

VILLAGE OF POPLAR GROVE

ADMINISTRATION COMMITTEE MINUTES – DRAFT Pending Committee Approval

April 26, 2010 – 6:30 PM

(Unless noted otherwise – all motions approved are Unanimous. All funding requests go to the Finance Committee for approval at the next Village Board meeting).

Present:

President Bradley Rightnowar, Chairman Kris Campbell, Trustee Judi Zangs, Trustee Ronald Quimby, Attorney Charlotte LeClercq, Secretary Maureen Brzinski and Public Audience.

Minutes of March 22, 2010:

A motion was made by Zangs, 2nd by Quimby to approve minutes as presented.

Public Comments: None

Old Business:

Community Garden Development Project:

Nancy Stetter reported the community garden has been plowed and disked.

Ms. Stetter stated Rockford Human Services requested more information regarding the grant for the community garden project. Anyone from Bonne County who has applied for this \$1500 grant has yet to hear from Rockford Human Services. The money is to be used for fencing, tools, etc.

Ms Stetter also stated there has been no publicity done at this point.

Village Beautification:

Nancy Stetter stated the trees that were purchased at the auction last year are blooming.

Stetter stated shrubs were donated to the Village by the new Shane's Grill and planted around the lift station fence at Waco Way.

Village Beautification continued:

Stetter stated within the next few weeks, they're looking at moving trees that were temporarily planted at the water plant over to Hill Street.

There have been a lot of offers of perennials and shrubs that people either want to divide or remove. On Saturday May 8th, from 10:00 am to 12:00 pm Nancy Stetter will be at the Village Hall to receive all donations. These donations will be temporarily planted in the community garden area.

Stetter stated \$400 has been budgeted for the Beautification of the Village. Large planters and plants will be purchased with these funds which will be put at the entrances of the Village Hall. A group from Immanuel Lutheran Church has offered to put the plants in the planters.

Park Advisory Committee:

Quimby stated there is a list of 4 to 5 names which will be contacted and requested to send in resumes. The Administration Committee will then review the resumes to get a feeling of what these individuals can and would like to do to contribute to the committee. After resumes have been reviewed, there will be a meeting with the possible candidates.

Planning Commission:

Campbell asked the members from the planning commission, who were present at the Admin. meeting, how many members they were requesting to increase the committee by. Bawden stated the committee currently had four members and they would like to increase it to seven.

Motion was made by Quimby, 2nd by Zangs to increase the size of the Planning Commission to seven members.

Campbell asked the members from the planning commission, who were present at the Admin. meeting, who the three new appointments of the Planning Commission were. Bawden stated Jake Dykstra, Jessica Roberts and Donald Sattler were the three new appointments to the commission. Rightnowar stated Mr. Sattler has expertise in information controls as well as an engineering background, Mr. Dykstra is involved in commercial and industrial construction and Ms. Roberts is a planner with the City of Rockford. Campbell stated they all seem to be highly qualified people.

Motion was made by Zangs, 2nd by Quimby to appoint Dykstra, Roberts and Sattler to the Planning Commission.

Fire Department Training Tower:

Rightnowar stated he received a phone call from the fire department and they wanted to reaffirm to the Village that the reason why they purchased the property is because they wanted the close proximity to the training tower. Rightnowar indicated we would be willing to sit down and have a conversation with them about a place for the training tower that would service everybody. That conversation has yet to occur and we have not received a formal request for the training tower.

Permits / Zoning:

Lane's: Rightnowar stated he had a meeting with Mr. Lane, Attorney Noble and Mr. Bawden. The information conveyed to Lane was that we were going to hold him to the requirements of the law like we would do anyone else. When he makes an application for a Special Use Permit, the permit is going to have to be reviewed and approved by the Planning Commission, reviewed and approved by the Administration Committee, and then reviewed and approved by the full Board.

Rightnowar stated he would like to add that it required the Village a little over ten (10) months and taking Mr. Lane to court to simply get him to comply with the law. So when there are statements made in the public that the Village doesn't want him to open his stand, the Village has maintained they have been ready, willing and able to talk with Mr. Lane about opening his business provided he meet the requirements of the Village of Poplar Grove ordinance. Mr. Lane has currently filled out a Special Use Permit which is being reviewed by the Planning Commission. Rightnowar stated he wanted to stress to Mr. Lane that the Village wants to know what the stand will look like when it is open and closed. Once the Village agrees on the esthetics of the stand, which should be approved through the Special Use Permit, Mr. Lane will then be able to open his stand.

Maranatha Baptist Church: Bawden stated the Planning Commission reviewed the Land Use Permit and received a letter from the Village Engineer stating anybody undergoing new construction in the Village should hook up to Village sewer and water. The Planning Commission also received information from the Boone County Water Conservation Department stating the same.

Bawden stated when you look at their report, at least 50% of their land is not conducive to holding a septic system, when you look at the amount of money the Village has put into a WWTP and using the criteria the planning commission is supposed to use to filter land use permit requests, the commission did not find it favorable for the Church to hook up to our utilities. Bawden stated the permit would be approved only if they hook up to the Village water and sewer.

Maranatha Baptist Church continued:

Quimby asked if there was a Performance Bond set into place when the process gets to the Building Permit level. Rightnowar stated it is not a Planning Commission function but they have taken on the responsibility in the past. The Commission has focused their discussion as it relates to when bonds are required.

