

Shabbona Village Board Meeting Minutes

FEBRUARY 26, 2024 REGULAR BOARD Meeting

The Regular Meeting of the Shabbona Village Board was called to order by Village President Donald J. Goncher on Monday, **February 26, 2024**, 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 type="checkbox"/>	<input checked="" 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	Chastain & Associates: Curtis Cook	<input type="checkbox"/>	<input checked="" 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-absent, Joy Fay-aye, David Simpson-aye, Geoff Cooker-aye. 5 present.

ADDITIONS TO THE AGENDA – none

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

CITIZENS ADDRESSING THE BOARD:

- Jill Simpson – Farmer’s Market: Jill handed out draft of farmers market flyer. She is asking for continued support from the board, use of Purdy Park, and the Village providing insurance for the market. The parking at Purdy Park, all the space and shade trees, reduced traffic noise, portapotties and less windy conditions were all big wins last year. Vendors said they had more shoppers last year than the previous year. Signage and Facebook page were very helpful. Every weekend did get some people from the State Park at the Farmers Market. Asks for the village to help with printing flyers. The signage is still in good condition and should last another year or two. She will be updating the application process and recruiting.
 - Approval of use of Purdy Park
 - Approval of village paying for insurance for farmer’s market
 - Approval of printing market flyers
- Norma Ayala – vacant building: she bought the property at 103 W Comanche and she has had some health issues and was out of work from March-September 2023. Asking for waiver of fines/fees and time to either sell or fix property
- Ryan Maloney – They are interested in having chickens and confused as one resident said they have chickens that are registered and that they understand a trustee has chickens. Why haven’t there been any successfully completed applications? How clear is it to people that try to apply? Why didn’t people that have chickens go through with the process? Asking what can be developed for effective chicken ordinance? To ban it outright seems a lot to do, he recommends the board should review the ordinance and possibly adjust it. They would like to have backyard chickens as it is better for the chickens and ecosystem. Noise is similar to a human conversation, whereas barking dogs and lawn mowers are much higher decibel noises. Chickens provide natural herbicide, pesticide, and fertilizer.

Part of their decision to purchase their home in Shabbona was that chickens were allowed which is an attractive thing to them. Raising chickens would be good for their kids – they are in Clover Buds and will eventually be in 4-H and would have responsibility of caring and learning about chickens. It would give their kids a hands-on learning opportunity. Backyard chickens provide a diverse food source and are more resilient. There are benefits to both the chickens and the household.

REPORTS and ACTION

A. VILLAGE ENGINEER: Curtis Cook

1. **PROJECT UPDATES:** Curtis Cook was not present at the meeting but provided an update.
 - a. He has a meeting scheduled with the Illinois Commerce Commission on March 12 to discuss the establishment of the railroad quiet zone.
 - b. Shabbona Road Waterline replacement project – waiting on the IEPA to execute the loan agreement. Then the Village can award the project.
 1. Jen asked if we needed to look at any requirements for the lead line replacement that will happen with this project – notification of residences with lead lines being replaced and any guidelines that go with lead line replacement.
 - c. Apache Street – Everything is in order. The contractor wants to start April 1.
 1. Jen asked if we should make a notice to post on all the residences on the street about the project including the few houses on south Illini that curves into Apache. Anticipated Project timeline 4/1-6/28 2024.
 2. Marc said to post a notice on residences about a week before the project starts.

B. PUBLIC WORKS REPORT-BUD FORRER: John and Jake stained the downtown redwood benches. Going to be painting the meeting room and bathrooms. Have been putting more meters/radios in. Sweeping gravel from plowing and patching grass. Core Main/Sensus set up app on Buddy's phone that can be used to set up radios instead of carrying the reader gun or laptop. They will shut off waters the morning of February 15.

C. COMMITTEE REPORTS:

1. **FINANCE COMMITTEE-ALLISON KIDD PROBST:** March 12 @ 6pm Village Hall
2. **INFRASTRUCTURE COMMITTEE-MARC CINNAMON:** nothing new. Will schedule a meeting in April. Asked Buddy to get inventory of bad sidewalks and where none exist.
3. **DEVELOPMENT COMMITTEE-ALLISON KIDD PROBST:** BST sub-committee on Purdy Park met and Marc filled in for Allison. They met with Stephanie who is designing and engineering the park. Need to have certified engineering completed in order to submit for Osland Grant this year—which would pay for 50% of what park improvements would cost. Plan includes multi-purpose pavilion and bathrooms.
4. **PUBLIC AFFAIRS COMMITTEE-DAVID SIMPSON:** Wednesday, March 13 @ 6pm meeting Village Hall to start planning 4th of July.
 - Joy Fay motioned to approve Shabbona Farmer's Market use of Purdy Park, Village paying for insurance for the farmers market and printing market flyers, Geoff Cooker seconded. Roll Call Vote: Joy Fay-aye, Geoff Cooker-aye, Allison Kidd-Probst-aye, Denny Sands-absent, David Simpson-aye, Marc Cinnamon-aye. 5-0 Motion carried.

