

**CHANNAHON VILLAGE BOARD
COMMITTEE MEETING
DECEMBER 4, 2006**

Village President Joe Cook called the meeting to order at 6:00 p.m. with Trustees Davidson, Nash, Militello, McMillin, Lyons and Greco present.

Also present were Village Administrator Jamie Bowden, Village Attorney Dave Silverman, Director of Finance Robert Guess, Chief of Police Steve Admonis, Director of Public Works Ed Dolezal, Director of Community Development Mike McMahan and Village Clerk Eileen Clark.

COMMUNITY DEVELOPMENT

Village Board approval of the Annexation Agreement Ordinance, Annexation Ordinance, PUD Preliminary Plat, Special Use Permit Ordinance and Rezoning Ordinance

Director of Community Development Mike McMahan stated George Barr is proposing to develop 60 acres along Hansel Road west and north of the Wedgewood Highlands sub-division in unincorporated Grundy County. The proposed development will be Planned Unit Development consisting of a mix of 54 single-family lots and 156 multi-family town-home units on 39 lots.

One 7 acre lot along the southern portion of the development adjacent to the Illinois & Michigan Canal will be dedicated to the Channahon Park District for recreational use. Residents will have direct access to this area.

The proposed Annexation Agreement outlines the following:

The developer will contribute \$230,000 to the upgrade of Hansel Road Design standards for both the single-family and multi-family units.
The development will be zoned R-1 Single Family Residential and R-3 Multi-family residential Planned Unit Development
The developer will pay a Village Impact fee of \$2,500 a single-family unit and \$1,250 a multi-family unit.

On January 10, 2005, the Planning and Zoning Commission reviewed the concept plan. The minutes of that meeting indicate that the only issue was the proposal to vacate Hansel Road. The developer has agreed to contribute \$230,000 to the upgrade of the roadway.

On January 17, 2005, the Village Board reviewed the Concept Plan. The minutes of that meeting indicate no issues with the plan to include the multi-family town-home concept.

On September 11, 2006, the Planning and Zoning Commission held a Public Hearing for a Special Use Permit for the Planned Unit Development and the rezoning of the sub-division. Two individuals gave testimony in opposition to the development. One letter was read into the record that was favorable of the development.

On September 18, 2006 the Village Board of Trustees held a Public Hearing for the Annexation Agreement. No members of the public testified.

On November 13, 2006, the Planning and Zoning Commission did not approve the Preliminary Plat siting the ratio of town-homes to single-family units at to high.

Requested action: Staff recommends that the Village Board of Trustees approve the Annexation Agreement Ordinance, PUD Preliminary Plat, Special Use Permit and Rezoning Ordinance for the Highland Ridge Sub-division.

Aqua Designs Site Plan

Director of Community Development Mike McMahon stated Aqua Designs is proposing to develop Lot 15 in the Riverside Industrial Park. The project will consist of 13,515 sq. ft. of building space and approximately 42,000 sq. ft. of outside storage.

The property is 2.8 acres in size and currently vacant. It is zoned I-1 Limited Industrial Zoning District. Staff has determined the end-use is consistent with the zoning. The Comprehensive Plan identifies this parcel as "Government".

Aqua Designs installs in-ground irrigation systems. Aqua Designs is planning to first construct one 7,575 sq. ft. building that will house their corporate offices and shop. Vehicle traffic will be light consisting of 2-3 flat bed truck deliveries a week, 18 Aqua Designs service trucks entering and exiting the facility daily, and approximately 25 employees vehicles daily. There will be no customer traffic.

The Planning and Zoning Commission reviewed the Site Plan on October 9, 2006, and recommended approval to the Board of Trustees.

Requested action: Staff has determined the Site Plan and architectural elevations are consistent with Village requirements.

The applicant is seeking Village board of Trustees approval of the Site Plan.

Hiring a Village Planner

Director of Community Development Mike McMahon stated on September 4, 2006, the Village advertised for a Village Planner with a salary range of \$42,086 to \$56,816. On September 25, 2006, the posting closed with the Village receiving 17 applications.

A review committee was formed consisting of Jamie Bowden, Dave Cavanaugh, Jodi Denton and myself. Five candidates were selected to be interviewed. After careful consideration, the review committee selected Jacob Melrose to be recommended to the Board of Trustees.

