

**CHANNAHON VILLAGE BOARD  
COMMITTEE MEETING  
MARCH 19, 2007**

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

Also present were Village Administrator Jamie Bowden, Village Attorney David Silverman, Finance Director Robert Guess, Director of Public Works Ed Dolezal, Director of Community Development Mike McMahan and Deputy Village Clerk Leti Anselme.

**ADMINISTRATION**

**Ordinance Adopting Procedures for Electronic Attendance at Meetings**

Village Administrator Jamie Bowden stated as directed and discussed at the last meeting the Village Board would like to pass an ordinance adopting procedures for Electronic Attendance at a meeting.

Village Attorney David Silverman stated that the ordinance follows the state guidelines that are set forth in the amendment to the open meetings act. In order to be eligible to attend the meeting electronically and vote, it has to be because of a personal illness, disability of the member, for employment purposes or some sort of family emergency. If you are on vacation you cannot take advantage of this ordinance. What would happen if someone wants to make a motion after this ordinance is adopted if someone is attending electronically that person would be able to make a motion.

Village President Joe Cook stated that he would bring this item up as the first item of consideration at the Board Meeting so that the Village Board can make a motion at that time.

**Interviews of Police Organizational Consultants**

Village Administrator Jamie Bowden stated that Trustee Sam Greco, Chief Steve Admonis and himself accomplished a preliminary interview of the four consulting firms. They narrowed down to two consulting firms, whom are present to give the Village Board a presentation.

The first consulting firm to speak was **Alex Weiss from Northwestern University Center for Public Safety**. Mr. Weiss mentioned that some other clients that they currently serve are the Arkansas State Police, Cook County Sheriff, IDOT Racial Profiling just to name a few.

Some of their Areas of Focus are the Organizational Structure, Staffing and Supervision, Policy and Procedures, Professional Standards and the Community Satisfaction. By Community Satisfaction they purpose to do a survey with the community, in which they try to accomplish two things, one is assist in goals and objectives. It also shows us if the police department is focusing on the right areas and it's an opportunity to see how well the community thinks the police is doing.

Why us? We have a great deal of experience in these types of studies. We've worked with small agencies, large, middle size. The faculty and staff has tremendous credibility with law

enforcement community. The most important thing from my presentation is that the center focuses on solutions rather than on problems and by that I mean, it's our objective to present to you and the Village a product which will provide a road map to how the future will go a list of suggestions, which can help.

Trustee McMillin asked if the consulting firm would return within a year to see how things are going. Mr. Weiss stated we could. He stated that since they are so involved with the training they do stay in contact with the clients.

Village President Cook asked what is his role in the process. Mr. Weiss stated that it starts in the beginning. We sit down and talk about what the objectives are. We all need to be focused on same objectives in the beginning, we can come up with a set of recommendations, which really address those objectives. My general approach is that no one ever gets surprised by these things, everyone is kept in the loop.

Village Administrator Bowden presented the second consulting firm, which was **Giacomo "Jack" Pecoraro from Illinois Association of Chiefs of Police**. Mr. Pecoraro stated that this year is their 65<sup>th</sup> Anniversary across the State of Illinois. They currently have 1200 members.

We will concentrate our efforts in the organization structure, looking at the unity of command and how they apply to law enforcement agencies. The Villages economy is thriving and that is something we need to focus on. There is a fast growth and that is something we need to keep in mind.

There is always room for improvement. We compare the size of this agency to other jurisdiction within Illinois and neighboring states. We also have the advantage of being a part of the International Association Chiefs of Police, which makes us available to agencies in all the 50 states, that we have access to if we need additional information.

We have helped agencies get started. We look at the extremes and the not so extremes. We also look at the salaries and tracking programs. We check to see how the agencies are electronically and digitally. We like to look into the future and what could be done.

We have a great deal in the policy area. We divide it up into three sections executive, administration and operational to see how they flow within the community and within the Village structure. Each of these tasks are divided into various phases that makes it easy for us to handle and easy for the Village to become a partner as the study is continued.

We also look into the collective bargaining. Mr. Pecoraro is also an attorney himself. The police department are the people who are out in front, they are what people see in the community. We would not embarrass the Village, we have had many experience dealing with municipalities.

Village President Cook asked how objectivity when you are looking from the top brass down. The consulting firm stated that one time a chief of police was dismissed after a result. We get down to the problem and find a solution.

