

**CHANNAHON VILLAGE BOARD
COMMITTEE OF THE WHOLE MEETING
JUNE 19, 2023**

VP Moorman Schumacher called the meeting to order at 6:00 p.m. with Trustees 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

Discussion – Authorization to Advertise for Building Inspector

Durkin stated at the June 5, 2023 Village Board meeting, the Village Board voted to promote Dan Grosse from the position of Code Enforcement Officer to the Building Inspector position and authorize the advertisement to back fill the Code Enforcement Officer position.

Unfortunately, on June 15, 2023, Dan offered his resignation from employment with the Village effective on June 30, 2023. Dan has elected to accept a position unrelated to municipal government. Applications for the Code Enforcement Officer position has been received and a first round of interviews has been scheduled for June 23, 2023. Village staff is requesting the board to authorize the advertisement for Building Inspector with the Village at a salary consistent with the Local 150 collective bargaining agreement. The current starting salary for this position according to the current agreement and effective May 1, 2023 is \$63,408.

COMMUNITY DEVELOPMENT & INFORMATION SYSTEMS

Discussion – O’Reilly Auto Parts at Southern Crossing, Outlot 3, 27101 W. Eames Street – Site Plan

Petrick stated O’Reilly Auto Enterprises, LLC. is requesting approval of a final site plan for Southern Crossing Outlot 3. The site is generally located south of Route 6 west of Pheasant Lane. Approval of the site plan would allow for the construction of a 7,460 square building use as an O’Reilly Auto Parts retail store.

PZC RECOMMENDATION:

Petrick stated in addition to consideration of the Final Site Plan, the Planning and Zoning Commission held a public hearing for a variation request to reduce required parking by up to 20%. The commission considered the testimony and evidence of the Petition for Variation and approved a motion to enter the findings of fact that the standards set forth in section 156.197(C) had been met and grant said variation by a vote of 4-0. Commission discussion about the site plan focused on the following:

- The parking was more than sufficient for the nature of the proposed business, even with the variation. The site plan includes a reduction in parking by 13.5% - less than the 20% reduction that was granted by the variation.

- It was asked who the general contractor would be for construction. Bobby Dietz of BFW Engineering was in attendance as a representative of O'Reilly Auto Parts and stated that typically one of 3 general contractors build all locations nationally: Olympian, Springfield Brothers, or Creative Structures. Subcontractors would be hired locally.
- The appearance of the building received positive feedback that it matches nicely with the character of buildings nearby and the architectural awnings were praised.

A motion was made to recommend the Village Board approve the Site Plan subject to staff review and approval of final engineering. The motion was approved by a 4-0 vote.

Trustee Perinar asked if the awnings go all the way around the building.

Petrick stated that they are on all sides. It is not one continuous awning but they are on all sides.

VP Moorman Schumacher asked if there will be screens for the items on the rooftop.

Petrick stated yes, that is a requirement that there would be walls or screening around the rooftop mechanical units.

Discussion – An Ordinance Approving and Causing Publication of the Official Zoning Map of the Village of Channahon, Will and Grundy Counties, State of Illinois – 1st Read

Petrick stated in accordance with Illinois State Statute, the Village is required to annually adopt an Official Zoning Map. The map reflects updates, corrections and changes to parcels, zoning, and annexed boundaries that have occurred since the last approved zoning map. The base map of the village will be updated throughout the year as lot and parcel information are entered into the GIS mapping system or received from the Counties.

PZC RECOMMENDATION:

Petrick stated the PZC considered this issue at their regular meeting held on June 12, 2023 and the commission provided no further direction or comment. A motion was made to recommend the Village Board approve the Official 2023 Zoning Map by a 4-0 vote.

FINANCE DEPARTMENT

Discussion – An Ordinance Amending the Village of Channahon Annual Budget for Fiscal Year 2022-2023 (May 1, 2022 – April 30, 2023) – 1st Read

Wagonblott stated Ordinance No. 2084 was adopted by the Village Board on April 18, 2022 which established the original budget for fiscal year ending April 30, 2023. During each year's annual budget process, revenues and expenses are estimated based on past amounts or future anticipated amounts. Typically, throughout the fiscal year, unexpected expenses are incurred and revenues anticipated may not be realized. 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. The budget amendment ordinance adjusts the final budget amounts reported in the annual financial statements, more accurately reflecting the actual results. The attached summary, "Amended Budget Accounts by Fund" (Exhibit A), includes each line item that is included in the amendment ordinance. Please note that only under budgeted revenues and over budgeted expenses have been proposed in the budget amendment

ordinance. 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. The line items that are not amended, the budget amount will remain as it was originally adopted within Ordinance No. 2084 for fiscal year 2023. The annual comprehensive financial statements (audited 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

