

Shabbona Village Board Meeting Minutes

AUGUST 28, 2023 REGULAR BOARD Meeting

The Regular Meeting of the Shabbona Village Board was called to order by Village President Donald J. Goncher on Monday, **August 28, 2023** at 7:00 P.M. in the meeting room at Village Hall, 206 S. Blackhawk Street, Shabbona IL. The following were present:

Title	Name	Present	Not Present		Title	Name	Present	Not Present
President	Donald J. Goncher	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Trustee	Marc Cinnamon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer	Cindy Barnes	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Trustee	Denny Sands	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clerk	Jen Morrison	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Trustee	Allison Kidd Probst	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney	Keith Foster	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Trustee	David Simpson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engineer	Aaron Full	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Trustee	Joy Fay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Works	Bud Forrer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Trustee	Geoff Cooker	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OPENING OF MEETING/PLEDGE OF ALLEGIANCE/ ROLL CALL

Roll Call Vote: Marc Cinnamon-aye, Allison Kidd Probst-aye, Denny Sands-aye, Joy Fay-aye, David Simpson-aye, Geoff Cooker-aye. 6 present.

ADDITIONS TO THE AGENDA – Geoff Cooker added communications options

APPROVAL OF AGENDA – Marc Cinnamon motioned to approve the agenda, Allison Kidd Probst seconded. All in favor vote aye, motion carried.

CITIZENS ADDRESSING THE BOARD:

- John Rood expressed concern about future construction on Apache Street as there are people with limited mobility and asked if there is a plan it needs to be communicated and as the project gets closer to start.
- Zeke Rupnick, PBPN Chairperson, said that the Nation was present at the governor's bill signing in Chicago – repatriation of remains will be allowed in State Parks and State Museum is working hard to repatriate remains and his hope is that by this fall they can start repatriation of the Potowatomi ancestors. Another bill is for Native American history to be taught in state schools and they are working on defining curriculum on their history. Final bill was for regalia – a lot of school districts frown upon Native Americans wearing traditional regalia at graduation and this bill allows for traditional regalia. The Nation supported all three bills and is glad they were signed. Senator Duckworth has signed onto federal legislation on the senate side, Nation is working actively to get a hearing scheduled, possibly in September.

REPORTS and ACTION

A. VILLAGE ENGINEER: Aaron Full

1. PROJECT UPDATES:

- a. Apache Street project will be submitted to IDOT at the end of this week. Later this fall or early winter will go out for bid.
- b. Shabbona Road project - Keith will have easement documents to Aaron by the morning. By tomorrow should have permit from DeKalb County, which may save the village some money. Later this fall, early winter will bid.
- c. Aaron will be submitting 602 E Comanche water permit to bore and run under Route 30.

- d. He has been helping Buddy with Well #6 here and there, there have been some issues with chlorine chemical and pump, have changed chemical provider which should help.
- B. MAINTENANCE REPORT-BUD FORRER:** Curbing by school painted and temporary no parking signs done before school started. Been working on meter and radio installation. Did shut offs two weeks ago. Replaced flag poles at Public Works and Joe Perkins Memorial Park. Installed plexiglass over zoning map in the Village office.
- C. COMMITTEE REPORTS:**
 1. **FINANCE COMMITTEE-ALLISON KIDD PROBST:** Committee met last Thursday and majority of what was discussed will be discussed under Financials tonight.
 2. **INFRASTRUCTURE COMMITTEE-MARC CINNAMON:** nothing new, working closely with Finance Committee.
 3. **DEVELOPMENT COMMITTEE-ALLISON KIDD PROBST:** Building Shabbona Together is meeting 3rd Thursday every month at Resource Bank. They have formed a sub-committee to look at Purdy Park layout and design and sub-committee meets tomorrow night.
 4. **PUBLIC AFFAIRS COMMITTEE-DAVID SIMPSON:** Next meeting September 6 @ 6pm in Village Hall
- D. DEKALB COUNTY SHERIFF** – reviewed Sheriff’s report for July 2023
- E. VILLAGE CLERK**
 1. **APPROVAL OF REGULAR BOARD MEETING MINUTES FROM JULY 24, 2023-**David Simpson motioned to approve the minutes of the Board Meeting from July 24, 2023, Joy Fay seconded. All in favor vote aye, motion carried.
 2. **ZONING BOARD/PLANNING COMMISSION RECOMMENDATION OF 2023 COMPREHENSIVE PLAN:** The Zoning Board/Planning Commission recommends the Village Board approve the 2023 Comprehensive Plan with amendments – spell check and grammar errors within document. Allison Kidd Probst motioned to approve the 2023 Comprehensive Plan, Geoff Cooker seconded. All in favor – aye, motion carried.
 3. 205 N Hiawatha building permit for chicken coop was approved, pending payment now – they have obtained a different coop so chickens will not be in the wire cage. Jen let the resident know that once permit is issued, it is resident’s responsibility to notify B&F Construction when they are ready for inspection. Once Jen receives notice of final inspection approved, she will sign off on chicken registration.
 4. **COM ED ANNUAL REPORT:** Board was provided annual report from ComEd for the Village to review.
 5. **ORDINANCE FEES AND RATES-FIRST READING:** Melanie Berg, Deputy Clerk, went through ordinances and typed up Fees and Rates that are no longer going to be in ordinances and instead will be posted on Village website. Jen made recommendations to the board to review and possibly update Administrative Fees especially in regard to Zoning Variances, Special Uses, and Annexations as current \$75 fee does not cover all of the Village’s costs for these items.

