

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
JUNE 20, 2022**

VP Moorman Schumacher called the meeting to order at 6:01 p.m. with Trustees Greco, Host, McMillin, Perinar, 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.

He also stated that the Village of Channahon has come a long way and he is thankful for being a part of it. He further stated that this was a pleasant surprise, he wasn't expecting this; thank you.

ADMINISTRATION DEPARTMENT

Discussion – GovHR USA Compensation Study/Salary Plan for the Village of Channahon

Durkin stated the approved budget for FY 2022 included the cost related to an update of the 2019 GovHR Compensation Study. As the board may recall, GovHR provided a Compensation Study/Salary Plan for the Village for all employment positions within the Village. GovHR is a public sector management consulting firm specializing in executive recruitment and management consulting. The services they provide are solely for public jurisdictions and not-for-profit entities. They provide service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial and human resource assistance. The purpose of this study is to assist the Village in achieving maximum efficiency and effectiveness in the delivery of municipal services by recruiting the best and brightest employees and retaining those employees in an increasingly competitive marketplace. The original plan included the recommendation to embark on an annual or periodic survey of the comparable communities to determine what percentage adjustment each organization in the comparable group may be granting as the basis for calculating an annual adjustment to employee salaries. As you know, the Village has typically provided salary adjustments in the fiscal year budget for non-union personnel at the same percentage adjustment provided for in our collective bargaining agreements. Both the original and updated studies also include a recommendation on the implementation and administration of the Compensation Plan. Specifically, the study indicates that implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

- 1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
- 2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.

3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the Village can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

Durkin stated the Village has followed this direction since the original study was completed in February of 2019. Subsequent to completing the previous study, the COVID pandemic occurred and any survey of comparable communities regarding salaries was postponed. He also stated however, during this time, and since approximately 2017, development in the community has occurred and has continued at a robust pace. He further stated in early 2022, Village staff utilized the FY 2022 budgeted amount of \$8,000 for the study update to determine whether the amount of growth and economic development experienced in the community resulted in a change in comparable communities and thus had an effect on the market value of the salaries paid to employees along with the salary ranges for each position. The updated study determined that 6 of the 17 (35%) original study comparable communities have changed based on the criteria utilized in the development of the plan. The table below compares the changes in the criteria utilized to develop the comparable communities and to develop the study.

Criteria	Feb. 2019 Study	April 2022 Study	% change
Equalized Assessed Value	<i>\$288 million</i>	<i>\$544 million</i>	<i>+88.9%</i>
Per Capita Income	<i>\$31,973</i>	<i>\$36,767</i>	<i>+15%</i>
Population	<i>12,600</i>	<i>13,383</i>	<i>+6.2%</i>
Full-Time Employees	<i>53</i>	<i>64</i>	<i>+20.8%</i>
General Fund Expenditures	<i>\$6.3 million</i>	<i>\$10.4 million</i>	<i>+65.1%</i>
Gen. Fund Prop. Tax Rev.	<i>\$0.9 million</i>	<i>\$2.1 million</i>	<i>+133%</i>
General Fund Revenues	<i>\$5.5 million</i>	<i>\$12 million</i>	<i>+118.2%</i>

(proximity was also utilized as a criterion as indicated in the attached report and is not provided in the chart). (*this amount does not reflect the property taxes that are currently being abated (Crossroads 55 property).

The list of comparable communities contained in the update report are as follows. New comparable communities are bolded and italicized and for quick reference purposes, the comparable communities from the February 2019 study are also included. Previously comparable communities are bolded and italicized.

April 2022 Study Comparable Communities		
Bourbonnais	<i>Lemont</i>	<i>Palos Heights</i>
Crest Hill	Minooka	Palos Hills
<i>Crestwood</i>	<i>Mokena</i>	Shorewood
<i>Darien</i>	Montgomery	<i>Warrenville</i>
Hickory Hills	Morris	Yorkville
LaGrange Park	North Aurora	

February 2019 Study Comparable Communities		
Bourbonnais	Minooka	Shorewood
Crest Hill	Montgomery	<i>Sugar Grove</i>
<i>Flossmoor</i>	Morris	<i>Willowbrook</i>
Hickory Hills	North Aurora	<i>Winfield</i>
LaGrange Park	Palos Hills	Yorkville
<i>Manteno</i>	<i>Plano</i>	

He further stated after identifying the benchmark positions, GovHR then prepared and distributed a salary survey to the 17 comparable communities. He stated the full April 2022 report is attached which includes the study methodology and recommendations, raw data collected and a comprehensive table with pay ranges at the 60th percentile, consistent with the previous study guidance and followed by the Village. He also stated a letter from GovHr is also included regarding the study results.

