

Village of Gilberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136

Ph. 847-428-2861 Fax: 847-428-2955

www.villageofgilberts.com

VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, October 13, 2020 - 7:00 p.m. - Village Hall Board Room

In accordance with recent amendments to the Open Meetings Act that authorize remote meeting attendance during the COVID-19 pandemic, the Village President has determined that it is not prudent or practical to conduct an in-person meeting for all members of the Board and the public due to the pandemic. Therefore, some of the Village Board members may attend this meeting by electronic means, in compliance with the amended OMA.

In order to comply with the Governor's executive orders regarding limitations on gatherings and to ensure social distancing, members of the public are encouraged to attend the meeting remotely via video or audio as follows:

Zoom (video and/or audio): <https://zoom.us/j/97706019087>

Meeting ID: 977 0601 9087

Dial-In (audio): (312) 626-6799

Members of the public can also submit written comments via email at info@villageofgilberts.com. Any comments received by 5 pm on October 13, 2020 will be submitted into the record of the meeting.

ORDER OF BUSINESS

1. CALL TO ORDER / PLEDGE OF ALLIEGENCE

2. ROLL CALL / ESTABLISH QUORUM

3. RECOGNITION

A. Recognition of Elissa Kojzarek's Service as Village Trustee

4. PUBLIC COMMENT*

5. ITEMS FOR DISCUSSION

A. Presentation and Discussion of a Policy Regarding Release of Village's Sales Tax-Exempt Number to Developers

B. Presentation and Discussion of Proposed Village Hall Building Improvements

C. Presentation and Discussion Regarding an Adjustment to the Utility Billing Calendar

6. STAFF REPORTS

7. TRUSTEES' REPORTS

8. PRESIDENTS' REPORT

9. EXECUTIVE SESSION*

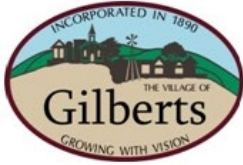
10. ADJOURNMENT

***Executive Session Information**

A portion of the meeting will be closed to the Public, effective immediately as Permitted by 5 ILCS 120/2(c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village, and as permitted by 5 ILCS 120/2 (c) (11) to discuss litigation against, affecting, or on behalf of the Village which has been filed and is pending in a court or administrative tribunal of which is imminent and as permitted by 5 ILCS 120/2(c) (21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2 (c) 2 Collective negotiating matters.

***Public Comment Policy**

Anyone indicating a desire to speak during Public Comments portion of the Village Board Meeting will be acknowledged by the Village President. All remarks are to be addressed to the Village President and Board of Trustees as a whole, not to any specific person(s). To ensure that everyone who wishes to speak has the opportunity to do so, please limit your comments to five minutes. Additional time may be granted at the discretion of the Village President. If you have written comments, please provide a copy to the Village President. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue. During Public Comments, the Village President, Trustees and Staff will listen to comments and will not engage in discussion. The Village President or Trustees may ask questions to better understand your concern, suggestion or request. Please direct any personnel concerns to the Village Administrator before or after the meeting. The Village of Gilberts complies with the Americans Disabilities Act (ADA). For accessibility Assistance, please contact the Village Clerk at the Village Hall, telephone number is 847-428-2861". Assistive services will be provided upon request.



Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, Illinois 60136
Ph. 847-428-2861 Fax: 847-428-2955
www.villageofgilberts.com

To: President Zirk and the Board of Trustees

From: Brian Bourdeau, Village Administrator

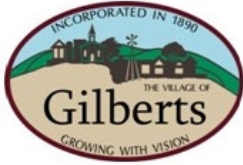
Date: October 13, 2020 Committee of the Whole

Re: Item 5.A: Presentation and Discussion of a Policy Regarding Release of the Village's Sales Tax-Exempt Number to Developers

Village staff is seeking policy direction from the Board regarding a policy pertaining to the release of the Village's Sales-Tax Exempt Number to developers.

This item will be presented and discussed in greater detail at the October 13, 2020 Committee of the Whole meeting.

.



Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, Illinois 60136
Ph. 847-428-2861 Fax: 847-428-2955
www.villageofgilberts.com

To: President Zirk and the Board of Trustees
From: Brian Bourdeau, Village Administrator
Aaron Grosskopf, Public Works Director
Date: October 13, 2020 Committee of the Whole
Re: Item 5.B: Presentation and Discussion of Proposed Village Hall Building Improvements

Currently Village Hall is home to Administration Staff of the Village of Gilberts and is the main focal point for residents to come and seek knowledge from the Village as well as the home to the Village President and Trustees during their monthly meetings.

