

VILLAGE OF CHERRY VALLEY, IL
COMMITTEE OF THE WHOLE MEETING
MONDAY OCTOBER 23, 2023
7:00 PM

MEMBERS: VILLAGE PRESIDENT: DAVID SCHROEDER
VILLAGE TRUSTEES: NANCY BELT MIKE NEVILLE
JEFF FUSTIN BRANDI PEARSE
SALLY HOLLEMBEAK CARL WEDIG

Village President David Schroeder called the Committee of the Whole Meeting to order at 7:00 PM. Village Clerk Kathy Trimble took roll call:

NANCY BELT	PRESENT	*SALLY HOLLEMBEAK	PRESENT
JEFF FUSTIN	PRESENT	BRANDI PEARSE	PRESENT
MIKE NEVILLE	PRESENT	DAVID SCHROEDER	PRESENT
CARL WEDIG	PRESENT		

*Trustee Hollembeak called in to the meeting and was present by Teleconference.

Also present: Attorney Roxanne Sosnowski, Village Engineer Adam Bunge, Village Administrator Jim Claeysen, Public Works Supervisor Andy Wesseln and Police Chief Todd Stockburger.

ADOPT THE AGENDA:

Village President Schroeder entertained a motion to adopt and amend the agenda with a few changes:

- Village Clerk Kathy Trimble will be recording the meeting tonight.
- The Planning and Development Report will be moved before the Ordinance Report.

Trustee Neville moved to approve the amended October 23, 2023 agenda. Trustee Belt seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

APPROVE THE COMMITTEE OF THE WHOLE MEETING MINUTES:

1. Village President Schroeder entertained a motion to approve the Committee of the Whole Meeting Minutes from September 25, 2023. Trustee Neville moved to approve the September 25, 2023 Committee of the Whole Meeting Minutes. Trustee Belt seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

2. Village President Schroeder entertained a motion to approve the Committee of the Whole Meeting Minutes from October 9, 2023. Trustee Belt moved to approve the October 9, 2023 Committee of the Whole Meeting Minutes. Trustee Neville seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

PUBLIC COMMENT: None.

PRESIDENT'S REPORT: DAVID SCHROEDER. None.

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PLANNING AND DEVELOPMENT - CHAIRMAN TRUSTEE CARL WEDIG

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Trustee Wedig moved to send to the Village Board a request for a Variance under Chapter 82, Section 82-55 of the Code of Ordinances for the Village of Cherry Valley, Illinois to Chapter 82, Section 82-10(c)(3) to allow the construction of a 32' x 40' (1280 square foot) accessory building at the property commonly known as 202 Grove Street, Cherry Valley, Illinois (PIN: 16-01-127-019). Trustee Fustin seconded. Trustee Fustin stated that he would like noted in the Ordinance that there can only be one (1) accessory building allowed on this property. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

2. Trustee Wedig moved to send to the Village Board a request for a Special Use Permit under the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 82, Section 82-234(b) CC - Commercial Community District to allow for a piercings and tattoo parlor in the lower level of the property commonly known as 7164 North Cherryvale Blvd, Suite G, Rockford, Illinois. (PIN: 12-35-101-006). Trustee Fustin seconded. Trustee Fustin stated that this request came out of the Planning and Zoning Commission with a favorable recommendation. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

3. Trustee Wedig moved to send to the Village Board a request for a Special Use Permit under the Code of Ordinances for the Village of Cherry Valley, Illinois, Chapter 82, Section 82-233(b) CN - Commercial Neighborhood District to allow an automobile service station to solely provide a car detailing service at the property commonly known as 702 E. State Street, Cherry Valley, Illinois (PIN: 16-01-254-008). Trustee Fustin seconded. Trustee Fustin was concerned with the hours of operation being 8:00AM - 7:00PM Monday to Saturday and 10:00AM - 4:00PM on Sundays since the building backs up to a residential neighborhood. After a lengthy discussion it was the consensus of the Trustees to leave the hours of operation of 8:00AM - 7:00PM Monday to Saturday and 10:00 AM - 4:00PM on Sundays as recommended by the Planning and Zoning Commission. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

Village Administrator Claeysen stated that all (3) petitioners have asked that the Committee of the Whole consider waiving the rules and call for a second and final reading of these proposed ordinances at the November 7, 2023 Village Board Meeting. The consensus of the Trustees was to waive the rules at the November 7, 2023 Village Board Meeting.

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ORDINANCE -CHAIRMAN TRUSTEE NANCY BELT.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC WORKS -CHAIRMAN TRUSTEE MIKE NEVILLE.

ENGINEER'S REPORT:

1. Well 7 – Well House – C.E.S., Sharp Architects, and the Village sat down for a second page turn review. Minor adjustments are being completed for IEPA submittal this week. As a reminder, we will be required to retest for radium and gross alpha during a final well water quality test when applying for the operating permits.

