

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
MAY 18, 2020**

Village President Missey Moorman Schumacher called the meeting to order at 6:00 p.m. with Trustee McMillin present and Trustees Greco, Host, Perinar, Scaggs and Slocum present via telephone.

Also present were Village Administrator Thomas Durkin, Director of Public Works Ed Dolezal, Chief of Police Shane Casey and via telephone, Director of Community Development and Information Systems Mike Petrick, Finance Director Heather Wagonblott, Village Attorney David Silverman and Village Clerk Kristin Hall.

VP Moorman Schumacher stated that this Committee of the Whole and Village Board meeting are being held in accordance with Executive Order 2020-07, which was ordered by Governor Pritzker on March 16, 2020 in response to the COVID-19 pandemic. She stated this order addresses provisions of the Open Meetings Act 5 ILCS-120 requiring or relating to independent members of a public body, specifically, 1) the requirement in 5 ILCS-120/2.01 that members of a public body must be present to be included and 2) the requirement in 5 ILCS/7 limiting when remote participation are suspended. She also stated that public bodies are encouraged to have phone consideration for public comment when possible. She further stated that when a meeting is necessary, public bodies are encouraged to supply video, audio and or telephone meetings to ensure members of the public may monitor the meeting and to update their website and video feeds to keep the public fully apprised of any changes to their meeting schedules or formats of their meetings due to COVID-19, as well as their activities relating to COVID-19. She stated that Executive Order 2020-10 ordered by Governor Pritzker also prohibits the gathering of more than 10 people. She stated that while the Village Hall is opened this evening we would adhere to that, if more than 10 people show up. She also stated that the format would be the same as other board meetings held by this body, if there are members of the public on the phone, please mute your phones if possible and refrain from any comments until the designated public comment and public hearing portion of the agenda. She stated that Board Members should mute their phones, last meeting we learned if the Board Room microphones are on, they create feedback with the call in system; so if you are not speaking please mute your phone if you can. She also stated she appreciates their understanding in this matter. She further stated that they have supplied the public with an opportunity to e-mail questions or comments relative to tonight's meeting, which will be read into the minutes and addressed as applicable. She stated that the e-mail is meetingcomments@channahon.org.

VP Moorman Schumacher informed everyone present that anyone who speaks at the meeting shall be deemed to have given his/her consent to the recording of their likeness and speech. This meeting is being recorded.

ADMINISTRATION DEPARTMENT

Discussion – An Ordinance Authorizing the Execution of a Master Pole Attachment Agreement between the Village of Channahon and New Cingular Wireless, PCS, LLC (AT&T) – 1st Read

Durkin stated AT&T has applied for a small wireless facility permit and following the application process set forth in our Small Wireless Facility Ordinance. He stated our ordinance

required an applicant to enter into a Master Pole Agreement, which is what is in front of you tonight. He also stated we have negotiated for some time with AT&T and the finalized version is what is on the agenda tonight. He further stated Brian Wellner worked closely with AT&T representatives on this agreement and is on the phone tonight, if anyone has specific questions for him. He stated this is part of the requirement to get this approved. He also stated as a note, AT&T has pulled back on a single pole installation that they were looking to do. He further stated that doesn't mean it's abandoned; they're just working on other locations before this one. He stated with this agreement in place they will be able to move forward when they are ready to do so. He also stated that he would be looking for a waive of second read and adoption tonight.

Trustee Greco asked if they had a location.

Durkin stated they had originally had a location right in front of Casey's. He stated they have pulled back and we expect that they will be moving forward at that same location.

Trustee Slocum asked if Durkin could talk about the measurements and size of it.

Durkin stated it is referenced in the agreement which references the Small Wireless Facility Ordinance.

Trustee Slocum stated he is having trouble downloading it but he wanted to ask Durkin for clarification purposes.

Durkin stated the Master Pole Agreement and Small Wireless Facility Ordinance establish the requirements as to how they are constructed, what they are going to do if the pole is damaged, replacement measures, among other things. He stated that Brian Wellner may have something to add; this is a pretty standard type of agreement.

Brian Wellner stated this isn't for one particular small wireless facility. This is the agreement that will govern every application and permit that is issued for the next five years with AT&T. He stated, right now, there is no permit issued for any specific small wireless facility. He also stated anything in the future will be incorporated into this agreement. He further stated as far as measurements go, he doesn't know if there are any measurement specific requirements in this agreement but this agreement requires that every small wireless facility is constructed consistent with our ordinance, which we have already passed. He stated the ordinance will have the measurement requirements. He also stated that this agreement is going to fill in all the blanks that the Village Ordinance and the State Statutes don't account for. This Master Pole Agreement indicates general appearance requirements to blend the facilities with any poles that they are installed upon to match and compliment the design and color and that wiring is kept within the poles, when possible. He stated except for some timelines and procedures, the agreement also addresses removal of a small wireless facility from a pole for construction within the right of way or interference with a safety signal. There are procedures for what happens if a motorist knocks a pole down and who's responsible for removing and reinstalling the pole. He also stated that if a new pole is installed, we are going to require them to install it where a pole is already in existence and that the new pole matches any pole within 400 feet.