Trustee Greco stated that the four consulting firms were intense interviews. Everything was covered from community involvement, training to schedules to personnel. These two consulting firms we felt met our needs. We have stressed that this is not an audit, it is a study. We want to point out our weaknesses as well as our strengths, but we also want solutions.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **Gammon Group**

Director of Community Development Mike McMahon stated that in March 2007, the Village issued a Request for Qualifications (RFQ) seeking a qualified professional consulting firm to perform various marketing and economic development services. The purpose of hiring a professional consult is to assist Village staffs produce various reports, studies, and marketing information in effort to attract new industries, small mid size businesses, office/professional centers and retail/commercial centers to the Village.

Proposals were received from firms that offer either a full menu of services or more specialized services.

On February 21, 2007, the Village received four proposals from:

- Gammon Group
- Nortillo and Associates
- The Kinnett Group
- Pukelis & Lehrer Communications

Nortillo and Associates and The Kinnett Group are full services firms and the Gammon Group and Pukelis & Lehrer Communications are market and communication firms. Staff reviewed all four proposals and narrowed the list to the Gammon Group and Nortillo and Associates. Interviews were then conducted.

Staff recommends the Village utilize the services of the Gammon Group. Based on cost, budget and current needs, staff does not feel a full service firm is needed at this time. The Gammon group is a Joliet firm that has an outstanding reputation and has worked with the Village in the past.

If approved, the Gammon Group will be engaged to work on specific projects by task. The first task will be to prepare professional marketing pieces for the International Council of Shopping Center Spring Conference. The current budget has funds available for this work. McMahon stated that if the project is over \$5,000, it would come back to the Village Board for approval.

Mr. Dan Stefanich was present on behalf of the Gammon Group. Trustee Nash asked if the Gammon Group has worked with other municipalities. Stefanich stated that they have worked with Bolingbrook, Romeoville, and Joliet to name a few. They have provided a variety of materials from brochures to newsletter to web site developments. They have also worked with the Will County of Economic Development for about 14 years.

Trustee Lyons asked hypothetically if you were hired by us and also obtained a job with the Village of Minooka and something comes along, and it's between us and Minooka, how do you

handle it? How do you handle these neighboring communities? Stefanich replied that their loyalty lies with the Village they are contracted with.

### **United Methodist Church Concept and Site Plan**

McMahon stated that the United Methodist Church is seeking Site Plan approval to construct a new garage at the NE end of the parking lot. The garage dimensions will be 24 x 46 with a 10 foot covered “pavilion” area, giving a total floor area of 1104 sq. ft. The façade will have a hardiboard siding, and a possible simulated stone band at the bottom of the building. Landscaping is also proposed around the entire garage. The existing garage in front of the church will be taken down and landscaped as part of this project.

Because the total square footage of the new building is over 500 sq. ft., United Methodist Church must receive Site Plan approval. Staff recommends combining the concept review and Site Plan approval to quicken the process. All setbacks and landscape requirements are met per the Village Ordinance. There are no public improvements to include Village utilities.

On March 12, 2007, the Planning and Zoning Commission recommended approval of the UMC site plan. McMahon stated that Rick Lyman who is a member of the United Methodist Church was present. Mr. Lyman made a comment that the existing church garage is ready to fall down.

### **Crase Auto Concept Plan and Ordinance to Rezone**

McMahon stated that Mr. Crase is proposing to expand his existing automotive sales business site at 25355 Eames St. west to the neighboring property, 24943 S. Fryer St. The house that currently sits on the subject property will be removed and relocated to another location. Once the house is removed, the applicant plans to construct a parking lot, which will connect to his existing site by a ramp.

The rezoning request from R-2 Single Family to C-4 Automotive Service is necessary by Village Ordinance to allow a parking lot at the subject property. The applicant’s request to rezone this property does comply with the Village Comprehensive Plan, which depicts commercial uses for this property.

The site is smaller than one (1) acre and thus does not require stormwater detention; however, per Village Ordinance the applicant still must manage the stormwater on site.

Staff requests the Board to consider the following conditions for rezoning action:

1. Final Site Plan approval
2. Final Engineering approval
3. Landscape Plan approval
4. Maximum number of “vehicles for sale” for the two lots, 25355 Eames St. and 24943 S. Fryer St., shall be set by the total number of “vehicle sales stalls” on the approved Final Site Plan.
5. Vehicles shall not be parked on any landscaping or greenspace on or off the subject property.
6. No employee vehicles or vehicles for sale shall be parked off-site.

