

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
MAY 4, 2015**

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

Also present were Village Administrator Thomas Durkin, Engineering Project Manager Don Kinzler, 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

No Formal Items for Discussion.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Discussion – Retail Strategies Update

Mr. Petrick gave the Board a Retail Strategies Update which was also included in an email sent to all Board members.

In the past 45 days the following items have been completed:

- Basecamp access provided.
- Getting Started Research completed by Retail Strategies.
- Getting Started Documents and Questionnaire completed by Channahon and delivered to Retail Strategies.
- Custom Research and GAP Summary data uploaded to Basecamp.
- BOG öBoots on the Groundö in-market analysis completed.

In the next 45 days the following items will be completed:

- The Prospect List will be created outlining retailers. Joe Strauss, your Retail Recruiter, will be focusing on recruiting to Channahon.
- Recruitment Objectives, BOG Results/Aerials & Focus Properties will be analyzed.
- Custom Marketing Guide, including an aerial and demographic information, will be created and uploaded to Basecamp.
- Strategic Plan will be completed and a date will be scheduled for presentation.

Once the strategic plan is completed, a date will be set-up for Chip Rodgers to make a presentation. At this time retail recruitment will also be fully engaged. The Retail Recruiter, Joe Strauss, has already begun to set-up meetings on behalf of Channahon at the ICSC RECON show in Las Vegas in May. Your Client Manager, Lauren Turriglio, will be reaching out to local property owners, brokers and developers to introduce them to Retail Strategies and begin to form relationships in the community. Lauren Turriglio will also be the day-to-day contact for any questions or concerns that arise. Sheöll keep us up-to-date on what Retail Strategies is working on in addition to all of the information posted by our team to Basecamp.

FINANCE DEPARTMENT

A Resolution Authorizing Signatures to Disburse Village of Channahon Funds

Ms. Morandi informed the Board that this resolution is necessary to update the Village account signature cards at the banks.

POLICE DEPARTMENT

No Formal Items for Discussion.

PUBLIC WORKS DEPARTMENT

Award Contract for 2015 Various Spray Patching Project

Mr. Kinzler stated that 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 with extensive cracking and pavement loss such as edge cracking, potholes and areas of severe raveling. In previous years, staff has had difficulty finding experienced contractors available to do this type of asphalt application, or who can meet insurance requirements. Midstate has consistently 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. This contract is for \$7.75/gallon for CRS-2 bituminous material (\$0.25/gallon decrease from 2014), \$23/ton for CA-16 aggregate (\$1.00 increase from 2014) and \$1,100/day Traffic Control Flagger. This work will be paid using 2015 local road maintenance funds and will treat two isolated streets as well as 5-7 subdivisions. Required insurance coverages 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.

Award Contract for 2015 CRF Asphalt Preservation Project

Mr. Kinzler 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 sealcoat previously used by the Village on newer asphalt, CRF is specifically made for use on older, more weathered asphalt pavements. This work will be paid for using 2015 local road maintenance funds and will treat 125,997 square yards of asphalt surface in 7 subdivisions and 6 public works facilities. Like crack filling and GSB-88, CRF is a preservative maintenance practice.

As discussed at April 20, 2015 Board Meeting: In 2014, the CRF project was awarded to the only bidder, Corrective Asphalt Materials, South Roxana, IL. Staff has verified with CRF Restorative Seal manufacturer Tricor Refining, LLC, Bakersfield, CA, that Corrective Asphalt Materials is the only approved applicator of CRF for the State of Illinois. Therefore, no other qualified bidders are possible.

Channahon Fire Station #1 Site Expansion and Offsite Watermain – Acceptance of Public Improvements, Waive Maintenance Guarantee Requirement and Release Improvement Completion Guarantee

Mr. Kinzler stated that a step 3 guarantee was not applicable to this site. All guarantees are held with a single Cash Escrow Agreement. The Channahon Fire Protection District has requested the Village accept typical public improvements consisting of watermain and sanitary sewer improvements, release the current ICG associated with those improvements, and waive maintenance guarantee requirements for same improvements.

Per Village Ordinance, acceptance of public improvements and release of an ICG must include provision of a 2 year Maintenance Guarantee at 20% of the original guarantee amounts for accepted improvements. However, staff recommends agreement with CFPD requests for the following reasons: all improvements have been in place and operating for over 3 years; the Board has previously allowed similar concessions to help developers close out their projects; the extent of public improvements is relatively small; staff has inspected improvements and finds them in good condition.

Trustee Greco wanted to know when the Village was going to restore property damaged by snow plows. Mr. Kinzler stated that all complaints need to be directed to Bruce Vaickus at Public Works.

The Committee of the Whole was adjourned at 6:06 p.m.

**Submitted by
Patricia Perinar
Village Clerk**