

**CHANNAHON VILLAGE BOARD
COMMITTEE MEETING
APRIL 21, 2008**

Village President Joe Cook called the meeting to order at 6:00 p.m. with Trustees Nash, Slocum, Militello and Greco present. Trustee McMillin entered at 6:20 p.m. and Trustee Davidson entered at 6:30 p.m.

Also present were Village Administrator Jamie Bowden, Village Attorney David Silverman, Finance Director Robert Guess, Police Chief Joe Pena, Director of Public Works Ed Dolezal, Director of Community Development Mike McMahon and Acting Village Clerk Leti Anselme.

COMMUNITY DEVELOPMENT DEPARTMENT

Annie B's Condominium Resubdivision

Director of Community Development McMahon stated that Bill Vessel is proposing to subdivide the Annie B's commercial building into condominiums to have the option of selling them rather than just leasing. There will be seven condos with an average size of 1,300 square feet. Mr. Vessel is seeking approval of a Plat of Condominium.

A condominium association is being created, with a Condo Declaration and by-laws, to maintain the common elements to include the parking lots and landscaping. The declarations have been reviewed by the Village Attorney's office.

Staff recommends the Village Board of Trustees approve the Plat of Condominium of Annie B's on Main conditioned on the following:

1. The Condo Declaration and by-laws be recorded simultaneously with the Plat of Condominium and the developer otherwise complying with the requirements of the Illinois Condominium Act.
2. Change the title of the sheets from Plat of Survey to Plat of Condominium.
3. All current easements on the site need to be illustrated on Sheet 1 of Exhibit A.
4. Provide a master key to the Village for entrance into the mechanical room.
5. The seven water services need to have a lockable water meter installed or the cut off valves need to be replaced with ones that can be locked.

President Cook stated that an issue that will need to be looked is the parking lot.

Bill Vessel and Claire Wilson, his attorney, were present at the meeting. Attorney Wilson asked if the provision on the water meters could be as Mr. Vessel sells the units. It would pertain to number five above. McMahon stated that currently there are only two units with the meters, so they need to be changed out or valves switched for lockable ones.

Attorney Wilson asked if it would be possible for the Village to contact Mr. Vessel if they needed to access the meter room. McMahon stated that the public works department will need to have access to the meter room for delinquent accounts. Dolezal stated that the delinquent owner/lessor is not going to let the Village into the meter room to turn off the valve.

Attorney Wilson's concern is that they are not sure what the policy is for the key that Mr. Vessel would turn over to the Village. They want to make sure that it would not fall into the wrong

hands or someone would accidentally leave the door unlocked. They just want to be sure that the key is safeguarded. Dolezal stated that he would contact her on the procedures.

First Community Bank of Channahon

McMahon stated that George Barr is proposing to build the First Community Bank of Channahon and a possible retail center on Lot 83 of the Ravine Woods subdivision. The subject property's total size is 4.61 acres and is zoned C-3 commercial. The proposed bank will be a 15,840 square foot two-story building that will house the First Community Bank of Channahon and office space. Currently, two full ingress/egresses are proposed off of Bell Road into the site. The bank's drive-through is on the north side of the building with all drive-through traffic facing west away from the Ravine Woods residents. A Special Use permit will be required for the drive-through. Parking has been adequately provided and all setbacks have currently been met per Village code.

The subject development has provided a 25' landscape transition yard, which is required in accordance with the Village Landscape Ordinance. The transition yard shall include a berm no less than three feet in height where the property abuts a residential district, as well as specific plant units per 100 linear feet to ensure that the nuisance of glare will not affect the Ravine Woods residents. Mr. Barr has also stated that there are plans to incorporate a fence around the entire property that abuts the Ravine Woods.

Architectural elevations have been provided. A photometric plan will be submitted at Final Engineering review.

The applicant has stated that the "future proposed one-story building" illustrated on the concept plan will be proposed at a later date and the concept plan before the Commission is essentially a "Master Plan" of the entire lot.

On April 14, 2008, the Planning and Zoning Commission reviewed the First Community Bank concept plan. The Commission was favorably impressed with the concept plan.

Tony Spinelli from GeoTech was present to answer any questions the Board may have. Mr. Spinelli stated that there is going to be a third access point off of Route 6.

McMahon stated that the bank is going to be about 3000 square feet and the rest will be office space, which they plan on bringing some of operations here. Trustee Slocum asked about the lighting for the building, because his concern is the residents that will build by the bank. McMahon stated that it would be part of the photometric.

Trustee Slocum asked Attorney Silverman if there is an issue if anyone on the Board may have stock in First Community Bank. Attorney Silverman stated that he would look into it because there are some provisions, depending on the amount that you own.

FINANCE DEPARTMENT

No Formal Items for Discussion.

POLICE DEPARTMENT

No Formal Items for Discussion.

PUBLIC WORKS DEPARTMENT

Improvement Completion Guarantee Reduction for Town Center

Director of Public Works Ed Dolezal stated that the developer has requested the Step 2 improvement guarantee be reduced from \$609,053 to \$121,810. This equals the maximum allowable reduction to 20% of the original guarantee. Staff has inspected the improvements and confirms they are not less than 95% complete and have passed required testing.

Change Order for the Brisbin/Bungalow Road Project

Dolezal stated that a change order was previously executed to add a bore under existing gas pipelines. The cost of boring through rock increased the amount. In essence it subtracts Change Order 1 (\$14,000) and adds new costs in the amount of \$34,425 to the contract for the bore.

ADMINISTRATION

Amendment to the Employee Handbook in regards to the Credit Card Policy and Internet and Email Policy

Village Administrator Jamie Bowden stated the Village of Channahon adopted its original Credit Card Policy in 2003. The policy is similar with the exception that the card holder will be the responsible holder of the card. Currently the individual that utilizes the card must submit a request for the card and sign it out from the Finance Department.

The other issue is the Internet and Email Policy. Currently the Village has not defined policy on the use of internet and email usage. Though there has been no issue at this time the Village has no vehicle to regulate misuse of the internet at this time.

This policy also covers how emails are handled in regards to records retention and state statues. Both policies have been reviewed by the Village Attorney and Labor Attorney.

If there is a consensus I will direct the attorney to draft the appropriate resolution or ordinance.

Amending the Code of Ordinance with regards to Class C Liquor License

Bowden stated that there is currently a vacated Class C Liquor License from Citgo Gas Station. President Cook stated that some of these liquor licenses were by annexation agreements that we are obligated too. He would like to remove this Class C Liquor License and if anyone is interested in it they could go through the procedures of applying for it.

EXECUTIVE SESSION

Trustee Militello made a motion to go into Executive Session at 6:25 p.m. for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of The Village Of Channahon. Seconded by Trustee Slocum.

ROLL CALL AYES: Slocum, Militello, Greco, Nash and McMillin

NAYS: NONE

MOTION CARRIED

Trustee Davidson entered at 6:30 p.m.

Trustee Militello made a motion to close Executive Session at 6:30 p.m. for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of The Village Of Channahon. Seconded by Trustee Greco.

VERBAL VOTE: ALL AYES

MOTION CARRIED

Minutes Submitted by
Leticia Anselme
Acting Village Clerk