VP Moorman Schumacher stated that she asked Durkin to put a comparative table in there, so that we could see the impacts of the economic development decisions we have made. She stated that it is hard when we are making decisions one at a time to see what difference those decisions have made over time. She also stated with our EAV's increasing 89% and our revenues increasing 118% but our expenditures only increasing 65%, we have made great strides as a community. Kudos to the Board and staff because we have come a long way in the last several years.

Discussion – A Resolution Approving an Intergovernmental Agreement between the County of Will, the City of Joliet and the Village of Channahon Related to Phase One Engineering of U.S. Route 6 (The “County, City and Village IGA”)

VP Moorman Schumacher stated that she is happy to say this IGA relates to the Phase One Engineering for the widening of Route 6 that she has been championing for the last 6-7 years. She stated that we have some forward movement as the City of Joliet has it on their agenda for approval this week and the County passed it this past Thursday.

Durkin stated as this has been discussed on numerous occasions, the Village has been in discussions with Will County, the City of Joliet and the Illinois Department of Transportation (IDOT) regarding the completion of Phase One engineering related to the improvement of US Route 6 from I-55 to Houbolt Road. Specifically, these discussions have centered around the need for the improvement and the sharing of the expenditure of Phase One engineering funds. The attached IGA outlines the proposed funding arrangement for all parties. The total cost of the effort is estimated to be approximately \$3,200,000. IDOT has committed to fund ½ of the cost of the estimate amount at \$1,600,000, while the remaining \$1,600,000 is to be provided by Will County, the City of Joliet and the Village of Channahon in a not to exceed amount consistent with the following breakdown:

- City of Joliet – 18% - \$602,667
- Will County – 16.7% - \$533,333
- Village of Channahon – 14.5% - \$464,000

He further stated 90% of their respective estimated payments are due to Will County, who will oversee the management and completion of the project, within 45 days of full execution of this Agreement. He stated upon completion of the project, Will County shall invoice Channahon and Joliet for the remainder of the amount due to be calculated based upon the percentages set forth above, which amount shall be paid within 30 days of invoice. This item was budgeted in the FY 2023 budget in the amount of \$500,000.

Trustee Slocum asked how much will it cost to build this.

VP Moorman Schumacher stated construction of the improvements is estimated to be over \$30 million.

Dolezal stated that was estimated from the original Phase One and that was a number of years ago now.

Trustee Slocum questioned if Phase Two engineering and actually building the project will be the responsibility of IDOT.

Durkin stated funds will be needed from a number of areas including the federal government, but we can't get there until we get here.

VP Moorman Schumacher stated that hopefully what will happen and what has happened previously with shovel ready projects, with Phase One engineering complete, is they get priority in terms of state or federal dollars.

Discussion – A Resolution Approving the Renewal of a License Agreement with the Illinois Department of Natural Resources for the Channahon Wastewater Treatment Plant Outfall

Durkin stated the Village currently has a license agreement with the Illinois Department of Natural Resources (IDNR) for the outfall of our waste water treatment facility on Blackberry Lane. He stated the purpose of this license agreement is for the Village to maintain this outfall across the I&M Canal to the Des Plaines River. He also stated the current 10-year license agreement is set to expire on September 30, 2022. He further stated this renewal will extend our license agreement for another 10-year term effective October 1, 2022 through September 20, 2032 at a cost of \$240/year or \$2,400/10 years. He stated we are electing to pay for the entire 10-year term up front.

Discussion – Hiring of Engineering Project Manager

Discussion – Hiring of Laborers

VP Moorman Schumacher stated these items would be discussed in Executive Session.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Discussion – Final Plat of Subdivision for Woods for Aux Sable Unit 4

Petrick stated Greg Leach is requesting approval of a final plat of subdivision for Woods of Aux Sable Unit 4. He stated the Unit 4 plat includes six (6) single family residential lots on the west side of Keating Boulevard, north of Deer Hollow Drive. He also stated detention for the unit would be provided in a rear yard drainage easement across the six (60 lots).

PZC RECOMMENDATION:

He further stated the PZC considered the request at their regular meeting held on May 9, 2022. He stated commission discussion focused on the following:

- Confirmation that the design of the rear yard detention would not negatively impact Lot 43 to the south;
- Clarification of how the future homeowners would know that the drainage easement is on their lot;
- The Stormwater Management Easement would be illustrated on the permit plat and plat of survey. The builder has the responsibility to inform the contract purchaser;
- Inquiry as to local examples of drainage easements on private property;
- Cherokee Ridge (north of Town Center) includes the detention within a rear yard stormwater management easement;
- Inquiry as to what is planned on Lot 179 to the west of Unit 4 and what it is zoned;
- The area on the plat noted as “179 Open Space” is zoned R-1. There are no plans for the land at this time, but was once planned out for an additional unit of Keating Pointe and Woods of Aux Sable;
- Clarification of whether the woodlands to the west would remain;
- The village would prefer that the trees be preserved;
- Clarification of the detention design of previous units and whether the drainage for unit 4 was included in the pond located to the southwest.

