



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, September 14, 2020 - 6:30 PM

or immediately following Finance and Public Works Committee Meeting
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 minutes from the August 10, 2020 meeting

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.*

DEPARTMENT REPORTS

2. Code and Permits, B&F

NEW BUSINESS

3. Discussion and possible recommendation to the Village Board to approve **Ordinance 20-21** an ordinance of the Village of Poplar Grove amending section 6-2-6 and 6-2-4-5A of the Village of Poplar Grove code of ordinances regarding the combined waterworks and sewerage system
4. Discussion on parkway trees
5. Update on Dog Park

ADJOURNMENT (Voice Vote)

KJA 09/11/2020



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

MINUTES

CALL TO ORDER

Meeting was called to order at 6:31 pm by President Costanza

ROLL CALL

PRESENT

President Owen Costanza

Admin Chairman Ron Quimby

Chairman Eric Miller

Trustee Ed Wethington

Attorney Wiktoria Gościk

Clerk Karri Anderberg

Public Works Director Mitch Hilden

Treasurer Carina Boyd

Engineer Chris Dopkins

ABSENT

Trustee Jeff Goings

Trustee Erin Walsh

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington. Motion passed by voice vote

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from July 13, 2020
Motion made by Chairman Miller, Seconded by Trustee Wethington. 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.*

DEPARTMENT REPORTS

2. Code and Permit Report, B&F
no questions for B&F

NEW BUSINESS

3. Discussion and possible recommendation to the Village Board to approve **Ordinance 2020-20** an ordinance of the Village of Poplar Grove, Illinois amending title V- health and sanitation, chapter 40 vegetation, article A- weed of the Village code of ordinance.
Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. Motion passed by voice vote.
Ordinance is to update our current ordinance regarding empty lots and mowing of them.

ADJOURNMENT (Voice Vote)

KJA MM/DD/YYYY

Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. motion passed by voice vote

meeting adjourned at 6:34pm



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: September 10, 2020

Re: Monthly Report – August

Summary

We are still working on a number of TCO's to confirm the work has been completed to close out the files. The property at 201 North State is still being worked on to resolve the code violations. The number of permits, inspections and code enforcement equaled 140. This number increased from 129 last month to 140 this month.

Below are the statistics for the month of August.

Category

Complaints	5
Verbal/Written Warnings	51
Permits Issued	26
Court Tickets Issued	0
Meetings	3
Phone Calls/Admin. (Mondays only)	3
B&F Inspections	52
Stop Work Orders	0
<i>Total</i>	<i>140</i>

ORDINANCE NUMBER: 20-21

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AMENDING SECTION 6-2-6 AND 6-2-4-5A OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES REGARDING THE COMBINED WATERWORKS AND SEWERAGE SYSTEM

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) has adopted a Village Code of Ordinances (“Code”); and

WHEREAS, Chapter 2 Combined Waterworks and Sewerage System governs regulations for the waterworks and sewerage systems within the Village; and

WHEREAS, the Village desires to amend Section 6-2-6 entitled “Meters Required” as set forth herein; and

WHEREAS, the Village desires to amend Section 6-2-4-5A entitled “Previously Unbilled Service” as set forth herein; and

WHEREAS, the Village has determined such amendments are in the best interest of the Village and its citizens.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. That Section 6-2-6 of the Village of Poplar Grove Code of Ordinances entitled “Meters Required” is hereby amended to read as follows (deletions shown as strikethroughs and new language as bold and underlined):

“A. All premises using the Village water supply must be equipped with an adequate water meter furnished by the Village but paid for by the owner or occupant. Water service may be supplied by the Village at a flat rate of charge until the meter may be installed.

B. Before any premises are occupied, a water meter shall be installed therein as herein required or application made for water service at the flat rate of charge until the meter can be installed or no water shall be furnished to the premises. A flat rate shall be charged for an apartment or unit.

C. Whenever a single-family dwelling is converted into a multiple-family dwelling, the owner of the building shall install a separate water meter and shutoff for each apartment unit unless the account is solely in the owner's name and the owner assumes total liability for payment of service.

D. Whenever any service is installed, requiring a two inch or larger water meter, it shall be installed with a bypass around the meter. The bypass shall have one gate valve installed on

it and shall be of sufficient size to provide adequate water supply during testing and maintenance of the water meter. The expense and maintenance of the bypass shall be borne by the owner of the property.

E. On notification by the Director of Public Works or his designee, any existing properties served by a two inch or larger water meter shall be required to install a bypass around the water meter. The expense and maintenance of the bypass shall be borne by the owner of the property.

F. All water meters shall be placed exposed not less than 12 inches above basement floor level, and as close to the wall where the water service enters the building as practicable, preferably approximately 12 inches. There shall be a shutoff valve installed on the pressure side and service side of the meter of the kind known as compression stop. The property owner must maintain a minimum 3x3 access to the water meter and associated shut off valves.

G. No person, other than the Director of Public Works or his designee, shall remove any water meter or break the seal thereon. No person shall tamper with any water meter, its remote registration device, or the cable connecting the two. Additionally, the Village Attorney is hereby authorized to file suit to recover any and all costs as detailed in Section 6-2-2-5.

H. ~~G.~~ During the construction of any building and before any water meter is installed, as herein provided, the contractor so constructing such building may be permitted to use the Village water supply by making application therefor and paying a fee of \$10.00 for each 1,000 square feet or fraction thereof of such building.

I. ~~H.~~ Whenever any meter stops working, is due for replacement, or otherwise inaccurately registers water use, the Village Public Works Department will replace that meter. If that meter is not accessible, or the piping connected to the water meter requires alteration in order to remove the meter, the Director of Public Works or a person designated by him shall send a written notice to the owner or occupant of the property advising him that the meter will have to be made accessible or alterations to the piping will have to be made. If no corrective action has been taken by the owner within 30 days after written notice has been sent or by such further extended deadline as may be set by the Director of Public Works, or a person designated by him, for good cause shown, the water service shall be terminated until such time as the corrective action is completed. The owner or occupant shall have the right, within the 30 days, to contest the Village's allegation that the meter is not accessible, or the piping connected to the water meter requires alteration, by meeting with the Director of Public Works or a person designated by him. The Director of Public Works or the person designated by him shall make the final determination.

J. ~~I.~~ At time of original building permit, if any property owner fails to install, a separate meter for outdoor water usage (which will be charged for water rate only), he will pay both water and sewer rates until such time a separate meter is installed, regardless of new construction and/or existing homes.”

3. That Section 6-2-4-5A of the Village of Poplar Grove Code of Ordinances entitled “Previously Unbilled Service” is hereby amended to read as follows (deletions shown as strikethroughs and new language as bold and underlined):

F. Estimated Billing. Estimated billing will be conducted when the Village receives notice of an upcoming real estate closing. It shall be the duty of the Village Treasurer to estimate the volume of water used during the time for the final billing period based on previous meter readings and the owner shall pay the amount so estimated by the Village Treasurer. Estimated billing will be based on the average of the last 12 months of use. Documentation of the estimated billing will be provided by the Village to the title company or party requesting the final bill prior to closing. When the meter is subsequently read, any differences between the estimated and actual consumption will be adjusted.

4. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
5. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2020

ATTEST:

CLERK

PRESIDENT