

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
MAY 19, 2014**

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

Also present were Executive Assistant Leti Anselme, 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.

VILLAGE PRESIDENT

Channahon Rotary Bench Donation

Lisa Allen spoke on behalf of the Rotary Club. She gave the Board a brief summary of the bench being donated for the Tree Walk along with other events/activities the Rotary Club participates in and donates to. On behalf of the Board, VP Cook thanked the Rotary Club for the bench along with all the work they do for the community. Some of the most devout volunteers in our community are members of the Rotary Club. Chief Wold introduced Mike Ritoff and Tina Zugel, Rotary members who were also present

POLICE DEPARTMENT

Private Bank National Night Out Donation

Chief Wold introduced Lisa Allen, Tina Zugel and Mike Ritoff who are employees of Private Bank. They came to the Board meeting to make a formal donation to Channahon's National Night Out. Mike Ritoff presented the Board with a check for \$250.00 towards National Night Out. VP Cook thanked Private Bank and its members for all that they do for the community.

ADMINISTRATION DEPARTMENT

No Formal Items for Discussion.

COMMUNITY DEVELOPMENT DEPARTMENT

Channahon United Methodist Church Amended Site Plan

Mike McMahon provided the Board with a visual of the amended site plans. The Channahon United Methodist Church (CUMC), at 24751 W. Eames Street, has applied for a site plan amendment. The CUMC plans to construct a 5,850 sf Fellowship Hall as an addition to the existing church facility. Zoning adjacent to the site is:

North: C-1 Local Shopping and C-3 General Business
South: A-2 Rural Agriculture
East: R-1 Single Family and C-2 Community Shopping
West: C-3 General Business

The Fellowship Hall was originally planned when the church was designed, but had to be eliminated due to budget constraints. The Fellowship Hall will primarily service youth activities, the thrift shop, and special events. Currently, the existing church is used for these events and at times cannot easily accommodate them, creating life safety issues.

Activities at the Fellowship Hall and the church will not coincide so no additional parking is required. The size of the building is below the requirement to provide fire sprinklers. Adequate ingress and egress is provided.

The Village Engineering Department has approved the engineering plan. The staff recommends the Board approve the Amended Site Plan for the Channahon United Methodist Church contingent on staff review.

McMahon stated he will be leaving to head over to the CSD #17 Board meeting for the TIF agreement approval. There will be a Joint Review Board Meeting a week from tomorrow on the 27th to officially get the TIF started. On July 7th is the Public Hearing and a week later is the Ordinances to approve it. McMahon gave a summary of the TIF agreement that will be approved tonight.

Silverman gave a brief summary of the surplus agreement.

M. Ritoff addressed the Board regarding IDI. He mentioned that it would be beneficial for someone to come to the next trustee meeting with the Fire Department to go over IDI.

PUBLIC WORKS DEPARTMENT

Renewal of License 5391 with the IDNR for Water Main Across the I & M Canal

Dolezal stated that the Village has installed water main across the I&M Canal along Knapp Street. The license granted by the Illinois Department of Natural Resources for this installation is due for renewal. The proposed renewal is for a term of five years at a cost of \$100 per year. Staff is requesting the Board to approve to renew License No. 5391 with the IDNR.

Awarding Contract for 2014 GSB-88 Asphalt Preservation Project

Dolezal informed the Board that GSB-88 Asphalt Preservation is a process of applying an asphalt rejuvenator/sealer (GSB-88) to a new asphalt surface with sand added for traction. The seal coat penetrates, covers, and protects the asphalt from the negative effects of rain, snow & salt, and sun. This work will be paid for using 2014 local road maintenance funds and will treat 82,864 square yards of new asphalt surface. Like crack filling, asphalt preservation is a preservative maintenance practice.

Each year only one company has bid on this work. This is due in part to GSB-88 having very specific storage and handling requirements whereby the sealer needs to be constantly agitated. Additionally, GSB-88's manufacturer (Asphalt Systems, Inc., UT) allows only certified contractors to apply the product. American Road Maintenance is the only contractor in Illinois certified to apply GSB-88.

The previous two years Staff reached out to another GSB contractor in Iowa who has done some work in Illinois, but they were not interested in bidding. Staff also checked with the manufacturer to verify no other contractors have been recently certified to apply this product. Staff is recommending the Board to waive certain bidding requirements and award the 2014 GSB-88 Asphalt Preservation Project contract in the amount of \$122,863.23 to American Road Maintenance.

Award Contract for 2014 CRF Asphalt Preservation Project

Dolezal informed the Board that CRF Asphalt Preservation is a process of applying an asphalt rejuvenator/sealer (CRF) to older asphalt surface followed by fine aggregate to fill surface voids. The seal coat penetrates, covers, and protects the asphalt from the negative effects of rain, snow & salt, and sun. Unlike GSB-88, CRF is specifically made for use on older more weathered asphalt surfaces. This work will be paid for using 2014 local road maintenance funds and will treat 52,042 square yards of new asphalt surface. Like crack filling and GSB-88, CRF is a preservative maintenance practice.

Bid Opening was held May 8, 2014 with one bid submitted. Corrective Asphalt Materials was low bidder at \$63,458.40. Work was estimated to cost \$62,670.90.

