

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
JULY 20, 2020**

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

Also present were Village Administrator Thomas Durkin, Director of Community Development and Information Systems Mike Petrick, Finance Director Heather Wagonblott, Director of Public Works Ed Dolezal, Chief of Police Shane Casey, Village Attorney David Silverman and Village Clerk Kristin Hall.

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

Discussion – A Resolution Authorizing the Execution of a Construction Agreement between the Village of Channahon and CSX Transportation, Inc.

Discussion – A Resolution Authorizing the Execution of a Railroad Crossing Improvement Agreement between the Village of Channahon and MPLD Crossroads 55 III, LLC

Durkin stated these two resolutions are related. He stated in June 19, 2017 the Village of Channahon passed Ordinance 1895 approving the annexation agreement between the Village of Channahon and Crossroads 55, LLC (Venture One Real Estate), and others for the development of the Crossroads 55 Business Park located on the east side of I-55 between US Route 6 and Bluff Road. He stated the agreement contemplated the construction of the number of public infrastructure improvements by the developer, including the reconstruction of Amoco Road between the east property line of the property and the frontage road (Bradley Street). He also stated a portion of the improvements to Amoco Road lie on the CSX Railroad property on the eastern edge of the property. He further stated that since this is a public improvement on the Amoco Road right-of-way under the jurisdiction of the Village that crosses onto CSX Railroad property, the agreement between the Village and CSX must be entered into. He stated the agreement specifies the duties of each party to the agreement regarding the proposed improvements. He also stated the second item is directly related to the agreement and requires the property owner, listed as MPLD Crossroads 55 III, LLC, to assume all responsibilities of the Village contained in the agreement between the Village of Channahon and CSX Transportation, Inc. Regarding the improvements to Amoco Road on, over and above the railroad crossing. He further stated that the Village Attorney has also reviewed the agreement and we are in good shape.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Discussion – An Ordinance of the Village of Channahon, Will and Grundy Counties, State of Illinois to Grant a Special Use Permit to keep an Outdoor Display for Chickens/Ducks and Associated Products Sold for these Animals at the Retail Store in the C-3 District at Certain Property (23930 S. Northern Illinois Drive/The Feed Loft) (PIN 04-10-09-206-001-0000) – 1st Read

Petrick stated the business owner of The Feed Loft is requesting approval of a special use permit to keep an outdoor display for chickens/ducks and associated products for these animals at the retail store within the C-3 General Business District. He stated the request includes five (5) foot

chain link fence enclosing a 5' by 26' pen, up to two (2) coops, up to four (4) hens and up to two (2) ducks. He also stated the request is not a specified special use listed in the C-3 General Business District, but is a similar and compatible use to the permitted use of a pet shop, veterinary clinic and kennel. He further stated that The Feed Loft currently offers the sale of chicks, feed and accessories for the animals and are requesting to be able to have a "living" display for their customers to see it in use. He stated that the PZC considered the request during a public hearing at their regular meeting held on July 13, 2020. He also stated that during the public hearing no members of the public provided comments of support/concern and the commission discussion focused on the following:

- Clarification of what The Feed Loft currently sells, including hens and ducks,
- The style and type of fencing options for a more decorative look desired by the business owner and the inclusion of netting on the top to keep the birds in and predators (hawks) out;
- Confirmation that a commercial special use permit follows the same standards of review as residential requests.

He further stated that the conditions of approval were revised to include the fence options of either black vinyl coated chain link, PVC or aluminum (wrought iron look). He stated that the PZC made a motion to approve with a 4-0 vote.

VP Moorman Schumacher stated that is this for chickens or chicks.

Petrick stated full size chickens.

VP Moorman Schumacher asked if we needed a waive of second read.

Petrick stated there was no comments for or against at Planning and Zoning, so he doesn't see a reason to have a second read on it.

Discussion – Site Plan Amendment for Utility Concrete

Petrick stated KLN Equities, LLC is requesting approval of a site plan amendment for Utility Concrete, located at 2495 Bungalow Road. He stated approval of the request would allow for the construction of an expansion of the west gravel storage area and concrete adjacent to the building, and enlargement of the stormwater management area. He stated the expansion would be the fourth expansion of the business improvements since it opened in 2004. He also stated the approved 2019 expansion is currently under construction and included enlargement of the stormwater management area and the gravel storage yard, as well as a building addition. He further stated that PZC considered the request at their regular meeting held on July 13, 2020. He stated that no further discussion or direction was provided. He also stated that the PZC approved the request with a 4-0 vote.

VP Moorman Schumacher commented that business is good at Utility Concrete.

FINANCE DEPARTMENT

Discussion – Finance Equipment – Lease Renewal

Wagonblott stated the Village entered into a three-year lease agreement with Quadient (formerly Neopost) in October 2017 for the folding/inserting/sealing machine used by the Finance Department to mail the monthly utility bills. She stated that the current lease will expire in October 2020. She also stated that information has been obtained to renew the lease (with an updated piece of equipment from Quadient) and one other company that leases similar machines. She further stated as a comparable, information has also been received for the purchase of the

machine from each company. She stated an analysis has been created to compare the lease renewal or purchase of equipment from each company. She also stated the Village currently leases the Quadient folding/inserting/sealing machine for \$208.17 per month. She further stated that Quadient is offering to extend the lease for three additional years at a monthly charge of \$250.38, which is a \$42.21 increase (a 21% increase) from the previous lease agreement. She stated when questioned about the significant increase, Quadient responded that equipment cost, maintenance and lease rates have increased over the past few years and the new machine that is being quoted has enhanced capabilities, such as internet compatibility which will assist in more quickly diagnosing (and potentially fixing) any technical issues the machine may experience. She also stated that the Village has been satisfied with the current Quadient (Neopost) machine currently in use. She further stated that if the lease is renewed, a newer, more efficient machine will be leased to the Village. She stated that staff does not feel that there is an advantage to purchasing the machine from either company since it could potentially cost more over the years due to maintenance fees and because of the rate in which technology changes or advances. She also stated that maintenance for the machine is included with the monthly lease payment from Quadient. She further stated that staff recommends taking advantage of the four-year lease option from Quadient. She stated that the machine quoted from Pitney Bowes is a significant amount of additional cost and appears rather excessive for the needs of the Village. She stated the Village Attorney will need to review this lease agreement.

Trustee Host stated that maybe in four years we won't need it.

Wagonblott stated that her hope it to have less bills to mail out each year. She stated that obtaining a very large machine doesn't seem prudent. She stated it is their goal to be down to very few bills being mailed each month.

VP Moorman Schumacher stated all the more reason to keep the smaller machine.

Discussion – An Ordinance Amending the Village of Channahon Annual Budget for Fiscal Year 2019-2020 (May 1, 2019 – April 30, 2020) – 1st Read

Wagonblott states the original budget for fiscal year 2019-2020 was adopted and approved by the Board on April 1, 2019 within Ordinance No. 1973. She stated during each year's annual budget process, revenues and expenses are estimated based on past amounts or future anticipated amounts. She also stated typically, throughout the fiscal year, unexpected expenses are incurred and revenues anticipated may not be realized. She further stated, as a result of these unforeseen and unexpected circumstances, budget amendments are proposed each fiscal year to the Board of Trustees for approval subsequent to April 30th. She stated the budget amendment ordinance adjusts the final budget amounts reported in the annual financial statements, more accurately reflecting the actual results. She also stated the attached summary, "Amended Budget Accounts by Fund" (following this memo), documents each line item that is included in the amendment ordinance. She further stated please note that only under budgeted revenues and over budgeted expenses have been proposed in the budget amendment ordinance. She stated in other words, if additional revenues were received or less than anticipated expenses were incurred, budget amendments for these line items are not included in the proposed budget amendment ordinance. She also stated for the line items that are not amended, the budget amount will remain as it was originally adopted. She further stated the annual financial statements will report those particular line items that are not included in the budget amendment as above or below budget (for revenues and expenses, respectively). She stated the General Fund had 65% of revenue line items over budget by approximately \$1.05 million which means the Village

received additional revenues than initially anticipated or originally budgeted. She also stated the budget amendments address the other 35% of revenue line items that were under budget by approximately \$0.60 million. She further stated if the proposed budget amendments are approved, the audited financial statements for fiscal year 2020 will more accurately reflect the budget to actual balances (prior to audited final amounts). She stated the General Fund had 71% of expense line items under budget by approximately \$3.1 million which means the Village did not expend monies for these initially anticipated or originally budgeted line items (largely due to various capital project expenses not incurred during fiscal year 2020 as initially believed). She also stated the budget amendments address the other 29% of expense line items that were over budget by approximately \$0.9 million. She further stated if the proposed budget amendments are approved, the audited financial statements for fiscal year 2020 will more accurately reflect the budget to actual balances (prior to audited final amounts). She stated the net effect of the actual revenues over expenses would result in approximately \$900,000 in fund reserves (unaudited figures as of 06.30.2020). She also stated the document attached titled “Revenue and Expenditure Report for Village of Channahon” contains line-by-line detail of each fund’s revenue and expense line items (unaudited as of 06.30.2020) to illustrate the budget to actual amounts.

Positive budget to actual results for Fiscal Year 2019 – 2020:

- State income tax revenue was \$209k over budget;
- State use tax revenue was \$116k over budget;
- Cannabis tax revenue was a new revenue source during the fiscal year which totaled almost \$4k for four months. This will be a continued revenue stream for the Village even though a dispensary is not located within the Village limits;
- Building permits were \$351k over budget (largely due to 2 industrial permits for Clayco and Amazon, \$202k and \$98k, respectively);
- State gaming revenues were \$20k over budget despite the fact that the Village received no state gaming revenue tax receipts during the months in which gaming terminals were shut down; and
- The General Fund’s interest income was \$43,000 over budget.

She stated overall, the final budget-to-actual results are positive in nature. She also stated please note that the information provided is unaudited and final amounts will vary based on the completion of the fiscal year audit. She further stated budget amendments are a matter of practice so that the Village does not have significant budget-to-actual variances in the final audited financial statements (which would warrant a management letter comment). She stated budgeted amounts are estimates when originally adopted and the amendment process allows the Village to adjust the budgeted amounts more accurately before the audited financial statements are prepared.

POLICE DEPARTMENT

Discussion – A Resolution Authorizing the Execution of an Intergovernmental Agreement with the County of Will

Casey stated since the required State consolidation of 911 PSAPs, Will County has consolidated to three 911 centers – WESCOM, LCC, and Joliet. He stated WESCOM and Joliet utilizes the State’s StarCom system by Motorola, while LCC utilizes the Will County EMA P25, 800 Mhz., Trunked Radio System. He also stated this IGA would give us access to many of the EMA channels unique to their system and would provide for interoperability of communications. He further stated this IGA would further allow us to enter into individual IGA’s with agencies currently serviced by LCC – most notably Will County Sheriff’s Office.

VP Moorman Schumacher asked if there was any cost associated with this.

Casey stated there is not and he sent the agreement over to the Village Attorney who has looked at this agreement for other communities and he said it was a good document.

VP Moorman Schumacher stated she doesn't think it could hurt us to be able to communicate easily.

Trustee Slocum asked how it currently works. He questioned if you need Joliet for backup do you need to go to a different frequency?

Casey stated there are two ways to do this. We can ask WESCOM to be the intermediary between us and the City of Joliet, in that case. He stated that if we are on a long term incident with them and we had access to Joliet channels, we could just go right to Joliet channels. He also stated that we have the State ITTF template that we can also share communications, but he stated it is easier to talk directly to that agency.

Trustee Slocum asked if the same is true with the Will County Sheriff's Office.

Casey stated that is correct.

Trustee Host stated we border multiple communities and counties in addition to Joliet.

PUBLIC WORKS DEPARTMENT

Discussion – Acceptance of Proposal with Visu-Sewer for I&I Repair Work

Dolezal stated the work in question is to repair I&I found during the RJN inspection and smoke testing. He stated the required repairs would be part our CMOM which will be mandatory through the IEPA this year. He also stated the Sewer System Evaluation Survey estimated these repairs to cost \$197,800, which was then budgeted. He further stated proposals to perform the work were received from Visu-Sewer and National Power Rodding Corp. He stated National Power Rodding Corp.'s cost was \$267,160. He also stated Visu-Sewer's cost was \$213,127.50, roughly 7.75% over budget. He further stated at this time, we would like to move forward with the proposal from Visu-Sewer for all repair work in the RJN report for the phase 1 of the Highland subdivision I&I project.

Discussion – 2020 Sump Pump Connection Project Contract Award

Dolezal stated this project consists of installation of 10 separate sump discharge conveyance systems to provide connection stubs for individual private sump discharges. He stated the purpose is to take private sump discharge water and move it into the Village's storm sewer system. He further stated these discharges currently flow over sidewalks and streets creating ice hazards in winter and slipping hazards in summer. He stated this project will also make final connections, between private discharge and sump conveyance system, for properties which have extended their discharge to the sidewalk. He also stated bid opening was held July 9, 2020 with the following results: Low bidder was Austin Tyler at \$98,580.00; Camco Inc. was next at \$178,488.03; then M&J Underground at \$189,442; last was Len Cox & Sons at \$206,262.00. He further stated the budget for this work is \$108,355.50.

Discussion – 2020 Police Parking Expansion Engineering & Surveying Services

Dolezal stated the Village requested Baxter and Woodman to provide a proposal for engineering and surveying services for the Police Department's parking lot expansion. He stated Proposal work consists of surveying for existing conditions; using this data with AutoCAD to provide Existing Conditions engineering drawings to the Village; then taking Village design markups and producing design engineering drawings and bidding documents for the construction project for the cost of \$12,500. He also stated the selection of Baxter and Woodman is based upon performing well providing like services for the Village on several other projects, including for the 2019 and 2020 MFT Road Maintenance Projects.

Discussion – Set Water Connection Fee for Ozinga Quarry

Dolezal stated Ozinga Quarry would like to connect to the municipal water system in order to provide water for production of portland cement concrete. He stated currently they are trucking water from the Jessup Street bulk water station. He also stated the approved plans have a connection to watermain proposed along Center Street that will also serve the future Casey's. He further stated the plans indicate a 4-inch service connection with a 4-inch meter. He stated Village ordinance does not specify a fee for that combination; therefore, it must be set on an individual basis. He also stated we calculated that a fee of \$90,565 would be consistent with the ordinance as written. He further stated in actuality a 3-inch meter would suffice but it would be operating at its upper flow limits and that would probably cause premature failure. He stated a 3-inch meter connection fee would be significantly lower at \$58,382. He also stated in an effort to refine the fee, we looked at prorating the 4-inch connection fee based on the fact that production of concrete would only be for nine months of the year; so, nine twelves of \$90,565 is \$67,924.

Trustee Slocum asked where they are going to connect the extension to.

Dolezal stated it will be part of the extension that comes up Center Street that will also service Casey's. He stated they are working together to share some costs.

Trustee Host asked if we would be disrupting anyone's easements.

Dolezal stated he didn't think so.

Trustee Host requested that the Village contact the residents in the area that may be effected as soon as possible.

Discussion – Resolution for Improvement Under the Illinois Highway Code

Dolezal stated this is getting us ready to use out MFT Funds later this year. He stated this is the standard Resolution we do every year when using MFT funds with IDOT.

COMMUNICATIONS

PUBLIC COMMENT
EXECUTIVE SESSION

The Committee of the Whole was adjourned at 6:21 p.m.

Submitted by
Kristin Hall
Village Clerk