7. Replacement of the existing pole sign with a monument sign, in accordance with the Village Code and Commercial Design Guidelines.
8. Lighting on the existing building shall be replaced with new cutoff light fixtures that shield light downward and some architectural features that they currently do not have now.
9. Lighting on the proposed lot must shield light downward and away when abutting the residential district and Route 6.
10. Stormwater management shall be continually maintained. If the Village determines the stormwater management fails for any reason in the future, the owner of the lot shall resubmit new stormwater management plans to the Village at their own cost and make the needed improvements.
11. Install a tiered landscaped retaining wall where 25355 Eames St. and 24943 S. Fryer St. property lines meet must be installed.
12. No building shall be constructed on the subject property, 24943 S. Fryer St, unless a Plat of Consolidation and a complete stormwater management plan following all standards of the Ordinance are approved.
13. Install concrete curb stops at the drive-way entrance on Route 6.
14. Redesign the main entrance on Tryon to better distinguish the entrance from the parking stalls along the building.
15. Install one landscaped island near the entrance of the subject property off of Fryer.
16. Install pedestrian steps between the two lots.
17. The applicant, and any future owner or partner of this property, will be held to the Penalty of the Rezoning

On March 12, 2007, the Planning and Zoning Commission recommended approval to the Village Board for the rezoning of the subject property, and approved a front yard setback variance request.

McMahon stated that Randy Crase was present for any questions. Mr. Crase stated that the lights the building currently has are only four years old. He said that the lights are only on from dark until 10 p.m. and then there are three lights that are on all night.

McMahon stated that the lights are to be directed away from residential and away from Route 6. Trustee Davidson asked about the set backs on the lot. McMahon stated that the set backs have been met. There will be a 10' set back on the residential and a fence. The Planning and Zoning Commission approved a 20' set back from Route 6, since IDOT took a large portion of the property with the widening of Route 6.

Trustee Militello had a concern with flooding for the residential homes near the property. McMahon stated that the home on Fryer will have it pitched away. Village President Cook stated that the water coming off of Route 6, down Fryer Street goes directly into that residential lot, this is a problem that will need to be looked into as Mr. Crase proceeds.

Trustee Davidson stated that his concern is the request regarding the lights by staff seems to be a fairly modest request of Mr. Crase.

Trustee Lyons stated that what it comes down to is that this business is located on Route 6 and Mr. Crase is in the process of remodeling it. It puts his business in a new category with the new guidelines that were passed. It affects all businesses on Route 6, whether it is new or remodeling. He stated that it's not that, Mr. Crase's lights are not adequate for what he's doing, this is for all businesses.

Village Attorney David Silverman stated that it should be clarified in the ordinance that the rezoning does not occur until he complies with all of the requirements of Exhibit B. The ordinance should then be signed by both parties and recorded.

**Ordinance Amending Title XI. Chapter 156 "Zoning Regulations" Drive-Through**  
McMahon stated that drive-throughs have increasingly become more and more common in today's commercial environment. Businesses ranging from banks to pharmacies to fast food restaurants all use drive-throughs in one shape or form. To keep up with this on-going demand and to manage the planning and overall design, the proposed ordinance will provide the language suitable to address the issue of drive-throughs.

If passed, this ordinance will:

- Include a definition for drive-through uses
- Amend the parking standards for drive-through uses
- Permit drive-in and drive-through uses only in the C-3 General Business District
- Prohibit drive-in and drive-through uses in all other zoning districts

Currently the C-3 drive-in banks are the only ones allowed. The drive-in and drive-through definitions will encompass any use that pertains to drive-throughs, whether it be a bank, pharmacy or coffee shop.

On March 9, 2007, the Planning and Zoning Commission recommended approval of this Ordinance. Many surrounding municipalities have amended their ordinances to better define this use, and to place higher standards and guidelines on them. Staff feels that these amendments are a necessary.

#### **North Hansel Estates Final Plat**

McMahon stated that Conley Investment Properties, Ltd. is proposing to develop 10.9 acres along Hansel Road. The proposed development will be a residential subdivision consisting of 24 single-family lots.

On April 10, 2006, the Planning and Zoning Commission approved the Preliminary Plat.

On May 16, 2006, the Village Board approved an Annexation Agreement and Preliminary Plat.

The Annexation Agreement outlines the following:

- The developer will contribute \$50,503 for Hansel Road improvements.
- Design standards, covenants and school/park contributions.
- The roadways will be built by the developer and dedicated to the Village.
- The establishment of a homeowners association and silent "SSA."

- The developer will pay a Village Impact Fee of \$2,500 per single-family unit.

On February 12, 2007, the Planning and Zoning Commission recommended approval of the Final Plat.

The engineering plans have not yet been finalized, as there remain a number of drainage issues still to be worked out.

Staff recommends the Village Board of Trustees approve the Final Plat for North Hansel Estates, conditioned on Final Engineering approval.

Village President stated that there is a drainage issue on the north side of the subdivision. The residents came in and voiced their concerns. The pond and grading, as well as the overall storm sewer system, will help with the issues that exists on those property.