Petrick stated staff and the applicant could not find documentation that the area of Unit 4 drains to the existing pond. He stated to proceed with the development of the six (6) lots, the plan was designed to include a gentle slope in the rear yards to capture the discharge from the sump pumps and carry the run-off to the north toward the natural creek area towards the pond. He also stated the rear yard detention would serve only the run-off from the homes, the street is already draining to the storm sewer system. He further stated a motion was made to recommend the Village Board approve the final plat subject to staff review and approval of final engineering. He stated the motion was approved by a 4-0 vote. He also stated all review comments regarding the final plat and final engineering plans have been satisfactorily addressed.

Trustee Perinar asked if any residents were in attendance.

Petrick stated no.

VP Moorman Schumacher asked if lots 29 - 31 were the existing town homes that were originally built there.

Petrick stated no, those are the villa homes that Core Homes has been building. He stated originally there were going to be town homes but when Keating Pointe plats redeveloped that was turned into three villa homes. We also have the plans for Woods of Aux Sable Park.

VP Moorman Schumacher asked how wide the lots are.

Petrick stated they are 3/4 of an acre lots, about 80-85 feet wide and 180-195 feet deep.

Trustee Host asked if the median on Keating Boulevard extends to in front of lots 48 and 49.

Petrick stated that the median doesn't go up that far, so you are beyond the median area for these lots.

Further discussion regarding on-street parking took place.

Pat Fleming, resident of Channahon, stated that he has been looking at doing something with one of the lots. He stated that the detention area was new to him; he just heard about it two months ago. He asked if the detention area is usable in any way or is it strictly for detention and nothing can be put on it.

Petrick stated that with a drainage easement, you would not be able to put a structure within that area. He stated that if you wanted to have a planted area there, that would be allowed, as long as it doesn't obstruct water flow.

Mr. Fleming asked when it is labeled as detention area, does that factor in to the square footage for tax reasons.

Petrick stated it is an easement, it would still be the property owners property. He stated that it is up to how the assessor assesses that property. He also stated that would be a better question for the Grundy County Assessor.

Trustee Scaggs stated that they are very helpful down there and there may be some paperwork they require to get an exemption for that area.

Mr. Fleming asked if the sump pumps will drain to this area.

Petrick stated the homes will have a sump pump going on the back to this area and then the drainage follows it's natural flow route back to the creek to the west.

Mr. Fleming asked how the water leaves the detention area.

Petrick stated that a retention area would be if we wanted to keep the water there. He stated that with detention the water can only leave the site as it does today. He also stated that it is not designed to be a wet bottom pond.

Further discussion took place.

FINANCE DEPARTMENT

Wagonblott stated she had no formal items for discussion.

POLICE DEPARTMENT

Casey stated he had no formal items for discussion.

PUBLIC WORKS DEPARTMENT

Discussion – Award 2022 Various Crack Fill and Fog Seal Project

Dolezal stated crack filling is a process of using compressed air to remove debris from pavement cracks, then filling and covering the crack with rubberized material. He stated the purpose of crack filling is to prevent water from washing out pavement aggregates and accessing the road base causing damage during freeze and thaw cycles. He also stated fog sealing is a process of seal coating an asphalt surface to protect it from the adverse effects of weather, and to slow the aging process. He further stated this work will be paid for using the 2022 local road maintenance funds budgeted for this project. He stated Bid Opening was held June 9, 2022 with the following results: Low bidder was SKC Construction at \$94,898.00. No other bid was received

Discussion – Hire Contractor to Replace the Sally Port Doors in the Police Department and Employee Entrance Door at the Village Hall

Dolezal stated the Village budgeted \$20,000 to replace the Police Department sally port doors & to replace the employee entrance door. He stated all doors were warped, sagging and rotting. He also stated we received 3 quotes for this project. He further stated Les Moore provided a quote for \$20,950. He stated Les Moore was the only contractor able to provide a quote that would meet our contract requirements, such as not requiring upfront payments.

COMMUNICATIONS

PUBLIC COMMENT

EXECUTIVE SESSION

Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon

Trustee Perinar made a motion to open Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon at 6:29 p.m. Seconded by Trustee Scaggs.

Trustee Perinar made a motion to close Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon at 6:49 p.m. Seconded by Trustee Scaggs.

The Committee of the Whole was adjourned at 6:49 p.m.

**Submitted by
Kristin Hall
Village Clerk**

