

VILLAGE OF CAPRON
Committee Meeting Minutes
MAY 23, 2016 @ 7 p.m.

Meeting Location is at the Capron Village Hall - 250 W. Main Street

Pledge 7:00 P.M.

Call to Order by President JoAnn Cavaliere

Roll Call – Nancy Jones, Ken Hawes, Kim Gazda, Elizabeth Kopacz, Steve Cavaliere, Linda Nelson, JoAnn Cavaliere, Aaron Szeto. Laura Pisarcik, Anna Kuzmiak, Ryan Wood not present.

Approval of Agenda – Motion by Ken Hawes, 2nd by Kim Gazda. Voice vote: all ayes.

Audience Comments – Those who wish to address the board must sign in at the beginning of the meeting and will have **5 minutes** to speak.

Charlie Frank – Inquired about the properties the Village wants to demo. Aaron Szeto explained that a sign is being posted on Stahl's property 165 E Main. After 30 days, send out notice of demo, tear it down and then foreclose on property. Should be down in July. 127 W Main, end of this week the paperwork will be done and ready to close on. Then we can have it taken down as well. Property at 330 N Wooster, Aaron is still working on.

Ad-Hoc Community Events – Robert Lukes

Open House for First Responders went well. Good turnout for Fire Dept. and Capron Rescue. The Sheriff's Dept. had one show, a few others were on a call that came in right at 3:00 p.m. Working on "Yard of the Month". Yards nominated, the Master Gardner's Club would judge. Winners would receive a gift certificate to a nursery for flowers and such. The winner would also get a sign in yard stating "Yard of the Month." Flea Market coming up June 18th.

Code Enforcement – Robert Lukes

- a. Code Enforcement Status Report – List of mowing violations and cases working on.
 1. Car on 4th Street without wheels – tenants have been called and notice placed on car, in a baggy in case of rain, and owner has been notified as well. Currently they are in violation of 10 days at \$50/day so the violation fine will be added to their water/sewer account. The vehicle is parked on the "parkway" which is a public rite away so we should check again with Sheriff Dept. to have it tagged and towed.
 2. Bob stated originally he was hired for 20 hours/month then bumped it up to 30 hours/month during summer where more violations to keep eye on. He is currently at 27 hours with 9 days to go. He asked the board if he should just shut down until then next month or could he have a few more hours to finish the month. The concensus of the board was to allow a few more hours if justified.

Community Relations – Kim Gazda – Nothing at this time.

Health – Anna Kuzmiak - Absent

Maintenance & Streets/Sidewalks – Nancy Jones.

- a. Discuss 50/50 sidewalk quotes for Perez & Gratz property downtown. – This being a new fiscal year, more money is being put aside for the 50/50 sidewalk program so we should have enough money to accommodate these requests.
- b. Discuss final payment request from Norwest for street repairs. (\$69,432.60). JoAnn to sign the paperwork and we will submit payment.

Planning & Development – Elizabeth Kopacz

- a. Discuss Intergovernmental Agreement w/Boone County Conservation District. – Liz talked to Dane Kane who is willing to sign a new IGA, but with the same terms as in previous IGA.
- b. Discuss cleaning up property along bike trail owned by Conservation District & Village of Capron. An agreement between the BCCD and board

- in 2014 was in exchange for the BCCD waiving permit and access fees for access to the bike trail for the North Street Water Main Project, the village was to purchase property adjacent to the BCCD property just South of the bike trail and just West of Fifth Street. The village was also to haul away the concrete and steel structures on both the now owned village property and the BCCD property, pile the trees that were growing out of those structures to the side, level property back to original plane and construct two bathrooms and possibly a drinking fountain. The BCCD would then plant new trees and shrubs. The bids for the North Street Project came in well above the \$100,000 grant and the Grant money was returned to Illinois Department of Commerce. The North Street Project and the overhaul of the properties adjoining the bike trail were cancelled.
- c. Discuss grant thru IDOT regarding transportation program. Liz has requested quotes from Ayre Excavating, Cordray Brothers, and Watson Excavating for the removal of clean up of property next to bike path. She has looked into the paperwork to apply for assistance here but needs to know how much money we are looking at before she can submit paperwork. She has requested quoted be back to her by June 3rd at the latest. Deadline to apply is June 17th.