Under the guidance and direction of Administration with clearance from the Village Board to pursue options for updating and improving Village Hall, the Public Works Department has generated multiple quotes for making improvements throughout the property. These improvements will fall into two separate categories the first being interior improvements and the second being exterior improvements. It should be known that these two areas have been split out due to the Village Board's request to identify these improvements independently from each other.

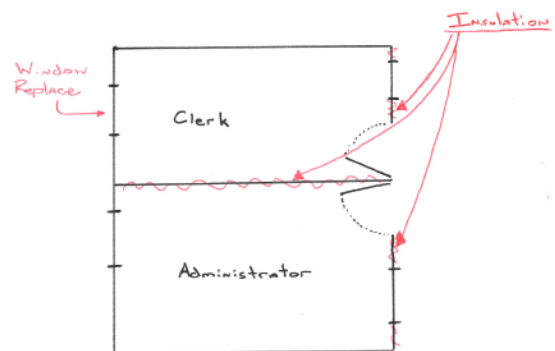
Interior Improvements:

The interior improvement can be summarized by the following:

A) Sound Cancellation for Existing Offices

Work shall be done to improve sound cancellation in the Village Administrator and Village Clerk offices. Currently there is no sound proofing in the offices which makes confidential conversations almost impossible in the office setting, as there are multiple items that must be handled with discretion by

the Village Administrator and Village Clerk. This work will include removing drywall from the middle partition between the offices and replacing the insulation with R13 type



insulation which absorbs sound much better than standard insulation. This same work will be done to both the outer walls of the offices.

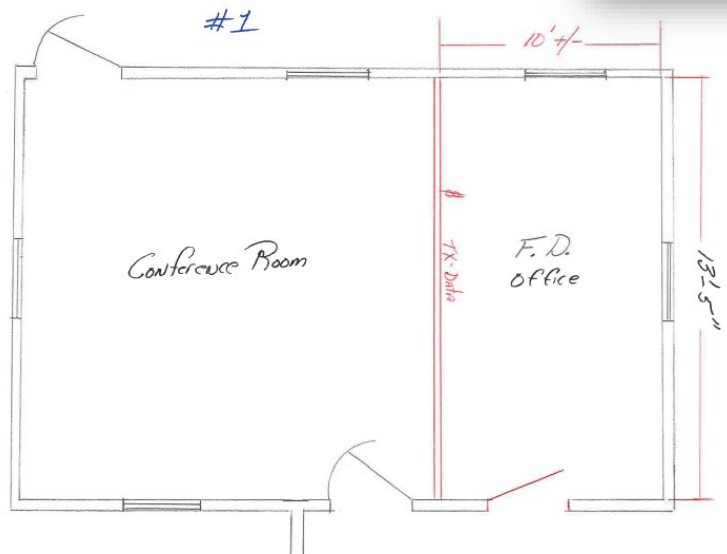
B) Exterior Window Replacement

The Village Clerk office window needs to be replaced with a similar window. We are focusing on this window at the moment because it is mechanically not functioning, as the window can no longer open or close. Further, when the window is closed it does not seal properly creating a draft.



C) Construct an Additional Office

An additional office is proposed to be constructed in what is currently the conference room. The work for this includes constructing a wall almost in the middle of the current conference room. It will also involve moving lighting, outlets, CAT 5 cable, and the installation of a new door where the interior



window is currently. The other half of the room would become the Village Hall conference room and the current storage cabinets would be relocated to the basement. With the additional office space, there would also be a rearrangement of the shared cubicle space with three workspaces being maintained and the copier shifting locations to improve the function of the office.

Please see the attached sketch above which outline what changes will be done in the conference room. As well as the attached quotes which will give further detail into the projected work. Please note that all prices reflect prevailing wage.

