

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 17, 2014**

Village President Joe Cook called the meeting to order at 6:03 p.m. with Trustees Slocum, Militello, Schumacher, Scaggs, McMillin and Greco present.

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

ADMINISTRATION DEPARTMENT

Grundy County Health Department

Not present for Committee of the Whole meeting but will present at the Board Meeting.

COMMUNITY DEVELOPMENT DEPARTMENT

An Ordinance Approving and Causing Publication of the Official Zoning Map of the Village of Channahon – 1st Read

McMahon stated this is done every year in March. It is a first read.

A Resolution and Agreement for Engineering Consulting Services

McMahon stated that on December 20, 2013, Request for Qualifications was sent to five consulting firms on behalf of both the Villages of Channahon and Minooka for an Infrastructure Feasibility Study. The study is part of a *Department of Commerce, U.S. EDA Short-term Planning and Assistance Grant* both Villages received for the Interstate 80 Brisbin Road Interchange Area.

Five submittals were received by the deadline and were subsequently reviewed and ranked by a committee comprised of both Villages. The ranking is as follows:

1. Strand/Robinson
2. HR Green
3. Christopher Burke
4. Wight & Company
5. McClure

Staff then began negotiating a contract with Strand and Robinson. Strand has agreed to be the primary consultant with Robinson as a subcontractor. The lump sum not to exceed payment will be \$75,000 payable by Channahon. Channahon will then invoice Minooka 25% and U.S. EDA 50% of the invoiced amount. The Scope of Work is attached to the agreement. The deadline for completion and submittal of all deliverables is September 15, 2014. McMahon stated that staff recommends the Village Board of Trustees approve the resolution and agreement with Strand Associates contingent on attorney review

A Resolution and Agreement for Economic Development Consulting Services

McMahon stated that on December 20, 2013, Request for Qualifications was sent to 12 consulting firms and universities on behalf of the Villages of Channahon and Minooka for a

Cluster Analysis. The study is part of a *Department of Commerce, U.S. EDA Short-term Planning and Assistance Grant* that both Villages received for the Interstate 80 Brisbin Road Interchange Area.

Two submittals were received by the deadline and were subsequently reviewed and ranked by a committee comprised of both Villages. The ranking is as follows:

1. Northern Illinois University
2. Manheim Solutions

Staff then began negotiating a contract with NIU with a not to exceed payment amount of \$20,000 payable by Channahon. Channahon will then invoice Minooka 25% and U.S. EDA 50% of the invoiced amount. The deadline for completion and submittal of all deliverables is July 31, 2014. Staff recommends the Village Board of Trustees approve the resolution and agreement with NIU and the Village of Minooka.

Wayfinding Signs Status Update

McMahon gave the Board an update on the current status of the wayfinding signs. He provided the Board with visuals. IDOT wanted to see specifications on the type of breakaway base we had for the signs. McMahon located companies that could do both the signs and the poles. He was able to locate two different companies. He received quotes from both. Both came in under budget. Previously we discussed soliciting contributions or payments from the different entities on the signs. McMahon gave a breakdown of costs for the different entities. McMahon asked for the Board member's opinions on the signs. He will resubmit to IDOT the specifications and a few other items. Once it is approved it is just a matter of bringing it back to the Board for approval.

Trustee Slocum informed the Board that Tricia Simpson and himself will be contacting the different entities that were to be listed on the signs. They will be soliciting funds from them. He would need to get all this in writing before moving forward, to see who is going to be on the signs and who is not. A discussion took place with the Board about the individuals listed on the signs.

Trustee Militello requested an update on the electronic sign which is not included in this and is a different budgeted item. McMahon stated they met in Executive Committee and talked about this. The group felt we should have some specifications. Once we receive that, we send it out to get quotes. The Park District, the Three Rivers Festival, and the Park Foundations have agreed to participate in the cost of that as well. This will be a project for next year.

POLICE DEPARTMENT

No Formal Items for Discussion.

PUBLIC WORKS DEPARTMENT

Approval to Purchase Bulk Rock Salt for FY 2014-2015

The Village usually purchases its rock salt for road deicing through the bidding process of the Illinois Department of Central Management Services. As part of that joint purchasing process the Village must submit the quantity it intends to purchase and the amount budgeted. We have usually chosen to

bid the contract using Option 1, which requires a minimum purchase of 80% of the requested quantity and guarantees the unit price up to 120%.

At this time, we anticipate ending the winter season using about 2200 tons with about 500 tons of salt in storage. It is recommended to request procurement of 1800 tons representing the 100% quantity. Since this is a greater than 20% increase from last year's quantity of 900 tons, the option to renew the contract is not available. Using this year's unit price of \$51.99 per ton, the amount shown as budgeted would be \$93,600. The last contracts were 900 tons at \$51.99, 900 tons at \$53.71, 1500 tons at \$59.76 and 2000 tons at \$57.96. Staff recommends a motion to authorize the Director of Public Works to use Illinois CMS to bid 1800 tons of rock salt.

Approval of Payment to ACE Plumbing and Sewer, Inc.

This winter the Village had approximately 28 water services freeze. Ace Plumbing and Sewer was hired to thaw them. Numerous purchase orders were created to authorize the work as the freezing problems occurred. The attached invoice dated 2/18/14 for \$8580.75 is associated with purchase order #14645 in the amount of \$4,500. Two issues exist with processing the payment to the contractor. Firstly, the \$3,300 charge for the hydrojetter was not authorized by the Village. The contractor purchased the equipment in an effort to complete work on some services where the usual method of heating the service with electricity was not appropriate.

Dolezal has spoken to Ace Plumbing and Sewer and they have agreed to remove the \$3,300 charge, although he does maintain that he was authorized in the field to purchase it and pass the cost to the Village. Secondly, even with the removal of the \$3,300 charge, the invoice is greater than \$5,000, which requires Board approval. The purchase orders were done on emergency basis as the need occurred and the hours were estimated. In this case, our estimated purchase order amount was low but the resulting charge of \$5,280.75 is legitimate.

FINANCE DEPARTMENT

Budget Workshop – Part 2

Guess presented each Board member with a binder of the Proposed Annual Operating Budget for the Fiscal Year Ending April 30, 2015. Guess went through the tabs, starting with Capital Improvement and ending with Refuse Operations in the binder, summarizing each and answering questions as they were presented.

Pena informed the Board that, in regards to the Rebate Fund, he made a recommendation to adopt a budget for this year showing no general revenue out of that fund. We are just talking about this current fiscal year and that may change. There are still so many unknowns about that fund and what is going to happen to it. He did not want to give the Board that this would be something that would carry over into the future. That is for budgeting purposes for this year only.

The Committee of the Whole meeting was adjourned at 6:45 p.m.

**Submitted by
Patricia Perinar
Village Clerk**