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

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 November 11, 2019 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. Building and Code, B&F

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.
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.
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

6. Discussion and possible recommendation to the Village Board to create a Community Relation Committee any necessary appointment there to
7. Discussion and possible recommendation to the Village Board on the appointment of Kelly Wood, Neeley Erickson and Kristi Richardson to the Community Relation Committee
8. Reminder to all Village staff, department heads, committee members, and officials to complete the sexual harassment course by January 1, 2020

ADJOURNMENT (Voice Vote)

KJA 12/06/2019

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, November 11, 2019 - 6:30 PM

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

MINUTES

ROLL CALL
PRESENT
President Owen Costanza
Admin Chairman Ron Quimby
Chairman Eric Miller
Trustee Sophia Ramdass at 6:34pm
Trustee Ed Wethington
Attorney Aaron Szeto
Deputy Clerk Katie Jaster
Carina Boyd
Chris Dopkins
Mitch Hilden
ABSENT
Trustee Jeff Goings
Trustee Erin Walsh

APPROVAL OF PHONE PARTICIPATION (Roll Call)
None.

APPROVAL OF AGENDA (Voice Vote)
Motion made by Trustee Wethington, Seconded by Admin Chairman Quimby. Motion approved by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from the October 14, 2019 meeting

   Motion made by Chairman Miller, Seconded by Admin Chairman Quimby. Motion approved 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.*

None.

DEPARTMENT REPORTS

2. Building and Code, B&F
   None.

NEW BUSINESS

3. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-42** An Ordinance of the Village of Poplar Grove amending Section 2-2-2 of the Village of Poplar Grove Code of Ordinances regarding Liquor Licenses
   Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington for discussion.

   Motion made by Chairman Miller to amend Ordinance 2019-42 to eliminate staff with Village Clerk or his or her designee and Village President or his or her designee, Seconded by Trustee Wethington. Motion passed by voice vote.
   Motion passed by voice vote to approve Ordinance 2019-42 with amendments.

4. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-43** An Ordinance of the Village of Poplar Grove amending Section 1-5-2 of the Village of Poplar Grove Code of Ordinances regarding Electronic Attendance at Meetings
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller for discussion.

   Motion made by Chairman Miller to amend Ordinance 2019-43 to strike underline portion of a member may attend a meeting three times electric a year and insert open before meeting and end of subject B a member appearing in an open meeting electrically may not attend any portion of that meeting that is closed pursuant to the open meetings act, Seconded by Trustee Ramdass. Motion passed by voice vote.
   Motion passed by voice vote to approve Ordinance 2019-43 with amendments.

5. Discussion and possible recommendation to the Village Board to approve **Ordinance 19-44** an ordinance of the Village of Poplar Grove, Illinois amending certain provisions of the Village of Poplar Grove employee handbook regarding section 10.2 occupational injuries.
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller for discussion.

   Motion made by Chairman Miller to amend Ordinance 2019-44 the highlighted portion fourth line to strike the phrase following the appropriate deduction from sick leave provided in this handbook, Seconded by Trustee Wethington. Motion passed by voice vote.
   Motion passed by voice vote to approve Ordinance 2019-44 with amendments.

ADJOURNMENT (Voice Vote)

Motion made by Trustee Wethington, Seconded by Chairman Miller. Motion passed by voice vote.
Adjournment at 7:17pm.

KJ 12/5/19

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: November 4, 2019

Re: Monthly Report – November

Summary

Poplar Grove Storage building is up. We have not been back to conduct the service inspection or framing. We are in the process of issuing a final letter of compliance for 201 N. State to resolve a number of code issues. This will be the last letter we issue. We have been closing out old permit files where final inspections were never called in. Code Enforcement is continuing at a steady pace. The number of permits, inspections and code enforcement equaled 57. This number decreased from 96 last month to 57 this month.

Below are the statistics for the month of November.

Category

Complaints	4
Verbal/Written Warnings	21
Permits Issued	5
Court Tickets Issued	0
Meetings	0
Phone Calls/Admin. (Mondays only)	0
B&F Inspections	27
Stop Work Orders	0
Total	**57**

Office & Shipping:
2420 Vantage Drive
Correspondence:
P.O. Box 5178
Elgin, IL 60121-5178

B&F CONSTRUCTION CODE SERVICES, INC.
Building & Fire Protection Plan Review
Training • Inspections • Code Consulting

Phone (847) 428-7010
Fax (847) 428-3151
Toll Free (800) 232-5523
E-mail bfccs@bfccs.org

MISCELLANEOUS PLAN REVIEWS
November 2019

VILLAGE OF
Poplar Grove
1-Dec-19

Permit #	Address	Type of Project	Fee	Date
2019-178	116 Bullard St	Patio Door	$ 25.00	11/4/2019
2019-179	4934 Walnut Grove Dr	Windows/Shutters	$ 25.00	11/4/2019
2019-177	337 Thornridge Ct	Patio Door	$ 25.00	11/11/2019
2019-180	244 Cedar Bend Ct	Concrete Steps	$ 25.00	11/21/2019
2019-186	13524 Julie Dr	Wall Sign	$ 25.00	11/27/2019

Total: $ 125.00

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INSPECTION REPORT

Date Range: 11/01/2019 - 11/30/2019

Village of Poplar Grove

Tuesday, November 5, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
207 Boeing Trail	2019-158	Residential	Post Holes - Fence		☐	Panzloff	Approved	281707	35.00
									35.00

Summary for 'Inspection Date' = 11/5/2019 (1 detail record) **0**

Wednesday, November 6, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
173 Titleist Drive	2019-172	Residential	Plumbing Rough	kitchen/Baths/Door	☐	Odonnell	Approved	281012	45.00
									45.00

Summary for 'Inspection Date' = 11/6/2019 (1 detail record) **0**

Friday, November 8, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
500 Prairie Knoll	2019-84	Residential	Building Final	Bathroom remodel	☐	Panzloff	Approved	281710	45.00
500 Prairie Knoll	2019-84	Residential	Electric Final	Bathroom remodel	☐	Panzloff	Approved	281710	45.00
500 Prairie Knoll	2019-84	Residential	Plumbing Final	Bathroom remodel	☐	Del Principe	Failed	282837	45.00
									135.00

Summary for 'Inspection Date' = 11/8/2019 (3 detail records) **0**

Village of Poplar Grove

Tuesday, November 12, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
173 Titleist Drive	2019-172	Residential	Building Rough	kitchen/Baths/Door	☐	Panzloff	Approved	281712	45.00
173 Titleist Drive	2019-172	Residential	Electrical Rough	kitchen/Baths/Door	☐	Panzloff	Approved	281712	45.00
Summary for 'Inspection Date' = 11/12/2019 (2 detail records)					0				**90.00**

Friday, November 15, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
208 Boeing Trail	2019-121	Residential	Building Final	bathroom remodel	☐	Panzloff	Approved	281714	45.00
208 Boeing Trail	2019-121	Residential	Mechanical Final	bathroom remodel	☐	Panzloff	Approved	281714	45.00
208 Boeing Trail	2019-121	Residential	Electric Final	bathroom remodel	☐	Panzloff	Approved	281714	45.00
208 Boeing Trail	2019-121	Residential	Plumbing Final	bathroom remodel	☐	Del Principe	Approved	284112	45.00
Summary for 'Inspection Date' = 11/15/2019 (4 detail records)					0				**180.00**

Monday, November 18, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
14024 Queenanns Way	2018-112	Residential	Roof Final		☐	Kasten	Approved	279688	35.00
4131 chandan Bouleva	2018-110	Residential	Roof Final		☐	Kasten	Approved	279689	35.00
216 S. State Street	2019-089	Residential	Roof Final		☐	Kasten	Approved	279693	35.00
208 W. Park	2018-124	Residential	Roof Final		☐	Kasten	Approved	279694	35.00
269 Oak Street	2018-20	Residential	Roof Final		☐	Kasten	Approved	279695	35.00
118 Ray Street	2018-30	Residential	Roof Final		☐	Kasten	Approved	279696	35.00
207 Boeing Trail	2019-158	Residential	Fence Final		☐	Panzloff	Approved	281715	35.00

Summary for 'Inspection Date' = 11/18/2019 (7 detail records)					0				245.00

Thursday, November 21, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
402 Clark Street, Lot 1	2019-72*	Residential	Concrete Pour sidewalk		☐	Panzloff	Approved	281716	0.00
244 Cedar Bend Court	2019-180	Residential	Concrete Pour Stairs	step repair	☐	Panzloff	Failed	284308	35.00
Summary for 'Inspection Date' = 11/21/2019 (2 detail records)					0				35.00

Monday, November 25, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
104 E. Grove Street	2019-152	Residential	Window Replacement		☐	Kasten	Approved	284514	35.00
405 W. Edson	2019-019	Residential	Fence Final		☐	Kasten	Approved	284515	35.00
420 Ironwood Drive	2018-133	Residential	Fence Final		☐	Kasten	Approved	284527	35.00
407 jayde Place	2019-033	Residential	Fence Final		☐	Kasten	Approved	284528	35.00
Summary for 'Inspection Date' = 11/25/2019 (4 detail records)					0				140.00

Tuesday, November 26, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
244 Cedar Bend Court	2019-180	Residential	Concrete Pour Stairs	step repair	☑	Panzloff	Approved	281717	35.00
Summary for 'Inspection Date' = 11/26/2019 (1 detail record)					1				35.00

Wednesday, November 27, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
384 W. Park Avenue	2019-160	Residential	Roof Rough		☐	Panzloff	Approved	273352	35.00

Village of Poplar Grove

360 W. Main Street	-	Residential	Roof Rough	☐	Panzloff	Approved	273353	35.00
4124 Corn Flower	2019-108	Residential	Deck Final	☐	Panzloff	Failed	281718	35.00
4124 Corn Flower	2019-105	Residential	Patio Final	☐	Panzloff	Failed	281719	35.00
4124 Corn Flower	2019-108	Residential	Deck Final	☑	Panzloff	Approved	281720	35.00
4124 Corn Flower	2019-105	Residential	Patio Final	☑	Panzloff	Approved	281721	35.00
				2				**210.00**

Summary for 'Inspection Date' = 11/27/2019 (6 detail records)

Total Inspections	**31**
Total Reinspections	**3**
Total Amount Due	**1,150.00**

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INSPECTION REPORT

Date Range: 11/01/2019 - 11/30/2019

Poplar Grove - Code Enforcement

Monday, November 11, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	279668	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	279668	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	279668	0.00
Summary for 'Inspection Date' = 11/11/2019 (3 detail records)					0				**0.00**

Monday, November 18, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	279685	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	279685	0.00
Summary for 'Inspection Date' = 11/18/2019 (2 detail records)					0				**0.00**

Wednesday, November 20, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284529	0.00
Summary for 'Inspection Date' = 11/20/2019 (1 detail record)					0				**0.00**

Poplar Grove - Code Enforcement

Monday, November 25, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284530	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284530	0.00
Summary for 'Inspection Date' = 11/25/2019 (2 detail records)					0				0.00

Total Inspections	**8**
Total Reinspections	**0**
Total Amount Due	**0.00**

Poplar Grove - Code Enforcement - Travel - 4 x 4 = 4.00
+ 17.00
21.00

B & F Construction Code Services, Inc.

Project Report

Project Number: 3121469

Report Date Range: 11/01/2019 - 11/30/2019

Inspection Report By Project Code

Employee 1480 **Michael Kasten**

Date	Inspection Description		Address	Start Time	End Time	Total Time
11/11/2019						
11/11/2019	Code Compliance	Commercial	200 Hill Street	10:15	12:00	1.75
11/11/2019	Code Compliance	Commercial	200 Hill Street	13:00	15:00	2.00
11/11/2019	Code Compliance	Commercial	200 Hill Street	15:15	15:45	0.50
				Total Time For Date 11/11/2019:		**4.25**
11/18/2019						
11/18/2019	Code Compliance	Commercial	200 Hill Street	9:00	12:00	3.00
11/18/2019	Code Compliance	Commercial	200 Hill Street	13:00	15:00	2.00
				Total Time For Date 11/18/2019:		**5.00**
11/20/2019						
11/20/2019	Code Compliance	Commercial	200 Hill Street	13:00	16:00	3.00
				Total Time For Date 11/20/2019:		**3.00**
11/25/2019						
11/25/2019	Code Compliance	Commercial	200 Hill Street	9:00	12:00	3.00
11/25/2019	Code Compliance	Commercial	200 Hill Street	13:00	14:45	1.75
				Total Time For Date 11/25/2019:		**4.75**
				Total Hours for Project 3121469:		**17.00**

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(11/01/2019 Thru 11/30/2019)
Village of Poplar Grove, IL

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**207 Boeing Trail**										
Permit Number:	**2019-158**										
11/5/2019	3121361				Residential		Post Holes - Fence	Approved	281707	☐	
11/18/2019	3121361				Residential		Fence Final	Approved	281715	☐	
Summary for 'PermitNumber' = 2019-158 (2 detail records)											
Developer:											
Address:	**208 Boeing Trail**										
Permit Number:	**2019-121**										
11/15/2019	3121361				Residential		Building Final	Approved	281714	☐	
11/15/2019	3121361				Residential		Plumbing Final	Approved	284112	☐	
11/15/2019	3121361				Residential		Electric Final	Approved	281714	☐	
11/15/2019	3121361				Residential		Mechanical Final	Approved	281714	☐	
Summary for 'PermitNumber' = 2019-121 (4 detail records)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**244 Cedar Bend Court**										
Permit Number:	**2019-180**										
11/21/2019	3121361				Residential		Concrete Pour Stairs	Failed	284308	☐	
11/26/2019	3121361				Residential		Concrete Pour Stairs	Approved	281717	☑	
Summary for 'PermitNumber' = 2019-180 (2 detail records)											
Developer:											
Address:	**4131 chandan Boulevard**										
Permit Number:	**2018-110**										
11/18/2019	3121361				Residential		Roof Final	Approved	279689	☐	
Summary for 'PermitNumber' = 2018-110 (1 detail record)											
Developer:											
Address:	**402 Clark Street, Lot 120**										
Permit Number:	**2019-72***										
11/21/2019	3121361				Residential		Concrete Pour sidewalk	Approved	281716	☐	
Summary for 'PermitNumber' = 2019-72* (1 detail record)											
Developer:											
Address:	**4124 Corn Flower**										
Permit Number:	**2019-105**										
11/27/2019	3121361				Residential		Patio Final	Approved	281721	☑	
11/27/2019	3121361				Residential		Patio Final	Failed	281719	☐	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Summary for 'PermitNumber' = 2019-105 (2 detail records)

Developer:

Address: 4124 Corn Flower
Permit Number: 2019-108

11/27/2019	3121361				Residential		Deck Final	Approved	281720	☑	
11/27/2019	3121361				Residential		Deck Final	Failed	281718	☐	

Summary for 'PermitNumber' = 2019-108 (2 detail records)

Developer:

Address: 405 W. Edson
Permit Number: 2019-019

11/25/2019	3121361				Residential		Fence Final	Approved	284515	☐	

Summary for 'PermitNumber' = 2019-019 (1 detail record)

Developer:

Address: 104 E. Grove Street
Permit Number: 2019-152

11/25/2019	3121361				Residential		Window Replacement	Approved	284514	☐	

Summary for 'PermitNumber' = 2019-152 (1 detail record)

Developer:

Address: 420 Ironwood Drive
Permit Number: 2018-133

11/25/2019	3121361				Residential		Fence Final	Approved	284527	☐	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Summary for 'PermitNumber' = 2018-133 (1 detail record)											
Developer:											
Address: 407 jayde Place											
Permit Number: 2019-033											
11/25/2019	3121361				Residential		Fence Final	Approved	284528	☐	
Summary for 'PermitNumber' = 2019-033 (1 detail record)											
Developer:											
Address: 360 W. Main Street											
Permit Number: -											
11/27/2019	3121361				Residential		Roof Rough	Approved	273353	☐	
Summary for 'PermitNumber' = - (1 detail record)											
Developer:											
Address: 269 Oak Street											
Permit Number: 2018-20											
11/18/2019	3121361				Residential		Roof Final	Approved	279695	☐	
Summary for 'PermitNumber' = 2018-20 (1 detail record)											
Developer:											
Address: 208 W. Park											
Permit Number: 2018-124											
11/18/2019	3121361				Residential		Roof Final	Approved	279694	☐	
Summary for 'PermitNumber' = 2018-124 (1 detail record)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**384 W. Park Avenue**										
Permit Number:	**2019-160**										
11/27/2019	3121361				Residential		Roof Rough	Approved	273352	☐	
Summary for 'PermitNumber' = 2019-160 (1 detail record)											
Developer:											
Address:	**500 Prairie Knoll**										
Permit Number:	**2019-84**										
11/8/2019	3121361				Residential		Plumbing Final	Failed	282837	☐	
11/8/2019	3121361				Residential		Electric Final	Approved	281710	☐	
11/8/2019	3121361				Residential		Building Final	Approved	281710	☐	
Summary for 'PermitNumber' = 2019-84 (3 detail records)											
Developer:											
Address:	**14024 Queenanns Way**										
Permit Number:	**2018-112**										
11/18/2019	3121361				Residential		Roof Final	Approved	279688	☐	
Summary for 'PermitNumber' = 2018-112 (1 detail record)											
Developer:											
Address:	**118 Ray Street**										
Permit Number:	**2018-30**										
11/18/2019	3121361				Residential		Roof Final	Approved	279696	☐	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Summary for 'PermitNumber' = 2018-30 (1 detail record)

Developer:

Address: **216 S. State Street**
Permit Number: **2019-089**

11/18/2019	3121361			Residential	Roof Final	Approved	279693 ☐

Summary for 'PermitNumber' = 2019-089 (1 detail record)

Developer:

Address: **173 Titleist Drive**
Permit Number: **2019-172**

11/6/2019	3121361			Residential	Plumbing Rough	Approved	281012 ☐
11/12/2019	3121361			Residential	Electrical Rough	Approved	281712 ☐
11/12/2019	3121361			Residential	Building Rough	Approved	281712 ☐

Summary for 'PermitNumber' = 2019-172 (3 detail records)

Summary for 'Developer' =

Total Inspections 31
Total Reinspections 3
Total Amount

GRAND TOTALS

Total Inspections 31
Total Reinspections 3
Total Amount

ORDINANCE NO. 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

WHEREAS, the Village of Poplar Grove, Illinois is an Illinois Municipal Corporation (hereinafter referred to as the "Village"); and

WHEREAS, the Village previously entered into a Real Estate Lease Agreement dated January 1, 2018 with Majestic Cuts, LTD ("Majestic") for the property commonly known as 100 S. State Street, Poplar Grove, Illinois ("Lease"); and

WHEREAS, the Lease expired December 31, 2018 and the Village and Majestic renewed the Lease via a First Renewal to Lease Agreement ("First Renewal") which First Renewal expires December 31, 2019; and

WHEREAS, the Village and Majestic now desire to renew the Lease again for an additional one-year term to expire December 31, 2020; and

WHEREAS, the Village and Majestic have reached an accord as to the terms and conditions upon which said property will be renewed again; and

WHEREAS, the Village and Majestic have memorialized such terms and conditions in a Second Renewal to Lease Agreement, a copy of which is attached hereto as Exhibit A and incorporated herein ("Second Renewal"); and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to enter into said Second Renewal; and

WHEREAS, the Village now desires to approve said Second Renewal and authorize the Village President to execute and the Village Clerk to attest the same.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND VILLAGE BOARD OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AS FOLLOWS:

Section 1. The foregoing recitals shall be and are hereby incorporated in this Section 1 as if said recitals were fully set forth.

Section 2. The Village hereby approves the Second Renewal attached hereto as Exhibit A, or one in substantially similar form, and hereby authorizes the Village President to execute and the Village Clerk to attest the same, and any other documents necessary or helpful to implement the intent of this Ordinance.

Section 3. This Ordinance shall be effective upon its passage by the Village Board, its approval by the Village President, and its publication as provided by law.

Section 4. All ordinances or parts of ordinances in conflict with this Ordinance are repealed insofar as they conflict.

Section 5. If any section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid, and this Village Board hereby expressly declares that it would have enacted this Ordinance even with the invalid portion deleted.

PASSED this ____ day of _____, 2019.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

_____
President of the Board of Trustees
of the Village of Poplar Grove

ATTEST:

_____
Village Clerk

EXHIBIT A-

SECOND RENEWAL TO LEASE AGREEMENT

SECOND RENEWAL TO LEASE AGREEMENT

THIS SECOND RENEWAL TO LEASE AGREEMENT ("Second Renewal") is entered into this _____ day of December, 2019 and is by and between the VILLAGE OF POPLAR GROVE, an Illinois municipal corporation ("Lessor") and MAJESTIC CUTS, LTD, an Illinois limited corporation ("Lessee"). Lessor and Lessee are at times collectively referred to herein as the "Parties".

RECITALS:

WHEREAS, Lessor is the owner of the real property located at 100 S. State Street, Poplar Grove, IL 61065 which is improved with a commercial building and municipal well and well house (collectively referred to herein as the "Property"); and

WHEREAS, Lessor and Lessee entered into a lease agreement dated January 1, 2018 ("Lease") for the lease a certain portion of the Property as set forth in the Lease. A copy of the Lease is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, pursuant to the terms of the Lease, the Lease expired December 31, 2018; and

WHEREAS, the Lessor and Lessee entered into a First Renewal to Lease Agreement ("First Renewal") which renewed the Lease for an additional one-year term and which First Renewal expires December 31, 2019. A copy of the First Renewal is attached hereto as Exhibit B and incorporated herein; and

WHEREAS, the Lessor and Lessee desire to renew the Lease for one additional year; and

WHEREAS, the Lessor and Lessee have reached an accord as to the terms and conditions of such renewal and have memorialized the same in this Second Renewal.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this Second Renewal and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Lessor hereby renews the Lease with Lessee on the following terms and conditions:

1. Recitals. The above recitals are incorporated herein and made a part hereof.

2. Renewal Term. The Lease is hereby renewed for one additional year commencing January 1, 2020 and ending December 31, 2020.

3. Terms and Conditions. This Second Renewal shall be on the same terms and conditions as provided for in the Lease and the First Renewal.

4. Conflict. To the extent that any provisions of this Second Renewal conflicts with any term or condition set forth in the Lease and/or the First Renewal, the provisions of this Second Renewal shall supersede and control to the extent of such conflict. All other provisions of

the Lease and First Renewal not in conflict with this Second Renewal shall remain in full force and effect during the term of the Second Renewal.

5. Amendments. Except as otherwise provided for herein, this Second Renewal may not be amended modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purpose unless it is in writing and bears the signatures of all the Parties hereto.

6. Counterparts. This Second Renewal may be signed in any number of counterparts, each of which shall be an original, with the main effects as if the signatures thereto and hereto were upon the same instrument.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE VOLUNTARILY SET THEIR HANDS AND SEALS ON THIS SECOND RENEWAL, AND BY DOING SO HAVE ACKNOWLEDGED THAT THEY HAVE READ THE FOREGOING INSTRUMENT IN ITS ENTIRETY AND ACKNOWLEDGE THAT THE SAME IS A LEGALLY BINDING AGREEMENT, AND THAT THEY HAVE CONSCIOUSLY EXECUTED THE SAME AS THEIR OWN FREE AND VOLUNTARY ACT AND DO HEREBY SUBMIT TO AND ACKNOWLEDGE THE TERMS AND CONDITIONS HEREIN.

LESSOR:

Village of Poplar Grove, an
Illinois municipal corporation

By:_____
Owen Costanza, Village President

ATTEST:

_____
Karri Anderberg, Village Clerk

LESSEE:

Majestic Cuts, LTD.

By:_____
Kelly Kolec, President

EXHIBIT A- LEASE

EXHIBIT B- FIRST RENEWAL

ORDINANCE NO. 2019-46

AN ORDINANCE AMENDING CHAPTER 5, VILLAGE BOARD OF TRUSTEES, OF TITLE 1 OF THE VILLAGE OF POPLAR GROVE, ILLINOIS CODE OF ORDINANCES

WHEREAS, the Village of Poplar Grove has proscribed reasonable rules regarding governance of its meetings;

WHEREAS, the Village of Poplar Grove has adopted the most recent edition of Robert's Rules of Order to provide governance rules during its meetings;

WHEREAS, the Village Board of Trustees wishes to amend its rules of order to deviated from some of the default rules contained in the most recent edition of Robert's Rules of Order;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES FOR THE VILLAGE OF POPLAR GROVE, ILLINOIS AS FOLLOWS:

SECTION 1: Section 1, Chapter 5 of Title 1 shall be amended as follows:

E. Rules of Order. The latest published edition of Robert's Rules of Order, Revised, shall govern the regular and special meetings of the Village Board of Trustees in all cases to which it is applicable and in which it is not inconsistent with laws of the Village of Poplar Grove, County of Boone or State of Illinois. Notwithstanding the foregoing, the Village Board of Trustees adopts a special rule of order to allow the following village officers to speak or answer questions of the Board during any agenda item: Village Attorney, Village Clerk, Village Engineer, Village Treasurer, Public Works Director, Building Official and Zoning Administrator. Each village officer may address the board on condition that the presiding officer yields time to said village officer to allow for a clear delineation in the record as to who is speaking at the time. If a member of the Board wishes to ask a question of a particular village official, said member of the Board shall request the permission of the presiding officer, who shall not unreasonably restrict any member of the Board from asking questions of village officials. Additionally, if a member of the general public wishes to address the Board regarding any particular agenda item, said individual shall register with the Village Clerk or Village President prior to the meeting by completing and submitting the appropriate sign-in form. The presiding officer shall yield to any individual requesting to speak prior to the Board debating the agenda item. If a member of the Board wishes to enter into a colloquy with said individual, the member of the Board shall request the permission of the presiding officer to enter into said colloquy. Members of the general public shall be allowed to speak for a maximum of five (5) minutes; however, any member of the general public may be recalled to answer a question of a member of the Board. If a member of the general public wishes to speak for longer than five (5) minutes, then the member of the general public shall indicate so on the sign-in form, and the presiding officer shall entertain a motion to extend the speaker's time limit prior to the speaker beginning his or her comment. A simple majority vote of those Board members present shall be sufficient to extend the speaker's time limit. If said motion is not passed, the speaker shall be limited to a maximum of five (5) minutes.

SECTION 2: Section 3, Chapter 5 of Title 1 shall be amended as follows:

A. Anyone interested in speaking publicly at a Board or Committee meeting is welcome. Individuals shall register with the Village Clerk or Village President and ~~are asked to sign in just~~ complete and submit the appropriate sign-in form prior to the start of the meeting. The general public comment portion of the meeting occurs prior to the business of the meeting at the beginning of the agenda. This public comment period is intended to provide an opportunity for individuals to comment on non-agenda items. Each speaker shall be permitted to speak for up to five minutes. Each speaker should state their name ~~and address~~ for the record. The chairperson of the meeting may require speakers who speak in excess of five minutes to conclude their comments. ~~Any speaker who wishes to speak longer than five minutes may request an additional two minutes from the Board or Committee to conclude remarks, the Board or Committee shall decide whether to grant an additional two minutes to the speaker. The Board or Committee may also allow members of the public to speak during a particular agenda item. Speakers must limit their comments to topics relevant to that particular agenda item and will be limited to three minutes per person during the agenda specific public comment period.~~ Only one person may speak at a time during any public comment period. No person may assign their time to any other person.

SECTION 3: Section 4, Chapter 5 of Title 1 shall be amended as follows:

L. Rules of Order. The latest published edition of Robert's Rules of Order, Revised, shall govern the regular and special meetings of the Village Board of Trustees in all cases to which it is applicable and in which it is not inconsistent with laws of the Village of Poplar Grove, County of Boone or State of Illinois. Notwithstanding the foregoing, the Village Board of Trustees adopts a special rule of order to allow the following village officers to speak or answer questions of the Committee during any agenda item: Village Attorney, Village Clerk, Village Engineer, Village Treasurer, Public Works Director, Building Official and Zoning Administrator. Each village officer may address the board on condition that the presiding officer yields time to said village officer to allow for a clear delineation in the record as to who is speaking at the time. If a member of the Committee wishes to ask a question of a particular village official, said member of the Committee shall request the permission of the presiding officer, who shall not unreasonably restrict any member of the Committee from asking questions of village officials. Additionally, if a member of the general public wishes to address the Committee regarding any particular agenda item, said individual shall register with the Village Clerk or Village President prior to the meeting by completing and submitting the appropriate sign-in form. The presiding officer shall yield to any individual requesting to speak prior to the Committee debating the agenda item. If a member of the Committee wishes to enter into a colloquy with said individual, the member of the Committee shall request the permission of the presiding officer to enter into said colloquy. Members of the general public shall be allowed to speak for a maximum of five (5) minutes; however, any member of the general public may be recalled to answer a question of a member of the Committee. If a member of the general public wishes to speak for longer than five (5) minutes, then the member of the general public shall indicate so on the sign-in form, and the presiding officer shall entertain a motion to extend the speaker's time limit prior to the speaker beginning his or her comment. A simple majority vote

of those Committee members present shall be sufficient to extend the speaker's time limit. If said motion is not passed, the speaker shall be limited to a maximum of five (5) minutes.

SECTION 4: This Ordinance shall become in full force and effect from and after its approval, passage and publication as required by law.

PASSES UPON MOTION BY: _____

SECONDED BY: _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2017

AS FOLLOWS:

VOTING "AYE:" _____
_____

VOTING "NAY:" _____
_____

ABSENT, ABSTAIN OR OTHER: _____

APPROVED THIS _____ DAY OF _____, 2019.

_____
PRESIDENT

ATTEST:

_____
CLERK

ORDINANCE NO. 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

WHEREAS, the Village of Poplar Grove, Illinois ("Village") is a municipal corporation organized under the laws of the State of Illinois; and,

WHEREAS, the Village is subject to the provisions of the Illinois Open Meetings Act (the "Act"); and

WHEREAS, pursuant to the Act, the Village is to give notice of an annual schedule of regular meetings of its Village Board, Village committees, and Village commissions.

NOW, BE IT ORDAINED, BY THE PRESIDENT AND THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AS FOLLOWS:

1. The foregoing recitals are incorporated herein and made a part hereof.

2. That the dates and times of the regularly scheduled meetings of the Village Board of Trustees, Village committees and Village commissions for calendar year 2020 is as set forth in Exhibit A, attached hereto and incorporated herein.

3. All meetings of the Village Board of Trustees, Village committees and Village commissions shall be held at Village Hall, 200 N. Hill Street, Poplar Grove, IL 61065.

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 and adopted by the Village Board of Trustees of the Village of Poplar Grove this _____ day of _____, 2019.

AYES:

NAYS:

ABSTENTIONS:

APPROVED:

PUBLISHED:

_____
Owen Costanza, Village President

ATTEST:

_____
Karri Anderberg, Village Clerk

EXHIBIT A-

2020 MEETING SCHEDULE

Monday January 13, 2020 Administration and Zoning Committee 6:30pm

Monday January 13, 2020 Finance and Public Works Committee 6:30pm

Wednesday January 15, 2020 Village Board of Trustees 7:00pm

Wednesday January 22, 2019 Planning and Zoning Commission 6:00pm

Monday February 10, 2020 Administration and Zoning Committee 6:30pm

Monday February 10, 2020 Finance and Public Works Committee 6:30pm

Wednesday February 19, 2020 Village Board of Trustees 7:00pm

Wednesday February 26, 2019 Planning and Zoning Commission 6:00pm

Monday March 09, 2020 Administration and Zoning Committee 6:30pm

Monday March 09, 2020 Finance and Public Works Committee 6:30pm

Wednesday March 18, 2020 Village Board of Trustees 7:00pm

Wednesday March 25, 2020 Planning and Zoning Commission 6:00pm

Monday April 13, 2020 Administration and Zoning Committee 6:30pm

Monday April 13, 2020 Finance and Public Works Committee 6:30pm

Wednesday April 15, 2020 Village Board of Trustees 7:00pm

Wednesday April 22, 2020 Planning and Zoning Commission 6:00pm

Monday May 11, 2020 Administration and Zoning Committee 6:30pm

Monday May 11, 2020 Finance and Public Works Committee 6:30pm

Wednesday May 20, 2020 Village Board of Trustees 7:00pm

Wednesday May 27, 2020 Planning and Zoning Commission 6:00pm

Monday June 08, 2020 Administration and Zoning Committee 6:30pm

Monday June 08, 2020 Finance and Public Works Committee 6:30pm

Wednesday June 17, 2020 Village Board of Trustees 7:00pm

Wednesday June 24, 2020 Planning and Zoning Commission 6:00pm

Monday July 13, 2020 Administration and Zoning Committee 6:30pm

Monday July 13, 2020 Finance and Public Works Committee 6:30pm

Wednesday July 15, 2020 Village Board of Trustees 7:00pm

Wednesday July 22, 2020 Planning and Zoning Commission 6:00pm

Monday August 10, 2020 Administration and Zoning Committee 6:30pm

Monday August 10, 2020 Finance and Public Works Committee 6:30pm

Wednesday August 19, 2020 Village Board of Trustees 7:00pm

Wednesday August 26, 2020 Planning and Zoning Commission 6:00pm

Monday September 14, 2020 Administration and Zoning Committee 6:30pm

Monday September 14, 2020 Finance and Public Works Committee 6:30pm

Wednesday September 16, 2020 Village Board of Trustees 7:00pm

Wednesday September 23, 2020 Planning and Zoning Commission 6:00pm

Monday October 12, 2020 Administration and Zoning Committee 6:30pm

Monday October 12, 2020 Finance and Public Works Committee 6:30pm

Wednesday October 21, 2020 Village Board of Trustees 7:00pm

Wednesday October 28, 2020 Planning and Zoning Commission 6:00pm

Monday November 09, 2020 Administration and Zoning Committee 6:30pm

Monday November 09, 2020 Finance and Public Works Committee 6:30pm

Wednesday November 18, 2020 Village Board of Trustees 7:00pm

Wednesday November 25, 2020 Planning and Zoning Commission 6:00pm

Monday December 14, 2020 Administration and Zoning Committee 6:30pm

Monday December 14, 2020 Finance and Public Works Committee 6:30pm

Wednesday December 16, 2020 Village Board of Trustees 7:00pm

Wednesday December 23, 2020 Planning and Zoning Commission 6:00pm

- Ad Hoc committees meet on as needed basis