

VILLAGE OF CALEDONIA BOARD MEETING MINUTES

March 18, 2008, 7:00 p.m.

- I. **Call to Order:**  
President Siek called the meeting to order at 7:00 p.m. at the Caledonia Fire Station.
- II. **Pledge of Allegiance:**  
The Board and the audience recited the Pledge of Allegiance.
- III. **Roll Call:**  
Present - President Susan Siek, Clerk Susan Yaakey, Treasurer Brian Bratter  
Trustees Rae Duncan, Rod Fritz, Jack Nicholson, Jeff Nye and Mary Walraven
- IV. **Approval of Agenda:**
  - Trustee Duncan would like to add to the agenda a motion she submitted and it did not get on the agenda. President Siek will explain later and Trustee Duncan was alright with that.
  - President Siek would like the agenda amended to add under New Business, *public comment policy*. Trustee Nye motioned to add this to the agenda. Seconded by Trustee Duncan. Motion carried by voice vote. (5 ayes)
  - President Siek addressed Trustee Duncan for clarification on 'Gertz' property; if she meant Gertrude Dach's property. Trustee Duncan replied yes. Trustee Walraven motioned to approve the agenda with the addition and clarification. Seconded by Trustee Nye. Motion carried by voice vote. (5 ayes)
- V. **Approval of February 19, 2008 Board meeting minutes:**  
Trustee Nye asked that Jessica's name, from Vanderwalle, be checked for spelling. Trustee Walraven motioned to approve the minutes with the correction. Seconded by Trustee Fritz. Motion carried by voice vote. (5 ayes)
- VI. **Attorney Remarks:**
  - a meeting is set for this Thursday with Bassett and Chris Dopkins to discuss and finalize on getting payment.
  - will get samples of zoning forms before April's committee meeting.
- VII. **Presidents Report:**
  - will report as items come up on the agenda.
  - Clerk read a letter dated 2/22/08 from the Boone County Government stating that we may engage in an Intergovernmental Agreement regarding the "Raffles Act".
- VIII. **Treasurers Report:**
  - following are account balances as of February 29, 2008:
    - General fund checking account - \$20,854.52
    - General fund money market - \$6,174.83
    - MFT checking account - \$10,211.28

MFT money market - \$11,666.93  
Building permit account - \$2,292.31  
Road & Bridge money market - \$5,390.74  
Discretionary Fund - \$200.00  
Petty Cash as of Jan. 31, 2008 - \$59.23

The CD's stayed at: #7208 - \$25,490.98 maturing on 10/25/09  
#7623 - \$12,789.17 maturing on 10/29/09  
#6309 - \$14,553.65 maturing on 10/29/08  
#7076 - cashed 2/4/08  
#7231 - \$13,565.55 maturing on 12/08/10

-Bob Quimby finished the audit and it needs to be signed by the President and Treasurer. He recommends four points that the Board address: (1) detailed review of the financial statements, (2) budget and actual results, (3) review of disbursements, and (4) periodic review of the bank reconciliation. These points have been addressed.

-Regarding the bank reconciliations, he would like some sort of initialing so that he is not the only one seeing what has gone in the accounts. This will go to Budget & Finance for a recommendation to bring back to the Board.

-Mr. Quimby also questioned that we budget our expenses but not our income; which would not be difficult to do.

-Next, he passed out a Profit & Loss Budget Performance sheet for February and proceeded to explain it.

Trustee Nye motioned to approve the Treasurer's report as given. Seconded by Trustee Fritz. Motion carried by voice vote. (5 ayes)

IX. **Clerks Report:** None

X. **Committee Reports:**

A. Roads & Capital Improvements w/Chairman Nicholson reporting: no meeting

Before beginning with Budget & Finance Committee Report, President Siek reminded Trustee Fritz that items need to be put on agenda for discussion at committee level with a recommendation being brought back to the full Board.

