

**CHANNAHON VILLAGE BOARD  
COMMITTEE OF THE WHOLE MEETING  
August 17, 2015**

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

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

**ADMINISTRATION DEPARTMENT**

No Formal Items for Discussion.

**COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS**

**Rezone 24545 S. Ford Road, R-1 to A-2**

Petrick informed the Board that the Village of Channahon seeks to rezone property to address conformity, existing use, and best-use for a property located on Ford Road. The property is currently zoned R-1 Single Family which does not allow detached garages. The lot has an existing detached garage. As the Village has been and will continue to make modifications to the zoning map in order to address conformity and best use, this property is among those that should have zoning reconsidered.

The size of this parcel being in excess of 5 acres, 5.06 to be exact, and directly abutting an existing agricultural district makes the A-2 Rural Residence District zoning designation fitting of the property.

The Planning & Zoning Commission held a public hearing regarding this change on August 10, 2015. Following the hearing the Planning & Zoning Commission voted to recommend approval of the zoning change: 5 yes, 0 no, with the chairperson not voting.

Petrick had visuals for all in attendance to view. Trustee Greco asked Petrick if this is similar to the other rezoning issues that have been addressed by the Board. Petrick stated it was but with the A2 zoning. VP Moorman-Schumacher stated she would excuse herself from the public comment discussion and turn the chairing of the meeting over to Trustee Greco for that portion of the meeting.

**ComEd Site Plan, 24219 S. Northern Illinois Drive**

Petrick stated that ComEd currently operates a reporting center within the Village at 24151 S. Northern Illinois Drive in a leased property. They would like to maintain its reporting center within the Village by purchasing and making minor improvements to the property located immediately to the south at 24219 S. Northern Illinois Drive, the subject of this application. [This is the former Metalstamp Building]. Chiefly, ComEd proposes to add a third driveway and a new overhead door in the west façade of the existing building, slightly extend the existing parking area to the west but outside of the front setback area and use a portion of the existing

parking area for outdoor storage of equipment and supplies. There will be additional interior, fencing and landscaping improvements as part of this project.

On August 10, 2015 the Planning & Zoning Commission voted to recommend approval of the site plan 5 yes, 0 no, 1 vacancy, and the chairperson not voting.

Jeff Hettrick, External Affairs Manager with ComEd, was present and spoke to the Board. He stated that ComEd has been renting a facility since the 1990s and they are ready to move to a larger property which is close by. ComEd is respectfully requesting modification to the property in which they plan to purchase. Trustee Greco asked if the business would have the same hours of operation. Mr. Hettrick stated they would continue to keep the same hours of operation.

Trustee Scaggs asked about the type of lights that will be installed. Mr. Hettrick stated that the new lights will conform with the Village of Channahon codes and will have a switch that allows the lights to be turned on and off as needed.

Trustee Host asked about the area in which the parking lot would be extended and whether expanding it could possibly cause flooding to the neighboring lots. It was stated that there is a detention pond close by for any run off and that flooding should not be an issue with the expansion.

Trustee Militello recalled a time when ComEd was considering leaving the Village of Channahon and expressed her gratitude for them staying and now expanding their business in the Village. VP Moorman-Schumacher thanked them for their business expansion in Channahon.

#### **Purchase/Upgrade HVAC System Controller**

Petrick informed the Board that the Heating, Ventilation, and Air Conditioning (HVAC) system of the Village of Channahon Municipal Center is computer-controlled. The computer running the control software has been disabled through age degradation and operating system malfunction. A recent fix by outside consultants was short-lived and the system is again disabled. Repair of the system is not logical, as a full reinstall of the Windows 2000 operating system will require a full reinstall and reprogramming of the software by outside consultants on a 64-bit machine. Moving the software to a new computer also has its limitations, as the obsolete software will not run on any version of Windows beyond the also-obsolete Windows XP.

Further, the Johnson N30 hardware controller that the software commands is also obsolete and out of production. The modern replacement for this is a self-contained controller that does not require software to be running on a computer. Instead, a computer/device connects to the controller by a browser interface and requires no special software to access the system. Included is a quoted price of \$13,750 from Integrated Control Technologies for the new controller, installation, and training.

