm