

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

Village President Missey Moorman Schumacher called the meeting to order at 6:00 p.m. with Trustees Militello, Scaggs, Slocum, Host, Greco and McMillin 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, Village Attorney Dave Silverman and Village Clerk Patricia Perinar.

**VP Moorman-Schumacher informed everyone present that anyone who speaks at the meeting shall be deemed to have given his/her consent to the recording of their likeness and speech. This meeting is being recorded.**

**ADMINISTRATION DEPARTMENT**

**An Ordinance Authorizing the Execution of an Annexation Agreement by and among the Village of Channahon, Illinois and IDI-Gazely, LLC, a Delaware Corporation, Jacqueline Hess, individually and as executrix under the will of Robert Beith, deceased, and Richard Clark, and Mary Clark, trustees of the Clark Family Trust dated July 19, 1993 – 2<sup>nd</sup> Read**

This item will be discussed at the regular Board meeting.

**A Resolution to Execute an Internet Service and Telephone Agreement**

Village Administrator Tom Durkin informed the Board that the Village of Channahon has recently come to an end of a three year contract with CallOne for the provision of telephone services for the Village. The recently expired three year contract provided payment by the Village to CallOne of approximately \$1,533.95 per month for telephone service which included 23 analog lines and contracted circuits. In addition, the Village has currently been paying approximately \$137.85 a month to Comcast for internet services. The total monthly bill for internet and telephone services for the Village has been approximately \$1,671.80, or a total yearly cost of approximately \$20,061.60.

Upon investigation of the current changes, and utilizing a current special being provided through Comcast, staff would like approval for the estimates which were provided to all Board members in the Board packets.

Mr. Durkin stated in regards to the increased cost of the internet it will be approximately five times faster. Village President Moorman-Schumacher asked if this will help to alleviate lost service problems occurring at Public Works. Mr. Petrick stated that he believes that this package will be helpful. Mr. Durkin said the savings is due to a promotion being offered by Comcast for the next 3 years.

## **COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS**

DCD&IS Mike Petrick gave a quick update to the Board. He stated that BS&A were on sight for the community development and building portion of the software last week. The go live date for development is February 16<sup>th</sup>. There will be phasing in and training prior to that date.

The Tree Board met last week to discuss current and future projects including EAV replacement trees and phase 3 of the tree walk which is still planned to be evergreens. P&Z is scheduled to meet Monday. Tentatively the Senior Living Uptown Center will be discussed on review and comment stage. Last week, Durkin, Moorman-Schumacher, and Petrick attended the Catholic Charities Board meeting where they presented much of what will be presented at the P & Z meeting next week. This is not approval stage but an input stage from elected officials and stake holders. There was also a meeting today with Attorney Silverman to start figuring out what will need to be amended going forward regarding the Senior Living Center.

VP Moorman-Schumacher asked whether the Tree Board discussed a tree sale in the spring. Mr. Petrick said that is usually not discussed until after the first of the year. He stated that they hope to enclose a form in with the water bill in order to inform the residents and get more participation in the program. Trustee Host asked whether the village has had many residents contacting them regarding the removal of ash trees that are dying. Director of Public Works Ed Dolezal stated that there have been numerous inquiries. Mr. Petrick stated they are looking into grant money available for EAB replacement.

## **FINANCE DEPARTMENT**

### **2015 Comprehensive Annual Financial Report by Dave Meyer with Wermer, Rogers, Doran & Ruzon, LLC**

Director of Finance Heather Wagonblott informed the Board that the April 30, 2015 audit is complete. Dave Meyers, from Wermer, Rogers, Doran, and Ruzon, LLC was present to give a brief overview of the report to the Board. Each Board member was provided with the audit documents a few weeks ago.

Mr. Meyers briefly went over the audit documents. He explained the reason for an audit is to come out and take a look at the system the Village uses for collecting records and that the Village is spending money the way it should be spending it. The Village finances are good and everything looks healthy. He highlighted the fact that the Village received a Certificate of Achievement for Excellence in Reporting. This exemplifies the Village is preparing its financial statements at the highest level possible. He briefly reviewed specific sections of the document.

There are a few recommendations for improvement he chose to elaborate on:

- Expenditure/Deductions
- Expenses Exceeding Operating Budgets
- Fraud Risk Assessment
- Segregation of Duties
- Treasures Bonds

VA Durkin asked which way the EAV's trend is going. Mr. Meyer's stated that after speaking recently to an assessor in another area, he believes that they are going up.