The following is a table summary of the three quotes presented for the interior improvements at Village Hall:

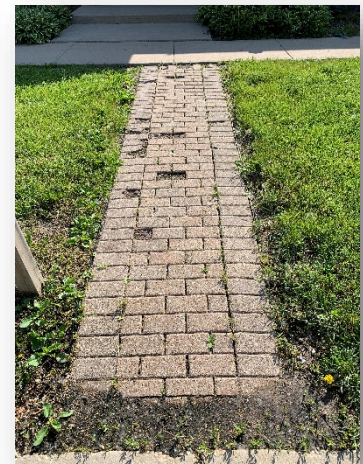
Advance Design Studio	Albano Builders	Borgardt Remodeling Maintenance
\$10,325.00	\$17,975.00	\$23,884.00

While this additional office would provide a more efficient allocation of staff resources and allow the Building function to have an office as opposed to a conference room, it is recommended that this improvement be postponed until at least FY2022. Due to the ongoing COVID pandemic, it is not recommended that additional staff be housed at Village Hall presently for health safety reasons.

Exterior Improvements:

A) Front Walkway From Sidewalk to Curbside

The path that Village personnel use to get mail is in need of replacement. Currently, the path is in disrepair and presents a safety hazard to staff when collecting mail. While this is not a pedestrian walkway or meant to be an entrance path, we still prioritize the safety of our staff members. Also, due to this not being a pedestrian path into Village Hall, ADA requirements do not need to be met.



We have looked at multiple options for the front walkway including replacing with brick in the same style, concrete and stamped concrete. Below are price tables that reflect quotes submitted by contractors. Keep in mind some information from pricing had to be calculated from the sq. ft. price given in the quote.

Brick Replacement (Like for Like Option):

Orion Landscaping	Cal & Shan's Landscaping and Design
\$1,685.00	2,072.00

Please note, K&M Concrete and Borgardt Remodeling do not provide brick paver installation services and therefore did not provide pricing.

Concrete Replacement:

K&M Concrete	Borgardt Remodeling Maintenance	Cal & Shan's Landscaping and Design
\$2,175.00	1,515.15	\$1,540.00

Stamped Concrete Replacement:

K&M Concrete	Borgardt Remodeling Maintenance	Cal & Shan's Landscaping and Design
\$2,975.00	\$2,121.15	\$2,156.00

B) Rear Entrance Additional Walkway



The second exterior improvement focuses on the back of the building. At the moment there is no path leading from the parking lot to the back door at Village hall. This path would be beneficial as an additional handicap entrance to the building. Also, this path is traversed frequently by staff and others. After the addition of this ADA complaint ramp, Village Staff plans to seal coat the parking lot and restripe it to alter the handicap parking location. This work would be incorporated as part of the FY2022 Budget.

Below you will find pricing for installation of a new ADA compliant walkway in the rear of the building. The pricing for all quotes includes excavation, pouring concrete, curb cutting, installation of ADA Bumper Plate. The work does not include restoration efforts

which will be performed by Public Works. Public Works does not recommend using stamped concrete or brick pavers on this ramp as it is intended to be an ADA ramp. Anything that could slightly inhibit wheelchair access such as the highly grooved surfaces in brick and stamped concrete is not recommended. Also, please note all work is prevailing wage and prices reflect this accordingly.

K&M Concrete	Cal & Shan's Landscaping and Design	Borgardt Remodeling Maintenance
\$4,050.00	\$6,845.00	\$6,835.85

C) Back Door Replacement

In order to facilitate the new back walkway, a new ADA compliant door will need to be installed in place of the existing door. The projected cost for this will be around \$3,130.00. With the back walkway and door replacement, this rear entrance would be utilized as another public access point for the building during normal business hours thereby allowing guests to enter more directly from the parking lot as opposed to walk around the building to the front doors.

Conclusion:

The total estimated cost for all improvements to be made at Village Hall, if the most economic contractors and materials are selected, would be approximately \$19,190.00. This is a cost above the originally budgeted \$12,700.00 dollars for improvements made at Village Hall. A substantial portion of the increased cost is due to contracting most of the work out. While Village personnel are able to perform much of the work, the projected staff time involved would negate much of the financial savings. Additionally, there are many other Village projects that require the institutional knowledge and skill sets of the Village's personnel.

However, with the proposed postponement of certain interior modifications (additional office, sound insulation), the estimated cost in the current fiscal year (FY2020), is \$8,865, not including the window replacement which independently would be approximately \$2,500 - \$3,000. Including the window would bring the FY2020 estimated cost to \$11,865. This does provide some budgeted

fund capacity, should the Board wish to pursue either concrete or stamped concrete for the front walkway.