D. DEKALB COUNTY SHERIFF – reviewed Sheriff's report for January 2024

E. VILLAGE CLERK

1. **APPROVAL OF BOARD MEETING MINUTES FROM JANUARY 22, 2024 AND SPECIAL MEETING FEBRUARY 7, 2024**-Marc requested amendments *"Section Old Business, C. Vacant Buildings, a. Consideration/Approval of Next Steps for Vacant Buildings. Strike line 8 as inaccurate. Replace with: Most commercially zoned properties in the village peaked in assessed value in 2006. The assessed value of commercially zoned properties in the village did not reach their 2006 assessed value again until 2023/2024. Some today, continue to remain significantly below their 2006*

assessed value.” Geoff Cooker motioned to approve the minutes of the Board Meeting from January 22 as amended and approve the minutes from February 7, 2024, special meeting, David Simpson seconded. All in favor vote aye, motion carried.

2. **FREEDOM OF INFORMATION ACT (FOIA) REQUESTS:** Jen updated the board on status of FOIAs this month as well as clerk and deputy clerk hours invested in responses.
3. **ZONING PERMITS ISSUED TO DATE:** there were no building permits issued in February 2024.
4. **WEBSITE & MUNICODE UPDATES:** Jen completed the required trainings for the new website and has started going thru new website and doing necessary updates and revisions. Goal is to roll out in March. Ordinance proofs that were reviewed/commented by Jen, Cindy, and Keith’s office were returned to Municode on 2/1/2024. Municode will “ship” in May so we should be live within days of receipt.

FINANCIALS

- A. **APPROVAL OF BILLS AND PAYROLL** – David Simpson motioned to approve February 2024 bills and payroll, Marc Cinnamon seconded. Roll Call Vote: Allison Kidd-Probst-aye, David Simpson-aye, Denny Sands-absent, Marc Cinnamon-aye, Joy Fay-aye, Geoff Cooker-aye. 5-0 Motion carried.
- B. **TREASURER’S REPORT** – Joy Fay motioned to accept the Treasurer’s report as of January 31, 2024, Geoff Cooker seconded. Roll Call Vote: Joy Fay-aye, Allison Kidd-Probst-aye, Denny Sands-absent, Geoff Cooker-aye, David Simpson-aye, Marc Cinnamon-aye. 5-0 Motion carried.
- C. **FY24 APPROPRIATIONS YTD REPORT** – Cindy provided report with appropriations and actual financials to date for board.
- D. **UTILITY BILLING:**
 1. **ISSUES/CONCERNS:** February 15 did shut offs, only 1 is left off and property is in foreclosure.

OLD BUSINESS

A. PROPERTY NOTICES/VIOLATIONS UPDATE:

- a. 304 W Navaho – still have to do work on house and back in court in March
- b. West Comanche – Resource Bank is disclosing actual owner finally, should know who it is in about a week or so.
- c. 202 S. Shabbona Road – sent notice with fine of \$300 for truck parked around corner on Cherokee street for 5 days after snow of more than 2” in January. To date there has been no response.
- d. 201 N Illini Street – sent notice with fine of \$300 for car parked on street for 5 days after snow of more than 2” in January. The resident called the office and left a message. Don Goncher called and left her a message that if she wants to dispute the fines, then she needs to come talk to board at February meeting. Resident was not in attendance at the meeting.

B. VACANT BUILDINGS UPDATE: No property owners have registered vacant buildings nor have any requested to present a plan for remediation to the board.

February 19, 2024 – invoices went out to all property owners for \$1700 including fines to date. 115/117 W Comanche was split into two invoices.