Mrs. Wagonblott informed the Board that after Trustee McMillin voiced a concern about differentiating the water bill from normal junk mail, the Village now has a red stamp stating "Utility Bill Enclosed" that will be stamped on the envelope. Also the machine that folds, inserts, and seals was delivered this week.

### **POLICE DEPARTMENT**

Chief Wold was not present. VA Moorman-Schumacher stated that if anyone had any questions for the police department, Deputy Chief Casey is available. Chief Wold will be back tomorrow.

### **PUBLIC WORKS DEPARTMENT**

#### **Proposal for Phase I Engineering for Dove Drive Widening**

Director of Public Works Ed Dolezal, stated that previously, the Village hired Strand Associates to perform topographical surveying on Dove Drive between US 6 and Sunset Drive in order to investigate the feasibility of widening this section of Road. Since it was believed that Dove Drive could have its functional classification changed to Major Collector, an application to do so was made through the Will County Governmental League (WCGL). In October 2015, the Federal Highway Administration approved the change.

The road is now eligible for Surface Transportation Program (STP) funding. According to WCGL rules, Phase I Engineering is not eligible for STP funds. Phase II and III are eligible for 80% STP funding. The amount of \$37,200 is budgeted this fiscal year. The inclusion of the Preliminary Environmental Site Assessment was not anticipated at the time the budget was prepared. A discussion took place among Board members regarding the expense and funds available.

#### **2015 Road Maintenance Project Change Order No. 1**

Director of Public Work informed the Board that his change order represents final asbuilt quantities for certain contract items, the addition of a level binder pay item and the extension of the contract end date to October 30, 2015. These changes generate a net decrease of \$5,264.50 to the original contract costs for these items.

VP Moorman-Schumacher asked when the Village last received any motor fuel tax money. Mrs. Wagonblott said it was July or August. A notification was received stating the Village would not receive anything until the State resolved its budget.

#### **Replacement of Pressure Bladder for Water System at WWTP**

Director of Public Work informed the Board that the current water system at the Waste Water Treatment Plant (WWTP) needs to have the pressure bladder replaced. This system supplies water to critical components in the WWTP operations.

Staff received two proposals to have the bladder replaced. The first came from Layne Christensen Company of Beecher, Illinois in the amount of \$9,972.00. The second proposal came from Great Lakes Water Resource Group of Joliet, Illinois in the amount of \$ 6,419.00.

This was not an anticipated repair for this fiscal year, but it is a necessary repair. Funds will be taken from line item 30-70-536, which is currently under budget.

**Engineering Contract with Jacob and Hefner Associates for Infrastructure Improvements at I-55/Bluff Road**

Director of Public Work informed the Board that with the approval of the IDI Gazeley, Hess, and Clark Annexation Agreement, the Village will be responsible for the design and construction of road improvements at I-55/Bluff Road and to extend watermain from Tower 4 on Bluff Road to the annexed property. IDI has previously engaged Jacob and Hefner Associates to perform preliminary engineering for these improvements. Attached is a proposal to continue the engineering services under the Village's ownership. It is assumed to be in our best interest to continue with Jacob and Hefner Associates as the Engineer for the project.

This work is not budgeted, but it is likely that the cost would be included in the financing for the improvements.

**Engineering Contract with Kimley Horn for Infrastructure Improvements at I-55/Bluff Road**

Director of Public Work informed the Board that with the approval of the IDI Gazeley, Hess, and Clark Annexation Agreement, the Village will be responsible for the design and construction of traffic signalization improvements at I-55/Bluff Road. IDI has previously engaged Kimley Horn to perform an Intersection Design Study at this location. Attached is a proposal to continue the engineering services under the Village's ownership. It is assumed to be in our best interest to continue with Kimley Horn as the Engineer for the project. It is intended to include this signalization design by Kimley Horn into the Jacob & Hefner bid package for watermain and road construction at this location.

This work is not budgeted, but it is likely that the cost would be included in the financing for the improvements.

Trustee Slocum asked if all of this was budgeted for. These are items that were included in the estimate for the bond issue.

Trustee Militello asked all companies involved if they have been satisfied with the work that the engineering firms have completed. All were satisfied.

**PUBLIC COMMENT (Limit to 5 Minutes)**

The Committee of the Whole was adjourned at 6:42 p.m.

**Submitted by  
Patricia Perinar  
Village Clerk**