

VILLAGE OF CALEDONIA BOARD MEETING MINUTES

May 20, 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 Yakey, Treasurer Brian Bratter, Trustees Rae Duncan, Rod Fritz, and Mary Walraven; Absent - Jeff Nye
- IV. **Approval of Agenda:**
Added to agenda: under Budget & Finance as #3, discuss internet, under Ordinance Committee as #1, Agenda posted on Web and timing of when it goes out, as #2, Committee of the Whole, and under New Business as #2, Discuss changing Committee night. Trustee Walraven motioned to approve the agenda with two additions. Seconded by Trustee Fritz. Motion carried by voice vote. (4 ayes)
- V. **Approval of March 18, 2008 Board meeting minutes:**
Trustee Walraven motioned to approve the minutes with changes. Seconded by Trustee Fritz. Motion carried by voice vote. (4 ayes)
- VI. **Attorney Remarks:**
Received copy of model annexation from Trustee Nye and will email it back to him when finished.
- VII. **Presidents Report:**
 - read Jack Nicholson's resignation letter (on file)
 - Received copy of letter from Colleen Blaney regarding property 14702 Caledonia Road (on file)
 - Heritage Day parade June 29, 2008 with an entry deadline date of June 15, 2008
 - Handed some info to Trustee Walraven, Liquor Commissioner
 - Received letter from Illinois Comptroller that is addressed to Mark Loewecke, of the Street Lighting District, for being delinquent with an audit. Treasurer Bratter will look into this.
- VIII. **Treasurers Report:**
 - following are account balances as of April 30, 2008:
 - General fund checking account - \$2,322.91
 - General fund money market - \$16,211.52
 - MFT checking account - \$11,134.21
 - MFT money market - \$11,703.64
 - Building permit account - \$2,292.31

Road & Bridge money market - \$5,407.70

Discretionary Fund - \$200.00

Petty Cash - \$48.12

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 Walraven motioned to approve the Treasurer's report as given. Seconded by Trustee Duncan. Motion carried by voice vote. (4 ayes)

IX. **Clerks Report:**

Comment made at previous meeting that the Clerk has all committee meeting minutes is not accurate. The Clerk has all committee minutes that have been turned in by the chair of each committee. It is the responsibility of the chair to get their minutes to the Clerk. Also at last meeting, it was mentioned that the Clerk, not the Treasurer, make copies of his financial report because he is not reimbursed for the ink. It should be reimbursed since it is Village property and Village work. Trustee Walraven mentioned all items to be discussed at Board meeting, need to be put in an 'agenda packet' given ahead of time. Attorney Green said there is no legal requirement to do this.

X. **Committee Reports:**

A. Roads & Capital Improvement:

President Siek asked Trustee Walraven to chair this committee since she is the only one not already in that position and she accepted. Trustee Walraven questioned President Siek as to the reason she helped with PZB and not any of the other committees who are also short in members. Siek replied that Trustee Nye asked her to help, whereas the other committee chairpersons have not asked for her help.

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 \$264.45, Internet (Sue Yakey) \$20, Barrick, Switzer, Long, Balsley & Van Evera (attorney) \$1,201.50, Kinko's (payable to Jeff Nye for map lamentation) \$18.74, Sue Yakey (office supplies) \$65.14, Boone County Journal (public hearing notice) \$35. Seconded by Trustee Walraven. Motion carried by voice vote. (4 ayes)

2. Old Business-updated software cost for Treasurer and Clerk:

The cost for Microsoft Office is about \$150 and you can put install it in up to three computers. Trustee Fritz motioned to purchase the software at the cost of \$150 plus tax. Seconded by Trustee Duncan. It was discussed and decided that Treasurer Bratter would purchase the software.

3. Internet bill:

Discussion followed regarding the \$20 reimbursing Clerk Yakey for the internet use. At this time, the Clerk will submit an invoice so there is a

paper trail. This will go back to Budget & Finance Committee.

C. Planning, Zoning & Building w/Trustee Walraven reciting her notes in Chairman Nye's absence:

Twenty-one people attended the public hearing. Adam Tegan spoke regarding the Land Use Plan map. Dave Slitkas was in attendance as well.

D. Ordinance w/Chairman Duncan reporting:

1. Committee of the Whole:

This was tabled in the past and Ordinance Committee will bring it back.

E. Border Agreement Ad Hoc w/Chairman Fritz reporting:

1. Present Timberlane border agreement proposal to Board and take any action necessary:

Trustee Fritz gave an overview of the proposed agreement with Timberlane and handed out three maps to view. He feels this should be tabled because Timberlane's President, Steve Rapp, wants to have a meeting with us and the property owners. Trustee Fritz would like to send a letter requesting a meeting instead of a phone call. President Siek commented that he needs to collaborate with Trustee Nye on a date and to make sure there is enough time to put notice of the meeting in the paper.

2. Present Loves Park border agreement proposal to Board and take any action necessary:

Discussion followed regarding the proposed agreement with Loves Park. Trustee Fritz will contact Dan Jacobson, Loves Park, and set up a meeting with him and will bring this back to the Board at a later time.

XI. **Old Business:**

1. Discussion regarding moving forward with property 14702 Caledonia Road:

This is the property mentioned in Ms. Blaney's letter that was read in the President's report. Discussion followed and Trustee Walraven motioned to allow Sue Siek, President of our Village Board, to write him a letter to thank him for his efforts thus far, and to please continue to keep up with the particular areas like keeping the weeds down; things specific in our ordinances that can be backed up. Trustee Duncan added that a second letter be sent to Colleen Blaney. Seconded by Trustee Duncan. Motion carried by voice vote. (4 ayes) President Siek will compose the two letters and bring a copy of what she wrote to the Board next month.

2. Microsoft Office software for computers (2 were okayed):

This was discussed earlier.

3. Flyer approval:

Trustee Fritz passed out a sample of the flyer and wanted the Board's opinion. A few changes were made and it was decided that Board members will hand deliver them to all residents. Maggie Rock with the Belvidere Daily Republican stated she will write something up.

XII. New Business:

1. Discuss Trustees responsibility regarding list of meetings to Treasurer before committee meetings:

President Siek stated that the Trustees need to give a list of meetings attended to the Treasurer by the end of the month so they are paid properly. This can be emailed to him.

2. Discuss changing committee night:

President Siek suggested moving committee night to the 1st Tuesday of the month to give more time to accomplish things before bringing it to the Board. She wants the Trustees to think about this and will bring it back next month for further discussion and vote.

XIII. Scheduling of Special Meetings:

Discussion followed regarding having Border Agreement Ad Hoc committee meet on Committee night. Trustee Fritz motioned to have the Border Agreement Ad Hoc Committee meet on Committee night at the end of the line-up. Seconded by Trustee Walraven. Motion carried by voice vote. (4 ayes) (Clerk will put it in the paper)

XIV. Public Comment:

1. Phil Long - why pay tax on the software; government is exempt. Clerk will get tax ID number to Treasurer.

2. Mary Walraven - says residents have tried to get hold of Susan Siek. One was Norm Pierce and the other was to complain about a barking dog and would like the ordinance and complaint form for that resident.

XV. Closed Session: none

XVI. Adjournment:

At 9:21 p.m. Trustee Fritz motioned to adjourn the meeting. Seconded by Trustee Walraven. Motion carried by voice vote. (4 ayes)