Staff is requesting the Board award the 2014 CRF Asphalt Preservation Project contract in the amount of \$63,458.40 to Corrective Asphalt Materials.

Hunters Crossings Units 10-12: Awarding of Tree Replacement Contract to The Fields, Inc. and the Waiving of certain Bidding Requirements

Dolezal addressed the Board stating in 2011 the developer completed punch list work for these units which included replacement of 29 trees. At that time the Village of Channahon Corporate Authorities approved the following as part of an Agreement which included Hunter's Crossing Units 10-12: acceptance of public improvements; waiving of 2 year maintenance guarantee requirements; and release of Improvement Completion Guarantees (ICG). Since that time most of the replaced trees have died or are in very poor condition.

Earlier this year Staff made a request for proposal to Green Glen Nursery, Spring Grove Nursery, Celtic Landscaping and The Fields, Inc. to remove and replace failed trees in Amberleigh Estates subdivision. The Fields was both the low bidder and provided references for having completed several contracts of similar work for other nearby municipalities. The Village of Channahon Corporate Authorities awarded that contract to The Fields, Inc. at the May 5, 2014 board meeting.

Staff is also recommending selection of The Fields, Inc. for Hunters Crossing Units 10-12 tree replacement work at a cost of \$6,750.00. Unit prices for both removal and replacement are the same as the Amberleigh Estates contract. Payment for this work will be made from local funds budgeted for this project.

Staff recommends the Board waive certain bidding requirements and award a tree replacement contract in the amount of \$6,750.00 to The Fields, Inc. for Hunters Crossing Units 10-12.

Award Contract for 2014 Various Spray Patching Project

Dolezal stated spray patching is a process of manually spraying a bituminous material (like asphalt) onto a damaged area of asphalt road followed by a layer of stone chips. Spraypatching is used to maintain isolated areas of roadways with extensive cracking and pavement loss with a focus on edge cracking, potholes and areas of raveling.

Over the past several years, staff has had difficulty finding experienced contractors available to do this type of asphalt application or who can meet insurance requirements. Midstate has

provided both. Therefore, we feel putting this work out to bid could again lead to less experienced and less equipped contractors doing this work in Village subdivisions.

Although Staff is recommending the Board waive certain bidding requirements, we understand the importance of receiving competitive unit prices. Attached are comparative price per gallon rates for 2014. Note that rates are higher for municipalities as compared to townships due to more roads receiving treatment (increased mobilization) and more traffic (increased work stoppages) as opposed to rural township roads. These factors lead to a reduced efficiency of construction.

This contract is for \$7.50/gallon for CRS-2 bituminous material (\$0.10/gallon decrease from 2013), \$22/ton for CA-16 aggregate (no change from 2013) and \$1000/day Traffic Control (no change from 2013). This work will be paid using local funds.

Required insurance coverage for this contract meet those of the IDOT Standard Specifications and typical Village of Channahon requirements with one exception, due to excessive costs a provision of umbrella insurance coverage has been omitted. This additional coverage cost is well over \$4000 and would be passed onto the Village through increased unit prices, i.e. we would get \$4000 less spray patching.

Staff also recommends allowance to accept a cashier's check at 50% of the value of the contract to serve as a contract bond. We feel this guarantee is sufficient as spray patching does not excavate or otherwise disturb the roadway. Doing so provides a savings to the contractor, and by extension to the Village, resulting in an additional $\pm 6.0\%$ of spray patching.

Discussion took place regarding insurance requirements. Dolezal provided the Board with a memo regarding the matter. Staff recommends the Board waive certain bidding requirements and contract with Midstate Asphalt Repair for the 2014 Various Spray Patching Project in the amount of \$19,989.00.

Resolution for Construction on State Highway

Dolezal informed the Board that every two years IDOT requires the Village to approve a resolution in lieu of providing bonds in cases where the Village is required to work in IDOT rights of way.

Staff recommends the Board approve a Resolution for Construction on State Highway.

FINANCE DEPARTMENT

Create a New Position of a Marketing and Data Coordinator

Bob Guess provided the Board with a document with the job description for the Marketing and Data Coordinator. Mike Petrick spoke to the Board regarding the direction in which he believes the Board needs to go. Petrick informed the Board that this position will be used to fill a void that will take place while new positions are being formed and filled. Trustee McMillin came forth with questions for Petrick and the Board regarding the duties listed on the job description. A discussion took place to clarify the responsibilities listed. Trustee Scaggs questioned the amount of work hours for this position. Petrick stated it would be part time at approximately twenty hours per week.

EXECUTIVE SESSION

Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon

Trustee Greco made a motion at 6:27 p.m. to enter into Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon Seconded by Trustee Scaggs.

ROLL CALL AYES: Schumacher, Greco, McMillin, Militello, Slocum, Scaggs.

NAYS: NONE

MOTION CARRIED

Trustee Slocum made a motion at 6:50 p.m. to dismiss Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon. Seconded by Trustee Schumacher.

ROLL CALL AYES: Schumacher, Greco, McMillin, Militello, Slocum, Scaggs.

NAYS: NONE

MOTION CARRIED

The Committee of the Whole meeting was adjourned at 6:53 p.m.

**Submitted by
Patricia Perinar
Village Clerk**