

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 6, 2022**

VP Moorman Schumacher called the meeting to order at 6:02 p.m. with Trustees Greco, Host, McMillin, Perinar, Scagg 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, 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.

VILLAGE PRESIDENT

Proclamation – Constitution Week from September 17 to 23, 2022

VP Moorman Schumacher read the Proclamation into the record.

Mary Erhardt, representative from the Daughters of the American Revolution, thanked the Village President and the Village Board Members for their service in governing our country at the local level. We appreciate the work that you do to maintain a government of the people, for the people, by the people. The main writer of the Constitution, Thomas Jefferson, had stated that the Constitution of the United States asserts that all power is inherit in the people. She further stated that they may exercise it by themselves. That it is their right and it is their duty. When she sees board members present at the meeting this evening, who are willing to be here; she thanks them for governing. She also stated that when she sees all of the people here, she thanks them for being here. She thinks this is what Thomas Jefferson had envisioned and it continues at this very local level, but it has to start somewhere. She thanked everyone. It is very important for the Daughters of the American Revolution, to continue to come here year after year and make sure that we do remember the Constitution and that we do set aside this special week in order to remember it. She presented a bell to VP Moorman Schumacher. The significance of the bell is that on September 17, 1787, after the Continental Congress met and they voted yes to the Constitution, they rang the bells at 4 p.m. She stated that maybe on the 17th we will think of it and ring the bell. This weekend she will be at the Three Rivers Library setting up a Constitution Week display there. She thanked the Board for continuing to pass this Resolution and to remember.

ADMINISTRATION DEPARTMENT

Discussion – A Resolution Designating Meeting Dates and Times in 2023 for the Corporate Authorities and Commissions of the Village of Channahon

Durkin stated in accordance with State Statute, the Village is required by law to formally announce, post and advertise meeting dates and times for Village Board meetings, Committee meetings and Planning and Zoning Commission meetings, at the beginning of each calendar year. The resolution to follow identifies the proposed meeting dates and times for 2023. He noted that July 5, 2023 is a currently scheduled Village Board meeting date in place of the July 3, 2023 date.

Discussion – Holiday Schedule for 2023

Durkin stated the Holiday Observances are outlined in the Village of Channahon Employee Handbook as previously approved by the Board of Trustees. Holidays falling on a Saturday will

be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. Consecutive holidays falling on a Friday, Saturday; Saturday, Sunday; or Sunday, Monday shall be observed as determined by the President and Board of Trustees. Veteran's Day will fall on Saturday, November 11, for the 2023 calendar and the holiday as proposed will be observed on Friday, November 10, 2023. Christmas Eve will fall on Sunday and Christmas Day will fall on Monday for the 2023 calendar and the holidays as proposed will be observed on Friday, December 22, 2023 and Monday, December 25, 2023. Also, New Year's Eve will fall on Sunday and New Year's Day will fall on Monday for the 2023 calendar and the holidays as proposed will be observed on Friday, December 29, 2023 and Monday, January 1, 2024.

Discussion – An Ordinance of the Village of Channahon Amending the Village of Channahon Code of Ordinances with Respect to General Offenses for Interference with Roadways and Right-of-Way – 1st Read

Durkin stated the attached ordinance is necessary as a result of recent legal decisions regarding solicitation in roadways. Specifically, the federal trial court in Chicago struck down the state statute and a related municipal ordinance that prohibited solicitation in the highway unless performed by a registered charitable organization. The ordinance as proposed adds a general offense to the Village Code that prohibits activity that unreasonably creates hazardous or unsafe conditions on any street, highway or right-of-way. This ordinance does not prohibit solicitation on village streets, highways or rights-of-way but intends to allow such solicitation in a safe manner.

Discussion – An Ordinance of the Village of Channahon Amending the Village of Channahon Code of Ordinances with Respect to Solicitors, Peddlers and Canvassers – 1st Read

Durkin stated the attached ordinance is also necessary as a result of recent legal decisions regarding solicitation or peddling in the Village and well as makes improvements to our existing solicitation ordinance. Specifically, the term of the license has been increased from 15 to 30 days and the number of persons covered under a permit for a fee of \$100 is four. Additional persons over four engaging in peddling or soliciting on behalf of the business entity will be subject to an additional fee of \$25. The ordinance also exempts certain individuals from obtaining a license.