Mr. Melrose is a graduate of the Illinois State University with a degree in Geography (minor in Urban Planning). Mr. Melrose has worked in the private sector for several years and most recently was a planning intern with the Village of Frankfort.

On November 20, 2006, the Board of Trustees met in Executive Session to discuss the hiring of Mr. Melrose.

Requested action: Staff recommends that the Village Board of Trustees approve the hiring of Jacob Melrose at a beginning salary of \$44,000 per year.

Hiring a Code Enforcement Officer

Director of Community Development Mike McMahon stated that on September 4, 2006, the Village advertised for a Code Enforcement Officer with a salary range of \$36,356 to \$49,080. On September 25, 2006, the posting closed with the Village receiving 17 applications.

A review committee was formed consisting of Jamie Bowden, Dave Cavanaugh, Jodi Denton and Mike McMahon. Four candidates were selected to be interviewed; two Village residents; one current Village employee; and one non-resident. After careful consideration, the review committee selected Mitch Austin to be recommended to the board of Trustees.

During the interview period, Local #150 informed the Village in writing that the position qualifies for the administrative bargaining unit. The matter was referred to Nicholas Sakellariou, the Village's labor attorney. Mr. Sakellariou determined that the Union had a strong position and if the Village fought to keep the position non-union it would most likely lose.

On November 20, 2006, the Board of Trustees met in executive session to discuss the hiring of Mr. Austin.

The Village is currently negotiating with the Union on the salary and Step.

Requested Action: Staff recommends that the Village Board of Trustees approve the promotion of Mitch Austin to Code enforcement Officer at a salary to be determined and ratified by the Board at a later date.

Woods of Aux Sable Unit 1 Reduction of Letter of Credit

Director of Community Development Mike McMahon stated the Village of Channahon has received a request from Kirk Ramsey to reduce the Letter of Credit (LOC) #436 for the Woods of Aux Sable Unit 1. Staff has inspected the public improvements and determined the improvements have reached 95% complete. The LOC may be reduced to 20% or from \$259,587 to \$51,197.

Requested Action: Staff recommends that the Village Board of Trustee reduce LOC #436 in the current amount of \$259,587 or 20% or \$51,197.

McKinley Oaks Unit 4 Reduction of Letter of Credit

Director of Community Development Mike McMahon stated the Village of Channahon has received a request from Kirby Development to reduce Letter of Credit #1081003588 for the McKinley Oaks Unit 4. Staff has inspected the public improvements and determined that Phase 1,2 and 3 have reached 95% complete. The LOC may be reduced from \$73,175 to \$26,626.

Requested Action: Staff recommends that the Village Board of Trustees reduce #1081003588 in the current amount of \$73,175 to \$26,626.

Hunters Crossing Units 13 and 14 reduction of Letter of Credits.

Director of Community Development Mike McMahon stated the Village of Channahon has received a request from Kristy Holst of Manhard Consulting to reduce two Letter of Credits (LOC) for Hunters Crossing Units 13 & 14 of the original amount.

Requested Action: Staff recommends that the Village Board of Trustees reduce LOC #10008278 in the current amount of \$1,679,533 TO \$335,907 and LOC #108279 in the current amount of \$544,308 to \$108,862.

FINANCE DEPARTMENT

Renewal of PACE Para-transit Local Share Agreement

Director of Finance Robert Guess stated the Village of Channahon has contracted with PACE for Para-transit services for many years. PACE provides door to door service for our residents from Channahon to Joliet for doctor's visits and shopping purposed to via dial a ride. Our service days are tied in with service to Manhattan and Wilmington.

The proposed contact is effective January 1, 2007 through December 31, 2007. Channahon's proposed share of the 2007 contracts is \$1,770 with PACE. We split the cost with the township on a 50/50 basis; there fore our real cost is \$885.

We need to act on this contract at this meeting because PACE has requested the executed contract be returned by Friday December 22, 2006.

Requested Action: We recommend approval of the PACE Contact for Para-transit Services for 2007.