FINANCIALS

- A. APPROVAL OF BILLS AND PAYROLL** – Joy Fay motioned to approve bills and payroll, David Simpson seconded. Roll Call Vote: Allison Kidd-Probst-aye, David Simpson-aye, Denny Sands-aye, Marc Cinnamon-aye, Joy Fay-aye, Geoff Cooker-aye. 6-0 Motion carried.
- B. TREASURER’S REPORT** – Allison Kidd Probst motioned to accept the Treasurer’s report, Joy Fay seconded. Roll Call Vote: Joy Fay-aye, Allison Kidd-Probst-aye, Denny Sands-aye, Geoff Cooker-aye, David Simpson-aye, Marc Cinnamon-aye. 6-0 Motion carried.
- C. UTILITY BILLING:** Had 4 shut offs, a 5th one asked for extension and did not pay so got shut off 8/21 and is still off. One paid all but the shut off fee. Usually about 12 people on shut off list, so this is a reduced number.
- D. TAKING AN ADDITIONAL 20% FROM NON-HOME RULE (NHR) SALES TAX MONTHLY REVENUES AND TRANSFERING TO THE CAPITAL DEVELOPMENT FUND:** Marc Cinnamon explained that Capital Development Fund is shares from gaming revenue and currently 20% of NHR sales tax, about \$34,000

per year getting deposited in Capital Development Fund. With the projects coming up that will need to be paid for, the Finance Committee is recommending increasing NHR sales tax another 20% to Capital Development Fund to increase those funds available. Marc Cinnamon motioned to approve 40% from NHR sales tax monthly revenues to be deposited to the Capital Development Fund with next check received, Allison Kidd Probst seconded. Roll Call Vote: Marc Cinnamon-aye, Allison Kidd-Probst-aye, Denny Sands-aye, David Simpson-aye, Joy Fay-aye, Geoff Cooker-aye. 6-0 Motion carried.

- E. TRANSFERRING \$8,668.50 FROM THE DEFUNCT ESCROW FUND TO A DEDICATED FAÇADE PROGRAM FUND:** The Finance Committee recommends putting funds toward a dedicated Façade Program Fund. Allison Kidd Probst is reviewing a façade program currently and Development Committee will review and update in order to make a recommendation to the Board. Marc said that this will help start the revenue that will be needed for Façade Program. \$500 per month paid to Village out of defunct escrow as administrative fee, amounts paid out to Village to date will transfer to Façade Program Fund and then monthly \$500 until escrow fund is empty. Geoff Cooker motioned to transfer the defunct Settler's Point Escrow Funds to a dedicated Façade Program Fund instead of General Account, Joy Fay seconded. Roll Call Vote: Allison Kidd-Probst-aye, David Simpson-aye, Denny Sands-aye, Marc Cinnamon-aye, Joy Fay-aye, Geoff Cooker-aye. 6-0 Motion carried.

OLD BUSINESS

A. PROPERTY NOTICES/VIOLATIONS UPDATE: Keith Foster updated Board.

- a. 311 North Illini – roofing permit issued and supposed to be done by August 31 and next court date is 8/31.
- b. 304 W Navaho – waiting for contractor to start – Judge gave til October 2 to make progress
- c. West Comanche – property owner lawyer said he is filing a stay or something.