Discussion – Hiring an Accounting Clerk

Durkin stated this item will be discussed in Executive Session.

Discussion – Authorization to Advertise for Position of Assistant Finance Director

Durkin stated the Assistant Finance Director position is an existing, unfilled position with the Village. During the development of the 2022/2023 fiscal year budget, the hiring of an individual to fill the vacant Assistant Finance Director position was discussed and ultimately funding for this position was included in the final 2022/2023 fiscal year budget. The budgeted amount for the current fiscal year is \$95,000 and the current salary range for the position at \$91,000 to \$127,400. The Village has experienced a significant amount of growth over the past decade, with most of that occurring in the last five years. The chart below is representative of the effects of such growth on the Village since early 2019 through early 2022. In addition, the number of utility billing accounts has increased by 13% over the last six years.

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

(*this amount does not reflect the property taxes that are currently being abated (Crossroads 55 property).

He stated within the Finance Department, changes have occurred that include the following:

- New financial software transition from Fund Balance to BS&A;
- Remote deposits of check payments;
- Reduction of the number of paper utility bills by continuously advertising the option for paperless billing;
- Reduction of the number of cash, check, & credit card payments by continuously advertising for the automatic withdrawal for utility payments;
- Working with credit card providers to integrate with our financial system so that online credit card payments are uploaded into the system vs. manual entry;
- Bank checks integrated with our financial system so that they are uploaded into the system vs. manual entry;
- Incrementally strengthened and enhanced internal controls by increasing the number of staff and separating duties within the Finance department.

While these changes, along with others, have been positive, effective, and have allowed additional efficiencies, the needs of the department continue to grow. For example, the responsibilities of processing payroll are in the process of transitioning back to the Finance Department, freeing up the Human Resource Manager to provide greater focus on traditional human resource functions. This will increase the workload for staff in the Finance department and require the shifting of current finance departmental staff responsibilities. Additionally, it is expected that the Finance Director will devote significantly increased time in financial forecasting and analyses, including with regard to the development of the Town Center, the financial aspects of the existing and recently established Tryon St. TIF, debt issuance and related monitoring and reconciliation for the new wastewater treatment facility and other new or expanded Village facilities, including the conversion of our water source to Lake Michigan water, and year-round capital asset planning, monitoring and reconciliation. The Assistant Finance Director will provide assistance to the Finance Director in these matters as well as provide general oversight assistance in the department. Additionally, the position will, among other duties:

- Provide additional layers of internal control and segregation of duties;
- Review and approval of bi-weekly payroll;
- Review and approve account payable invoices;
- Review and oversight of bank reconciliations;
- Grant reconciliation and tracking;
- Staff backup for accounts payable, cash receipting, payroll, and utility billing;
- Assistance to Finance Director in preparation of annual budgets and tax levies and financial forecasting and analyses.

With the addition of the new Accounting Clerk, the intent is not to advertise for this position until November or December of 2022.

VP Moorman Schumacher stated that we have talked about the time commitment of moving payroll and how much of the payroll process is moving up to Finance and how much of it stays in HR.

Wagonblott stated the entire payroll process will be in the Finance department. She stated that the portion that will remain in Human Resources will be in regard to new employees - entering those employees into the software system to represent their deductions, etc. The bi-weekly payroll process, including the monthly and quarterly and annual payroll reporting, will all be done by Finance.

VP Moorman Schumacher asked if the reporting of hours was done by Department Heads.

Wagonblott stated yes, within the software system everyone is responsible for entering their own time sheet, with the exception of some of the Public Works employees because they do not have access to a computer on a daily basis. There is one central person that enters for everyone down at Public Works. There are a series of approvals. Each department head is responsible for approving their own employees, then it is reviewed by HR, then Finance and Administrator Durkin reviews it as well. The only thing that would change is that HR would no longer be reviewing the time sheets. It will become the responsibility of the Accounting Clerk.

VP Moorman Schumacher asked if Finance will be calculating all of the deductions. Wagonblott stated yes.

