

# VILLAGE OF POPLAR GROVE

## ADMINISTRATION COMMITTEE MINUTES-APPROVED

October 24, 2011 – 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).

The meeting was called to order by Chairman Neitzel at 6:30 pm in the Village Hall.

**Present:** Chairman John Neitzel, Member Ron Quimby, Clerk Martha Suhr and Attorney Roxanne Sosnowski. Member Jeff Goings was absent.

**Agenda:** A motion was made by Quimby, 2<sup>nd</sup> by Neitzel to approve the agenda as amended adding under new business “C” leasing for broadband on water towers and “D” co-mingle garbage pick-up. Motion was carried by voice vote 2-0.

**Minutes of Sept. 5, 2011:** Committee had received the motion only minutes, full minutes with discussion were not available, so will be tabled for approval until the next Administration Committee meeting in Nov. to be approved.

### **Public Comment:**

James Redden owner of the Twilight Dreams Tattoo Shop spoke on his business. He employs 4 people at this time and plans to employ 4 more as he expands with a beauty salon. He is state certified by the Health Dept. as are his employees. They know CPR and he has an EMT on site at all times. His customers come from all over the country and he is being published in tattoo magazines. His procedures are stricter than the state’s. There was discussion on licenses for tattoo artists. Mississippi has the best and can be used as a guide. Mr. Redden stated that there are free lance people in the Village unqualified to do tattoos and this is where problems occur. Infections and diseases can be transmitted when health standards are not met and this is what gives tattoo parlors a bad name.

Attorney Marvin Keyes spoke to the committee on problem that he learned of just that day concerning the new building to be erected at the self-storage on Rt. 173. His special use permit had been approved but now he has been informed that the residential land across the bike path is only 118 ft. away and it needs to be 200 ft. away. Attorney Keyes had checked the GIS system before proceeding but the GIS system had not been updated and was wrong. The concrete is scheduled to be poured in just a couple of days and the building is scheduled to be delivered in 2 weeks. He is willing to apply for a variance but the time constraints for publishing are a problem. After discussion and because of the trees, berm and bike path separating the self-storage facility from the residential area which will not be developed for years, it was decided to try to have a special planning and zoning meeting before the Board meeting on Nov. 14<sup>th</sup> to approve a variance. This will give Attorney Keys time to publish notice of the variance request. Attorney Keys then asked the committee if he could receive something from the Village stating

that there is value in the W & S connections that have been prepaid during annexations that have taken place so they have access to borrowing money. Attorney Keys will give Attorney Sosnowski documentation and she will draft a letter from the Village to this effect.

Joseph Thebes spoke to the committee on the Marathon overnight parking issue, again stating that the noise is just too much. Chairman Neitzel stated that a letter had been sent to Marathon to stop the overnight parking and that J & D Oil is requesting a special use permit to have overnight parking. The President of the Candlewick Lake Board spoke and asked if there was some kind of noise abatement that could be employed. Two mothers of truck drivers spoke on how the truck is the driver's home while on the road. They needed air in the summer and heat in the winter while sleeping. To do this the motor has to be running. There is nowhere else to get off the road in the area. All were invited to attend the Planning and Zoning meeting on Nov. 1, 2011 in which the special use permit request will be reviewed.

**Old Business:**

Community Garden Development; Nancy Stetter had prepared a report on how the garden did and how much was raised for personal use and how much was donated to local food pantries or needy families. Remaining monies from a grant that was received was used to purchase mushroom compost to

ensure good crops next year. On Village beautification, Trustee Stetter stated that a summery will be done as to trees purchased and transplanted.

Park Advisory; Drafts of different plans for Lion's Park are being reviewed; ideas for the Bridlewood Glen Park are also being looked at so they work together. When a solid plan is in place, the Lion's club will be looking for grants and funding.

**Ordinances:** Code enforcement

Code Enforcement Officer Kurt Dunlap stated that there was nothing on E.P.I. at this time.

He investigated 219 N. State St. where there was a complaint of oil and anti-freeze being drained onto the street to go into the storm drains by Tilford's Towing. . A police report had been filed, but no significant amount of oil or anti-freeze had been found. This will be continued to be watched and Mr. Tilford will receive a letter asking him to follow EPA procedures for disposing of chemicals.

303 Edson Road was discussed. The property is abandoned although it is thought to be in a trust. The Village must make good faith efforts to find the owners. When efforts have failed, the Village can have the property cleaned up and put a lien on the property.

Complaints have been received about 231 N. State St. running a motorcycle repair shop at this address. It is not zoned commercial and the shop is not permitted in R-1 zoning. A letter will be sent to the owner explaining he is in violation of the zoning ordinances and to terminate doing business out of this address.

Concerning an inoperable vehicle at 217 State St. A first notice was sent out on 10-12-11 with a ten day grace period to comply and to date nothing has been done. A final notice will go out with a copy to Attorney Sosnowski.

A question was raised about permits for seal coating driveways. To date, permits are not required for driveways. This will be looked into, especially for new driveways. Seal coating probably would not require a permit.

Mor-Agra; John Neitzel and Chris Dopkins met with Glen and Pat about problems, dust, noise and lighting. The lighting problem has been addressed. Mor-Agra is looking at a product to spray on the gravel to keep the dust down. They are working on developing a long term plan to deal with all these problems. At the moment, because the Caledonia facility is not yet running at full capacity all crops are coming to Poplar Grove. Once Caledonia is running, the traffic, dust and noise will be less.

Tattoo regulation ordinance is still in draft form and being worked on.

Intergovernmental Agreement; Chairman Neitzel stated that he wished to table this and take it off the agenda.

Ordinance for electric aggregation; A motion was made by Quimby, 2<sup>nd</sup> by Neitzel to approve the ordinance and send to the full Board subject to legal review. Motion was carried by voice vote 2-0.

Ordinance for Park Dept.; An ordinance needs to be drafted to set things in motion. It was advised that the Park Dept. when formed will report to the full Board.

International Building Code concerning fence permits; The Village will continue to do fence permits. An ordinance will be drafted making an exception to the 2006 international building code.

Administration Committee minutes Oct. 24, 2011

page three

Tickets for code enforcement officer; A copy of a ticket from the County will not work as it has space for a court date, but will provide a base to work from. Samples will be obtained from other municipalities.

**New Business:**

Overweight trucks on Village Streets. Mor-Agra trucks are overweight even for the highways. Mor-Agra has a letter of authorization to use the Village Streets but it expires on Nov. 15, 2011. Procedures for an authorization permit to use streets will begin but the Village may have to extend the time limit on the letter. Research is need on weight loads.

Co-mingle garbage pick-up; This is when garbage and recyclables are picked up by one truck instead of having two trucks. Trustee Stetter will have a speaker talk to the Board on this option.

Broadband leasing on water towers; A letter has been sent to Fox Valley asking to review the contract before renewing. Do we need a RFP for other providers? Attorney Sosnowski said it was an option. It was noted that a good deal of money could be raised by renting space on the water towers.

A motion was made by Quimby, 2<sup>nd</sup> by Neitzel to adjourn the meeting. Motion was carried by voice vote 2-0. Meeting was adjourned at 7:50pm.