**Minutes of the Board Meeting**

 **Village of Forreston**

**Monday, May 4, 2020, 7:00 PM**

Village President Metzger called the meeting to order at 7:02 PM. The Pledge of Allegiance is recited by all in attendance.

On Roll Call by Clerk Drayton, Trustees Ken Vinnedge, Monty Cotter, Ken Toms, Gary Buss, Jeff Freeze, and Vickye Norris are all in attendance.

A motion is made by Trustee Vinnedge and 2nd by Trustee Norris. Trustee Buss asks that minutes contain more detail regarding Public Comments and AP questions. Clerk Drayton responds she make the minutes longer. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

There is no Public Comment – Via Zoom Link, Jane Koeller states she has no comments.

Trustee Toms presents the Building/Demolition, Sign, Fence & Pool Permits for meeting. He begins with a permit for an addition to the house at 306 Logan Street. This is a large addition containing a two-stall garage, additional bedroom, screened porch on back of house. Also, a small front covered patio. All the setbacks are complying. The permit has not been paid yet but will be paid before any construction is begun. Motion is made by Trustee Toms to approve and 2nd by Trustee Cotter. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

 Next is a Pool Permit for 115 N Prairie Drive – There is a fence already in place, no overhead electrical wires, and the permit is paid in full. Trustee Toms motions to approve the Permit and 2nd by Trustee Freeze. On Roll call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

 Another Pool Permit is presented for 302 West Avon Street. There are two permits regarding this. The first permit is for a pool and fence. The fence will be lattice, not chain link as originally stated in the permit. All setbacks are complying and there are no overhead electrical lines. Trustee Toms motions to approve the fence and pool permit, 2nd is made by Trustee Freeze. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

 The second permit for 302 West Avon is for a Deck permit for around the pool. This is for a 3-foot deck with railing. Fence will be 3 feet from the deck. Trustee Toms motions to approve the deck permit, 2nd is made by Trustee Cotter. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

 Next, is Pool and Fence Permit for 104 Meadow Court. This is for an 18’ pool. The property owners have approval from the adjacent owners to tie into their fence so the property owners will fence the west side of property and put a gate to the existing deck. On the south east side, they will also put a fence with gate from the adjacent property to their house. Trustee Vinnedge asks what will happen if the neighbors remove their fence? Trustee Toms responds it is the property owner’s responsibility to install their own fence for the pool then. Village President Metzger states it should be noted with this permit that if either neighbor takes their fence down, Frazer’s will be required to put their own fence up. Trustee Norris asks for verification that he will be connecting to the other fence. Trustee Toms states both neighbors have given permission for Frazer’s to connect to their fences. There will be no gaps. Trustee Freeze states he thinks the property owner should have to install their own fence. There is discussion regarding mowing between two fences and what has been allowed previously when there are adjacent fences in place. Trustee Vinnedge states he can see issues happening. Clerk Drayton is asked to draft a letter for the property owners regarding the fencing requirements should the neighbors remove or have damage to their fence. If the fence is not done right away, the pool must be drained. Trustee Toms motions to approve the permit, 2nd by Trustee Cotter with the provision of a letter signed by Frazer’s regarding fencing requirements and ordinance. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

 Finally, there are two Solar Permits presented for 103 N Prairie Drive and 101 N Prairie Drive. Trustee Vinnedge asks Trustee Toms “Shouldn’t the homeowners submit the permits?” Trustee Toms asks Trustee Cotter and Trustee Vinnedge to present the permits as they have looked at sites. These permits we not completed per the Board’s requirements. Trustee Vinnedge states he will take the two permits and contact the homeowners in the morning. Trustee Cotter also notes the permit needs to be fixed regarding the Solar Rates. Clerk Drayton notes she told the contractor the correct fee as it is over 10 watts. Residents will have to complete the permit and, it is agreed the permit for 101 N Prairie Drive will have a $200 fine as the work had previously been completed. Motion is made by Trustee Toms to table both permits which is 2nd by Trustee Cotter. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

Discussion is held regarding permits. Trustee Buss would like to receive all permits in the packet on Thursday. Trustee Toms states Frazer’s contacted him Thursday and he looked at the property on Thursday. They turned their permit in on Friday morning and paid for it. Trustee Toms also states he has people call on Sunday afternoon about a permit and he does not allow that. Village President asks that a note be put on the Village’s social media and/or water bill regarding when permits need to be turned in.

The Accounts Payable are reviewed by the Board. Trustee Toms questions charges from Forreston Auto body for brake work and oil changes to the Squad, line item 01-02-0530 Clerk Drayton confirms that the Forreston Auto Body does most all the automotive work on the squad. Trustee Cotter asks about 09-01-0460 testing expense – should it be on last month’s budget. Trustee Cotter questions that the accounts payable report being dated May 1st. Clerk Drayton explains all bills were put on last year’s budget the fiscal year ended April 30th. The software developer recommended to print all checks ahead of time and close out the fiscal year. She continues to explain she can void a check if necessary, which will be easier than having to amend each entry to the previous calendar year. Trustee Vinnedge motions to approve the Accounts Payable, 2nd is made by Trustee Norris. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas.

Committee Reports:

Streets & Alleys - Trustee Buss has no report. Superintendent Rust states Stump Busters will be in town later this week to grind stumps and Northern Illinois Concrete Lifters will be in this week also to continue work on the downtown sidewalks.

Sewer and Water - Trustee Vinnedge has nothing to report.

Finance - Trustee Norris has nothing to report but asks if the Board would like to review the BDD Application submitted by Koeller Forreston Hardware. This permit was received after packets were delivered and was sent with Monday’s supplemental packet. They are asking for the full $5,000 for replacing windows. The total cost of the project is quoted at $6,976.85. Motion is made by Trustee Cotter to approve the BDD application for Koeller Forreston Hardware with stipulation as we have done, submit paid receipt pay back to them up to $5,000. Trustee Buss asks if we want to max it at $5,000 to be fiscally responsible. Trustee Cotter states he did say a maximum of $5,000. 2nd is made by Trustee Norris. On Roll Call, Trustees Vinnedge, Cotter, Toms, Buss, Freeze, and Norris all respond with Yeas. Trustee Norris asks Clerk Drayton if we have things straightened out with the raise for Sonia which should have happened in March. Clerk Drayton replies yes.

Buildings, Grounds, Parks, Zoning, Planning - Trustee Toms reminds the Board of the Planning Commission Meeting on Tuesday, May 12th at 7:00 PM. It will be a ZOOM meeting. Village President states he will create the link and send that to Clerk Drayton. Links will be sent to the Village Board members also. The Planning Commission will be verifying zoning, and the variance for set back and fall zone requirements. Clerk Drayton informs the Board we do have the Library Community Room scheduled and Mark will be at the library, we will have computers available for those who cannot login at home. Trustee Vinnedge asks if we have the building permit yet. Clerk Drayton responds no, the permit has not been received. Trustee Vinnedge asks if AT&T has all our paperwork. Clerk Drayton states that yes, all documents were mailed last week. Trustee Vinnedge states at this point AT&T is making lease payments then. Basically, everyone is looking at Stapleton then. He is holding up the process. Village President Metzger asks if the lack of permit would hold up planning commission meeting. Trustee Buss asks if anyone from AT&T will be at the meeting. Clerk Drayton responds that AT&T is aware of the ZOOM meeting and someone will be attending via the link.

Ordinances - Trustee Toms states he needs to meet with the Ordinance Committee regarding pool fencing. There needs to be clarification in the wording. Trustee Toms asks for a verification as to who is on the committee. Trustee Vinnedge and Freeze are on the committee.

 Animal Control - Trustee Norris has nothing to report but she does inform the Board that she still has a LARGE yellow cat living on her front porch. The cat is in good health but is not hers and hopes someone will claim it soon!

Clerk’s Report - Clerk Drayton reports Planning Commission Packets will hopefully go out Tuesday. Trustee Buss asks to verify office hours, to which Clerk Drayton replies we are still in shut down and trying to keep hours at 8 AM to 4 PM. Clerk Drayton is occasionally in the office later than 4 but call first. Trustee Norris asked how Sonia is doing and how the hours are working. Clerk Drayton responds the hours are good. She has more time to train Sonia as we need more time together. Trustee Buss asks for clarification on hours. Sonia is to work no more than 29 hours a week and Michelle is to work no more than 32 hours a week.