VP Moorman Schumacher asked if HR is doing those functions now. Wagonblott stated yes.

Trustee Scaggs asked how long does all of this take.

Wagonblott stated that she did not know because Finance she has never done the process since she has been here. The next shadowing of the process will be in two weeks. The recommendation to fill the Assistant Finance Director position is not just because payroll is moving up to Finance. That is a very small piece of it. We want to demonstrate in addition to bringing payroll up to Finance, which could take anywhere from an estimated 5-20 hours per month, there are other reasons. The Assistant Finance Director would be responsible for reviewing the payroll, taking that responsibility off of her plate.

Durkin stated if this were something just for payroll, you would see a Payroll Clerk position being suggested to fill. He stated that as Wagonblott has said, payroll is not the only reason why we are here tonight.

Further discussion took place.

Discussion – Approval of Job Description and Authority to Advertise for Position of Assistant Director of Public Works

Durkin stated the establishment of the Assistant Director of Public Works position was discussed during the development of the 2022/2023 fiscal year budget and ultimately funding for this position was included in the final 2022/2023 fiscal year budget. The budgeted amount for the current fiscal year is \$115,500 and the current salary range for the position at \$91,000 to

\$127,400. In April 2022, Don Kinzler, Engineering Project Manager for the village announced his retirement. The Village quickly advertised for a replacement for this position. Five (5) applications were received for the position and Village staff interviewed two (2) of those candidates. After interviews were completed, Village staff was not comfortable with the qualifications and experience of either candidate or others that had applied and did not bring a recommendation forward to the Village Board for consideration for hire. Further internal discussions amongst staff, along with Village President Schumacher and Trustee Greco, the decision was made to seek out a candidate for Assistant Director of Public Works rather than continue to seek out a replacement for the now vacant Engineering Project Manager position. This decision was based on a thorough discussion of the current and anticipated workload, the needs of the department moving forward and the importance of providing for succession planning within the Public Works department. Specifically, to name a few, these include:

- Transition to Lake Michigan water. It is anticipated that significant time will continue to be required of the Assistant Director of Public Works position over the next decade to successfully transition to Lake Michigan water. Additional departmental leadership is necessary to assist with proper functioning of the department.
- Far west infrastructure development including a second wastewater treatment plant will require specific knowledge and administrative oversight.
- Departmental organization – Due to the growing nature of the Village and department, it is anticipated that in order to maintain efficiencies within the department and to properly manage workload, the department will split into 2 separate divisions – Streets and Utilities. Additional management will help to ensure efficient operations moving forward.
- Oversight of construction of new facilities for department.
- Departmental succession planning – The current Director of Public Works has been employed by the Village for over 20 years and possesses a tremendous amount of institutional knowledge about the department and Village. In the event this individual looks to move on from employment with the Village, it is imperative that a proper succession plan be in place.

Trustee Scaggs questioned whether this is basically expanding the Engineering Project Manager position.

Dolezal stated what this is doing is filling the significant gap in our workflow. We were unsuccessful in replacing the Engineering Project Manager position, so with the Assistant Public Works Director we are hoping to cast a little wider net. The Assistant Public Works Director title seems to be more appealing to people when they are applying for jobs. The goal for the department is to fill 70% of the existing Engineering Project Manager position, as well as taking some duties off of his plate. He stated that he will then be able to fill the 30% gap in the Engineering Project Manager position. We don't have any intention of coming to the Board to fill the Engineering Project Manager position. He further stated that it may occur, but it won't be this year or next.

Further discussion took place.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Discussion – Final Plat of Subdivision for Utility Concrete

Discussion – Site Plan for Utility Concrete North Expansion

Petrick stated Utility Concrete Products, LLC is requesting approval of a final plat of subdivision and site plan for the North Expansion of Utility Concrete located at 2495 Bungalow

Road. Approval of the final plat would divide the property from a larger parcel of land and establish easements and Bungalow Road right of way. Approval of the site plan would allow for the construction of a 50,000 square foot one-story building, parking lot, two (2) detention ponds and a large gravel yard.

