

VILLAGE OF CALEDONIA BOARD MEETING MINUTES

April 15, 2008, 7:00 p.m.

- I. **Call to Order:**
President Siek called the meeting to order at 7:03 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, Treasurer Brian Bratter; Absent- Clerk Susan Yaakey
Trustees Rae Duncan, Rod Fritz, Jack Nicholson, Jeff Nye and Mary Walraven
- IV. **Approval of Agenda:**
Added to agenda: under New Business as #3, discuss new trustee and as #4, discuss ordinance filing procedures.
Trustee Walraven motioned to approve the agenda with two additions. Seconded by Trustee Nye. Motion carried by voice vote. (5 ayes)
- V. **Approval of March 18, 2008 Board meeting minutes:**
Trustee Fritz motioned to approve the minutes with changes. Seconded by Trustee Nye. Motion carried by voice vote. (5 ayes)
- VI. **Attorney Remarks:**
-provided sample forms of building, zoning forms to the Clerk and Trustees.
-received six months of minutes from the Clerk to review for the Bassett file.
- VII. **Presidents Report:**
-3/26 received a bill and a phone call from Valerie Alt, Caledonia Township Supervisor. She wanted payment by the end of March and was told that we have a policy on the payment of bills and it would not be possible to make payment now
-Bob Quimby will discuss the audit at the June Board meeting
-4/17 at 6:30 p.m. Beaver Creek Watershed meeting
-4/24 at 5 p.m. Stormwater Management meeting
-5/1 Boone County Summit meeting at the Community Building
-4/17 at 10 a.m. RATS (Rockford Area Transportation Study) meeting regarding transportation studies
- VIII. **Treasurers Report:**
-following are account balances as of March 31, 2008:
 General fund checking account - \$7,102.74
 General fund money market - \$16,191.56
 MFT checking account - \$10,706.17
 MFT money market - \$11,689.23
 Building permit account - \$2,292.31

Road & Bridge money market - \$5,401.04
Discretionary Fund - \$200.00
Petty Cash - \$56.21

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 10/28/08
#7231 - \$13,565.55 maturing on 12/08/10

Trustee Duncan 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:
IDOT authorization and resolution of estimate that was submitted in February has been approved for a total of \$10,000.

B. Budget & Finance w/Chairman Fritz reporting:

1. Recommendation to the Board to pay the bills:

Trustee Walraven motioned to pay the bills. (Com Ed \$264.38, Internet (Sue Yaakey) \$20, Barrick, Switzer, Long, Balsley & Van Evera (attorney) \$648, Lombardozi, Moses, Quimby & Co (accountant) \$2,750, Caledonia Township \$2,491.25, US Treasury (quarterly payroll tax) \$834.68). Seconded by Trustee Fritz. Motion carried by voice vote. (5 ayes)

2. Internet bill discussion:

This was discussed with it being tabled until next month since the Clerk is absent and not able to clarify things.

3. Copies of financial reports for meeting handouts:

It was suggested that the Clerk make these copies. This brought up another issue regarding the Treasurer's computer and discussion followed regarding purchasing two student versions of Microsoft Office. Trustee Nye motioned that we purchase two copies of Microsoft Office Student Version for the Village computers. Seconded by Trustee Fritz. Discussion followed with the decision made that the Treasurer and Clerk purchase it themselves and turn in the receipt for reimbursement. Motion carried by voice vote. (5 ayes)

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

-public hearing coming up this Tuesday.

-there was an error on the Land Use Plan Map and was corrected.

D. Ordinance w/Chairman Duncan reporting along with Trustee Fritz:

1. Recommendation to the Board that the Ordinance for the Sale and Use of Tobacco be tabled:

Trustee Duncan motioned to table this. Seconded by Trustee Nye. Discussion followed with clarification that usually when you table something it comes back the next meeting. Trustee Duncan motioned to postpone indefinitely this ordinance. Seconded by Trustee Nye.

Motion carried by voice vote. (5 ayes)

2. Recommendation to the Board that the Board Meeting Agenda be posted before each Board meeting, on the Village web site:

Trustee Fritz handed out a copy regarding website information from the Illinois Municipal Handbook that states agendas need to be posted on web-site if you have full-time staff. Trustee Duncan has taken over the website and would still like to post the agenda for the Board meeting but would like to receive the agenda sooner than the time it's currently sent out which is Sunday before the Board meeting. President Siek would like to table this until the Clerk is back next month. Trustee Duncan will bring it back under Ordinance Committee.

3. Recommendation to the Board that there be a discussion or training, a procedure manual and orientation for each new committee member and each new Trustee with each committee chairperson being responsible for maintaining a binder with relevant information and minutes for his/her committee:

Discussion regarding keeping a procedure manual took place then Trustee Duncan motioned that committee chairs maintain a procedural manual with information relevant to that committee. Seconded by Trustee Nye.

Motion carried by voice vote. (5 ayes)

4. Recommendation to the Board to amend the previous approval for the Border Agreement Committee to remove the required attendance of the Village Engineer, to update the committee member names, to invite the Village Engineer as necessary, and for the committee to be paid as a regular committee:

President Siek stated that when former Trustee Havens chaired this, it was referred to as 'Border Agreement Team' not as an ad hoc committee. Discussion followed then Trustee Duncan motioned to the Board to amend previous approval of Border Agreement Ad Hoc Committee to remove required attendance of the Village Engineer, to update committee member names-Rod Fritz, Jeff Nye and Susan Siek, to invite the Village Engineer as necessary and for the committee to be paid as a regular committee. Seconded by Trustee Walraven. Discussion followed. Motion carried by voice vote. (5 ayes)

XI. **Old Business:**

1. Discuss Border Agreement Team:

This was discussed earlier and it will be called Border Agreement Ad Hoc Committee and at the next meeting it will be decided who will chair it.

XII. **New Business:**

1. Approval of IDOT form:

Trustee Nicholson motioned to approve the Municipal Maintenance Expenditure Statement. Seconded by Trustee Nye. Motion carried by voice vote. (5 ayes)

2. Board approval for President to compose letter to the County for input

regarding our Land Use Plan:

Trustee Nye motioned that the President compose a letter to the County for their input regarding our Land Use Plan Map. Seconded by Trustee Nicholson. Motion carried by voice vote. (4 ayes-Trustees Nye, Nicholson, Duncan, Fritz and 1 nay-Trustee Walraven)

3. Discuss Appointment of Trustee:

This was discussed and upon hearing Trustee Duncan's motion, Trustee Nicholson said to make it two trustees because as of tonight, he is done. So, Trustee Duncan motioned for Rod Fritz to put together a flyer to be mailed to Village residents regarding the fact that the Board is looking for two new trustees. Seconded by Trustee Fritz. Motion carried by voice vote. (5 ayes)

4. Ordinance Filing Procedures:

Discussion took place regarding protocol of what gets filed and what does not.

XIII. Scheduling of Special Meetings:

4/22 PZB public hearing; 4/24 Ad Hoc Border Committee

XIV. Public Comment:

1. Mary Walraven - asked us to read the commentary in the Rockford Register Star. It's about the growth in Machesney Park on Rt. 173. The idea the person is trying to convey is when will our community government stop looking at developers and get individualized attention for their community for development. Mary would like the Board to keep this in mind.

XV. Closed Session: none

XVI. Adjournment:

At 8:53 p.m. Trustee Nicholson motioned to adjourn the meeting. Seconded by Trustee Fritz. Motion carried by voice vote. (5 ayes)

approved 5/20/08 siy