

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
JUNE 21, 2021**

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.

ADMINISTRATION DEPARTMENT

Durkin stated he had no formal items for discussion.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Discussion – An Ordinance Granting a Special Use Permit For Yazour Group Systems, LLC for the use of a Truck Terminal/Cartage Facility in an I-1 District to be located at 24261 S. Northern Illinois Drive, Channahon Industrial Park Lots 12 and 13 – 1st Read

Discussion – Site Plan for Channahon Industrial Park Lots 12 and 13, 24261 S. Northern Illinois Drive

Petrick stated Yazour Group Systems is requesting approval of a Site Plan and Special Use Permit for a truck terminal/cartage facility for the property located at the south end of S. Northern Illinois Drive, commonly known as Channahon Industrial Park Lots 12 and 13, 24261 S. Northern Illinois Drive. He stated approval of the requests would allow for the construction of an approximate 8,000 square foot one-story maintenance and office building and associated vehicle and truck parking improvements for the operation of truck terminal and truck repair for vehicles associated with Alliance Transportation & Logistics Services.

PZC RECOMMENDATION:

He stated the PZC considered the request during a public hearing at their regular meeting held on June 14, 2021. He also stated during the public hearing 9 members of the public provided comments of concern regarding the following:

- Concern for hours of operation into the overnight hours;
- Concern for increase in noise and lights beyond the neighborhood's existing concerns with Blue Rhino;
- Concern for increase in truck traffic in Channahon in general;
- Confirmation that no expansion plans could not include the wetland area without process approval;

- Clarification of the location and type of detention including how detention would work with releasing into the wetland area;
- Concern for the potential impact to the existing wildlife by the increase of new lights;
- Desire to see a less intense use on the property with “regular” day-time business hours;
- Inquire as to how many public notice letters were sent out (28); and
- Opposition to the request based on negative impact of Blue Rhino and previous metal stamping business.

He further stated Commission discussion focused on the following:

- Clarification that this applicant and request had not previously been denied by the village;
- Confirmation of the applicant’s familiarity with EPA rules and regulations;
- Clarification of how ATS operates with drivers parking in the trailer spots when they are on the road;
- Confirmation of number of employees current (9 drivers and 4 office) versus plans for Channahon (up to 18 drivers, 5 office and 2 technicians; but limited by allowable space to park tractors and trailers within the site plan);
- Inquiry as to whether they use a shuttle “truck” to move trailers around the site (no);
- Confirmation that he mechanic shop only works on fleet equipment, is not open to the public and is not open 24 hours with the exception of emergency maintenance needs;
- Confirmation that all refrigeration units are 2015 or newer and only “Whisper Units” would be located in Channahon;
- Confirmation that “reefer” trailers parked on the property may be running at night but “whisper units” should not be able to be heard from further than 20’-30’;
- Clarification of the depth/dimension of the property versus the location of the improvements (more than half of the property would be undisturbed);
- Confirmation that Northern Illinois Drive could handle the additional trucks;
- Confirmation that the over the road nature of ATS results in less in and out traffic of trucks on a daily basis;
- Clarification of the village’s standards for noise control included in the Municipal Code;

- Request for background information regarding the complaints against Blue Rhino from the adjacent neighborhood and the village's attempts at addressing those complaints with the business owner;
- Discussion of adding conditions regarding the requirement for an eight (8) foot privacy style fence and revising some of the deciduous trees on the landscape plan to evergreen species.

He stated a motion was made to enter the findings of fact that the standards set forth in the appropriate sections of the Village Code had been met and to recommend the Village Board approve the Special Use Permit subject to 11 conditions. He also stated the motion was approved by a 4-0 vote. He further stated a motion was made to recommend the Village Board approve the Site Plan subject to staff review and approval of final engineering and the motion was approved by a 4-0 vote.

A representative from Yazour Group stated he that they have been in business for 20 years as trucking/leasing. He stated they will be leasing this property. He also stated that he provides refrigerated trailers, working with US Cold Storage in Minooka and US Cold Storage out of Bloomington, IL. He further stated that they ship their products all over the country. He stated the turn-around time for these truckloads is 2-3 days and there is typically 1-2 trucks leaving the site daily. He further stated that they have two bays for regular maintenance. He stated that at the public hearing, a lot of residents expressed concern about the lights and the noise coming from the business next to them. He also stated that they agreed to modify the fence and the trees to help reduce the effects of the lights and sound. He further stated that if they can help eliminate some of that sound, they are happy to do so.

Questions were asked by the Board and further discussion took place regarding the site.

FINANCE DEPARTMENT

Discussion – Fifth Third Bank – Banking Services Contract Pricing Amendment

Wagonblott stated at the last board meeting, the board asked if Fifth Third could provide a six-month contract pricing amendment. She stated that they did and that would be effective through November of 2021. She also stated that she will prepare and RFP for banking services and staff would do their evaluation to be back in front of the board before November 2021.

Discussion – An Ordinance Amending the Village of Channahon Annual Budget for Fiscal Year 2020 – 2021 – 1st Read

Wagonblott stated Ordinance No. 2013 was adopted by the Village Board on April 6, 2020 which established the original budget for fiscal year 2020-2021. 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), includes 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).

General Revenues

She stated the Village's General Fund ended fiscal year 2021 with 56% of revenue line items over the original budget amount by approximately \$3.92 million. She also stated this means that the Village received additional revenues; more revenues than initially anticipated or originally budgeted. She further stated the budget amendments address the other 44% of revenue line items that were under budget by approximately \$1.55 million. She stated if the proposed budget amendments are approved, the audited financial statements for fiscal year 2021 will more accurately reflect the budget to actual balances (subject to the final audited amounts).