Chief of Police Report - Chief Boomgarden reports fines imposed on a dog repeatedly running at large have been paid and that if the dog is loose again, Ogle County Animal Control will pick it up. Chief also states that he and Village President Metzger have spoken at length regarding Ordinance 2020-05 an Ordinance Regarding Face Coverings. Chief states he has contacted several state agencies, Freeport, Stephenson County, and all Ogle County towns. This will be handled on a case by case basis. Should we charge anyone with this, it will be under a state code and only after contacting the States Attorney. Questions arise regarding business who choose to enforce/not to enforce. We disperse parties if needed, but we even had people ask how they can do something and make it legal. Chief explains at Dollar General it is a corporate decree – you must wear a mask, or you will be asked to leave. The Depot has a sign stating they have the right to refuse to serve anyone. Chief also notes that he is meeting with Principal Heinz on Tuesday regarding a graduation drive thru plan and Prom. Trustee Norris asks about the Railroad Trespass call noted on his report. Chief Boomgarden explains there are cameras all over the railroad. If you go down to walk, talk pictures, etc. – they will see you and call the police to remove you. They give a description of the person and charges are pressed. He typically gets the call for the tracks on Baileyville Road as he is closer than a county car.

Sup’t. Of Public Works Report - Supt. Rust reports Northern Illinois Concrete Lifters will be in town this week to continue their work on the business district sidewalks. They will be taking down trees and finishing valve box repairs this week. Trustee Toms asks Mark to send him the tree trimmers phone number. Mark says he will.

Village President’s Report - President Metzger reports that as of today, there are 2,341 new confirmed cases of the CoVid virus in Illinois, bringing the total to 63,840 with 2,662 deaths. He asks that we continue to ‘play it safe’ rather than not and to please be safe. Try to shelter in place as much as you can. Trustee Freeze asks if we are going to continue with ZOOM meetings or meet and wear face masks. VP Metzger states we will continue with ZOOM meetings unless others request meetings.

New Business – Village president states we spoke about the face mask ordinance and we will not be voting on that. Village President Metzger asks if there is any other new business and Trustee Cotter states that banner company should be reopening by May 11th. Hopefully, they will then figure out where our brackets are and get them shipped out and he will have a better update for when they will be in.

Trustee Norris ask Clerk Drayton if have heard from the auditors yet. Clerk Drayton replies she emailed Jerry Funk @ Wipfli on Monday and received an instant reply that he was out on medical leave for two weeks and would respond when possible. Clerk Drayton will let Trustee Norris know when she something back. Trustee Buss asks about the Planning Commission meeting and ZOOM invites. VP Metzger states it will be a ZOOM meeting and the Village Board will receive invites when the link is established.

Trustee Freeze informs the Board he has received preliminary numbers from the auditors on the two buildings and is hoping to have the final reports soon. Vickye and Jeff have been working on survey letters. He states we have 2 options, do something at 407 North Locust or do nothing. We cannot afford to redo Village Hall and the contractors he spoke with state it will cost more to build on the donated property because of the lot situation. Village President says the first survey was to ask if the public cares where we put Village Hall at. Trustee Buss asks, can we just ask in the letter if residents want Village hall downtown or out on Locust Street. Trustee Buss asks if we can use BDD and TIF monies if we stay downtown. Trustee Cotter responds if you stay downtown you can use TIF or BDD money. Discussion is held regarding letter to the public regarding a new village hall and what should be in the letter. We should talk to Pepin’s for grant information, they thought an interest loan may be a possibility. VP Metzger states we need to get a general idea of what we want to do with Village Hall and where we are doing it first. Trustee Freeze says we need to include financial information, so people do not vote with their heart. It is a financial question. The public needs to be given the chance to voice their opinion. Trustee Norris has a very simple letter she will email it to the board. Trustee Buss asks for a map to be included; he does not feel people will know where 407 S. Locust is.

Trustee Toms motions to adjourn the meeting, 2nd by Trustee Freeze. All are in favor. The meeting is adjourned at 8:37 PM

Respectfully submitted by Clerk Drayton