30 Railroad St Gilberts, Illinois 60136 phone 847-836-2600

Prepared For:
Village of Gilberts - Aaron Grosskopf
87 Galligan Rd
Gilberts, IL 60136
847-560-0440

05142001VOG-KE
5/28/2020

Analysis valid 30 days from date above

agrosskopf@villageofgilberts.com

Building Remodel Proposal

Materials & Labor Description:

Interior:

- Supply and install protection for carpet and plastic walls for cubicles
- Frame for new wall in conference room to create (2) offices
- New wall to be insulated with R13
- Remove (2) ceiling lights in conference room
- Remove existing window in conference room and frame for new doorway
- Drywall patching as needed
- Supply and install (1) new interior door / casing for new doorway
- Door and casing to be painted; color to match existing as close as possible
- Move outlet and Cat 5/6
- Remove drywall (total of 3 wall sections) in two offices
- Insulate with R13
- Supply and install new drywall for new wall buildout and offices
- Drywall will be taped, mud, sanded and prepped for painting
- Paint all new walls and ceilings as needed from buildout / rework
- Color to match existing as close as possible
- Remove existing Andersen 400 series casement window and replace with new
- Window will be same size and color to match existing

\$ 10,325.00

Exterior:

- Exterior is not included at this time

If you have any questions or concerns with what has been outlined in this work order please feel free to contact us at any time. By signing this work order, you are authorizing the above work be done, and you will not be subject to returns on any of the above items once ordered. In the event unknown contingencies arise or owner wants additional work done and the Provider is required to furnish labor or materials or otherwise perform work not provided for or contemplated by the Provider, the additional cost of materials and labor will be paid in full by the Owner with the next due payment. Prior approval paperwork or verbal (change orders) will be provided in advance of this work.

Verbal agreements or requests in these instances are binding, and will be billed on a time and materials basis, payment will be expected upon completion.

Total Due: \$ 10,325.00

Respectfully submitted

Katie Esposito
Advance Design Authorized Representative

Date 5/28/2020

We hereby authorize you to order and install the above items as described.

Authorized

Owner

Date

Albano Builders Inc.

17N712 HIDDEN HILLS TRAIL
WEST DUNDEE, IL 60118
847.836.6814

Date: 8-11-2020

The Village of Gilberts
87 Galligan Rd
Gilberts, IL 60136
847-428-2861
Attn. Aaron Grosskopf

Contract for: Office Renovation

We hereby propose to perform the following work;

Contracting services for the completion of **The Above** per the Terms and Conditions of Warranties, Project Specifications and Payout Schedule will be considered the contract documents. Albano Builders will perform all work in a professional and good workmanlike manor. It is anticipated that the described will be substantially completed within 25 working days.

Albano Builders is a Fully Insured General and Carpentry Contracting Company. We carry General Liability and Workers Compensation on all of our employees and ensure subcontractors are insured as well.

Scope of Work as Follows;

- **NOTE: The Village of Gilberts agrees to have all furniture and equipment removed from the areas being renovated so that work can be done without interference or damage. Albano Builders Inc. will need the back Conference area for materials and debris staging.**
- Albano Builders to cover all finished carpeting at the renovated areas with plastic protection.
- Remove 1 - existing casement window at office and replace with a new of equal quality. Stain and finish new window to match existing room finishes.
- Relocate existing ceiling lights to accommodate new Conference Rm and new office space
- Build new 2x4 wood dividing wall between Conference Rm and new office space and fully insulate with sound barrier insulation.
- Ad new wall switches and duplex outlets to service new Conference Rm and office per code.
- **NOTE: ALL CAT 5 COMPUTER CABLE TO BE ADDED OR RELOCATED ON A SEPARATE SERVICE TICKET. THIS WORK WILL BE COORDINATED BY ALBANO BUILDERS AND PAID DIRECT BY THE VILLAGE OF GILBERTS TO THE SERVICE PROVIDER.**

- Remove existing window pane between new office space and otter area and frame for a new 3'-0" x 6'-8" #6 panel door.
- Cut and drill proximately 75 lineal feet existing office drywall at the top of the wall to allow for dry sound insulation.
- Close and drywall over off 3 existing 8"x12" pas-thru grill openings at existing offices to eliminate sound transfer.
- Drywall new Conference Rm and office walls. Patch and tape smooth to ceiling all work and make ready for finish painting
- Prime all new drywall and patches and finish paint to match existing paint finish as closely as possible.
- Paint entire new office and Conference Rm (this is being done because we are tapping new walls into the existing ceilings)
- Stain and finish new door and trims to match as closely as possible the existing doors and trims.
- Install new pine 6 panel door and colonial trims
- General clean up and removal of all debris from site. Final cleaning of renovated space is not included.