General Expenses

She stated the General Fund had 73% of expense line items under budget by approximately \$1.3 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 2021). She also stated the budget amendments address the other 27% 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 2021 will more accurately reflect the budget to actual balances (subject to the final audited amounts). She stated the net effect of the actual revenues over expenses would result in an increase in fund reserves of approximately \$2.5 million (unaudited figures as of 06.14.2021).

Positive budget to actual results for Fiscal Year 2020 – 2021:

- State and Municipal sales tax revenues were more than \$1.1 million over budget;
- State income tax revenues were \$381k over budget;
- State use tax revenues were \$125k over budget;
- Village transfer tax revenues were \$115k over budget;
- Building permits were \$698k over budget (largely due to 5 commercial/industrial permits and approximately 40 additional residential homes);
- Tree preservation monies from an industrial development of more than \$200k (initially not budgeted or anticipated); and
- Over \$540k received from the COVID19 relief fund to assist in offsetting COVID19 related expenses.

She stated overall, the final budget-to-actual results are positive which is incredible given the state of the world over the past year (pandemic, global and local economy, etc.). She stated please note that the information provided is unaudited and final amounts will vary based on the completion of the fiscal year audit. She also 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 further 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. She stated the amended budget also assists in estimating and planning for future budget years.

Requested Action

She stated staff respectively requests a waiver of 2nd read in an effort to expedite the budget amendment process. She also stated staff would like to supply the amended budget information to the external auditors before they begin the final fieldwork for the April 30, 2021 financial audit. She further stated staff is requesting Board approval of the attached Ordinance amending various revenue and expense line items related to the 2020-2021 budget.

VP Moorman Schumacher thanked Wagonblott and her staff for their efforts to conservatively budget. This is what puts us in this position annually.

POLICE DEPARTMENT

Discussion – A Resolution to Enter into an Agreement between the Village of Channahon and the City of Wilmington to Use their Firearms Range

Casey stated the land recently used as our firearms range on Gun Club Road changed ownership and is no longer available for our use. He stated the City of Wilmington has offered the use of their range until a more permanent location can be identified and acquired for our use. He also stated the City of Wilmington would require the Village of Channahon, through Board action, to enter into the attached agreement, and to list the City of Wilmington as an additional insured for any claims arising from this agreement or our use of the Range.

Village Attorney Silverman stated that the Agreement was written for City of Wilmington.

PUBLIC WORKS DEPARTMENT

Discussion – Proposal for Water Leak Detection Survey

Dolezal stated M.E. Simpson Co., Inc. presented a “Proposal” for a Water Distribution System Leak Detection program for the Village of Channahon. M.E. Simpson Co., Inc. will perform their leak detection services on approximately 80 miles of watermain within the water distribution system. He stated the survey will be completed by listening on the accessible main line valves, fire hydrants and as needed services by one of their two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within the proposal document. He also stated the project will also include complete reporting of all issues found, with a final comprehensive report. He further stated a proposal was solicited from another company, but the result was a higher cost with a more limited scope. He stated this is a budgeted project at \$18,000.00.

VP Moorman Schumacher questioned that if we were to enter into the City of Joliet's water agreement with the City of Chicago, is the Village subject to a leakage limit.

Dolezal stated yes, that's a little more of a complicated formula, but yes it is all tied together.

Discussion – A Resolution to Enter into an Intergovernmental Agreement with Illinois Department of Transportation

Dolezal stated at the last board meeting we approved a contract with Meade Electric to maintain traffic signals. He stated that the signals that are on US Route 6, traditionally, have been reimbursed proportionately by the State, to us. He also stated this is the agreement that allows that to happen.

Discussion – Proposal for 2021 Road Maintenance Project Stage 1 (Study) & Stage 2 (Design Drawings & Bidding Documents) Professional Engineering Services

Dolezal stated the Village requested Baxter and Woodman to provide a Request for Proposal (RFP) for surveying, AutoCAD exhibits and bidding documents preparation services for the 2021 Road Maintenance Project. Proposal work consists of: surveying certain roads to determine existing conditions; use AutoCAD to provide Existing Conditions engineering drawings to Village for contract engineering design; produce engineering drawings based on Village design; and preparation of bidding documents. He stated the selection of Baxter and Woodman is based upon past performance providing like services for the Village on several other projects, including for these same services last year.

COMMUNICATIONS

IDOT Letter dated June 14, 2021 regarding ITEP

Durkin stated we have received 2 million dollars from the ITEP grant. He stated this is our third consecutive grant in regards to the Bridge Street bike path and this will complete the project. He also stated that this goes back to 2014, when we first approached IDOT and asked how we can get this done because we had unsuccessfully applied for two ITEP grants prior to that. He further stated that IDOT indicated that completing Phase 1 engineering would increase the chances. He stated that he feels that was a key decision made by this board to spend that money and complete Phase 1 engineering. He also stated that staff broke the project up into thirds and low and behold we were successful in getting three ITEP grants. He further stated the entire project should be completed in a little over 10 years, from start to finish. It's a great project and he thinks it will be one that benefits the Village for many years to come. He stated that we were also part of the application with the Village of Minooka, for the McEvelly Road bike path, that was approved for ITEP funds of 1.7 million dollars. He also thanked staff, as they all played a part in the application process.

PUBLIC COMMENT

EXECUTIVE SESSION

The Committee of the Whole was adjourned at 6:45 p.m.

**Submitted by
Kristin Hall
Village Clerk**