B. Budget & Finance w/Chairman Fritz reporting:

1. Recommendation to the Board to pay the bills:

Trustee Fritz motioned to pay the bills. (Com Ed - \$261.15, Internet - \$20, BSLBV - \$1,323, Lombardozzi, Moses, Quimby & Co. - \$1,000, Illinois Municipal League - \$125, Kinko's - \$122.53). Seconded by Trustee Walraven. Motion carried by voice vote. (5 ayes)

2. Monthly Profit & Loss Budget Performance Report:

-The intention is to have copies available to Trustees and the public at the Board meeting and to post it on the web. He said we need to be aware of attorney costs. Thought we should have policy in place with this attorney as we did with the former one-that all phone calls go through the President first. It was stated that if we continue to have such lengthy

discussions at Board level, it cost money. Trustee Fritz motioned to have calls go through the Village President before calling the attorney with the exception of the Bassett project. Seconded by Trustee Nicholson. Discussion followed. Attorney Green said he will ask the caller, if he/she is a consultant of the Village, if they have talked with the President first; if the caller is a resident, he will tell them to come to the meetings and speak there. Trustee Nye felt there may be the need for calls to the Attorney regarding the model annexation. And President Siek stated she speaks with the Attorney before the monthly Board meeting-this needs to be done. Motion carried by voice vote. (5 ayes)

-Treasurer Bratter explained the Profit & Loss sheet and that this is the most basic form. Trustee Fritz motioned to have ten copies plus copies to the Board members of the Profit & Loss sheet and to put it on the web site. Seconded by Trustee Duncan. Discussion followed. Trustee Fritz amending his motion to add the Treasurer's Report to have copies made also with the words 'subject to approval' written on it. This was a 'friendly amendment'. Motion carried by voice vote. (5 ayes)

3. Transfer of funds to Money Market account:

Treasurer Bratter suggested we move \$10,000 from the General Account to the Money Market Account. Trustee Fritz motioned to move \$10,000 from the General Fund Account to the General Money Market Account. Seconded by Trustee Nye. Motion carried by voice vote. (5 ayes)

4. Attorney costs: this was already discussed.

5. Village computers and software:

Trustee Fritz said Trustee Duncan was to do the leg work and she quoted Best Buy but the receipt of the new computer was Circuit City and wants the Board to address this. Discussion followed. There was some confusion regarding buying the computers. President Siek stated if more money is needed to purchase software then the Board needs to motion for more money. The money to purchase the computers was within the allocated amount and we have a rebate coming towards the printer that came with the computer. Trustee Duncan said it would cost \$45 to purchase software for PDF. Trustee Walraven motioned that Rae go ahead and purchase the software necessary for the PDF for Sue's computer and Brian's. Treasurer Bratter stated there is \$61.44 left from the original motion of \$1500 for the computers not including the rebate we have coming of \$70. He then stated he does not need PDF. Trustee Duncan says we need one copy, not necessarily on the Clerk's computer. Trustee Walraven withdrew her motion. Trustee Duncan motioned that we purchase one copy of a PDF converter which we will install on Rod's computer or mine; from there we will upload it to the web site. Seconded by Trustee Walraven. Discussion followed. Motion carried by voice vote. (5 ayes)

-discussed the old Village computer. It was decided to put the PDF converter on the old computer and it will go to Trustee Duncan to use in

putting the ordinances and such on the web site.

C. Planning, Zoning & Building w/Chairman Nye reporting:

- Passed out a sample letter to send out to the public regarding the public hearing. The three maps will be posted at Binanti's and on the web site. He will add to the sample letter the village email address. Clerk asked if Trustee Nye could get the hearing in the paper and he replied yes. Trustee Fritz wants the Board to meet again before the public hearing; these maps are too confusing. Trustee Nye said we are revising the maps only; to change the whole plan would cost too much. He asked his fellow Board members to read the whole plan and look at the maps to see where it conflicts. (map 3 is the Plan map) April 22, 2008 at 6:30 p.m. is the date for the public hearing pending the use of the fire station bay.
- Had a request for a zoning change and this will cost money. Some residents state that they were not notified of changes made to their zoning. President Siek stated they did what the attorney told them to do. The fire station and the township building fall under special use.

D. Ordinance w/Chairman Duncan reporting:

President Siek passed along the Ordinance records to Trustee Duncan and mentioned that some of the info she is looking for should be in there and our black book has most of the Ordinances; the newer ones you may need to get a copy from the Clerk.

1. Status of Tobacco Ordinance:

-wondered if we should table this with the new Tobacco Law. The Ordinance was for the sale of tobacco; the new law is for smoking in public places. Since this was not on the Ordinance Committee agenda to discuss- it will go back to committee.

