

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 6, 2023**

VP Moorman Schumacher called the meeting to order at 6:00 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 Jim Murphy 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.

VP Moorman Schumacher stated that the Annexation Agreement Public Hearing for the proposed Rush Intermodal parcel is scheduled for February 20th.

Petrick confirmed. At the Planning and Zoning Commission meeting, it was stated that February 6th would be the first available date but we were not able to meet that given the required statutory publication deadlines.

ADMINISTRATION DEPARTMENT

Discussion – Intergovernmental Agreement between the County of Grundy, Village of Channahon, Village of Coal City, Village of Diamond, Village of Dwight, Village of Mazon, Village of Minooka and the City of Morris related to the Multimodal Multijurisdictional Transportation Master Plan

Durkin stated in the 4th Quarter of 2022, the Grundy Economic Development Council (GEDC) announced the receipt of a \$320,000 grant from the Illinois Department of Transportation to develop a countywide multimodal transportation plan. He stated the grant is an 80/20 match. He also stated the GEDC assembled Grundy County along with the Villages of Channahon, Minooka, Coal City, Diamond, Dwight, Mazon and the City of Morris to discuss the development of this plan and the sharing of the expenses to fund the 20% local match requirement. He further stated the attached Intergovernmental Agreement (IGA) sets forth the respective obligations of the parties relative to the development of the transportation plan and the promotion of their mutual interests and cooperation on all matters that pertain to the government and affairs of the parties. He stated in addition, the IGA provides the funding breakdown of the 20% match, including expenses related to the selected consultant who will develop the plan, based on the Grundy County population totals for each of the parties based on the 2020 census:

Channahon -	\$6,272.44
Coal City -	\$8,404.00
Diamond -	\$3,972.80
Dwight -	\$3,254.64
Mazon -	\$1,550.92
Minooka -	\$13,752.00
Morris-	\$19,864.00

<u>Grundy County -</u>	<u>\$48,576.50</u>
Total -	\$105,648

He also stated the agreement provides for the payment of 90% of the respective estimated payments within 45 days of full execution of the agreement with the remainder to be paid upon project completion. He further stated other parties to the agreement will be considering and approving the agreement over the next 30 days. He stated any additional costs resulting from scope of service overruns may be shared amongst the parties on the same formula basis as the original contribution after unanimous approval of all parties. He also stated additionally, the agreement specifically stipulates that fees related to any work requested by an individual municipality above and beyond this agreement will be the sole responsibility of said municipality under a separate agreement which shall be filed as addendum to the primary agreement.

VP Moorman Schumacher stated that she thinks Morris is approving it tonight as well.

Durkin stated that he wasn't sure of all the dates of the other community meetings but he knew they were all over the next couple of weeks.

Trustee Slocum questioned what will be the result of the effort.

Durkin stated it includes the development of a transportation plan, looking at railroads, roads, bike paths and all the different modes of transportation that will serve as the blueprint for the development and funding for transportation improvements within Grundy County.

VP Moorman Schumacher reiterated one of the things we've talked about repeatedly, is the industrial property out west and where to best route that traffic to limit the impact, if any, not just only for our residents but Minooka residents, as well. She stated that the use of McLindon Road as opposed to Ridge Road or funneling traffic out to the Brisbin Road interchange, however that works out best to protect the residential area.

Durkin stated it could also be the creation of new corridors that don't currently exist. The consultant will be utilizing the Comprehensive Plans for the County along with all the communities to see where they need to focus on for transportation needs moving forward.

Trustee Perinar asked how quickly are they planning on getting the results of this. Sometimes it seems like we approve these things and it seems like they drag out.

Durkin stated that the kick-off meeting will be held on February 22nd with CDM Smith. We are starting that process now and it is anticipated to be an 18-month long process.

Petrick stated that the pricing of this was figured out by the per capita population, for each of the communities, but only the within Grundy County. That is why our share is a lot less than some of the other communities.