Total \$23,884

Payments as follows;

Deposit	11,942
Completion	11,942

Albano Builders

Village of Gilberts

_____ **Date:** _____

_____ **Date:** _____

Thank you for the opportunity to serve you!

“Quality Is Our Family Tradition”

Borgardt Remodeling/Maintenance

183 Tollview Terrace Gilberts IL 60136

847.778.4177 (cell)

PROPOSAL

Customer: Village of Gilberts

Date: April 13, 2020

Job Address: 87 Gilligan Rd.
Gilberts, IL 60136

Proposal: VG041320-1

Below are descriptions of the work proposed by Borgardt Remodeling/Maintenance:

Description:

Put down plastic to protect carpet.

Put up plastic floor to ceiling to block off cubicles.

Build wall in conference room to make an office.

Remove two ceiling lights for the wall.

Frame in window opening for door in conference room.

Move outlet and Cat 5/6.

Remove drywall in two offices.

Insulate all open walls with R13.

Install new drywall and tape.

Paint all walls and ceiling affected by taping, to match existing.

Install new Anderson 400 casement window in office – stain window to match.

Labor & Material: \$17,975.00

Remove grass, soil, pavers and haul offsite,

Install 15'x 3' sidewalk from curb to public walk (4" thick concrete over 4" compacted stone base, with broom finish).

Installation of 50'x 4' handicap ramp from existing ramp to public walk.

Install one 4' wide ADA insert and up to 10' of curb replacement for depression at walk.

Labor & Material: \$8,250.00

We hereby propose to furnish all material and labor to perform all work listed above. All material is guaranteed to be as specified, and the work to be performed in accordance with the drawings, codes, and specifications submitted for above work and completed in a timely workmanlike manner.

All extras will be done at an extra cost to this proposal, upon approval of customer. Price does not include permits and fees. All prices quoted are valid for 30 days from date of proposal. Payment Terms: 50% Down, Balance upon Completion.

If this proposal is acceptable, please sign in space provided below and return to above address.

I'm looking forward to working with you for these and other requirements that you may have. I can be reached directly by cell at 847-778-4177.

Sincerely,

Robert Borgardt

Robert Borgardt

Borgardt Remodeling/Maintenance

AGREED TO AND ACCEPTED:

By: _____

Date: _____



Estimate

P.O. Box 5963
Elgin, IL 60121-5963

Date	Estimate #
6/18/2020	2023

OrionLWS.com

Estimate For:
Village of Gilberts Aaron Grosskopf 73 Industrial Dr. Gilberts, IL 60136

Land (Design, Construction & Maintenance)
Water (Ponds, Falls, Streams, Aquatic Life & Maintenance)
Snow (Plowing, Shoveling & Ice Control)

"Enhancing lives through creative living spaces"

Description	Qty	Cost	Total
Replacement of a brick walk 15'x3' Material		1,365.00 320.00	1,365.00 320.00

Thank you for your business and all the opportunity that you give to us.

Total \$1,685.00



Cal and Shan's Landscape and Design, Inc.
 2819 Raycraft Rd.
 Woodstock, IL 60098 US
 (815) 509-1026
 info@calandshans.com
 http://www.calandshans.com

Estimate

ADDRESS
Village of Gilberts Public Works 73 Industrial Drive Gilberts, IL 60136

SHIP TO
Village of Gilberts Public Works 73 Industrial Drive Gilberts, IL 60136

ESTIMATE #	DATE
4852	06/27/2020

ACTIVITY	ACTIVITY	QTY	RATE	AMOUNT
Brick Sidewalk	Deliver and install Holland Sierra premier sidewalk leading from street to the public sidewalk. Matching soldier course Estimated: 150 sq. ft.	1	5,315.00	5,315.00
Concrete Sidewalk	Install 4" thick 4000 psi with fiber/wire reinforcing mesh concrete sidewalk leading from back door to the parking lot. ADA compliant 4' wide.	1	6,845.00	6,845.00

Thank You for considering Cal and Shan's Landscape & Design Inc.