PZC RECOMMENDATION:

The PZC considered the request at their regular meeting held on August 8, 2022. During the Commission discussion focused on the following:

- Clarification of what would be stored in the building;
- The new north building would be utilized for production of the concrete products. Storage of the finish products would be in the gravel yard
- Inquiry as to whether the north expansion would increase the number of employees and truck traffic;
- Utility Concrete is anticipating 20 new employees with the north expansion with potential for more. Per the applicant, truck traffic impact will be minimal and mostly related to incoming vendor deliveries.
- Confirmation that the business makes their own concrete on site, therefore only finished products are being shipped via trucks from the property.

Petrick stated a motion was made to recommend the Village Board approve the Final Plat subject to staff review and approval of final engineering and the motion was approved by a 6-0 vote. He also stated a motion was made to recommend the Village Board approve the Site Plan subject to staff review and approval of final engineering, staff review and approval of the landscape plan, and recording of the final plat and this motion was approved by a 6-0 vote. The landscape plan will be revised to comply with the landscape ordinance requirements after the tree inventory is done and the number of any replacement trees is confirmed.

Further discussion took place.

FINANCE DEPARTMENT

Discussion – Investment Transfer Authority

Wagonblott stated the Village Board initially authorized a maximum transfer(s) totaling \$15 million into the Village's Charles Schwab investment account. In line with the goal of maximizing interest earned, staff is requesting the approval of an annual temporary increase to the maximum transfer amount related to the Grundy County TIF distributions. The Village receives property tax distributions/revenues twice a year from an established TIF District (TIF #1 – Aux Sable) and the Village maintains the property tax distributions each year until the Joint Review Board (JRB) meeting is held in December each year. The 2 TIF distributions total over \$10 million this year and the goal is to maximize the interest by investing these funds until such time they are released to the County for distribution to the taxing bodies. The interest earned is included in the JRB calculations and therefore the interest earned is distributed to all of the taxing bodies (not just the Village). The second TIF property tax distribution should be received sometime this month. If the 2nd TIF distribution is sent to the investment account, the total investment at Charles Schwab will be over the initial authority of \$15 million. Staff is requesting Board approval to transfer the additional TIF property tax distribution monies, once received, to the Village's Charles Schwab investment account to be invested in short-term, liquid securities. If this additional transfer is approved, staff will request the monies be transferred back from the Charles Schwab account in December each year to the Village's checking account

for a check to be cut to the County for distribution to each of the taxing bodies, per the TIF agreement.

VP Moorman Schumacher asked if she was looking for an increase in the \$15 million dollar cap or are we looking for the Board to resolve that we put this distribution into an investment account.

Wagonblott stated she is looking for Board approval on that when distributions are received that the monies will be transferred into the investment account and then back into the checking account in December when those funds need to go to Grundy County to be disbursed. She would like to leave the \$15 million dollar cap intact.

Further discussion took place.

POLICE DEPARTMENT

VP Moorman Schumacher stated that Chief Casey is not here but she would like to ask everyone to join her in a moment of silence for a very dear friend of the Casey family, Father Al. Father Al, who has been a mentor and friend to Chief Casey, was 97 years young and passed away this past weekend.

PUBLIC WORKS DEPARTMENT

Discussion – Award 2022 MFT Road Maintenance Contract

Dolezal stated on August 25, 2022 bids were opened for the 2022 MFT Road Maintenance Project. The low responsible bidder was determined to be P.T. Ferro Construction with a bid of \$1,999,698.11. The Engineers Opinion of Probable Construction Cost (EOPCC) was \$2,256,267.05. Work generally consists of complete reconstruction of Highland Drive for about a quarter mile west of McKinley Woods Road, full depth asphalt removal and replacement on Bluebird Ct, Sandpiper, Turnstone, Pine, Maple, Spruce, Birch, Elm, Bluff, Joliet, Kimberly, River Bluff and asphalt mill and overlay on Bridle Path, Fox Trail, Ascot, Winding Oak Trail and Winding Oak Ct. While the bids were in line with the EOPCC, the overall Road Maintenance Program for this year is over budget. The impact of this has been reviewed with the Finance Director and our road maintenance funds are more than adequate to accommodate this overrun. The detail on that is mostly associated with Highland Drive as we increased the scope over the scope that was used to create the budget. Those are the two significant things along with a minor amount of money associated with the easement we received for the Bridge Street Bike Path. There is a significant fund balance with our Road Program and this should not be an impact going forward.