Discussion – Authorize Purchase of Village Christmas Tree and Additional Holiday Lighting

Durkin stated that each year, the Village celebrates the Christmas holiday that includes the installation and decoration of a Village Christmas tree and the installation of holiday lighting as

part of the Channaholidays celebration. He stated in past years, trees have been donated by residents and transported and erected by either Village Public Works staff or outside contractors, who typically have donated some or all of their time. He also stated increasingly, it is becoming difficult to secure donations of both trees and the labor to install. He further stated additionally, the Village has expanded the holiday lighting around the Village Hall grounds in conjunction with the well-attended and popular Channaholidays celebration. He stated the attached quote, provided by Edgebrook Services, a Channahon business who has installed, maintained and stored the Village's holiday lighting for the last few years, includes the cost of a 36-foot tall Majestic Pine artificial tree, a Large Ornament Option, a 5' Starburst Tree Topper and a shipping fee for a total of \$73,730. He also stated included is a five (5) year warranty in the tree, which includes a warranty for winds up to 55 mph. He further stated also included in the quote are staff recommended locations for additional holiday lighting on the grounds of the Village Hall property. He stated initial costs of the tree and lighting includes installation, removal and storage of tree and decorations. He also stated subsequent years per the attached quote for installation, removal and storage of the tree and decorations are also included. He further stated maintenance is also included in the cost. He stated per Edgebrook Services and the tree manufacturer, the tree is expected to last up to approximately 10 years. He also stated all other lighting is warranted for three (3) years. He further stated the manufacturer has provided that shipping fees can be waived if the tree is ordered and a 20% down payment is made before February 15th, resulting in a savings of \$6,150 and thus a total cost of the tree package of \$67,580. He stated photos of similar trees have been provided by the manufacturer and Edgebrook Services. He also stated staff is recommending the Village Board authorize the purchase of the tree and additional lighting and authorize payment of a 20% down payment by February 15th in the amount of \$10,476 for the tree, with the remainder of the cost of the tree, ornament package, tree topper and additional holiday lighting as highlighted on attached quote to be included in the 2023/2024 fiscal year budget. He further stated installation, removal and storage costs of all decorations will be included in subsequent budgets.

Trustee Scaggs asked what the typical height of a tree was.

Dolezal stated the trees for the last two years, our trees have been far below 30 feet. In previous years, we have had trees in the 30-35 foot height. It has varied from year to year.

Durkin stated that there are some photographs of the tree included in the packet, with the last page of the information including costs for additional lighting. The additional lighting is proposed to be included in the flagpole area, the pathway to the park district, incorporating some lighting in the parking lot trees in front of the Police Station and on the side of the building and outlining the Police Station.

Trustee Greco asked what the total package cost is with the additional lighting.

Durkin stated for this year, in 2024, the new expenses would total about \$90,000. Incurred expenses will be right around \$5,000 for the existing decorations that we already have up; the ornament and the existing lights. This is the cost to re-install that every year. He also stated that if we get the entire package with the tree, star and additional lighting, we would be looking at \$22,000 going forward for re-installing each year.

Trustee Greco asked if this was the only quote we received.

Durkin stated this is. We have been working closely with Edgebrook, a local Channahon business, over the past few years. He and Finance Director Wagonblott have been looking at places that provide this type of lighting and decoration and they are considerably more costly than the cost Edgebrook is providing.

Trustee Slocum asked if they are storing these decorations for us also.

Durkin stated yes, they store it and maintain it.

Trustee Scaggs stated \$11,000 to put it up, take it down and store it. He stated we are afraid that we are not going to get anymore trees donated.

Durkin stated that we had a tough time last year finding a tree that is sufficient and is relatively easy to get to. Also, donations of manpower and equipment to remove, transport and install a tree are becoming scarce as this can be very costly.

Discussion – Filling of Building Inspector Position

Durkin stated this item will be discussed in Executive Session.

