

VILLAGE OF MCFARLAND
Village Board Minutes
Monday, April 8, 2019 - 7:00 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:00pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Jerry Adrian, Village Trustee Stephanie Brassington, Village Trustee Carolyn Clow, Village Trustee Mary Pat Lytle, Village Trustee Shaun O'Hearn

Village Board members not present: Village Trustee Dan Kolk

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community Development Director Pauline Boness, Public Works Director Jim Hessling, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) 2018 Tree City USA Recognition.

b. Public Communications

1) I-39/90 North Segment Open House, Thursday, April 11, 2019 from 4 to 6 pm at the Town of Pleasant Springs Town Hall.

4. CONSENT AGENDA.

a. Motion to approve the minutes of the March 25, 2019 Village Board meeting.

b. Motion to approve pre-paid checks #74120-74128 in the amount of \$15,530.19 and current checks #74129-74187 in the amount of \$89,548.00.

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve the consent agenda as presented. Motion carries 6 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.

6. PUBLIC HEARING

- a. On Proposed Ordinance 2019-09: an ordinance adopting an amendment to the Village of McFarland Comprehensive Plan revising the future land use map designation for 4703 Terminal Drive from Industrial to Mixed Use/Flex Commercial.
President Czebotar opened the public hearing at 7:05 p.m. With no residents wishing to speak on the proposed ordinance, President Czebotar closed the public hearing at 7:06 p.m.

7. BUSINESS.

- a. Discussion and action on Ordinance 2019-09: an ordinance adopting an amendment to the Village of McFarland Comprehensive Plan revising the future land use map designation for 4703 Terminal Drive from Industrial to Mixed Use/Flex Commercial.
Motion by Village President Brad Czebotar, second by Village Trustee Shaun O'Hearn, to approve Ordinance 2019-09: an ordinance adopting an amendment to the Village of McFarland Comprehensive Plan revising the future land use map designation for 4703 Terminal Drive from Industrial to Mixed Use/Flex Commercial. Motion carries 6 - 0 - 0 by acclamation.
- b. Plan Commission (President Czebotar & Trustee Kolk)
 - 1) Discussion and action regarding Ordinance 2019-03: an ordinance to rezone lands at 4703 Terminal Drive from the C-H zone, Highway Commercial District, to the Planned Development District - General Plan Approved and Detailed Plan Approved.
Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve regarding Ordinance 2019-03: an ordinance to rezone lands at 4703 Terminal Drive from the C-H zone, Highway Commercial District, to the Planned Development District - General Plan Approved and Detailed Plan Approved. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action regarding the General Development Plan for 4703 Terminal Drive and the Detailed Development Plan for Phase 1 (apartments).

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve the General Development Plan for 4703 Terminal Drive and the Detailed Development Plan for Phase 1 (apartments).

Motion by Trustee Clow, second by Trustee Adrian, to amend the motion that approval of the general development plan for 4703 Terminal Drive and the Detailed Development Plan for Phase 1 (apartments) but conditioned upon the following:

1. Staff approval of the final landscaping plan.
2. Village Engineer approval of final street, utility, stormwater, and erosion control plans as is necessary and appropriate.
3. Village Board approval of the project in its entirety through a development agreement.

Motion carries 6 - 0 - 0 by acclamation.

- 3) Discussion and action regarding a Certified Survey Map (CSM) for the property located at 4703 Terminal Drive.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve a Certified Survey Map (CSM) for the property located at 4703 Terminal Drive. Motion carries 6 - 0 - 0 by acclamation.

- c. Community Development Authority (Trustees Brassington & O'Hearn)

- 1) Discussion and action regarding Resolution #05-2019: a resolution approving an amendment to Redevelopment District No. 1 Boundary and Project Plan within Tax Increment District #3 revising the land use designation for 4703 Terminal Drive from Industrial to Mixed Use Commercial/Residential.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Shaun O'Hearn, to approve Resolution #05-2019: a resolution approving an amendment to Redevelopment District No. 1 Boundary and Project Plan within Tax Increment District #3 revising the land use designation for 4703 Terminal Drive from Industrial to Mixed Use Commercial/Residential. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action regarding the establishment of a fee within the Tax Increment Financing Development Incentives Policy Manual together with minor text changes relating to payback of TIF loans.