Wagonblott stated the Village's General Fund ended fiscal year 2023 with 68% of revenue line items over the original budget amount by approximately \$2.3 million. This means that the Village received additional revenues; more revenues than initially anticipated or originally budgeted for these particular revenue sources. The additional revenues resulted largely from increased sales taxes, TIF surplus property taxes, transfer taxes, interest income and building permit revenues. The proposed budget amendments address the other 32% of revenue line items that were under budget by approximately \$2.1 million. 85% of the \$2.1 million relate to a budget reduction of these revenues sources as a result of the respective expenses not being incurred during the fiscal year. For example, engineering fee reimbursement revenue is accounted for as a result of development projects which also has a corresponding expense in the same amount. These revenues and related expenses are result in no effect (gain or loss) to the Village's bottom line. In addition, \$1,000,000 of the proposed revenue budget amendments was related to a transfer anticipated from the Village fuel & diesel tax fund that did not need to be transferred as a result of the other increased revenue sources. If the proposed budget amendments are approved, the audited financial statements for fiscal year 2023 will more accurately reflect the budget to actual balances (subject to the final audited amounts).

General Expenses

Wagonblott stated the General Fund had 83% of expense line items under budget by approximately \$6.6 million which means the Village did not expend monies for these initially anticipated or originally budgeted line items. The non-expended funds were largely due to capital equipment not available for purchase or delays in capital projects, 3 employee positions budgeted but not filled (Assistant Finance Director, Building Inspector, and GIS Tech), the minimal amount of salt needed during the winter season, and related professional service expenses not incurred during fiscal year 2023. The budget amendments address the other 17% of expense line items that were over budget by approximately \$0.4 million which was largely due to a required accounting practice related to the police pension transfer of property tax funds (even though the police pension fund directly receives their portion of the property taxes, the Village must record a revenue and an expense related to the total police pension property tax revenues). If the proposed budget amendments are approved, the audited financial statements for fiscal year 2023 will more accurately reflect the budget to actual balances (subject to the final audited amounts). 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 06.12.2023) to illustrate the budget to actual amounts.

She also stated positive budget to actual results for Fiscal Year 2022 – 2023:

- State and Municipal sales tax revenues were more than \$900k over budget;
- Village transfer tax revenues were almost \$400k over budget; and
- Building permits were more than \$147k over budget

Overall, the final budget-to-actual results are positive and a testament to the Village's conservative budgeting approach. Please note that the information provided is unaudited and final amounts will vary based on the completion of the fiscal year audit. 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 could potentially warrant a management letter comment). 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. The amended budget also assists in estimating and planning for future budget years. Staff respectfully requests a waiver of 2nd read in an effort to expedite the budget amendment process. Staff would like to supply the amended budget information to the external auditors before they begin the final fieldwork at the beginning of July for the April 30, 2023 financial audit. Staff is requesting Board approval of the attached Ordinance amending indicated revenue and expense line items related to the 2022-2023 budget.

VP Moorman Schumacher stated that just for the sake of clarity, this amendment is only under budget revenue and over budget expenses. If we were over in revenue, it is not included in this amendment ordinance.

Wagonblott stated that is correct. When the auditor completes the financial statement review, those particular line items that the revenue had exceeded budgeted amounts, we would see that additional revenue and then an under budget on expenses, which is good as well. The way the Village is set up, is by fund in total. We don't need to do this amendment, but we do because it assists us in future budget years. Staff is looking for a waiver of second read so we can get it to the auditors who will be back on site on July 11th.

Wagonblott stated that she does have one more item and is looking for Board Direction. She stated that the Village has a \$3 million dollar CD that we had opened a little over five months ago. It was a six month CD that the Village was able to get a 4.75% interest rate so we had moved those monies. That CD matures on June 29th and currently, M&M Bank is offering 5.13% for six months and 5.10% for twelve months, respectively. She also called around to the other banks that we typically deposit money and these were the most attractive rates. Typically M&M is not close to the rates but this time they are offering the highest rate. She is looking for guidance from the Board on what to do with the funds and recommends placing the money with M & M bank.

Board Direction was to move the \$3 million to open a CD M&M Bank for six months.

POLICE DEPARTMENT

Casey stated he had no formal items for discussion.

PUBLIC WORKS DEPARTMENT

Discussion – Bottle Filling Stations for Village Hall and PD

Dolezal stated this item relates to the conversion of three (3) drinking fountain locations within Village Hall & PD to bottle filling stations. Omega Plumbing will remove the existing wall mounted drinking fountains, revise plumbing as necessary and install new bottle filling station and drinking fountain in each existing location. Furnishing of drinking fountain and bottle filling station, labor, and removal is quoted as \$6,746.00 each location for a project total of

\$20,238.00. Omega plumbing has offered a discount of \$450.00 for the installation at all three locations bringing the total project cost to \$19,788.00.