POLICE DEPARTMENT

Hiring of Police Officers

Chief of Police Steve Admonis stated that the Village of Channahon Fire and Police Commission has selected three applicants from the current eligibility list and will present these applicants to the Village Board to receive the Police Officer Oath of Office at the December 4, 2006 Village Board Meeting.

PUBLIC WORKS DEPARTMENT

Agreement to Accept Transfer of Potassium Permanganate

Director of Public Works Ed Dolezal stated the Village previously approved an agreement with Decatur to transfer potassium permanganate to us. Since we approved that agreement, Decatur has modified it to include the payment of one (\$1) dollar to Channahon. We believe they feel

this makes the agreement more effective and, after discussion with our attorney, we see no reason not to accept the new term.

Requested Action: Motion to enter into the agreement to accept potassium permanganate.

An Ordinance Authorizing the Placement of “No Parking” Signs within the Village of Channahon

Director of Public Works Ed Dolezal stated parking is currently prohibited in front of the library and on the east side of Channon Drive in front of the post office. With the completion of the Annie B’s commercial building, it was requested that parking be extended from the Three Rivers Library to U. S. Route 6.

Requested Action: Request the Board pass an Ordinance authorizing the placement of “No Parking” signs in the Village of Channahon.

Building Addition to the Wastewater Treatment Plant Office and Laboratory

Director of Public Works Ed Dolezal stated the current office area located in the wastewater building has become too small to accommodate our current needs for the utilities staff.

The current office has become the area where all of our electrical boxes for the controls to the water and wastewater facilities are now located. This has caused us to find some unique areas to put current office equipment. Our bathroom and laboratory now house our file cabinets and bookshelves. With the new room addition, we will be able to install an operator’s station for the SCADA, to help control the water and wastewater systems without taking space from the new office, as well as provide additional office area for the utilities operators. This room addition will help us meet additional space and staff needs for approximately ten years.

We are requesting approval to build a 20’ x 20’ room addition to the main wastewater building located at the wastewater treatment plant on Blackberry Lane for an amount of \$40,679.00. Staff sent out request for proposals to eight (8) local contractors, of the eight we received four (4) back with prices ranging from \$40,679.00 - \$69,708.00. The lowest price from the contractors was Simon Builders, Inc. of Channahon, Illinois. This capital project was budgeted for this year under item 31-71-632, at \$50,000.00. Staff has reviewed all drawings and specifications and feels it meets our objective.

After reviewing staff makes the following recommendation to hire Simon Builders to build the room addition onto the wastewater building in the amount of \$40,679.00.

Requested Action: Request a motion to approve the building of the room addition to the main wastewater building by Simon Builder of Channahon in the amount of \$40,679.00.

Letter of Understanding of a Maintenance Agreement for Traffic Lights

Director of Public Works Ed Dolezal stated IDOT sent us an agreement in regards to the intersection of Ridge Road and Route 6. It is like the previous agreement for signalization maintenance east of Ridge Rd. on Route 6 and has cost sharing split 50/50.

Requested Action: Approval of agreement.

ADMINISTRATION DEPARTMENT

2007 Designated Meeting Dates and Times

Village Administrator Jamie Bowden stated in accordance with State Statute, the Village is required by law to formally announce, post and advertise meeting dates and times for Village Board meetings, Committee meetings and Planning and Zoning Commission meetings, at the beginning of each calendar year.

Requested Action: A motion is requested of the Village board approving the resolution designating meeting dates and times in 2007 for the Corporate Authorities and Commissions of the Village.

2007 Holiday Schedule

Village Administrator Jamie Bowden stated the Village Holiday observances are outlined in the Village of Channahon Employee Handbook.

Requested Action: Request a motion to approve the proposed official holiday observance for the 2007 calendar year.

EXECUTIVE SESSION

Trustee Lyons made the motion to go into Executive Session to discuss appointment, employment, dismissal, compensation, discipline and performance of an employee of the Village of Channahon. Seconded by Trustee Greco.

ROLL CALL AYES: Davidson, Nash, Militello, McMillin, Lyons and Greco

NAYS: NONE

MOTION CARRIED

Trustee Davidson made the motion to go back to Committee Meeting. Seconded by Trustees Lyons.

ROLL CALL AYES: Nash, Militello, McMillin, Lyons, Greco and Davidson

NAYS: NONE

MOTION CARRIED