Next steps include:

- Approximate Design Schedule – Estimated project dates provided below.
 - Design Drawings Completed for submittal to IEPA/ Winn Co – **Minor revisions are underway; we will submit to IEPA this week.**
 - IEPA review is **90 days** from submittal.
 - IEPA/Winn Co provide review comments – **January 29, 2024 (Estimated).**
 - Revise per comments and resubmit – **February 19, 2024 (Estimated).**
 - Plans approved & advertise for Bidding – **March 11, 2024 (Estimated).**
 - Construction – **Commence April 22, 2024, Weather Depending.**

State Street Alley (pedestrian improvements) –Adam has requested the Contractor finish the Alley. The Committee has decided to forgo the Change Orders for the Arches. Final steps still include installing the benches and striping the walking path.

Upper Pond Regional Detention Improvements – Adam prepared the adjusted mass grading plan and shared the surface with Stenstrom. They will begin mass grading the area soon.

Other Projects:

- ❖ Coordination with IDOT's I-39 project – **C.E.S. continues to coordinate utility locations for IDOT's project.** Andy and Adam coordinated a pothole and GPS location of the watermain in an area where IDOT is lowering the ditch grade.
 - **Adam provided IDOT and the Village an estimate for lowering the watermain impacted by IDOT's project. IDOT has verbally agreed they will pay for all construction and engineering related costs.**
 - **Adam has reviewed the Mill Rd sidewalk proposed by IDOT and will submit a recommendation to the Village Administrator this week.**
- ❖ Watermain Loop Project (Mill Rd to Cherry St) – **C.E.S. is looking into a river crossing project for consideration from Mill Rd to the north end of Cherry St. This will provide downtown with a loop to help protect and circulate the system.**
 - **Kevin has had several correspondences with a Structural Engineer in regards to the feasibility of running the watermain under the E. State St. bridge.**
 - While finishing the design of Well 7 in coordination with Layne, we were reminded that there is a section of 8" watermain at Elgin and East State St. **C.E.S. is recommending a budget for replacing this section of 8" with 12" be considered.**
- ❖ Streets Program 2024 – **Adam, Jim, and Andy will conduct a streets review to determine which streets should be considered – Including sidewalk along the east side of Walnut to connect State Street to the parking lots.**
- ❖ Madigan Creek – **C.E.S. is working on conceptual ideas for how to correct the erosion issues.**

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Well 7 – Well House – Based on Lisa’s Mechanical/Electrical/Plumbing (M.E.P.) Sub, Adam should receive their revised plan set by the end of this week. As a reminder, we will be required to retest for radium and gross alpha during a final well water quality test when applying for the operating permits.

Next steps include:

- Approximate Design Schedule – Estimated project dates provided below.
 - Design Drawings Completed for submittal to IEPA/ Winn Co – 1 week to finalize adjustments and 1 week to review (M.E.P. revisions) and submit – October 20, 2023.
 - IEPA review is 90 days from submittal.
 - IEPA/Winn Co provide review comments – January 29, 2024 (Estimated).
 - Revise per comments and resubmit – February 19, 2024 (Estimated).
 - Plans approved & advertise for Bidding – March 11, 2024 (Estimated).
 - Construction – Commence April 22, 2024, Weather Depending.

State Street Alley (pedestrian improvements) – Adam has requested a 2nd change order from the Contractor to raise the arches. Adam is coordinating additional information for Rockford Ornamental’s review. The proposed Change Order for cutting the existing 5 arches and installing an additional 3’ section is for \$16,000. As a reminder the first change order for complete replacement with 3’ taller arches was for \$22,500. Final steps still include installing the benches and striping the walking path.

Upper Pond Regional Detention Improvements – Last week we shot the dredged material with GPS to determine the final quantity of material removed from the pond. Adam met with Stenstrom on site to discuss the adjusted grading plan and site restoration requirements. Stenstrom to begin mass grading the area.

The Full Engineering Report will be placed on file with the permanent record.

2. Mr. Adam Bunge C.E.S. INC. gave an update regarding the finalization of the Well House #7 building plans for release to the IEPA and the Winnebago County Building Department for review and approval. Mr. Bunge stated that the architect has received the information from the sub-contractors and he will be submitting everything to the Illinois Environmental Protection Agency (IEPA) tomorrow (10/24/2023), and he will be delivering the building plans to the village on Wednesday (10/25/2023) to be brought to the Winnebago County Building Department for review.

UNFINISHED BUSINESS:

1. General Public Works Updates from Public Works Supervisor Andy WesselIn.
 - a. Well 5 is offline, a tech will be out soon.
 - b. Well 1 is having a Faulty Start issue.
 - c. Getting Snow Equipment Ready.
 - d. Snow Plow Rodeo will be held in Loves Park on Friday October 27, 2023.