Further discussion took place.

Discussion – Engineering Agreement for Design Services Associated for the 2022 Road Maintenance Program

Dolezal stated the Village hired Baxter & Woodman to prepare plans, specifications and a cost opinion for this year's road maintenance project and the project is on the current agenda to be awarded for construction. If awarded, the Village requires construction related services, such as observation, material reviews and testing, and processing of pay requests. The attached agreement with Baxter & Woodman was developed for that purpose. The Village has worked with Baxter & Woodman on previous road maintenance projects in the past with good results and they are familiar with our policies and procedures.

Trustee Perinar asked how quickly would they would be able to start that project.

Dolezal stated that if we award it tonight, the contracts will get put together and sent over to IDOT.

A representative from Baxter & Woodman stated that the contracts will be sent to IDOT within a week and construction should start early October, worst case scenario. It could be anywhere from three to five weeks.

Discussion – A Resolution Authorizing Acceptance of a Municipal Utility and Drainage Easement, Public Utility Easement, Public Utility and Drainage Easement, Municipal Stormwater Detention Easement, and Recreational Bike Path Easement

Dolezal stated that all of these easements are associated with the new fire department on Thomas Dillon Drive.

Discussion – A Resolution to Accept a Plat of Right-of-Way Dedication from Oneok North System, LLC

Dolezal stated that is the final right-of-way dedication that we needed to complete our access road to the far west wastewater treatment plant.

COMMUNICATIONS

PUBLIC COMMENT

James Anderson, owner of Al's Garage and Auto Salvage, stated that he just recently found that the front 1/2 acre is zoned Light Industrial and the back is zoned Residential. He stated that in the mid 1970's, he proposed to put a building up on the back acre and he was shown that the whole property was zoned Light Industrial. He never verified that and he never put the building up. Recently, he found out because he was going to have some trucks parked back there and when he talked to the community development department, he was told he would have to pave the back and that he couldn't do it anyway because the property is zoned Residential. He also stated how it got from Light Industrial to Residential he does not know.

Petrick stated that it is two separate parcels. The front piece is zoned Industrial. There was never a record of any ordinance establishing or changing the zoning on the north parcel. According to our code, upon annexation, property comes in as R-1 until there is an ordinance to change it to something else. Absent that ordinance, which an ordinance does exist for the southern parcel, we don't have a legal reason for the north property to be zoned Industrial.

Mr. Anderson stated that he knows for a fact that it was zoned Light Industrial per the discussions he had with a previous Village employee. He does not have a record of that conversation.

VP Moorman Schumacher asked if it was a county designation or Village of Channahon zoning designation.

Mr. Anderson stated it was Channahon. He stated that somewhere along the line, it got changed without them being notified. He also stated that he just recently informed that it was zoned residential. They have a fence all the way around the property with a garage and a house on the front even though it is zoned Light Industrial. He believes there is no interest for a residential

development on the back portion of his property. He would like to have all the property rezoned to commercial zoned property.

VP Moorman Schumacher stated that there is a process and he will need to start with Community Development.

Petrick stated the property is directly adjacent to a C-3 zoned property.

Further discussion took place.

VP Moorman Schumacher asked the Board their thoughts. Board direction was that the owner should seek commercial zoning of the property.

EXECUTIVE SESSION

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

Trustee Scaggs made a motion to open Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon at 7:11 p.m. Seconded by Trustee Greco.

ROLL CALL AYES: Greco, Host, McMillin, Scaggs and Slocum.

NAYS: NONE

MOTION CARRIED

Trustee Slocum made a motion to open Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon at 7:20 p.m. Seconded by Trustee Scaggs.

ROLL CALL AYES: Greco, Host, McMillin, Scaggs and Slocum.

NAYS: NONE

MOTION CARRIED

The Committee of the Whole was adjourned at 7:20 p.m.

**Submitted by
Kristin Hall
Village Clerk**