Treasurer- Laura Pisarcik

Water & Sewer - Ken Hawes

- a. Discuss which Lab we want to do our sampling for test well. Here are quotes for pricing:
 - McHenry Analytical Water Laboratory, Inc. \$1,649.00
 - PDC Laboratories, Inc. \$1,571.25

Both companies are based and licensed to provide analytical services in Illinois. Typically we go through McHenry Analytical. If this cost isn't in our budget, Ryan recommends removing Line Item 9 from the Bid (Abandon Monitoring Well); this cost is \$2,140. Assuming the test well produces positive results, the monitoring wells will be beneficial during the production well drilling.

The consensus of board is to go with McHenry Analytical. It's not that much of a price difference and suggested maybe we could ask them to price match.

Zoning & Ordinance – Steve Cavaliere – Nothing at this time.

Village Engineer – Ryan Wood, Strand Associates, Inc – Not present

Village Attorney - Aaron Szeto – He updated us on properties up in audience comments.

Village President – JoAnn Cavaliere

- a. Discuss Real-Opp Enterprise regarding Manufactured Home Park. – The Ordinance states the Manufactured Home Park needs a Recreation Center and a Storage Shed for lawn mowing equipment and such. Tim Carlin would like to ask the board for a Variance stating he doesn't need a rec center because these homes are large enough to entertain at home rather than need a rec center. 5,000 sq ft. is 25% larger than the Lion's Community Building and he doesn't feel that is needed. Residents could always rent the Lion's Club Community Center if needed. As for a storage shed, residents take care of their own property and everything else would be hired and they usually bring their equipment with them. This matter would need to go before the ZBA Board for their recommendation but Tim wanted a consensus of the board so he could move forward with applying for a variance if needed. He has already spent \$40,000 on project and next step is to work with Aaron to get a TIFF. Aaron explained that the board can decide to remove the requirement from the ordinance with a Text Amendment or ask Tim to apply for a Variance. The consensus was

to apply for the variance but the board would wait for the recommendation by ZBA before they made a final decision. Aaron can schedule a ZBA Meeting for the end of June.

- b. Discuss Robert Luke's (Code Enforcer) handling basic inspections.—Phil agreed to let Bob take care of smaller inspections so that the Village could help the residents save some money on building permits. As code enforcer, Bob notifies residents that they have to have their rv's, trailers, etc... on a hard surface of gravel, cement, or asphalt. Then they have to get a permit to put it in. Currently the rate is \$118.75. If Bob was to do some of the smaller permits such as driveway extensions, fences, sidewalks the Village could charge half as much for the permit and help the resident out. Liz felt this was a conflict of interest for the Code Enforcer to do these permits and felt it was entrapment. While inspecting a fence, he may find the lawn is too long and send violation notice for that. She didn't believe this was a good idea at all. Kim Gazda suggested we look into the description of Code Enforcer before we do anything. Currently the description states that the Code Enforcer would not do any inspections. Aaron Szeto also suggested we look into what qualifications are needed to inspect these things. So at this time, Phil Long will continue to do the inspections and a basic permit fee is \$118.75.
- c. Discuss amending 2014 building permit fees for the inspections Bob will be handling. This was not discuss as we are not changing anything at this time.

Audience Comments – Those who wish to address the board regarding the *material discussed at this meeting* will have **5 minutes** to speak.

Unfinished Business - None

New Business - None

Adjournment – Motion to adjourn by Steve Cavaliere, 2nd by Kim Gazda. Voice vote: all ayes. Meeting was adjourned at 8:15 p.m.