

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
November 18, 2013**

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

Also present were Village Administrator Joe Pena, Finance Director Robert Guess, Village Attorney Jim Murphy, Police Chief Jeff Wold, Director of Public Works Ed Dolezal, Director of Community Development Mike McMahan and Village Clerk Patricia Perinar.

ADMINISTRATION DEPARTMENT

Will County Center for Economic Development

Village Administrator, Joe Pena, stated the Village of Channahon contributed \$5,000 to Will County Center for Economic Development in the past four years. We have budgeted the amount of \$5,000.

John Grueling from the Will County CED was present. He gave a brief presentation to the Board of the progress the Will County CED has made this past year and what they have done to assist Channahon with economic development efforts. Also present was Scott Fleming, VP of the Will County CED.

Trustee Slocum questioned who sits on the council. Grueling stated the council has a variety of individuals who sit on the council: Local Officials, Industry People, Hospitals, University Presidents, Investors, etc.

Trustee McMillin questioned Channahon being named on the map in the hand-out, along with the role that Will County CED played in the Clarius Project. Grueling stated they were involved in representing the Village of Channahon in that project.

COMMUNITY DEVELOPMENT DEPARTMENT

CEDC Internship

McMahan and Trustee Slocum stated the Channahon Economic Development Corporation (CEDC) would like to hire an intern to work on various economic development projects. With Village of Channahon providing administrative and programming support to the CEDC, the CEDC is requesting the intern be housed at the Village's Municipal Center and be supervised by the Director of Community Development.

The internship will be unpaid and no benefits will be provided. The Village is being asked to provide an office and computer. A draft job description will be posted through the University of St. Francis career services department.

The Village of Channahon and Channahon Economic Development Corporation (CEDC) are searching for an intern to work on a variety of economic development projects. The CEDC was incorporated in March 2012 with the mission to enhance the quality of life of the Channahon

community by promoting and supporting existing business and attracting new businesses to the community.

The intern will work closely with Village of Channahon staff and the CEDC Executive Committee to advance the CEDC's mission. You will have the opportunity to:

- Work on a variety of assignments and projects to include the development of a business retention program.
- Develop marketing materials for the promotion of the Village to commercial and industrial prospects.
- Monitor state and federal economic development legislation.
- Manage the CEDC website to include updates to the *Available Properties* page.
- Attend various CEDC and public meetings.
- Complete special projects as assigned by the CEDC Executive Committee.

This is an unpaid position lasting three months with an anticipated start date in January 2014. The intern is expected to work approximately 10-20 hours per week. Housing, transportation expense and other benefits are not provided. If college credits are desired, the Village is willing to participate in the student's college or university program.

Trustees Schumacher and McMillin questioned the party responsible for liability. VA Pena stated it would come back to the Village under Workman's Comp. Trustee Greco asked if the intern would be of assistance to McMahan. McMahan stated it would help the CEDC get some of the projects moving quicker, like the business retention committee.

VP Cook stated we need to work on our trade area. We need to get someone out there visiting the businesses and finding out where their customers come from, along with psychographics. Trustee Slocum stated the intern would be helpful in some of those responsibilities. Discussion continued and questions were raised about the abilities of the intern, the liability, the intended purpose, and the value of the internship. Questions were raised as to the progress of the CEDC. Mike Ritoff offered to come to the Village Board Meetings quarterly, if needed, to give updates on the progress of the CEDC.

FINANCE DEPARTMENT

Audit Proposal

Guess stated the Village and Wermer, Rogers, Doran, & Ruzon, LLC (WRDR) have partnered for years in the process of the annual audit for the Village. When the Village encountered the downturn in the economy three years ago, WRDR agreed to a three year contract at the same rate of the previous year with no rate increase. Their professionalism and cooperation with staff have been positive forces in helping the Village attain the Excellence in Financial Report Award for the past eight years, and look forward to number nine as well. They have assisted staff with the implementation of newly added Generally Accepted Standards Board (GASB) standards. We will need their help and guidance to continue with additional GASB standards that will be implemented in the next years. The new proposal calls for a very modest 2% increase for each year.

Preliminary Tax Levy

Guess stated the Truth and Taxation act provides that no less than 20 days before any taxing body makes its tax levy, it must determine how many dollars in aggressive property tax extensions will be necessary. If the amount determined is more than 105% of the previous year's extension plus any amounts abated by the corporate authorities prior to the extension, an additional notice published in the newspaper and a public hearing are required before the levy can be adopted. He asked for the Board's recommendation to set the suggested tax levy amount in accordance with the State Statutes. A breakdown and explanation was given for three options. A brief discussion followed on the various options. VP Cook asked Guess to explain to the Board the Bond Rating for the Village of Channahon.

2013 Annual Disclosure Report Bernardi Securities, Inc

Guess stated due to a number of financial reporting requirements that are pursuant to the Securities and Exchange Commission Rule 15c-2-12, the Village is required to have a financial disclosure report prepared for distribution to all the banking and ratings agencies, each year. This started last year and the report is prepared, at no cost to the Village, by Bernardi Securities, Inc. The Board is being asked to approve the 2013 Annual Disclosure Report.

POLICE DEPARTMENT

Chief Wold stated a Bullying Prevention Program is being planned to be presented to all the high school students during the last week of January, 2014.

VP Cook stated the Heroin Symposium in Coal City has been cancelled.

PUBLIC WORKS DEPARTMENT

2013 Road Maintenance Project Change Order No. 2

Dolezal stated this change order represents final asbuilt quantities for certain contract items. These changes generate a net decrease of \$1,117.50 to the original contract costs for these items.

POLICE PENSION

- **Police Pension Actuarial**
- **Tax Levy Demand Letter**
- **Annual Report to the Municipality**

Guess stated the Village's Police Pension Fund is required to issue a Tax Levy Demand letter to the Village of Channahon each year based upon a certified Actuarial Report prepared each year for the Police Pension Fund according to the Illinois Pension Code.

The Committee of the Whole meeting was adjourned at 7:15 p.m.

**Submitted by
Patricia Perinar
Village Clerk**