Discussion – GIS Technician Position

Durkin stated the 2022/2023 approved fiscal year budget for the Village includes the filling of the vacant GIS Coordinator position, which has been vacant since the promotion of Mike Petrick to the position of Director of Community Development and Information Systems in 2014. He stated in the period of time since July 2014, GIS has been semi-managed by the Director of Community Development & Information Systems, with GIS consulting work performed by Ruettiger, Tonelli, and Associates. He also stated it was anticipated that consultants would be utilized such time that the coordinator position was re-staffed. He further stated as staff prepared to embark on the filling of this position as provided in the approved budget, further analysis of Village needs and position requirements and salary expectations in the marketplace with regard to the position shifted the focus from filling the coordinator position to creating and filling a technician position to supplement a consultant. He stated the knowledge set (and commensurate salary) that an expert-level GIS professional commands would exceed what is fundamentally necessary to accomplish the daily tasks this position would fulfill at the current time. He also stated higher level needs of GIS such as mobile app creation and deployment, ArcGIS server management, and high-level data translations would continue to be supported by the Village's consultant while a more fundamental technician position would be consistent with the original role that was created/hired by the Village of Channahon in 2002, but updated for modern usage. He further stated a more-general GIS practitioner rather than coordinator will also cast a wider net to find desirable applicants. He stated as with the GIS Coordinator position, this position is intended to be categorized under the Community Development Department but serve both the Public Works and Community Development Departments. He also stated the role would accomplish tasks such as, but not limited to:

- Field data collection for the Public Works department. This includes utility data, tree inventory data, sign data, topographic data, and any other information required to be brought from the real world into the digital sphere. The collection of location points of b-boxes throughout the Village is something that the Public Works department also sees as beneficial and necessary.

- Would utilize GPS data collector for much of the information. A once expensive tool, the advancement of technology makes this an affordable and accurate method of collecting real-world data.
- Technical support for the Public Works department and re-establishing and advancing their digitization.
- Serve as a point person to assist with the integration of Public Works asset management software, work orders, citizen inquiries, and GIS.
- Create map displays (both interactive/digital and printed) for all Village departments.
- As the Village expands its utility networks in multiple ways (water west to Brisbin Rd., Lake Michigan Water conversion, new sanitary treatment plant), there will be ample need for data collection and integration.
- Serve the Community Development Department in creating necessary exhibits and consolidation of data and imagery from the field. For example, photographs and zoning exhibits included in Planning & Zoning Commission reports and memos.
- Overall the position would be in a support staff position for the Director of Public Works, Assistant Director of Public Works, Engineering Project Manager (when and if filled), Utilities & Streets Superintendent, Engineering Technician, Director of Community Development, and Village Planner.

He further stated it is anticipated that this position will slot in at the salary range of \$62,000 - \$86,600 which was indicated for the GIS Coordinator on the most recent GovHR survey conducted in April 2022. He stated the coordinator position was placed in that range without any data from comparable communities as this position is more an exception than the norm for most communities. He also stated the City of Joliet, while not a comparable to Channahon, recently published for a GIS Coordinator position at a salary range of \$90,000 to \$120,000, indicating that the salary range contemplated in our study is not an adequate expectation for the knowledge and expertise that a highly-skilled GIS professional commands. He further stated staff is seeking direction from the board to create the position of GIS Technician and develop an appropriate job description and verify the salary range for the position. He stated in addition, staff is recommending the board provide authority to advertise and fill the position.

VP Moorman Schumacher stated when Petrick was doing this job it was under Public Works and then it migrated to Community Development. Is this correct?

Petrick stated yes.

VP Moorman Schumacher asked Wagonblott if this will be solely under the budget of Community Development or are there means of sharing that cost between departments.

Wagonblott stated we can certainly split it out between Community Development and Public Works. She doesn't yet know if we would categorize any of it as utility. That would need to be discussed with Dolezal.

Petrick stated that is the way it was funded many years ago.

Trustee Perinar stated obviously, we are not a comparable with Joliet. She questioned if this position has been advertised.

Petrick stated that we haven't developed the job description yet. We are at the point where we were starting to putting the Coordinator position together. Durkin stated that we will develop a job description and bring it back to the Board. He stated that then the Board could authorize advertising for the position.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Petrick stated he had no formal items for discussion.