There are really only 2 viable Solutions as I see it:

1. Have the software installed by the consultant on another, newer computer running Windows XP. This is not preferred as XP is still 5 versions of Windows old, and no longer supported by Microsoft. There is also a potential that the outdated controller box on the wall fails and will force option 2 at some point. When the consultant was out last

time, he said those controllers were no longer in production, and they have one or two old/removed ones sitting in a shelf.

2. Purchase the updated controller box that does not rely on a particular computer/software to operate. We received the price quote at \$13,750 for this. Moving forward, a computer failure would never be the problem. The box interfaces with a computer/smartphone/tablet via web browser and user/password. For increased security, we could keep it physically segregated from the rest of the building network except for times when consultants need to access it from outside. Alternatively, a logical network segmentation could be created to keep it separate from the rest of the system.

This is an unbudgeted item. Trustee Greco asked which fund the money would come from. Wagonblott stated it would come from the Repair and Maintenance Fund.

VP Moorman-Schumacher asked what the cost would be to patch it. Petrick stated it would be a couple of thousand dollars with no guarantee as to how long it would work and said he would not suggest that as an option.

Trustee Scaggs asked whether there was more than one bid. Petrick stated that this is the only company the Village has dealt with regarding this system and felt it was not in the best interest of the Village to go elsewhere for a bid due to this company's familiarity with it.

## **FINANCE DEPARTMENT**

### **Additional Transfer of Funds as of April 30, 2015**

Director of Finance, Heather Wagonblott, informed the Board that as a result of the audit fieldwork and the audit adjustments, it was noted that Fund 26 (MFT Bond Fund) had a negative fund balance as of April 30, 2015. Fund 26 is responsible for paying for the 2007 General Obligation Bonds and for the payments of the annual street maintenance.

As in past practice, funds are budgeted and transferred from Fund 27 to Fund 26 to cover the fiscal year activity of the MFT Bond Fund (Fund 26). \$731,089.00 was budgeted and transferred in fiscal year 2015 from Fund 27 (MFT Capital Fund) however it was not sufficient to cover the total expense from the fund as of fiscal year end.

In order to report Fund 26 without a negative fund balance as of April 30, 2015, an additional transfer of funds in the amount of \$125,000 is needed from Fund 27.

Trustee Scaggs asked whether this was a normal occurrence. Wagonblott explained that it is not unusual and that this fund was underestimated. It was not caught prior to the auditors coming in but a transfer can be made to keep the fund from being in a negative balance for the fiscal year end.

### **Extension of Internship**

Director of Finance, Heather Wagonblott, stated the summer internship has proven to be a success in the Finance Department. In the last few weeks, the intern has been trained in several areas of the Finance Department including utility billing, cash receipts, accounts payable entry and other daily governmental processes. The department would like to extend the current internship through April 30, 2016.

The intern is completing her senior year at St. Francis University in Joliet, Illinois. Starting in September 2015, she would be available three days a week for 8 hours a day (or a maximum of 24 hours per week). Currently, the internship salary is being paid out of a separate unbudgeted line item in order to track the cost of the internship. As of July 31, 2015, the intern has worked 147 hours and the Village has expensed approximately \$2,000 for the intern expenses (hourly rate and related payroll expenses). The anticipated additional hours for calendar year 2015 would be no more than 580 hours and the anticipated additional hours for calendar year 2016 would be no more than 375 hours. This would cause an additional expense of approximately \$11,000 through April 30, 2016. The cost would be offset by the excess budget remaining from the current finance department staff which was not utilized as originally anticipated during the preparation of the budget.

The department sees value in continuing the current internship for various reasons. There are several projects which the intern could assist the department such as capital asset data entry and reconciliation, utility billing filing and reorganization, gathering statistical data for the Comprehensive Annual Financial Report, creating spreadsheets to transition prior year's hand written documents into electronic formats and assisting with the new financial software conversion projects. In addition, the intern could be utilized on an as needed basis to prepare the daily cash receipt entry and reconciliation, accounts payable entry, utility billing phone calls, utility billing data entry and entering miscellaneous journal entries, etc. in the absence of other staff members. The additional assistance from the intern will allow additional internal controls to be present in the department which are lacking currently with a staff of three until a time comes when the Finance Department can hire an additional full-time employee. In addition, as the Finance Department is transitioning from the old accounting software (Fund Balance) to the new accounting software (BS&A), it would be helpful to have an additional person available to assist the department. This is an unbudgeted expense.

