



**MINUTES FOR VILLAGE OF GILBERTS  
COMMITTEE OF THE WHOLE MEETING  
Village Hall: 87 Galligan Road, Gilberts, IL 60136  
Meeting Minutes  
Tuesday, July 14, 2020**

**1. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

President Zirk called the meeting to order at 7:00 p.m. He proceeded to lead those present in the Pledge of Allegiance.

**2. ROLL CALL / ESTABLISH QUORUM**

Deputy Village Clerk Phillip Versten called the roll. Roll call: Members present: Trustees Corbett, Allen, Zambetti, Farrell, Hacker, and President Zirk. Others present: Village Administrator Brian Bourdeau, Village Attorney Julie Tappendorf, Public Works Director Aaron Grosskopf, Village Intern Riley Lynch.

**3. PUBLIC COMMENT**

There were no public comments at this time.

**4. ITEMS FOR DISCUSSION**

- A. Presentation and Discussion of a Utility Meter Reading Software and Drive-By Meter Reading Equipment Upgrade - Public Works Director Grosskopf reported that the current equipment and software is quickly approaching obsolescence and would not be supported by the manufacturer going forward. He recommended an upgrade to the manufacturer's newer cloud-based system which will enable continuous support and greater efficiencies.

Trustee Corbett noted that the upgrades would represent an increase in annual maintenance costs. Director Grosskopf explained that the bulk of the increases would be incurred within the first 3 years of the contract but over time, the Village would realize savings in backend labor and other operational efficiencies. Administrator Bourdeau noted that acquisition costs and ongoing maintenance costs related to the upgrade are included in the FY 2021 budget in the water fund.

- B. Presentation and Discussion of the 2020 Crack Sealing Program and Proposed Contract - Public Works Director Grosskopf noted that the Village can utilize the contractor and pricing established in the Lake County Municipal League's crack seal bid, as awarded to Patriot Paving. Trustee Zambetti asked for clarification of potential efficiencies related to charges for labor, materials, and equipment. Director Grosskopf explained that Patriot Paving provides specialized service that is

more thorough, and of higher quality and efficiency than we could provide. Patriot Paving is able to complete the work in 1 or 2 days. In house, it might take up to 3 weeks. The Village therefore realizes a savings in time by freeing up public works crews for other tasks.

- C. Presentation and Discussion of a Proposed Personnel Policy Change Related to Non-Exempt Personnel Overtime – President Zirk explained that this change would count holiday hours as hours worked in calculations related to overtime pay.
- D. Presentation of a Request by Gilberts Development LLC for the Village to Reconsider the Limitation on Building Permit Issuance – Administrator Bourdeau noted that Gilberts Development LLC is requesting an additional 371 permits.

President Zirk stated that this request would require the Village to reconsider its position regarding not issuing more permits until the water plant is upgrade is operational. Troy Mertz of Gilberts Development LLC indicated that home construction related to all previously issued permits has been completed or is underway and that the additional permits are needed to obtain financing that would reestablish sales and resume construction of single-family homes, as well as their planned neighborhood #2 townhome and neighborhood #3 active adult home phases.

Village Attorney Julie Tappendorf explained that any such change would have to be enacted via resolution at a future board meeting.

Trustee Corbett asked Mr. Mertz for a status of where he is at in regard to commitments for the water plant. Mr. Mertz indicated that both wells (#5 and #6) have been dug and pressure tested but electrical still needs to be extended to, and installed at, both wells in order to pump the water to the treatment center and up into the water towers. Last year, an easement anticipated for use in bringing well #5 online proved too crowded, so late last year permissions for alternative easements under I-90 and through a cemetery were solicited and secured from those property owners in order to do the directional boring required to build the underground plant that will make the well operational. Mr. Mertz stated that civil engineering has been approved on the structure of the building, utilities have been ordered for relocation, and he is awaiting delivery of the information to the Village from the engineering firm that will result in the issuance of a final permit.

Trustee Corbett asked whether there is a date certain for completion of the water plant. Mr. Mertz anticipates that it can be completed within 8 months of the issuance of the permits he is requesting from the Village. Various Board members expressed concern that his two-month estimated timeline for the provision of electrical power and his overall eight month estimate for completion of the water system may be overly optimistic given the prospects of weather delays, the current economy, and the processes involved with bringing power to the facilities.

Discussion also covered whether aspects of this project could pose a risk to the performance of the Village's overall water system. Staff was directed to contact Village Engineer Al Stefan in regard to water use projections versus capacity, given the current scenario.

Trustee Zambetti asked whether the specific number of 371 permits in Mr. Mertz's request is tied to some batch proposal from Ryan Homes. Mr. Mertz indicated his contract with Ryan is for 152 adult lifestyle ranch homes in neighborhood #3, and another contract for 85 homes in neighborhood #2. Mr. Mertz would build 134 townhomes in neighborhood #2b. He stated that,

together, the 3 business plans combined require a certain amount of momentum to get them all going. At minimum, he needs 44 (of 152) permits in neighborhood #3, 35 permits in neighborhood #2, and 60 (of 134) in neighborhood #2b in order to reactivate and provide sustainable momentum for other aspects of the overall business plan, the staffing and reactivation of the sales operation, and so on. Trustee Zambetti indicated that, although he would prefer to see other developers providing competition to spur progress in that area, if those are the minimums required to get this going, he would be agreeable to granting the minimum permits to do so.

Trustee Farrel expressed concerns about the effects of the delays on residents in that neighborhood and agreed that granting a minimum number of permits might be a way forward. President Zirk suggested that Administrator Bourdeau and staff work with Mr. Metz to determine a traunched approach to a reasonable amount of phasing where certain permits would be made available based on criteria that would, once met, make permits available. In the meantime, staff will meet with Mr. Mertz to determine reasonable traunches as well as reasonable permits per traunch based on the phasing. He suggested a resolution be drawn up for consideration at the first Board meeting in August.

## **5. STAFF REPORTS**

### Administrator Bourdeau

- No report at this time.

### Attorney Keppendorf

- No report at this time.

### Interim Clerk Versten

- No report at this time.

## **6. TRUSTEE REPORTS**

Trustee Farrel noted that the current basketball courts and skateboard facility at Memorial Park appear to be in need of maintenance and inquired as to the reason. Administrator Bourdeau reminded the Board that some of that park's facilities were to be repositioned once underground water plant work in that area was completed. Staff will make arrangements to clean it up, seal cracks, and take care of the weeds in the meantime.

## **7. PRESIDENT'S REPORTS**

President Zirk had nothing to report at this time.

## **8. EXECUTIVE SESSION\***

An executive session did not take place.

## **9. ADJOURNMENT**

There being no further public business to discuss, a **Motion was made by Trustee Allen and seconded by Trustee Corbett to adjourn from the public meeting at 8:29 p.m.** Voice vote carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Phillip Versten". The signature is written in black ink and is positioned above the printed name and title.

Phillip Versten  
Deputy Village Clerk