FINANCE DEPARTMENT

Discussion – 5-Year Capital Improvement Plan: Fiscal Years 2024-2028 – 2nd Read

Wagonblott stated please find for your review and consideration, the proposed fiscal years 2024 through 2028 Capital Improvement Plan (CIP) for the Village of Channahon, Illinois. She stated staff has assembled their respective department's anticipated capital needs as represented within the 5-year CIP. She also stated the Village's CIP sets general guidelines for and prioritizes capital improvement projects as well as identifies the related funding, revenue source, or long-term financing. She further stated the CIP is intended to operate in conjunction with the annual budget process. She stated during the annual budgeting process, staff identifies future capital improvement projects, equipment, and infrastructure needs related to their respective departments. She also stated each capital item is evaluated and prioritized by staff and combined into the 5-Year CIP document and assigned a rank of importance which spans from high, moderate, or low. She further stated ranking the capital items in addition to the criterion classification assists staff with prioritization of the information. She stated the CIP is comprised of Village improvements, \$20,000 or more in cost, that relate to land, property acquisition, vehicles, equipment, and infrastructure, etc. She also stated the Village's 5-year CIP for fiscal years 2024 through 2028 proposes approximately \$97.4 million in total anticipated capital vehicles, equipment and projects (\$38.2 million related to general capital, \$14.3 related to roads, multiuse paths, etc., and \$44.9 related to utility capital). She further stated details of the capital items are included within the draft CIP. She stated the capital projects and equipment related to fiscal year 2024 included in this CIP draft will be included in the upcoming fiscal year 2024 budget draft unless staff is directed otherwise by the Mayor or Village Board. She also stated an estimate of the respective funds revenues sources and projected expenses for capital expenses in addition to other expenses can be found on pages 70 and 71 of the draft CIP. She further stated the CIP document will continue to be updated annually and presented to the Village Board each year in conjunction with the annual budgeting process. She stated please note that the amounts included in this document are estimates and will continue to be refined each year as actual costs and more accurate estimates are obtained.

Trustee Scaggs questioned whether the \$200,000 for 25 body cameras was sent out for bid or how does that work.

Casey stated that no, we don't have someone that corners the market. We are going to look at what works best for our agency. We want cameras that would integrate with the cameras in our squad cars which is a Motorola product and we are also looking at an Axon product. We have a committee together now and we are going to get some samples from a couple different vendors. They have to be reliable, user-friendly and simple.

Trustee Scaggs asked if we will be talking to fellow Chiefs to see what works and what doesn't.

Casey stated absolutely.

Trustee Greco asked if there are any State or Federal grants.

Casey stated yes, we believe this will be at least 80% grant funded, if not 100% grant funded.

VP Moorman Schumacher asked if the vast majority of that \$200,000 is for storage.

Casey stated a lot of it is storage and a lot of it is warranty. He stated that the cameras themselves will run about \$35,000.

POLICE DEPARTMENT

Discussion – Intergovernmental Agreement with Channahon School District #17

Casey stated as violence increases across the county, it is imperative to safeguard our most vulnerable demographic. He stated following the tragic events in Uvalde, Texas, the police department and Channahon School District 17 began talks of a dedicated School Resource Officer in their schools. He also stated CSD17 operates four schools in the Village limits, and this position would be in addition to the part-time liaison Officer already in place. He further stated the attached IGA, and supporting documentation, was presented and accepted at the January 23rd School Board meeting. He stated this agreement closely mirrors the agreement currently in place with Minooka Community High School District 111. He also stated CSD 17 will pay 68.8% of the SRO's costs to the Village. He further stated this includes: Salary, Medical, Dental, Vision, Life Insurance, Uniforms, and Cell Phone costs. He stated additionally, CSD 17 will reimburse the Village for 50% of the uniform and equipment costs, and 100% of the basic police academy (after any reimbursement from the State), for a replacement patrol officer. He also stated we anticipate implementation of the SRO in the Fall 2023 school year should the Village Board enter into this agreement.

Trustee Greco asked if they will have one officer to begin with that will rotate between the four schools.

Casey stated yes and District 17 will allocate their time to fit their needs. Our patrol staff will still continue to be present at all the schools when the kids are being dropped off and picked up. He thinks having a full-time officer there will help safeguard our children.