- 117 W Comanche – has tenants in upstairs and downstairs apartments, downstairs apartment not approved for use per Ordinance. 115 & 117 property owner’s attorney sent the village a letter which was passed on to Keith Foster. Keith Foster will respond to the property owner’s attorney.
- 104 S Illini – was sent property maintenance violation but has no tenant in apartment at rear and is being used as storage. Does the board want to have vacant building notification sent to property owner? The board consensus is to send vacant building notice.
- 306 W Comanche – garage should be vacant since variance was denied by board. Does the board want to have vacant building notice sent to property owner? The board consensus is to send vacant building notice.
- 402 W Comanche has demo permits posted and should be demolished this Spring.

- 404 & 406 W Comanche – Marc Cinnamon talked to the property owner in the Fall but no further action has been taken to date. Does the board want to have vacant building notice sent to property owner now? The board consensus is to send vacant building notice.
 - 103 W Comanche – Board consensus is to work with her but need to get a plan from her soon.
- C. ORDINANCE 2024-02-26 AMENDING TITLE 4 CHAPTER 2:** There is one resident that in 2020 (application 7/7, 7/18 B&F invoiced, 7/29 B&F asked for payment status, 9/28 B&F asked for payment status, 10/2 permit issued and shortly after village sent letter confirming registration of chickens) did get coop permit issued and is registered with the village. There were 4 other permit applications submitted for coop but they never paid the building permit invoice and were never registered with the village. Discussion: Compliance is an issue as is being able to enforce without a police department. If the county writes a citation, it requires going to court and if our attorney is notified then our attorney goes to court – if attorney is not notified then citation is dropped. Need a mechanism for enforcement –something that will be effective. Keith Foster recommended looking into administrative adjudication – have to hire an adjudicator and people can make their case to adjudicator, the adjudicator is the final decision maker. Other municipalities have done this and it works. Need to look at how to set it up and what cost it would entail. Geoff Cooker said it does give members of the community a voice and provides a system that enforces ordinances. The Public Affairs committee needs to meet to discuss this. Keith can provide templates.
- D. CONSIDERATION/APPROVAL TO AMEND ORDINANCE 4-2-1 ANIMALS AND ANIMAL CONTROL REGARDING DOMESTIC ANIMALS-DOGS & CATS:** If board is going to consider amending ordinance, need to consider it along with options discussed with chickens. The system is failing residents regarding dog complaints.

NEW BUSINESS

- A. APPOINTMENT OF DAVID SIMPSON TO DEKALB COUNTY REGIONAL PLANNING COMMISSION (RPC) AND NAMING OF ALTERNATE:** Geoff Cooker motioned to appoint David Simpson as village representative on RPC and Denny Sands as alternate, Marc Cinnamon seconded. All in favor vote aye, motion carried.
- B. CONSIDERATION/APPROVAL FOR BUILDING SHABBONA TOGETHER TO USE \$20,000 GRANT FROM DEKALB COUNTY COMMUNITY FOUNDATION (DCCF) ON PURDY PARK:** David Simpson motioned to have Building Shabbona Together use \$20,000 Grant from DCCF on Purdy Park by December 2024, Geoff Cooker seconded. Roll Call Vote: Joy Fay-aye, Geoff Cooker-aye, Allison Kidd-Probst-aye, Denny Sands-absent, David Simpson-aye, Marc Cinnamon-aye. 5-0 Motion carried.
- C. CONSIDERATION/APPROVAL OF MOBILE SPEED SIGN GRANT APPLICATION:** Geoff Cooker motioned to approve Don Goncher to apply for mobile speed sign grant, Marc Cinnamon seconded. \$13,975 cost for mobile speed sign, 50% cost would be village expense. Geoff said that traffic data from speed signs provides proof of issues to request stop signs or traffic lights. And this would allow it to be moved around where needed—side streets, Shabbona Road, Preserve Road. David Simpson questioned the necessity for a mobile speed sign, Don responded that it would allow village to move it to different locations where complaints of speeding are a concern, for example Shabbona Road near High School and Shabbona Road north of the railroad tracks. All in favor vote aye 4 aye-1 nay, motion carried.

EXECUTIVE SESSION

Geoff Cooker motioned to go into Executive Session at 8:13PM, David Simpson seconded. All in favor vote aye, motion carried. Joy Fay motioned to return to the regular board meeting at 8:56PM, Geoff Cooker seconded. All in favor vote aye, motion carried.

ACTION FROM EXECUTIVE SESSION

Geoff Cooker motioned to approve the minutes from February 7, 2024, Executive Session, Joy Fay seconded. All in favor vote aye, motion carried.

ADJOURNMENT: Marc Cinnamon motioned for adjournment at 8:57PM, David Simpson seconded. All in favor vote aye, motion carried.

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

/s/  _____

Approved: March 25, 2024