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Stephanie Brassington, to approve the establishment of a fee within the Tax Increment Financing Development Incentives Policy Manual together with minor text changes relating to payback of TIF loans. Motion carries 6 - 0 - 0 by acclamation.

- d. Community Development Authority (Trustees Brassington & O'Hearn)
Personnel Committee (President Czebotar & Trustee Kolk)

- 1) Discussion and action regarding the job description and approval to fill the vacancy for the Community and Economic Development Director position within the Community Development Department.

Motion by Village President Brad Czebotar, second by Village Trustee Shaun O'Hearn, to approve the job description and approval to fill the vacancy for the Community and Economic Development Director position within the Community Development Department. Motion carries 6 - 0 - 0 by acclamation.

- e. Personnel Committee (President Czebotar & Trustee Kolk)
Public Utilities Committee (Trustees Lytle & Brassington)
Public Works Committee (Trustees Clow & Adrian)

- 1) Discussion and action regarding the position description, classification, and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the position description, classification at grade 17, and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department. Motion carries 6 - 0 - 0 by acclamation.

- f. Parks, Recreation, and Natural Resources Committee (Trustees Kolk & O'Hearn)
Personnel Committee (President Czebotar & Trustee Kolk)

- 1) Discussion and action regarding the position description, classification, and approval to fill the vacancy for the Parks Superintendent position within the Public Works Department.

Motion by Village President Brad Czebotar, second by Village Trustee Shaun O'Hearn, to approve the position description, classification of grade 14, and approval to fill the vacancy for the Parks Superintendent position within the Public Works Department. Motion carries 6 - 0 - 0 by acclamation.

- g. Personnel Committee (President Czebotar & Trustee Kolk)
Public Safety Committee (Trustees Adrian & Clow)

- 1) Discussion and action regarding the position description, classification, and permission to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department.

Village Administrator Schuenke provided an overview of the position as proposed. The position had already been established, however, historically the Village has favored filling more 24-hr EMTS. This time around the Village felt they needed more high level support to assist the Chief, as the only other command staff are volunteers. Additionally, the additional administrative presence would help provide leadership. This position will also take on a lot of training requirements which are quite intensive. The position will also serve as an EMT.

Motion by Village President Brad Czebatar, second by Village Trustee Jerry Adrian, to approve the position description, classification, and permission to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department. Motion carries 6 - 0 - 0 by acclamation.

- h. Public Safety Committee (Trustees Adrian & Clow)

- 1) Discussion and action on a Class B Liquor license for the McFarland House Cafe for the period ending June 30, 2019.

Trustee O'Hearn recused himself from the agenda items and removed himself from the table.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to approve a Class B Liquor license for the McFarland House Cafe for the period ending June 30, 2019 with the condition that the Class C wine license be surrendered upon issuance of the class b combo liquor license. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action on a request from the McFarland House Cafe to expand its licensed alcohol premise to include a 1,300 square foot outdoor drinking area for the licensing period of July 1, 2019 through June 30, 2020.

Motion by Trustee Adrian, second by Trustee Clow, to approve the current licensed area for the period of July 1, 2019 through June 30, 2020, with the condition the Clerk/Treasurer being authorized and directed to amend the license to revise the description of the licensed premise to include the new areas of the 2nd and 3rd floor of the McFarland House Café the 1st floor and basement of the greenhouse, and the 1,300 square foot deck area as conceptually provided on the attached site plan dated November 20, 2018 upon satisfaction of the following requirements:

1. Approval of a detailed site plan;
2. Inspection and approval from the McFarland Fire Department prior to the issuance of an occupancy permit;
3. Issuance of an occupancy permit from the building Inspector; and
4. Continue to explore onsite parking expansion as part of the site plan development.

Motion carries 5 - 0 - 0, by acclamation.

- i. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.
(None)

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Jerry Adrian, to adjourn at 7:32 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Clerk/Treasure