2. Gertz property:

This has been an ongoing issue with the Dach's property. It overlooks the Summerfield property about him cleaning up his 'mess'. Phil Long has talked with Summerfield and has sent a letter with the result of the property being clean up somewhat. According to some people, he has not cleaned up enough. It will cost money if we want to pursue this further. Attorney Green stated with an ordinance, there is a fine for each day incurred; you can go to court and get a judgment and most of the time you get the expenses back. He does not recommend to do this lightly-try all other methods first. Trustee Duncan motioned that the President contact Phil Long and request of him to visit the Summerfield's towards the goal of removing the items that are not pleasant to look upon from Dach's neighboring property and to Phil to provide us with photographs and to give the Summerfield's 60 days to comply. And if we could have before and after photos-one when Mr. Long visits and one later that the Board can see. Seconded by Trustee Nye. Motion carried by voice vote. (5 ayes)

3. Form for 'change in zoning' requests:

Attorney Green addressed this in his report.

President Siek reminded everyone to do discussion at the committee level so the Board meeting goes much more smoothly.

**XI. Old Business:**

1. Discuss Vandewalle Route 173 Corridor Plan presentation:

PZB does not think another meeting is needed before the public hearing. Trustee Nye will ask Dave Slitkas if he could be present for the public hearing. Trustee Fritz did not think the people had trust in us. Trustee Nye stated rumors were spread-untruths were said about what was actually said at the meeting. He will be mailing out another mailer regarding the public hearing.

2. Annexation agreements and current form for agreement:

Trustee Fritz commented that he has had conversations with people who are waiting to annex to us so we need a form done. Trustee Nye will touch base with Phil Long and get a model annexation done. Trustee Fritz quoted a statement Slitkas made, "Caledonia is ripe for the taking" (minutes of 2/10/07) and Timberlane's minutes stated 42 acres north of Kelly Road. Trustee Fritz stated we are a shrinking Village. Attorney Green questioned why it's a threat if we don't want growth; don't annexation anyone in. President Siek commented that some see growth as an opportunity; while others see it negatively. Trustee Walraven stated we have MFT funds to cover our roads to which Trustee Nicholson replied that the MFT funds would not cover all that is needed to fix our roads. We need to be careful who we annex in.

3. Discuss plat of vacation-legal description:

Chris Dopkins quoted the plat would cost a couple of thousand up to eight thousand dollars because the community is so old and it sometimes requires field survey. Chris said usually the person who wants it is the one who pays for it. President Siek asked the Board if they wanted to discuss it further or send it to either Roads or PZB committee. President Siek asked Trustee Nicholson if Roads would take it and he agreed but that they would not take action on it. Attorney Green suggests that Morris get the plat done. Siek sent it to PZB.

**XII. New Business:**

1. Public comment policy:

President Siek stated we have not written policy regarding public comment. Do we want them to sign in and only sign if they want to speak? She then stated it is comment only-not question and answer. Trustee Duncan would like public comment on committee agenda to be a question and answer time. Siek replied that the chairperson can do that. Trustee Nye motioned to require sign in for public comment. Seconded by Trustee Fritz. Trustee Walraven question whether we want a time limit. Trustee Nye amended his motion to include a three minute time limit. Motion carried by voice vote. (5 ayes)

XIII. **Scheduling of Special Meetings:** has already been discussed. (PZB public hearing on April 22, 2008 at 6:30 p.m.)

XIV. **Public Comment:**

1. Doris Nelson-wanted to clarify her note when Jeff was talking about verbage in the plan doesn't match up to map 3. She asked who and when caught that this map wasn't in tune with the verbage. She was told this is a question and needs to make it a comment. She said at some point someone caught that this map was not in tune with the Land Use Plan and that it is recorded at the courthouse and would like the document number. She said everyone who signs in will have to waste there three minutes trying to put there questions into a comment. The Attorney suggested that you could call your Trustee and ask for clarification to which Doris replied that they sometimes say they don't have the information. She then said if you come to the committee meetings where it's more relaxed and then come to the Board meeting, you need to speak a whole new way to get our point across!

2. Joanne Fritz-unclear how we left the annexation issue. We had people who want to annex and sees no harm except possible cost. Feels we should annex and it is our responsibility. Trustee Nicholson made the comment that we have control over the zoning of it, but we get no taxes off of it. No benefits from it.

XV. **Closed Session:** none

XVI. **Adjournment:**

At 10:06 p.m. Trustee Nye motioned to adjourn the meeting. Seconded by Trustee Walraven. Motion carried by voice vote. (5 ayes)

approved 4/15/08 siy