

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 2, 2015**

Village President Joe Cook called the meeting to order at 6:00 p.m. with Trustees Greco, McMillin, Schumacher, Scaggs and Slocum present. Trustee Militello was not present.

Also present were Village Administrator Thomas Durkin, Director of Public Works Ed Dolezal, Director of Community Development & Information Systems Mike Petrick, Finance Director Heather Morandi, Police Chief Jeff Wold, Village Attorney David Silverman and Village Clerk Patricia Perinar.

ADMINISTRATION DEPARTMENT

Thornton's Redevelopment Agreement, An Ordinance Approving and Authorizing the Execution of a Redevelopment Agreement (Thornton's Inc.) – 1st Read

Village Administrator, Tom Durkin, spoke to the Board regarding the Redevelopment Agreement the Village has with Thornton. He provided the Board with a packet outlining the agreement. He highlighted the redevelopment agreement with Thornton which included a list of incentives. Durkin requested Board members to review the packet and provide questions to staff within the next two weeks.

Trustee Slocum asked Durkin how many years he thought it would take to recoup the money spent. Durkin thought, based on the sharing, it would take approximately four years. There is an ending date within the contract that states if the development does not take place within the allotted time frame, the additional revenue sharing would go away. Trustee Scaggs had a question provided in the background information regarding the revenue listed by the developer for the amount of tax dollars generated by the various properties. Trustee Slocum asked whether the Village's diesel tax applies to this place as well and whether an estimate was provided. Durkin stated estimates were provided.

Approval of Proposal from Retail Strategies for the Establishment of a Retail Recruiting Strategy for the Village of Channahon

Durkin provided the Board with the proposal received from Chip Rodgers, Vice President of Business Development of Retail Strategies, LLC, a consultant specializing in the field of economic development and retail recruitment. Retail Strategies is currently working with the Village of Plainfield along with numerous other municipal clients across the region and nationwide.

The major steps in the establishment of the plan include a quantitative analysis of the current market conditions, the development of a detailed retail recruitment strategic plan and the execution of the detailed strategic plan. These steps are spelled out in detail in the attached proposal.

The fee for this proposal is \$108,000 evenly divided over a three year period; or \$36,000 a year for three years. Optional services are also outlined and would be available at an additional cost. Durkin stated Trustee Schumacher spoke with the Village of Plainfield, who has Retail Strategies and they are very appreciative with the work they have done. He also informed the Board that

Retail Coach is no longer an option because they have been retained by the Village of Shorewood. Village President Cook asked how Retail Strategies was going to get over the issue of being retained by the Village of Plainfield. He questioned if they were saying, that Channahon is not in the same market as Plainfield. Durkin stated that Retail Strategies indicated that Plainfield was a distance away and should not have a dramatic impact of what is considered for Channahon. VP Cook stated his concern over that due to a past scenario with a company that had Lockport and Channahon.

Durkin stated that Mr. Rogerø is willing to come to the Board meeting on the 16th to answer questions Board members may have.

Trustee Greco asked if money was in the budget for the cost of the service. Finance Director Mornadi stated there is a line item within the Economic Development department available for this year but would need to budget for Fiscal 2016 and 2017 for the additional \$33,000.00.

Durkin mentioned there is provision within the agreement that after the first year, if they are unsuccessful with establishing a retail strategy for us, that the contract can be ended. Trustee Schumacher stated that Trustee Militello, who was unable to attend, requested this not be voted on because she would like to be part of the discussion.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Director of Community Development & Information Systems, Mike Petrick, informed the Board of a recent study completed by an on-line group, Nerd Wallet, which named Channahon the 18th Best City for Young Families in the State of Illinois. It was based on income growth, housing costs, education, and the amount of families with children.

FINANCE DEPARTMENT

- **Increasing the Capital Asset Threshold**
- **Adopting a Capital Asset Policy and Procedure Manual**

Finance Director Heather Morandi provided the Board with a packet to review. As stated in the CAFR, the Village has established a capitalization threshold of \$20,000 for infrastructure improvements, \$5,000 for land improvements, buildings, waterworks and sewage systems and \$1,000 for equipment. To date, there has been no formal document establishing the Village's capital assets policies. The Board was provided with the proposed capital asset policies and procedure manual that would be adopted by the Village Board of Trustees. Within this formal policy, it is the Finance Department's recommendation to increase the capitalization threshold to \$20,000 for all capital asset categories.

POLICE DEPARTMENT

No Formal Items for Discussion.

PUBLIC WORKS DEPARTMENT

PLC Program Changes to Supervisory Control and Data Acquisition (SCADA)

Director of Public Works Ed Dolezal stated that last year, the Village upgraded equipment to the Utilities Division SCADA systems. During the upgrades, issues were discovered with the communications software. Over the years as facilities were added to the SCADA system, different vendors wrote code at different times, causing the equipment not to properly

communicate with each other. Wunderlich-Malec discovered this problem as they were working on the last project.

Staff is proposing to have Wunderlich-Malec perform the necessary mapping, rewriting and programming of the SCADA software to correct these issues.

This year the Village budgeted for SCADA engineering and upgrades for one of our lift stations. Because they cannot begin this project until these communication issues are corrected, we will use funds from line item 31-71-632 in the amount of \$10,410.00 to pay for correcting the current issues and delay the lift station project until next budget year.

The Committee of the Whole was adjourned at 6:22 p.m.

**Submitted by
Patricia Perinar
Village Clerk**