PUBLIC WORKS DEPARTMENT

Discussion – Approval of Strand Associates Amendment No. 1 to Task Order 21-08 Regarding Lake Michigan Water Allocation Application

Dolezal stated the Village has previously approved Task Order 21-08 with Strand Associates to make a Lake Michigan Allocation Application to receive an allotment of Lake Michigan water as its potable water source. He stated the initial application was submitted and the expected preliminary hearing was had. He also stated the preliminary hearing resulted in unanticipated comments and questions from IDNR and a scheduled second preliminary hearing after the comments are addressed and the application resubmitted. He further stated the original fees were based on what was observed for prior allocation submittals such as done by Joliet. He stated in order to address the extensive comments, including further analysis of alternative sources, Strand has submitted the attached amendment to the original Task Order. He also stated it increases fees by \$65,000.

Discussion – Approval of Strand Associates Task Order 22-10 Regarding New Well 7

Dolezal stated the Village previously contracted with Strand Associates to design and prepare bid documents for a new Well 7 to be located on the water tower site just west of Ridge Road. He stated the Village received no bids for the project and we then put the project on hold to rethink options. He also stated the continuing positive discussions surrounding the construction of a new Public Works facility on Blackberry Lane required thinking about potable water for the new facility. He further stated the existing facility is on a well with poor water quality and limited capacity. He stated with this in mind, the idea became to construct Well 7 on the Blackberry Lane site and connecting it to the existing potable water treatment facility on McKinley Woods Road with a water main that would first function as a finished water supply bringing water to the new Public Works facility. He also stated if Well 7 is needed in an emergency, this potable water main would be used as a raw water main bringing water from Well 7 to the potable water treatment facility on McKinley Woods Road. He further stated one factor supporting the Blackberry Lane location for Well 7 is the fact that new watermain, such as the raw water/potable water main described above, needs to be installed as part of the Lake Michigan switch regardless of Well 7 construction. He stated another factor is that, at the existing Blackberry Lane location, well drilling could be done around the clock since it is not adjacent to residential subdivisions.

Discussion – An Ordinance of the Village of Channahon Amending the Village of Channahon Code of Ordinances with Respect to Water Conservation Measures – 1st Read

Dolezal stated as part of our Lake Michigan Water Allocation Application, a number of water conservation measures need to be adopted by the Village. He stated the Village has some already in place and the attached ordinance, with its additional measures, should bring us into compliance with Lake Michigan requirements.

Discussion – An Ordinance Amending the Village of Channahon Code of Ordinances with Respect to Bulk Water Rates – 1st Read

Dolezal stated on May 1, 2023 the water rate will increase to \$7.28/1000 gallons which will exceed the current rate of \$7.00/1000 gallons for bulk water. He stated in order to keep the bulk charges slightly higher than resident's rates, but not to discourage use of the bulk filling stations, the attached ordinance raises the bulk rate to \$10.00/1000 gallons.

VP Moorman Schumacher asked if we have specific fine amounts for people that are helping themselves to water.

Dolezal stated it is \$100 per the last ACT ticket ordinance.

Durkin stated that he talked to Attorney Silverman about drafting an ordinance increasing that to a more appropriate level.

Trustee McMillin stated that \$250 is nothing to the people who are going to illegally take water.

Board direction was for staff to work with the Village Attorney and draft an ordinance establishing a more appropriate response to illegal water consumption.

COMMUNICATIONS

PUBLIC COMMENT

EXECUTIVE SESSION

- 1. Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon**
- 2. Probable or Imminent Litigation and Pending Litigation**

Trustee Scaggs made a motion to open Executive Session at 7:05 p.m. for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon and Probable or Imminent Litigation and Pending Litigation. Seconded by Trustee Perinar

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

NAYS: NONE

MOTION CARRIED

Trustee Perinar made a motion to close Executive Session at 7:28 p.m. for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon and Probable or Imminent Litigation and Pending Litigation. Seconded by Trustee Scaggs.

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

NAYS: NONE

MOTION CARRIED

The Committee of the Whole was adjourned at 7:28 p.m.

Submitted by
Kristin Hall
Village Clerk