VP Moorman Schumacher thanked Brian Wellner for his information.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Discussion – Final Plat of Subdivision for Peninsula at Ravine Woods PUD Phase 1

Discussion – Site Plan – Dollar General, Peninsula at Ravine Woods

Petrick stated Peninsula Development, LLC is requesting approval of the final plat of subdivision for the Peninsula at Ravine Woods PUD Phase 1 and final site plan for the proposed Dollar General retail store to be located on Lot 1 of the Peninsula of Ravine Woods PUD Phase 1. He stated the plat would serve to create one (1) lot with Route 6 frontage and dedicate the necessary development easements and right of way of Peninsula Drive. He also stated Lot 1 would have access from Peninsula Drive only, without direct access to Route 6. He further stated the Phase 1 final plat creating Lot 1 and dedicating Peninsula Drive is also on the agenda for consideration. He also stated Peninsula at Ravine Woods is located on the north side of Route 6, west of McKinley Woods Road and east of Bell Road.

PZC RECOMMENDATION:

He stated the PZC considered the request at their regular meeting held on May 11, 2020. He also stated Commission discussion focused on the following:

- Clarification of the orientation of the building and entrance to Route 6;
- Appreciation for the introduction of the faux windows;
- Acknowledgement that the landscaping does make a big difference in how the elevations look.

He further stated the Commission voted to approve the variation request for a reduction in parking from 40 to 35 spaces. He stated a motion was made to recommend the Village Board approve the Final Plat of Subdivision for Peninsula at Ravine Woods PUD Phase 1 and to approve the Site Plan subject to staff review and approval of final engineering. The motions were approved by a 4-0 vote.

Petrick pulled up some of the exhibits for the board to see. He described the location and the site plan, specifically focusing on the changes from the concept plan. He stated there are several representatives for the developer on the line.

VP Moorman Schumacher stated the addition of the faux windows make a huge difference in the aesthetics and the landscaping. She stated she is a lot happier with the aesthetics of the building.

Trustee Slocum asked will building this one affect the current location or will Dollar General continue to operate both facilities.

A representative for the developer stated the existing store would continue to operate. This is a new location.

Discussion – Site Plan Amendment – Northern Illinois Steel/24005 S. Northern Illinois Drive

Petrick stated Brieser Construction Co., on behalf of Northern Illinois Steel, is requesting approval of a site plan amendment in order to construct a second 11,200 square foot metal storage building. He stated the proposed building would be located at the south half of the property. He also stated the site plan also includes an additional concrete lot to the west of the storage building and expansion of a current gravel area between the new and existing buildings.

PZC RECOMMENDATION:

He stated the PZC considered the request at their regular meeting held on May 11, 2020. He also stated the Commission discussion focused on clarification that the storage building would be utilized for storage of new steel products for future manufacturing. He further stated a motion was made to recommend to the Village Board approval of the site plan amendment subject to staff review and approval of final engineering and the installation of front yard landscaping similar to what is present at the front of the existing building. The motion was approved by a 4-0 vote. He stated there is a representative on the call available to answer any additional questions.

VP Moorman Schumacher asked if this building requires any site excavation or storm water detention construction.

Petrick stated there are some storm water requirements that are being taken care of through engineering. As with all site plans approvals, we do recommend approval is granted based on final engineering review and approval.

VP Moorman Schumacher thanked Northern Illinois Steel for there continued support and investment in our community.

Discussion – A Resolution Extending the Time to Implement a Special Use Permit for the Use of a Truck Terminal in an I-1 District for GSM Management, LLC

Petrick stated Ordinance 1976 approved by the Village Board on May 6, 2019 authorized a Special Use Permit for the operation of a truck terminal in the I-1 Zoning District with a Concept plan for GSM Management, LLC on one of the last lots in Channahon Industrial Park. He stated the SUP approval included the requirement for the project to go through the village Final Site Plan review process. He also stated on October 21, 2019 the Board approved Resolution 700 for an 180 day extension (May 5, 2020) to allow the applicant more time to complete the engineering, building permit and site plan review process. He further stated the applicant is now requesting the Board's approval of an additional extension of one (1) year as they have encountered unanticipated issues with high construction costs. He stated as a result, the ownership is exploring options to downsize the building, which will require the alteration of all previously submitted plans and delay reviews/approvals. He also stated with the limiting of agenda items per village board meeting during the pandemic, staff delayed this item for presentation along with the other Community Development Department agenda items on the May 18, 2020 agenda. He further stated the applicant was informed and had no objection to the delay in timing of consideration. He stated that the permit is already expired so the Resolution would have to be retroactive and he would suggest, that under the circumstances, that would be what the Board does, if they choose to grant this extension.

POLICE DEPARTMENT

Casey stated he had no formal items for discussion.