Quimby stated in an association he is involved in, they have a good public speaker that could talk to the Village about surety bonds, business licenses and any projects moving forward so that in the future the Village and citizens are protected from bad workmanship.

Rightnowar stated before a motion is made to move this request out of the Admin. Committee to the Board, He would like to know that the Church is on board with the Commissions recommendations. Therefore this item will come forward again at the next Admin. meeting so a representative can appear on behalf of the Maranatha Baptist Church.

Ordinances:

Police Referendum:

Zangs stated she received another name from Rightnowar, Michael Newcomb, who has yet to be contacted. Rightnowar stated he would like to see a meeting scheduled before the end of May. Zangs stated she was hoping on scheduling a meeting for next week with Mr. Newcomb and the other people who have shown interest on being on this committee.

Zangs stated the first meeting will be to figure out what Poplar Grove really needs and an understanding of where we're at. Once the Committee has an idea of where we are at then we need to have an idea of where we want to go. The next step would be to have a meeting with the Boone County Sheriff, Duane Wirth.

Rightnowar stated what we need now is to understand what our options are under the law and if we have to go to referendum, then when do we have to do so: what is the question that will be placed on the ballot and what does it mean. Rightnowar requested all of this information be in memo form to the Village by the Village Attorney LeClercq.

Liquor Ordinance:

Rightnowar stated the primary focus of the Administration Committee efforts needs to be on a complete rework of our liquor ordinance. A more comprehensive look at the establishments within the Village verses establishing what type of license an establishment receives based simply by the class of the liquor license. Currently the ordinance treats every establishment the same.

Liquor Ordinance continued:

Campbell requested a sliding scale regarding employee's ages be put into the ordinance to capture employees who currently are under 21, in essence grandfathering those employees in.

Zangs stated she would rather give the establishments three to four months notice of the change in ordinance so they would have time to replace employees under 21.

Willa Moen, manager of Snyders, stated her biggest concern was the timeline as to when the ordinance would become affective. Ms. Moen stated it has already been a month since last discussed and she has already hired two new employees over 21 and will continue to look for older employees. Moen stated she could tell the direction the Admin. committee was going therefore being proactive with her staff. Moen stated she appreciated the committee did take the time to listen to the owners comments.

Attorney LeClercq was requested to rewrite ordinance reflecting under age 21 selling alcohol and incidental food is OK before 9:00 pm. Only employees over 21 can sell packaged goods and serve alcohol on golf course carts.

Ordinance Officer: Kurt Dunlap

Dunlap stated there are four homeowners not in compliance regarding inoperable vehicles. A follow-up letter has gone out telling the homeowners they are now subject to fines and penalties with a copy to the Village Attorney LeClercq.

Dunlap stated semi-truck parking is allowable as long as the truck isn't blocking the sidewalk. Zangs brought up the possibility of weight limits regarding parking on driveways.

Rebate Ordinance - Telecommunication Tax:

Motion was made by Zangs, 2nd by Quimby recommending the Board approve the Rebate Telecommunications Ordinance.

3-2-4 Number of Dogs:

Zangs requested the Village Attorney LeClercq to adapt Woodstock Ordinance into ordinance form for the Village of Poplar Grove.

Other Administrative:

Prairie Green:

Motion was made by Zangs, 2nd by Quimby to go into closed session at 7:53 pm.
2(c)(11)

Motion was made by Quimby, 2nd by Zangs to go back into open session at
8:26 pm.

Economic Development Group:

Rightnowar stated he has reached out to some community leaders who have expertise or a desire to see economic development. Members are William Brandenburg, Wally Falardeau, Marvin Keyes, Milo Pitkin and Mike Farley.

FEMA:

Quimby stated he is waiting for documentation to come back from FEMA. When he receives FEMA's input, then the Village can begin to draft an ordinance.

Village Sign:

Rightnowar stated the Village restroom signs should be put in the ground immediately.

Character of the Village:

Quimby has a lot of photos of other Villages but has a few more towns he would like to photograph before his power point presentation.

Fall Festival:

Zangs stated on September 4th there is going to be an event at the airport and Zangs was approached to see if there could be a taste of Poplar Grove at the event. Zangs felt it would be a good idea for the Village to coordinate something on the same day.

Zangs stated maybe some of the businesses in town would run a music festival.

Simplex Grinnell / Fire Alarm System: Will review next month.

Scavenger Services:

Quimby suggested charging the three scavenger service companies a fee which would help defer the cost of fixing our roads.

New Business:

Proclamation – National Safe Boating Week:

Will be reviewed by the Board at the May 10th meeting.

Secretary Duties / Workload:

It was suggested a high school senior work a couple days a week answering phones and doing some clerical work to give the Secretary time to complete Administrative duties.

Trampolines:

Christine and Jeffrey Wirth stated there have been problems with trampolines in Prairie Green where they live. Last year a trampoline hit a neighbor's vehicle due to wind gusting and damaged the vehicle. This year trampolines blew into the Wirth's yard and destroyed their wooden swing set and patio furniture. Not only are they a danger to a homeowner's possessions but also a danger to a personal being.

The Wirth's would like to see an ordinance stating the trampolines be anchored down by the manufacturer's specifications.

Adjournment:

Motion made by Zangs, 2nd by Quimby to adjourn at 8:56 pm.