NEW BUSINESS:

1. Trustee Neville moved to send to the Village Board approval of Resolution 2023-18; an Illinois Department of Transportation Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code for the use of Motor Fuel Tax (MFT) Funds in the amount of \$10,428.00. This is in regards to the Inter-Governmental Agreement between the Village of Cherry Valley and the Township of Cherry Valley for Road Support Services in 2023-2024. Trustee Belt seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

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2. Trustee Neville moved to send to the Village Board to approve Tree Care Enterprises Inc. Rockford, Illinois as the lowest responsive bid for tree removal (two trees and stump grinding) in the village's right of way at 319 N. Cherry Street and 8906 Flying Cloud Court at a cost of \$3,380.00 from line item 5170 Streets. Trustee Belt seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

3. Trustee Neville moved to send to the Village Board approval of Unexpected Repairs needed to Public Works Truck #504 by LAKESIDE, INTL, LLC Rockford, Illinois at a cost of \$5,231.76 from line item 5125 Streets. Trustee Belt seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

CHAIRMAN'S REPORT: No report.

EX-OFFICIO'S RECREATION BOARD REPORT:

Trustee Pearse stated that the Halloween Parade/Trunk or Treating will be held on October 28, 2023 starting at 4:00 PM at Old School Park on Lawrence Street, followed by Trunk or Treating at the Softball Diamond at Baumann Park.

PUBLIC SAFETY - CHAIRMAN TRUSTEE JEFF FUSTIN.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Trustee Fustin moved to send to the Village Board a Conditional Offer of Employment to Ms. Roxana Medina as a Part-Time Administrative Assistant for the Cherry Valley Police Department at a starting hourly wage of \$19.00 an hour for a total of 19 hours per week, total hours not to exceed 990 hours annually. Trustee Neville seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

2. Trustee Fustin moved to send to the Village Board approval to purchase and install an Uninterruptible Power Supply (UPS) for the Baumann Park Camera System from Montel Technologies, LLC. Chicago, Illinois at a cost of \$900.00 from line item 5375 Capital Improvements. Trustee Wedig seconded. A lengthy discussion was had regarding whether or not the camera reads license plates clearly and the conclusion was there is not a robust picture from the camera. Trustee Fustin moved to layover this purchase until more information is received from the manufacturer. Trustee Neville seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
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Motion carried 6-0.

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CHIEF'S REPORT:

Chief Stockburger stated:

- Meeting was had with a representative from the Illinois States Attorney's Office for an overview of the Safety Act with the officers and one particular call.
- Body Camera Implantation will be on Thursday in the vehicles at the Public Works Shop.
- Officer Fulton and Officer Stormy were at the Valley Orchard's Fall Festival this past weekend and Officer Stormy held her own in the K-9 Competition.

FINANCE - CHAIRMAN TRUSTEE BRANDI PEARSE.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Trustee Pearse stated that the Cherry Valley Police Pension Fund - Independent Actuarial Valuation Report for Fiscal Year 2023-2024 (request for village funding). \$546,858.00 is what is being recommended this upcoming year for a contribution. This request will move forward and be included in future budget discussions for the village's FY2024-2025 budget ordinance. Trustee Fustin stated that the dollar amount that is being recommended is smaller than last year. President Schroeder mentioned that we should have a conversation with Treasurer Gumowski regarding the dollar amounts.

CHAIRMAN'S REPORT: No Report.

ADMINISTRATION REPORT:

1. Village Administrator Claeysen updated the committee on where he is at regarding the Dog Park at Baumann Park:
 - Image Pros has poured the concrete and has pulled their forms.
 - Dach Fencing will be putting up their string lines tomorrow and will be drilling holes for the fencing on Wednesday, weather permitting.
 - Still working on obtaining quotes for a keyless entry system.

PERSONNEL COMPENSATION & BENEFITS - CHAIRMAN TRUSTEE SALLY HOLLEMBEAK.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

Oath of Office for Patrol Officer Chase Nance

Village Clerk Kathy Trimble administered the Oath of Office to Patrol Officer Chase Nance.

COMMITTEE OF THE WHOLE COMMENTS:

Trustee Belt gave an update on the Shred Day Event and Canned Food Drive. Trustee Belt stated that this past Saturday, October 21, 2023 was the village's 25th Shred Day and Canned Food Drive and it was the biggest one we have had yet. There were (124) vehicles that dropped off items to be shredded.

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ADJOURNMENT: President Schroeder entertained a motion to adjourn the October 23, 2023 Committee of the Whole Meeting. Trustee Belt moved that the meeting be adjourned and Trustee Neville seconded. A roll call vote was taken:

NANCY BELT	AYE	MIKE NEVILLE	AYE
JEFF FUSTIN	AYE	BRANDI PEARSE	AYE
SALLY HOLLEMBEAK	AYE	CARL WEDIG	AYE

Motion carried 6-0.

Meeting adjourned at 7:38 PM.

Meeting minutes recorded by Village Clerk Kathy Trimble.

Meeting minutes reviewed by Village Administrator Jim Claeysen on November 9, 2023.