PUBLIC WORKS DEPARTMENT

Discussion – Purchase of Three Trucks from Currie Ford

Dolezal stated as an addition to the fleet due to expansion, purchase of a 2020 Ford F250 with service body and plow for the waste water division is proposed. He stated in order to provide a dedicated vehicle to the recently added Working Foreman, the purchase of a 2020 Chevy Tahoe for the Utilities and Streets Superintendent is proposed. He also stated the current vehicle used

by him would move to the Working Foreman. He further stated to replace a 2008 Ford Ranger previously in service with the Police Department, the purchase of a Ford F150 with cap to be utilized primarily by the Engineering Technician is proposed. He stated the F250 service body is \$46,566.00 and is \$934.00 under budget. He also stated the Tahoe is \$36,919.00 and is \$5,081.00 under budget. He further stated the F150 is \$30,165.00 and is \$835.00 under budget. He stated Public Works staff compared the prices from Currie Motors Fleet to that offered through the state-purchasing program, and found Currie to be more competitive. He also stated that they have \$400,000 in vehicles, that were budgeted last year and requisitioned for but none of the vehicles has shown up here yet. He further stated that if they don't show up, accounting practices are going to have those charged to the current fiscal year.

Wagonblott stated that they will work through that with the budget. She stated that we didn't take delivery by April 30th, so they will need to be charged to this fiscal year. She also stated that it's unfortunate, but the ordering and delivery processes were slowed down a little bit. She stated we will need to amend the budget.

Discussion – Purchase Front End Loader

Dolezal stated the 2020 John Deere loader purchase is needed at this time for use with new sludge handling facilities associated with the waste water treatment plant expansion. He stated in addition, it is a valuable piece of equipment for any public works department. He also stated up until now, the Village has been able to get by with utilizing the Channahon Township Highway Department's loader when needed. He further stated this would no longer be possible with our increased need to utilize a loader. He stated the cost of the loader is \$171,420.17 from West Side Tractor and is \$8,579.83 under budget. He also stated West Side Tractor is the vender who won the contract through Sourcewell, a purchasing cooperative that competitively bids products and services that the Village has utilized multiple times in the past.

Discussion – Award Maintenance Contract for Water Tower 2

Dolezal stated the Village previously identified necessary maintenance and repairs to Water Tower 2 on McKinley Woods Road. He stated Strand Associates was hired to prepare contract documents to complete the repairs. He also stated bids were recently opened and the low responsible bid was \$260,600. He further stated the Engineer's Opinion of Probable Construction Cost was \$281,000 and that \$300,000 was budgeted in the current fiscal year.

Trustee Scaggs asked how soon would they be able to start.

Dolezal stated work will begin soon and the tower will be out of service while the work is being completed.

Discussion – 2020 Road Maintenance Project Stage 1 (Study) & Stage 2 (Design Drawings)

Dolezal stated the Village requested Baxter and Woodman to provide a Request for Proposal (RFP) for surveying and AutoCAD services to be used with this year's Road Maintenance Project. He stated proposal work consists of surveying certain roads to determine existing conditions and using this data with AutoCAD to provide Existing Conditions engineering drawings to the Village. We will then take Village design markups and produce the design engineering drawings to be used in the 2020 Road Maintenance Project. He also stated the selection of Baxter and Woodman is based upon performing well other like services for the Village on several other projects, including for these same services last year. He further stated

last year, 2019 professional services work by B&W included Roberts Rd, but construction of Roberts did not go forward due to concerns regarding traffic circulation. Alternate routes of Dove Dr., Hawthorne Dr. and Junior Ave. would have been under construction at the same time. He stated Roberts Rd. is planned to be constructed with this year's project using last year's data will not need to be resurveyed.

FINANCE DEPARTMENT

Discussion – Annual Police Pension Treasurer's Report

Wagonblott stated in accordance with the requirements of the Illinois Compiled Statutes 40 ILCS 5/3-141, the Treasurer of the Village of Channahon is required to submit an annual report with all the money collected and expected by the Village on behalf of the Police Pension Fund during the fiscal year beginning May 1, 2019 through April 30, 2020. She stated the only money that the Village ever has in its possession for the Police Pension Fund are the police officers withholdings for each pay period and, prior to the end of each month, that money is transferred from the Village directly into the Police Pension checking account. She also stated therefore the Village is never holding on to Police Pension money longer than it should. She further stated that the report indicates that during fiscal year 2020, the employee pension contributions withheld totaled \$233,099.75 and the same amount was transferred prior to April 30th. She stated the Village does not currently have any money related to the Police Pension Fund in its possession. She stated this is a matter of the Village certification.

COMMUNICATIONS

Comcast Correspondence

VP Moorman Schumacher stated we received a letter from Comcast regarding important information related to the decrease in the monthly broadcast fee. She stated it will be \$11.70 and they will be notifying customers with their monthly billing statements.

Durkin stated he wanted to include this because it's not often that you receive letters from Comcast or other utilities regarding a price decrease.

PUBLIC COMMENT

EXECUTIVE SESSION

The Committee of the Whole was adjourned at 6:34 p.m.

Submitted by
Kristin Hall
Village Clerk

Kristin Hall by Aduselme