Trustee Scaggs asked for an estimated cost. Wagonblott stated that this would be approximately three days a week from September through the end of the fiscal year, April 2016. This would be approximately 580 hours which would roughly come close to \$10,000.00. There has been a decrease in Finance payroll due to some decrease in staffing.

Trustee Host asked if the Village was opening themselves to the possibility of any liability of the intern being considered an employee versus an intern. Wagonblott stated that with the hours worked between 2015 and 2016 that the intern would not have enough hours to be classified as an employee. Trustee Host also asked whether the time spent working with the school regarding the internship is causing job constraints. Wagonblott stated she has not heard from the school of yet but assumes it will require some papers to be filled out and possibly a brief meeting.

Trustee Militello asked what the intern's duties were and is the intern needed due to time needed in setting up the new system. Wagonblott stated it is more a need due to only having 3 people in the department along with vacation time being used and to improve the current internal control risks that exist due to a small number of staff.

The intern will be an asset when the department is going through transitioning to the new system.

## **POLICE DEPARTMENT**

No Formal Items for Discussion.

## **PUBLIC WORKS DEPARTMENT**

No Formal Items for Discussion.

## **PUBLIC COMMENT**

VP Moorman-Schumacher dismissed herself from the discussion and turned this portion of the meeting over to Trustee Greco.

### **Channahon resident since 1997, Jeffrey Dames of 24642 S. Ford Road.**

Mr. Dames read portions of the testimony he gave August 10, 2015, to the Planning and Zoning Board. Mr. Dames stated he came to this meeting in hopes of finding some tranquility. His current residence is his second home where he plans to remain for the rest of his days. He stated he relied on the Village's comprehensive future plans that residential zoning would be the buffer between A1, which is the fishing lake and his property. This is what he relied on when doing the PUD on his current home. Mr. Dames stated for the record today that the subject property the Board is to vote on from restricted residential R1 to agricultural A2, strictly for compliance purposes only because of the detached garage that is located in an environmentally sensitive residential district, there is no A2 that exists anywhere remotely close to this area ó making it spot zoning. Mr. Dames continued to share his concerns to the rezoning of the property.

Trustee Slocum asked Mr. Dames to share with the Board how this rezoning will affect him and/or his property. He is concerned that the property will have a mini farm by his residence. Mr. Dames requested for the Village to compromise and rezone the property R2.

Trustee Militello stated that the only argument she has heard from Mr. Dames regarding the rezoning is that he does not want agriculture next to this property. Mr. Dames clarified where his property was on the map that was projected in the meeting room.

Mr. Dames stated if it was not for the fact of them feeling unsafe after having altercations with the property owner next door, he probably would have gone with the recommendation of the Planning and Zoning Board.

### **Bruce Zumstein, Attorney at Law, 60 N. Chicago St., Joliet, IL.**

Mr. Zumstein commented on the potential use of the lake property near the area being rezoned. He stated that people love to build near water. If the board was to look at the use of the property, the highest and best use of that property would be residential. He questioned what is the highest and best zoning for the five acre parcel with a home and a garage.

They feel the R2 zone is a more compatible zone to give the highest and best use for the property than an A2. You want the highest and best use, not the lowest and conforming use. Mr. Zumstein stated that if the Village does vote to rezone A2, that they please put limitations regarding animals.

**Channahon resident Dennis Bubinas of 24545 S. Ford Road.**

Mr. Bubinas stated that he has no intention of doing any farming. His intention is to work on cars.

Trustee Scaggs asked what would be the downfall of rezoning it R2 rather than A2. Mr. Bubinas stated he would like to build a garage with a taller roof.

The meeting was turned back over to VP Moorman-Schumacher.

The Committee of the Whole was adjourned at 6:50 p.m.

**Submitted by  
Patricia Perinar  
Village Clerk**