TOTAL

\$12,160.00

Price Per Sq Ft 35.43. Will increase by 30% if only front walk is done. Estimate includes the area around the flagpole.

Accepted By

Accepted Date

PROPOSAL



K & M Concrete, Inc.
311 N. 2nd St. Ste. 201-C
St. Charles, IL 60174
630.377.8800

Check out our new web site
<http://www.k-mconcrete.com>

Proposal Date: 10/9/20
 Work to be Performed At:

Proposal Submitted to:

Name: Aaron

Street: 87 Gilligan Road

City: Gilberts State: IL

Phone: 547-450-3543
agrosskope@villageofgilberts.com

Street: SAME

City: _____ State: IL

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Install either a Stamped & Colored or Regular finish Concrete Walk Ramp:

- Remove & haul away existing soil, concrete, and bricks
- 5 inches of 6.5 bag mix concrete with a water reducer at 4500 psi
- Wire mesh & fiber mesh throughout; Poured on 4 inch thick recompacted stone base
- If the base is not sufficient there will be an extra charge to dig out bad base and add stone.
- #4 rebar reinforcement drilled into foundation for support
- #4 rebar reinforcement running throughout the walks
- Control joints to be tooled or saw cut in; Expansion joints to be placed as needed
- If stamped & colored color to be mixed throughout concrete;
- Choice of U-1 or U-2 colors on chart, Color U 3, 4 & 5 are an extra charge. 2nd color to be a release color
- If stamped & colored, colors & stamp pattern of your choice; broom finish if regular concrete – no landscaping
- One coat of a penetrating sealer with traction control to be applied; one coat if regular finish

Regular Stamped & Colored

Walk Ramp 40 ft x 4 ft	\$3,750.00	
Curb Cut	\$400.00	
Option Dirt & Seed	\$650.00	
Railings 2 line	\$7,975.00	
Front Walk 14 ft x 3 ft	\$2,175.00	\$2,975.00
Wheelbarrow Use		

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of: **see above**

- **dollars (\$, .00); 25% of contract price due upon contract signing with balance due upon completion of work.**
- Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

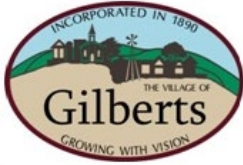
Respectfully submitted: *Lord Williams*
 (authorized signature for K&M Concrete, Inc.)

NOTE: This proposal may be withdrawn by us if not accepted within 60 days.
Permits may be required for patios, driveways or other concrete work in your city or County. It is the Property Owners responsibility.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as specified above.

Signature: _____ Date: _____



Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, Illinois 60136
Ph. 847-428-2861 Fax: 847-428-2955
www.villageofgilberts.com

To: President Zirk and the Board of Trustees

From: Brian Bourdeau, Village Administrator
Taunya Fischer, Finance Director

Date: October 13, 2020 Committee of the Whole

Re: Item 5.C: Presentation and Discussion Regarding and Adjustment to the Utility Billing Calendar

As the Board is aware, there has been some exciting efficiencies authorized within the BS&A system, which staff is in the process of implementing. Beginning with the upgrade to Neptune 360, which will enable the Utilities Division of Public Works to read meters more efficiently; to the addition of the BS&A online portal, which will allow residents to look up their bill, make a payment and see that payment immediately reflected on their account.

To that end, we would like to try and make the bill due date a bit easier as well. Currently, the bill due date changes with each billing cycle, which lends to confusion on the part of residents and staff. Going forward we would like to have the utility bills due by the 10th of the month following the issuance of the bill. For example: the November bill will be printed and mailed no later than Nov. 10th, then the due date for it will be December 10th; January's bill will be due February 10th; and so on. Should the 10th ever fall on a weekend, payments will be considered on time until 8:30am of the next business day (typically Monday, but could be Tuesday depending on how holidays fall). This policy of accepting payments as timely received on the next business day at 8:30 a.m. is consistent with current practice. Please note, the billing cycles are not proposed to change.

This change will make it much easier for staff to inform our residents of when a bill is due as it will always be the same date of the month. Additionally, having a consistent due date will help residents easily remember when their bill is due.

Taunya and I will be present to present and answer any questions or concerns.

.