Trustee Scaggs asked if we got bids from anybody else.

Dolezal stated no we just spoke with Omega because they have done our plumbing around here for a while. They are able to meet all the insurance requirements and certified payroll requirements. A lot of plumbers that we've gone to were not able to meet the requirements.

Trustee Scaggs stated it seems like \$7,000 per unit seems like a lot.

Dolezal stated that includes the cost of the unit.

Trustee Scaggs asked what the cost of the unit is out of the \$7,000.

Trustee Host stated that while you are looking, one of the things our glorious Will County Courthouse, that was supposed to be the diamond for all of us to be proud of as taxpayers, they did not install bottle filling stations. They seem to be a given in all new buildings. She added that it is such a great resource.

Trustee Perinar asked if there was a grant for that, since we are saving the planet.

Dolezal stated no, but there is an unfunded mandate where the State says we have to. Each unit is about \$1,500.

Trustee Scaggs stated that it seems like a lot of money to him.

Discussion – MFT Resurfacing Program

Dolezal stated the Village of Channahon opened bids June 15th 2023 for the annual MFT roadway resurfacing program. Four bidders submitted bids for this project; D Construction, PT Ferro, Gallagher Asphalt, and Austin Tyler. Austin Tyler submitted the low bid for this project with a total project cost of \$841,494.38. This project consists of resurfacing 3.06 miles of roadway, patching, aggregate shoulders and other incidental work. The engineers' opinion of probable construction cost for the MFT Resurfacing Program is \$1,198,280.06.

VP Moorman Schumacher asked if we are up the sweeping related to that project.

Dolezal stated that the process does generate some loose stone and in the past we have waited a month before we took the street sweeper over it. We are going to do it after a week and a half this time.

Discussion – Village of Channahon Refuse Enclosure

Dolezal stated RFQ's were accepted April 10, 2023 through May 26, 2023 for the construction of one refuse enclosure on an existing PCC concrete pad within the Village Municipal Center. Three proposals were submitted with two meeting the requirements of the RFQ. Burr-Oak Masonry Inc., of Leland Illinois was second lowest bidder meeting the RFQ requirements with a total project cost of \$34,000.00. Construction of the proposed enclosure will match the Village Hall exterior profile and be 8'-0" deep x 20'-0" wide x 6'-0" high.

Trustee Perinar asked if this was inside the fence they just approved.

Dolezal stated that this is just outside the gate.

Trustee Host asked that if we do start the other projects, is this something that might have to come down or be moved?

Dolezal stated no unless you do something that is completely beyond what we've contemplated.

Trustee Scaggs asked if the footing was in.

Dolezal stated that the footing is in and was constructed when we did the parking lot expansion.

Discussion – Plat of Easement for Tractor Supply

Dolezal stated as part of the development and improvement of Southern Crossings Unit 2, Tractor Supply the Village of Channahon has required drainage easements be granted along the west line of Lot 191 and south of Lot 191. Easements being granted to the Village of Channahon consist of a 10' Public Utility and Drainage Easement to the west and 42' Drainage Easement to the south as seen on the attached Plat of Easement.

COMMUNICATIONS

PUBLIC COMMENT

Chuck Warning, resident of Channahon, asked the Board to seriously consider deduct meters for residents. He is here on behalf of himself and probably many others, who wish to not be charged for sewer when they are using water outside. The Village has roughly 4,000 meters. He previously lived in a Village that had a deduct meter system since the 1990's. The way the deduct meters work is water coming in gets charged to your main meter and then you branch off your main to go to your outside spigots. He believes you are not going to see many people that have existing systems wanting to put out the necessary funds to complete a separate system, but he will do it. He just wishes to be honest to pay his fair share and get credit for what he is not using. He had it in his old house and he loved it. He hopes the Board looks at it and comes to a reasonable decision for people that want to save money rather than waste money.

Trustee Scaggs stated that a lot of people west of I-55 just have water and not sewer. They have septic.

Mr. Warning asked if the Village knows how many water only meters exist.

Dolezal stated that we can get those numbers but to this gentleman's point, what we are doing is only billing for the sewer in the summer, based on usage in the winter. That is applied to everyone.

Wagonblott stated that they have to live here for a year to establish the winter usage amounts.

Dolezal stated that you are getting the benefit of that without having to pay for a deduct meter.

Mr. Warning stated that is only for three months. In the fall, last year, he re-sodded his yard and he got hit with higher bills and most of it was sewer cost. He also stated that he would rather save his money.

No further direction was provided by the board.

EXECUTIVE SESSION

The Committee of the Whole was adjourned at 6:38 p.m.

**Submitted by
Kristin Hall
Village Clerk**

