VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, June 08, 2020 - 6:30 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve the Admin Committee minutes from March 9, 2020

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.*

Notice is hereby given that a regular meeting of the Administration and Zoning Committee of the Whole of the Village of Poplar Grove will be held on Monday, June 8, 2020, at 6:30 pm in Council Chambers at 200 North Hill Street, Poplar Grove, Illinois. Notice is further given that a physical quorum may not be present, but a quorum will be reached by some or all Trustees attending via teleconferencing. For public viewing and public comments, please refer to the text box at the end of the agenda.

Public Comments may be submitted: - Until 4:15 pm before the meeting begins via email at clerk@villageofpoplargrove.com or by dropping a letter in the Water & Sewer drop box located next to the front door at Village Hall. These Public Comments will be read at the meeting.

DEPARTMENT REPORTS

2. Building permits and code compliance - B&F

OLD BUSINESS

NEW BUSINESS

3. Discussion and possible recommendation to the Village Board to approve reimbursement and or credit for liquor fees resulting from Covid-19

ADJOURNMENT (Voice Vote)

Join Zoom Meeting
https://zoom.us/j/98810073416?pwd=QmZvUkx5Y0orYjUxVnFqV3cvWXNaUT09

Meeting ID: 988 1007 3416
Password: 852310
One tap mobile
+13126266799,,98810073416#,,1#,852310# US (Chicago)
+16465588656,,98810073416#,,1#,852310# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
Meeting ID: 988 1007 3416
Password: 852310
Find your local number: https://zoom.us/u/acKqHJZz4t

KJA 06/04/2020

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, March 09, 2020 - 6:30 PM

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

MINUTES

CALL TO ORDER
President Costanza called the meeting to order at 6:31 pm

ROLL CALL
PRESENT
President Owen Costanza
Admin Chairman Ron Quimby
Chairman Eric Miller
Trustee Jeff Goings
Trustee Erin Walsh
Trustee Sophia Ramdass (arrived at 6:34)
Trustee Ed Wethington
Clerk Karri Anderberg
Attorney Roxanne Sosnowski
Public Works Director Mitch Hilden
Treasurer Carina Boyd
Waste Water Director Ion Steer
Engineer Chris Dopkins

APPROVAL OF PHONE PARTICIPATION (Roll Call)
No phone participation

APPROVAL OF AGENDA (Voice Vote)
Motion made by Trustee Goings, Seconded by Trustee Wethington. Motion carried by Voice Vote.
Motion made by Trustee Goings, Seconded by Trustee Walsh to amend the agenda to add item 6 under new business to dissuasion on tobacco licenses and stores. Motion carried by voice

vote

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from February 10, 2020 Admin meeting
   Motion made by Chairman Miller, Seconded by Trustee Goings. 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 Permits & Code Enforcement, B&F Construction Code Services
   no questions for B&F

NEW BUSINESS

3. Boone County Health Department update on the Coronavirus (COVID-19), Amanda Mehl
   Health deptartment got their dates mixed up and will present at the board meeting on the March 18th
4. Update on 2020 Census
   Clerk Anderberg present what is happening in the Village with the 2020 Census.
5. Discussion and possible recommendation to the Village Board to approve amending the liquor code to increase the maximum number of BB liquor licenses to two.
   Motion made by Admin Chairman Quimby, Seconded by Trustee Goings.
   Voting Yea: Admin Chairman Quimby, Trustee Goings, Trustee Walsh, Trustee Ramdass
   Voting Nay: Chairman Miller, Trustee Wethington
   Countryside Liquors is asking the Village Board to increase the allowed number of BB liquor licenses from 1 to 2.
   Countryside Liquors is currently working with Gina Delrose, Zoning Administrator in getting a special use permit to allow Video Gaming for Countryside Liquors.
   Some Trustees are concerned that a Class BB is the wrong license for Countryside Liquors and they would best fit with a Class C.
6. Discussion on tobacco licenses and stores
   Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington.
   recently the Village Clerk signed a Tobacco License for Route 76 Tobacco and Vape. Tobacco licenses in past administration have been handled by staff and the Clerk. The current Board of Trustees want any new licenses to come to the board for approval. The Village President and some Trustees have been getting complaints about the new shop and how it was set up. They are very concerned about what type of product the

business was selling. After talking to the owner they are more comfortable with the changes he has made and will continue to work with the new business.
Some of the Trustees would like to see the Village require new business registration that would be signed off by all department heads and the Village President so this does not happen again.

ADJOURNMENT (Voice Vote)
Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington. Motion passed by voice vote.
meeting adjourned at 7:08 pm.

B&F CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review

Training • Inspections • Code Consulting

To: Karri Anderberg – Village Clerk

From: Kenneth Garrett – Vice President – B & F Construction Code Services, Inc.

Date: June 4, 2020

Re: Monthly Report – May

Summary

Due to the rainy weather conditions we have been extending temporary occupancies until June 15 upon request. Should it be necessary to extend the time frame past the June 15 date based on the weather that will be decided at that time. The number of permits, inspections and code enforcement equaled 95. This number decreased 100 last month to 95 this month.

Below are the statistics for the month of May.

Category

Complaints	7
Verbal/Written Warnings	5
Permits Issued	18
Court Tickets Issued	0
Meetings	0
Phone Calls/Admin. (Mondays only)	9
B&F Inspections	56
Stop Work Orders	0
Total	***95***