B. BUILDINGS BEING USED AS STORAGE: Storage is considered a special use under our ordinances it is not a permissible use. Denny asked for definition of storage – is it personal storage or receiving monies/rent for someone using property for storage. Personal storage different than paid storage? Paid storage (we have two storage facilities) is a special use permit and both have that. Storage is not a permissible use in Commercial districts per Zoning Ordinance. Route 30 district appearance needs to be addressed. Discussed junk vehicles. Read different portions of ordinances regarding storage.

C. SHABBONA FIRE DEPARTMENT INTERGOVERNMENTAL AGREEMENT STATUS/JOE PERKINS MEMORIAL PARK UPDATE: Keith has not heard anything back from Shabbona Fire Department attorney who is reviewing agreement.

D. VACANT BUILDING ORDINANCE

- a. **B&F CONSTRUCTION CODES REPORT ON VACANT BUILDINGS AND OTHER DOWNTOWN BUILDINGS WITH CODE VIOLATIONS:** The board reviewed the reports that were received. There are 8 buildings that are considered Vacant per Vacant Building Ordinance and 7 properties that are being used for miscellaneous use that have property maintenance code violations. All in favor vote aye, motion carried.
- b. **VACANT BUILDING LETTER:** consensus to send out immediately
- c. **DOWNTOWN BUILDINGS WITH CODE VIOLATIONS BUT NOT VACANT LETTER:** How long do they have to address property maintenance violations? 60 days to comply, be fined/have lien placed on property, or come to the board with a plan to address violations. Consensus to send out immediately. Need to update letter with timelines and options.

NEW BUSINESS

A. ITEP DOWNTOWN STREETScape IDOT BIDS FROM 8/4/2023 BIDLET AND APPROVAL FOR BID AWARD:

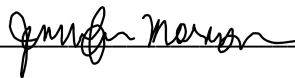
Elliot and Wood, Inc, of DeKalb IL was the lowest bidder at \$1,654,900.00. Marc Cinnamon said that \$200,000 is not grant eligible. One of the projects Elliot & Wood just did was downtown DeKalb. Marc

motioned to accept, Joy seconded. Roll Call Vote: Marc Cinnamon-aye, Allison Kidd-Probst-aye, Denny Sands-aye, David Simpson-aye, Joy Fay-aye, Geoff Cooker-aye. 6-0 Motion carried.

- B. FEHR GRAHAM ENGINEERING AGREEMENT FOR PHASE III CONSTRUCTION ENGINEERING OF ITEP DOWNTOWN STREETScape IN THE AMOUNT OF \$176,904.00:** 20% of the engineering cost will be paid out of village funds, 80% is paid out of ITEP Grant. David Simpson motioned to approve Fehr Graham Engineering Agreement for Phase III Construction of Downtown Streetscape in the amount of \$176,904.00, Allison Kidd Probst seconded. Roll Call Vote: Marc Cinnamon-aye, Allison Kidd-Probst-aye, Denny Sands-aye, David Simpson-aye, Joy Fay-aye, Geoff Cooker-aye. 6-0 Motion carried.
- C. PURDY PARK ENGINEERING PROPOSAL FROM STEPHANIE BROWN OF CHASTAIN & ASSOCIATES:** The Engineering Contract for Purdy Park with Stephanie Brown of Chastain & Associates would be for \$6,200 - \$1,200 for conceptual design meeting with sub-committees from the Village and from the Building Shabbona Together 501c3 and engineering conceptual site plan with quantities and estimates \$5,000. This does not include necessary surveying nor final engineered plans. Final engineered plans for construction would be included in any grant submission so that we can get 50% cost share on final engineered plans for bidding and construction. Allison Kidd Probst motioned to approve signing contract with Stephanie Brown for \$6,200, Geoff Cooker seconded. Roll Call Vote: Joy Fay-aye, Geoff Cooker-aye, Allison Kidd-Probst-aye, Denny Sands-aye, David Simpson-aye, Marc Cinnamon-aye. 6-0 Motion carried.
- D. COMMUNICATION OPTIONS:** Geoff Cooker has looked into communication options for events, there is no 2-way radio communication for public works or village events. Illinois Communications is going to conduct an informal survey here to see what would meet needs of the Village. When Geoff gets more information, he will share with Board. At one time public works had a frequency and equipment, and Buddy said they could use it. There are a lot of grants available for this.

ADJOURNMENT: Joy Fay motioned for adjournment at 8:16PM, Geoff Cooker seconded. All in favor vote aye, motion carried.

Meeting Minutes of the Village of Shabbona, Illinois submitted by Village Clerk, Jennifer Morrison.

/s/  _____

Approved: 9/25/2023