Trustee Davidson stated he had a concern with how the fire department would be able to reach any of the homes by the cul-de-sac, which is at the back of the subdivision. McMahan stated that this was approved back in May of 2006.

Trustee Nash asked if there was a reason why we would want to approve a final plat and we are not sure about the engineering, if there are drainage issues shouldn't the developer re-plat. Village President Cook stated that it would not make the lot lines change. It's not a reconfiguration issue.

Village President Cook asked if this final plat is consistent with the previously approved preliminary plat. McMahan stated that it is.

### **Village Tour and Joint Workshop**

McMahan stated he would like to have the Village Tour with the Village Board and Planning and Zoning Commission in April, possibly on the 28<sup>th</sup>, which is a Saturday and schedule the Joint Workshop on Tuesday, May 29<sup>th</sup> at 6 p.m.

### **FINANCE DEPARTMENT**

Budget Fiscal Year 07-08

Finance Director Robert Guess gave a power point presentation of the Budget. He presented a summary of proposed goals and objectives for the Budget. One of the goals is to increase the patrol staff to facilitate shift coverage reduce overtime to provide better community service.

To acquire some new software for the building department for permits, code enforcement and the inspection process. To replace the aging video systems with digital video systems in the squad cars. To continue the crack sealing for the Village streets. To connect sump pump discharges to existing storm sewers in the Highlands. Finish the construction of water tower 3 and complete the construction of the radium treatment plant for the new deep well 6 along McKinley Woods Road. Just to name a few.

There will be a Public Hearing for the Budget FY 07-08 and a Public Hearing for the Amending Budget 06-07 on April 2, 2007.

Guess thanked the Village Board members, Village Administrator Jamie Bowden and the department heads with helping with the Budget.

### **POLICE DEPARTMENT**

No Formal Items for Discussion.

### **PUBLIC WORKS DEPARTMENT**

#### **Resolution for Construction on State Highway**

Director of Public Works Ed Dolezal stated in order to do work on IDOT's right-of-way requires a permit and bond. The resolution that is before you states that we would be responsible for the bonding requirements, but we still need to obtain the permit.

#### **Dellos, Brisbin and Bungalow Road Issues**

Dolezal stated that the weather has not been nice to some roads to the far west, especially Dellos, Brisbin and Bungalow Road. The Quarry, Utility Concrete and Northfield Block operate out there, just to name a few. They run some heavy trucks, fully loaded over these roads. Dellos Road could be abandoned upon 5 Star's request per annexation agreement.

There has been extensive patching on these roads as part of our road maintenance program. Dolezal showed the some pictures of the road to the Village Board.

Village Administrator Bowden stated that a series of calls came in from people driving on those roads. They were informed to file an incident report with our police department to serve as a record, which they could then file with their insurance companies.

Village President Cook stated that the issue is putting any money into Dellos Road, where there are no homes or driveways, but due to the annexation agreement it could be closed tomorrow. He would like to propose that we close Dellos in that area. The focus needs to be on fixing Brisbin Road and Bungalow Road.

Trustee Lyons stated that he spoke with Village President Cook about this and stated that it's a good time to close the road now, since there are no businesses on that road. The money should be put into Brisbin Road, with the new interchange coming in.

Trustee Davidson stated he agrees with everything that is being said, but his concern is possibly monitoring the weights of the trucks driving down those roads. Village President Cook stated that the Village Board consider granting the staff the ability to close the Dellos Road and to continue to do what's been done with Brisbin and Bungalow Road, but at the next Board meeting take a close look at what engineering needs to be done and what the costs are.

Dolezal stated that in order to keep this road functioning, we need to do a contract to mill, grade and roll it. It may be a \$50,000 contract and the reconstruction, which would be limited to

Brisbin about ½ a mile and Bungalow about a mile, it would be close to a million dollars. That is just an estimate. Is this something the Board would want us to proceed with?

Village President Cook stated that we look into possibly expanding the width of the road, instead of running into that problem after we are done with the project.

Village Attorney stated that the Village be sure to put some warning signs because it could cause some real liability issues. Dolezal stated that currently there are some barricades and rough road signs. Dolezal also stated that as of this morning we have five incident reports.

Dolezal stated that this was not on the agenda, it was more of an emergency and looking for direction from the Village Board.

**EXECUTIVE SESSION**

Trustee Lyons made the motion to go into Executive Session at 7:45 p.m. to discuss Probable or Imminent Litigation and Pending Litigation. Seconded by Trustee Davidson.

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

**NAYS: NONE**

**MOTION CARRIED**

**Trustee Nash present electronically but unable to vote.**

Minutes Submitted by  
Leticia Anselme  
Deputy Village Clerk